

1st Place Safeguarding Adults at Risk Policy and Procedures

Policy Statement

Safeguarding adults is the responsibility of everyone, and 1st Place is committed to safeguarding and protecting the welfare of all who use its services.

Living a life that is free from harm and abuse is a fundamental right of every person. All of us need to act as good neighbors and citizens in looking out for one another and seeking to prevent isolation, which can easily lead to abusive situations and put adults at risk of harm.

By the nature of the services we provide, it is likely that staff will have contact with adults who are at risk. We recognise that we have a responsibility to protect the welfare of these adults and that we also need to address the safety and welfare of any child for whom they have responsibility.

On almost all occasions both the Adult at Risk **and** The Child Safeguarding Policy and Procedures will need to be followed.

1st Place has no statutory remit or role to investigate abuse of adults at risk but acknowledges a responsibility to pass on to the appropriate statutory agency concerns in relation to the safety or welfare of a vulnerable adult at risk so that these concerns can be assessed.

The Aims of Adult Safeguarding are to:

- Stop abuse or neglect wherever possible.
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Safeguarding adults in a way that supports them in making choices and having control about how they want to live.
- Promote an approach that concentrates on improving the life for the adult concerned.
- Raise public awareness so that communities alongside professionals, play their part in preventing, identifying and responding to abuse and neglect.

- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and how to raise a concern about the safety or well-being of an adult.
- Address what has caused the abuse.

1st Place Safeguarding Principles

The policy and these procedures are based on the following principles.

- It is the responsibility of all within 1st Place to report any concerns about abuse.
- When abuse of an adult at risk needs to be reported, we follow the Pan-London Safeguarding Adults Policy & Procedure – **is it the Multi-agency adult safeguarding policy and procedure now?**. Alternatively adult abuse can be reported directly to the police.
- All incidents of alleged poor practice, misconduct or abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be handled in accordance with the requirements of the Data Protection ~~Act 1998~~ **this is 2018 now**.

1st Place will ensure that all adults at risk irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion and belief, sex or sexual orientation, have the right to:

- Have their money, goods and possessions treated with respect and to receive equal protection for themselves and their property.
- Guidance and help in seeking assistance with reference to abuse.
- Be supported in making their own decisions about how they wish to proceed in the event of abuse and to know their wishes will only be over-ridden if it is considered necessary for their own safety or the safety of others.
- Be supported in bringing a complaint under any existing complaint procedure.
- Be supported in reporting the circumstances of any abuse to independent bodies.
- Have alleged, suspected or confirmed cases of abuse that come to light through 1st Place support dealt with as a priority.
- Receive appropriate support following abuse.

Who is an 'Adult at Risk'

An 'adult at risk' is a person aged 18 years or over who:

- Has care and support needs
- Is experiencing, or is at risk of, abuse or neglect and
- Is unable to protect themselves because of their care and support needs

(HM Government: Care and Support Statutory Guidance 2014)

This includes adults who:

- Are elderly or frail.
- Have a mental illness including dementia, psychosis, depression or severe post- natal depression.
- Have a physical or sensory disability.
- Have a learning difficulty.
- Have a severe physical illness/disability.
- Are currently using or have a history of substance misuse.
- Are homeless.
- Have disclosed suicidal thoughts.
- Have or are threatening to self- harm.
- Are experiencing domestic violence or hate crime.
- Are victims of Honour-based violence or forced marriage.
- Disclose that they have harmed or are at risk of harming either a child or another adult.
- Are exhibiting radical and extremist views or behaviours.

This is not an exhaustive list but is intended to give examples of situations where a member of staff would need to consider safeguarding issues in relation to the adult. It is recognised that these adults are vulnerable to abuse and neglect from carers, family members, community care services as well as strangers.

In this context community care services includes all care services provided in any setting by any agency whether statutory, voluntary or community and therefore includes the support provided by 1st Place.

