

## Safeguarding Adults Policy

### 1. Policy Statement

Silver Lined Horizons (SLH) works directly with adults on a range of its projects and programmes and has a responsibility to promote the wellbeing and safety of all people it comes into contact with. It is the duty of all employees to safeguard the welfare of adults by creating an environment that protects them from harm.

SLH is committed to practice that protects all Adults at Risk (**hereafter referred to as adults**) from harm and recognises its duty to ensure that appropriate action is taken where an adult is experiencing harm or is at risk of harm.

The wellbeing of adults is paramount for all staff and accordingly, they will be made aware of the Safeguarding Adults Policy as part of the induction process. Where appropriate, the following guidelines will be supplemented by in-service training and additional guidance.

### 2. Relationship to SLH Safeguarding Children Policy

- There is no 'Adults at Risk' Act to provide clear legislative guidance. But new introductions to the 2014 Care Act now provide clearer guidance for those who work with Adults at Risk.
- The definition of 'Adult at Risk' is always open to interpretation and individuals may be vulnerable at some times and not at others.
- Adults have a right to self-determination. They may not wish to have others intervene to safeguard them.
- Adults may consent to sexual activities and the issue of consent may affect the reporting and management of allegations.
- There is not a uniform approach in place by the various Local Safeguarding Boards due to local authorities being organised differently with reference to how they receive and manage referrals.

The term 'Adult at Risk' has replaced the previously used term 'Vulnerable Adult'. An 'Adult at Risk' is an adult aged 18 years or over:

- Who is unable to protect him or herself against significant harm or exploitation
- Who is or may be in need of community care services by reason of mental or other disability, increasing frailty or illness, alcohol or drug dependency
- Or
- Who is or may be unable to take care of him or herself (includes alcohol or drug dependency)

This policy applies to all paid employees, freelance staff, volunteers, consultant sessional workers, and associates working on behalf of SLH in any capacity and in any setting.

### **3. Legal Framework**

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 1998

### **4. Principles**

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.
- Silver Lined Horizons will seek to ensure that our work is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- 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
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Silver Lined Horizons for example inappropriate behaviour of a staff member, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with Silver Lined Horizons Safeguarding Adults Policy and Procedures.
- Silver Lined Horizons 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.

### **5. 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.

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## 6. What Constitutes Abuse?

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 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 make 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.

## **7. Procedures for Safeguarding Adults**

### **7.1 Organisation duties and responsibilities**

The Safeguarding Lead is responsible for ensuring that safeguarding is given high priority within SLH. Specific responsibilities include:

- Providing support and advice to all staff on safeguarding matters related to children and vulnerable adults.
- Ensuring that all members of staff receive training on child protection and safeguarding as part of their induction, and on an ongoing basis where required.
- Referring the matter to the local authority social care team where abuse of an adult is reported or suspected.
- Maintaining an overview of safeguarding issues and monitoring the implementation of this policy.

The safeguarding lead should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

**The Safeguarding Lead is Natasha Rego:**

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## **Recruitment**

SLH is registered with a government-approved online Disclosure and Barring Service (“DBS”) check (CRB) tool. The DBS provides a disclosure service for organisations. DBS disclosures enable employers to undertake more thorough recruitment and selection procedures for positions which involve working with adults at risk.

All staff requiring an DBS will be rechecked every 3 years.

### **7.3 Code of conduct**

SLH projects and programmes should be carried out in a safe, positive and encouraging environment. Staff are expected to:

- Ensure the safety of vulnerable groups within their care, and adhere to Health and Safety and Safeguarding procedures and all other SLH policies
- Respond quickly and appropriately to any concerns about an adults, acting in their best interests at all times
- Report concerns or allegations to the Lead Safeguarding person.
- Listen to vulnerable groups and involve them in decision making as appropriate
- Encourage and praise vulnerable groups and give constructive feedback
- Respect differences between individuals and ensure that no one is treated less favourably on the grounds of ethnic origin, colour, nationality, race religion or belief, gender, sexual orientation, gender reassignment, marital/civil partnership status, pregnancy/maternity, age or disability and encourage participants to do the same.
- Carry out and check risk assessments as appropriate and ensure they are familiar with the emergency action and first aid procedures
- Ensure the correct permission has been received for the taking of images and video recording of vulnerable groups, and only use authorised equipment.

### **7.4 Websites/social media and online safety**

Any project that provides service users with direct access to the internet must have protocols in place to ensure safe use. Staff should take care when communicating with others online/ particularly when identifying themselves as SLH staff members and when in conduct with adults.

Users must not place any material on the internet that would be considered inappropriate, offensive or disrespectful of others.

### **7.5 Use of images**

Before taking photographs of adults, consent will be sought from the adult, parent/carer. Adults, parents/carers will be informed of how the image will be used.

Adults who are under a court order will not have their images published in any document or website.

No images of adults featured in publications will be accompanied by personal details.

## **7.6 Confidentiality and Sharing Information**

Confidentiality and safeguarding should be discussed with adults at the beginning of any piece of work and reminders and information given from time to time, to ensure that they understand the processes and what responsibilities members of staff have. It is absolutely essential to be clear about the limits of confidentiality well before any such matter arises. While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, it is essential that staff respond quickly where they have concerns or suspicions of abuse. Any concerns about confidentiality should not override the rights of adults at risk of, or suffering, harm.

SLH's responsibility for protecting at risk adults means that, where necessary to protect welfare, it will breach confidentiality to raise concerns. Information sharing must be done in a way that is compliant with the General Data Protection Regulation and Data Protection Act 2018, the Human Rights Act 1998 and the common law duty of confidentiality. However, a concern for confidentiality must never be used as a justification for withholding information when it would be in the adult's best interests to share information.

