



## SAFEGUARDING ADULTS POLICY

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### Introduction

Safeguarding is everyone's responsibility.

If you have concerns about an adult's safety and or wellbeing you must act on these.

It is not a team member's responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.

### Purpose

Her-Place Charitable Trust and Learning Well CIC are committed to creating and maintaining a safe and positive environment and accept responsibility to safeguard the welfare of all adults involved in all Her-Place and Learning Well services in accordance with the Care Act 2014.

### Policy Scope

Her-Place Charitable Trust and Learning Well CIC safeguarding adults policy and procedures applies to all team members.

### Policy

The guidance given in the policy and procedures is based on the following principles:

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

The rights, dignity and worth of all adults will always be respected.

We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs

All allegations will be taken seriously and responded to, quickly in line with this policy and associated procedures.

Her-Place Charitable Trust and Learning Well CIC recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

## **The six principles of adult safeguarding**

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults

### **Empowerment**

People being supported and encouraged to make their own decisions and informed consent.  
“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

### **Prevention**

It is better to take action before harm occurs.  
“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

### **Proportionality**

The least intrusive response appropriate to the risk presented.  
“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

### **Protection**

Support and representation for those in greatest need.  
“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

### **Partnership**

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.  
“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

### **Accountability**

Accountability and transparency in delivering safeguarding.  
“I understand the role of everyone involved in my life and so do they.”

## **Making Safeguarding personal**

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

## Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual's living accommodation
- The individual's contribution to society.

## Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures They take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018 and UK GDPR

## Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

### Adult

is anyone aged 18 or over.

### Adult at Risk

is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or is at risk of, abuse or neglect and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

### Adult in need of care and support

is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors.

Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

## **Abuse**

is a violation of an individual's human and civil rights by another person or persons. See the following section for further explanations.

## **Adult safeguarding**

is protecting a person's right to live in safety, free from abuse and neglect.

## **Capacity**

refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity

## **Types of Abuse and Neglect**

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be an exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

### **Self-neglect**

this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

### **Modern Slavery**

encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

### **Domestic Abuse and coercive control**

including psychological, physical, sexual, financial and emotional abuse. It also includes so-called 'honour' based violence. It can occur between any family members.

### **Discriminatory Abuse**

discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

### **Organisational Abuse**

including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

## Physical Abuse

including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

## Sexual Abuse

including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

## Financial or Material Abuse

including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

## Neglect

including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

## Emotional or Psychological Abuse

this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

## Not included in the Care Act 2014 but also relevant

### Cyber Bullying

cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

### Forced Marriage

forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

### Mate Crime

a 'mate crime' as defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

## Radicalisation

The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

### Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone who a service user comes into contact with. Or team members may suspect that a service user is being abused or neglected outside Her-Place Charitable Trust and Learning Well CIC's service provision. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present. · A person has belongings or money going missing.
- A person has stopped attending sessions when you felt they used to enjoy the sessions.
- Someone losing or gaining weight / an unkempt appearance. This could be a service user whose appearance becomes unkempt, or whose hygiene deteriorates.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassing of a service user because they are or are perceived to have protected characteristics.
- Not meeting the needs of the service user.

### What to do if you have a concern or someone raises concerns with you.

It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.

If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Her-Place Charitable Trust or Learning Well CIC's Safeguarding Lead, or, if the Safeguarding Lead is implicated then report to Safeguarding Lead of the Board of Trustees/Board of Directors.

When raising your concern with the Lead Safeguarding Officer, remember **Making Safeguarding Personal**. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern

It is important when considering your concern that you also ensure that you keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

## Safeguarding Leads

Kate Blakemore (CEO) 07734 868325

Jane Tomlinson (Trustee) 07764 157051

## **How to respond to a concern**

Make a note of your concerns.

Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Lead Safeguarding.

Remember to **make safeguarding personal**. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your safeguarding lead.

Describe the circumstances in which the disclosure came about.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