Types of Abuse and Neglect

- Physical – this is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'.
- Sexual – examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to.
- Emotional and psychological – this is behavior that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy, and dignity.
- Institutional – institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. Such abuse violates the person's dignity, resulting in lack of respect for their human rights.
- Discrimination – discriminatory abuse exists when values, beliefs, or culture result in a misuse of power that denies opportunities to some groups or individuals.

- Financial and material – this is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It includes theft, fraud, exploitation and the misuse or misappropriation of property, possessions or benefits.

Additional Safeguarding concerns

Prevent Duty Legislation 2015

From July 2015 all schools and registered early years childcare providers are subject to a duty under section 26 of the Counterterrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.

This duty is known as the Prevent Duty. In order for 1st Place to fulfil the prevent duty, it is essential that we are able to identify adults at risk who may be vulnerable to radicalisation and know what to do when they are identified. Protecting adults at risk from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting adults at risk from other harms (e.g neglect, sexual exploitation, drugs, gangs), whether they come from within their family or are the product of outside influences. Referrals must be made to the appropriate safeguarding agencies, including the Police, (dialling 101) and the Department of Education helpline 0207 340 7264.

British Values

1st Place will also aim to build 'resilience to radicalisation' in all people who use our services by promoting the fundamental British values of democracy, rules of law, individual liberties, mutual respect and tolerance of those of different faiths. We will also support and encourage them to challenge extremist views:

Adult Safeguarding Procedures

Where there are concerns about the safety or welfare of adult at risk this policy and procedures will be followed, and information will be shared with the relevant agencies to protect the adult at risk

1st Place will take all possible steps to ensure that adults at risk are kept safe through:

- Clear procedures for the raising of concerns about an adult at risk.
- Safe recruitment processes for all trustees, staff and volunteers including the obtaining of DBS checks as appropriate.
- Procedures to structure the management of an allegation of abuse against trustees, staff, or volunteers.
- Effective induction, training and support for trustees, staff, and volunteers to ensure they are aware of and understand the importance of implementing this policy and the related procedures.
- Identified personnel to hold the strategic lead and designated safeguarding responsibilities for the safeguarding of adults at risk within 1st Place.
- Clear expectations of all trustees, staff, and volunteers for sharing information about adults at risk.

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What to do if you suspect abuse

Anyone who works for or is a commissioned partner agency of 1st Place has concerns about the welfare of an adult at risk they must raise those concerns and inform a designated person without delay.

- The priority should always be to protect the safety of all adults at risk, and it is the responsibility of all at 1st Place to act on any suspicion or evidence of abuse or neglect.
- The information regarding the concerns and the action taken will be recorded and passed to the relevant agencies. Written information will be passed to the respective agencies within 7 working days.
- If an adult is at risk of immediate harm, then the designated person will inform the appropriate agency without delay.
- If the adult is not at risk of immediate harm the information must be passed to the designated person who will respond as soon as possible but within 48 hours.
- Failure to report concerns may lead to suspension pending investigation and for staff, disciplinary action.
- If a member of staff, volunteer or trustee is alleged to have put the welfare or safety of an adult at risk, the designated person will inform the appropriate agency and cooperate fully with the process of investigation including the immediate suspension of the person. (Refer to: Allegations against staff and volunteers)

What to do if an adult tells you they are being abused

If an adult experiencing abuse or neglect speaks to you about this, assure them that you are taking them seriously. Listen carefully to what they are saying, stay calm and get a clear and factual picture of the concern.

Be honest and avoid making assurances that you may not be able to keep, for example, promising confidentiality. (See Disclosure and Information sharing below) Make it understood that you will need to report the abuse. Do not be judgmental and try to keep an open mind.

All staff (professionals and volunteers) of any service involved with adults at risk should inform the relevant manager if they are concerned that an adult has been abused or may be at risk of harm. The manager must pass the information to the designated person for dealing with their concerns without delay and in any event within 48 hours of the information coming to light.

If you hear about an incident of abuse from a third party (this is when someone else tells you about what they have heard or seen happen to a vulnerable adult at risk), encourage them to report it themselves or help them to report the facts of what they know.

