



## Vulnerable Persons Abuse Neglect Policy

It is the policy of \_\_\_\_\_ to provide clients with an environment that is free of neglect and abuse. This document will present some definitions and examples but they are not inclusive of all forms of neglect and abuse that could be inflicted upon a client by a staff member, another client, a family member, a volunteer, a visitor, or any other person who comes into contact with a client.

### Responsibilities

**Staff and Volunteer:** It is the duty and responsibility of every staff member and volunteer of \_\_\_\_\_ to immediately report any suspected incidence of neglect or abuse to the Administrator. In \_\_\_\_\_ *name of state* it is mandatory that all incidents must be reported to \_\_\_\_\_ *name of organization*

**Administrator:** It is the responsibility of the Administrator to ensure that every staff member and volunteer has read and understands this Neglect and Abuse Policy. In addition, it is the responsibility of the Administrator to investigate any report of neglect or abuse and to determine what action is warranted. Actions taken by the Administrator in response to a report of neglect or abuse could include, but may not be limited to: a review of the Neglect and Abuse policy with the individual who is involved, disciplinary action against a staff member or volunteer, reporting the neglect and/abuse to law enforcement for further investigation, and/or filing a complaint against the alleged perpetrator with an appropriate governmental entity.

### Definitions and Examples of Neglect and Abuse

**Neglect:** Neglect is defined as the unwillingness of a staff member to provide essential care and supervision to a client. This care includes, but is not limited to, providing: proper nutrition, medical and mental health care, proper monitoring of activities of daily living, a clean and sanitary environment, and a safe environment that is free of hazards that could effect the health and/or safety of a client.

**Physical Abuse:** Physical Abuse is defined as the intentional infliction of harm to a client's body. This includes, but is not limited to: hitting, pushing, pulling, pinching, twisting, bending, or manipulating any part of a client's body in a manner that causes discomfort, pain, and/or injury.

**Sexual Abuse:** Sexual abuse is defined as any physical or verbal interaction with a client that contains any sexual contact or content. This would include, but is not limited to: inappropriate touching, sexually oriented remarks or comments, remarks about a client's sexual orientation, and/or remarks about a client's private and/or personal sexual behavior.

**Verbal Abuse:** Verbal abuse is defined as any derogatory, demeaning, or insulting comments made to a client. Verbal abuse can also take the form of speaking to clients in harsh, angry, or loud tones. Teasing, joking, mocking, and playing tricks that are unwanted, or done at a client's expense, are also a form of verbal abuse.

**Emotional Abuse:** Emotional abuse is defined as excessive, aggressive, or unreasonable demands on a client. This could include, but is not limited to; expectations that are beyond the level of understanding of a client, expectations that are above the tolerance level of a client, verbal attacks, degradation, humiliation, bullying, chronic rejection, crossing boundaries that compromise the personal space of a client, and/or confinement.

By signing below, I confirm that I have read and understand the \_\_\_\_\_ Neglect and Abuse Policy.

Signature

Title/Position

Date

Administrator

Date

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