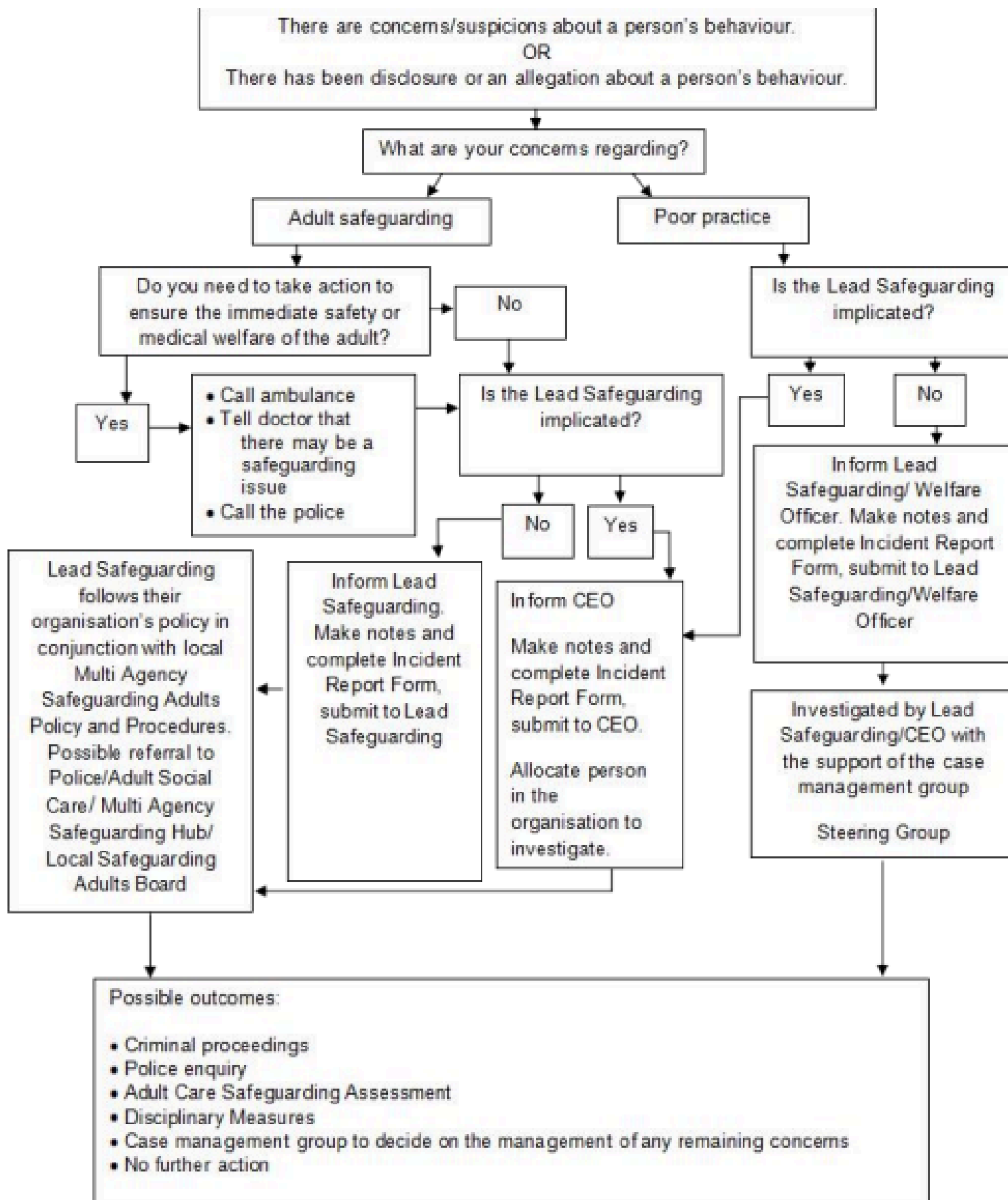
Be mindful of the need to be confidential at all times, this information must only be shared with your Safeguarding Lead and others on a need to know basis.

If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

## **Safeguarding Adults Flowchart**

Dealing with Concerns, Suspicions or Disclosure

Please see below.



**Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity**



## **Roles and responsibilities of those within Her-Place Charitable Trust and Learning Well CIC**

Her-Place Charitable Trust and Learning Well CIC is committed to having the following in place:

- A Safeguarding Lead to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

Within the organisation, different leads are assigned to monitor and share information on the following subject areas. Ultimately all safeguarding issues, across any of these areas should be communicated to the main safeguarding lead, as described previously.

Child Sexual Exploitation - Jenny Foulkes

Female Genital Mutilation - Jenny Foulkes

PREVENT - Jane Tomlinson

Domestic Abuse - Donna Davenport (Adults) / Jenny Foulkes (Children and Young People)

Honour Based Violence - Donna Davenport (Adults) / Jenny Foulkes (Children and Young People)

Forced Marriage - Donna Davenport (Adults) / Jenny Foulkes (Children and Young People)

Mental Capacity Act - Donna Davenport (Adults)

Deprivation of Liberty Safeguards - Donna Davenport (Adults)

Trafficking / Modern slavery (PHSA 1:1) - Donna Davenport (Adults) / Jenny Foulkes (Children and Young People)

### **Good practice, poor practice and abuse**

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in Her-Place Charitable Trust and Learning Well CIC to make judgements regarding whether or not abuse is taking place, however, all Her-Place Charitable Trust and Learning Well CIC team members have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

### **Good practice**

Her-Place Charitable Trust and Learning Well CIC expects that all team members, paid or unpaid:

Have completed a course in basic awareness in working with and safeguarding Adults.

Everyone should:

- Aim to make the experience of Her-Place Charitable Trust and Learning Well CIC fun and enjoyable.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity

Signed



Signature of Chief Executive

<b>Date of Issue</b>	October 2020	
<b>Date of review</b>	<b>Initials of Reviewer</b>	<b>Change notes ("no changes" if applicable)</b>
January 2023	ME (HR)	Details, typographical and style updates
November 2023	JT	No changes
January 2024	JT	Name change of who is responsible
March 2025	DW	General typographical amendments and update of responsibility Updated data protection legislation reference

**Team members notification that Policy has been read:**

Please add your name to the next available row, and enter the date that you last read this policy

<b>Full Name</b>	<b>Date Read</b>

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