Disclosure and Information sharing

1st Place recognises the importance of sharing information to protect an adult at risk and normally any disclosure of confidential information to any other person may only be undertaken with the express permission of the person.

Where it is considered necessary for the welfare and protection of an adult at risk, the person will be kept informed unless to do so would put his or her welfare and safety at risk of harm.

In recognition of its commitment to pass on concerns, 1st Place will maintain effective working partnerships with organisations working with adults at risk within the community and will maintain current information on and work within the requirements of the local procedures followed by statutory and voluntary agencies.

Retention of Records

A factual, dated record of concerns about a vulnerable adult using 1st Place services or employed by 1st Place will be kept, in line with 1st Place record keeping and procedures.

Records kept by employees about vulnerable adults should only include contacts made, referrals made including date, time, and reason, and referral agency.

How to make a report of suspected abuse

All concerns of abuse or neglect of a vulnerable adult at risk can be reported to the local safeguarding adult's referral point:

Southwark Safeguarding Adults Team

safeguardingadultscoordinator@southwark.gov.uk

Telephone: 0207 525 1754

Safeguarding Adults Team
PO Box 64529
London
SE1 5LX

If a serious crime has taken place or there is a need for an immediate police response to protect the adult at risk, consider dialling 999.

What happens when I make a report of suspected abuse?

Referrals to Southwark Safeguarding Adults team will be taken from anyone who has a concern that an adult is at risk. The relevant referral process should be used. This may be a specific referral form or a telephone call. Details from the referrer about the allegation of abuse will be needed so it is helpful to have the facts of the circumstances ready to hand.

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The referral may be passed to the local safeguarding adults' team and allocated to a worker who will seek to:

- clarify the circumstances of the alleged abuse or neglect.
- take any immediate steps to protect the adult at risk, if needed
- decide if the safeguarding adult procedures are the required and appropriate response to the situation.
- work in partnership with other agencies, like the police or health services, where necessary.

The allocated worker will call a multi-agency strategy meeting where details of the investigation and responsibilities will be agreed. Protecting adults at risk is the responsibility of all the agencies working together and they will all follow the 'Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse.'

Information and contact details of organisations providing Specialist Advice and Support on Safeguarding Adults can be found on the London Borough of Southwark website

at: www.2.southwark.gov.uk/a_to_z/services/550/safeguarding_vulnerable_adults

Services include:

Action on Elder Abuse

Voice UK

Age Concern Southwark

Mencap

Victim support

Downs Syndrome Association

Deafblind UK

Allegations against staff and volunteers

It is important that any concerns for the welfare of an adult at risk arising from abuse or harassment by a member of staff or volunteer should be reported immediately to the designated person, or, if they are implicated in the concerns, to the named trustee for Safeguarding, and Safeguarding Record form completed. Concerns about poor practice should also be reported to the designated person.

Where there are allegations of abuse or concerns about poor practice of staff or volunteers there may be three strands of investigation as follows.

1. Adult at risk protection investigation (externally led)
2. Criminal investigation (externally led by the Police Authority)
3. A disciplinary investigation (internally led)

It may be that the employee will be suspended with pay during an investigation or a volunteer asked to cease volunteering pending the outcome of the investigation.

Please refer to 'Procedures for Allegations against Staff and Volunteers'

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1st Place Designated Safeguarding Personnel

Lead person - Nicola Howard - Director

Designated Person(s) Elena Salazar – Family Services Manager
- Children & Family Centre.

Judy Morris – Senior Early Years Practitioner – Children & Family
Centre.

Dina Bray – Senior Community family Worker.

Marie Skelton – Head of Early Years Education

Sara Noor - Early Education Manager – 1st Place at Elephant

Sophie Walsh – Early Education Manager – 1st Place at
Lorrimore Square

Molly Roberson -

Named Trustee: ~~Lucy Brazener~~

This policy will be reviewed annually or more frequently if there are changes to legislation

Signature of Lead Trustee

Date policy to be reviewed October 2022

Last Review October 2022
Next Review October 2023