A record should be kept of any decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose. SLH has a Safeguarding Adults Report Form for recording suspected abuse to help people record relevant information.

It is important that concerns raised are recorded accurately and in detail. All discussions should end with clear and explicit recorded agreement about who will be taking what action. Where no further action is the outcome the reason for this should be clearly recorded. Some of the information requested by the form may not be available. Staff should not pursue the questioning of an adult for this information if it is not given freely. There should be no delay in reporting the matter by waiting for all the information.

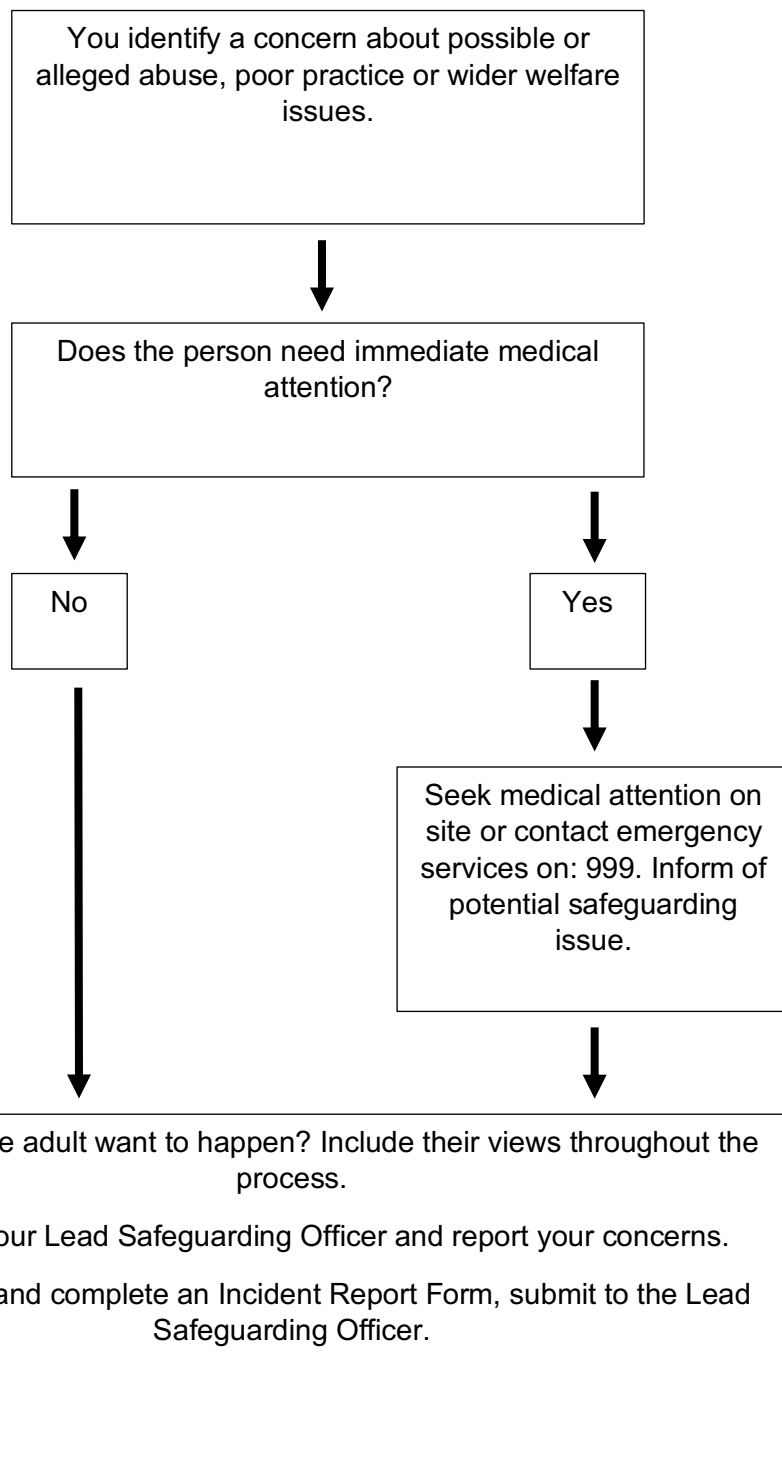
In completing the form, it is important not to write speculative comments but to stick to the facts. Staff's opinion may be crucial but it should be recorded as an opinion and any evidence stated to support these opinions. Records pertaining to issues of child protection may be accessible to third parties such as Adult Services, Police, the Courts and Solicitors. Records must be kept securely in a locked place or file to which access is restricted.

## 8. Safeguarding is everyone’s responsibility.

If you have concerns about an adult’s safety and or wellbeing you must act on these and you have a “duty to refer” this to the Safeguarding Lead. If there is immediate risk or harm, a serious injury or a criminal offence has been committed then the police or other emergency services must be involved at the earliest convenience.

It is not the responsibility of SLH to decide whether or not abuse has taken place. It is the responsibility of staff at SLH to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect the person.

A flow chart showing the course of action can be found below.





## Appendix 1

### Incident Report Form

#### Safeguarding Adults Incident form

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

Section 1 – details of adult at risk	
Name of adult	
Address	
Date of Birth	
Age if date of birth not known	
GP practice (if known)	
Contact number	
Section 2 – your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / club	
Your Role in organisation	
Section 3 – details of Concern	



Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)

**Section 4 - Abuse type(s) – please tick as many as you feel may apply**

Physical	Psychological	Financial
Sexual	Discriminatory	Organisational (formerly institutional)
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Female genital Mutilation (FGM)
Forced Marriage	Domestic abuse	Radicalisation
Self-Neglect		

**Section 5 - Have you discussed your concerns with the adult? What are their views, what outcomes have they stated they want (if any)?**

Section 5A – Reasons for not discussing with the adult	
Adult lacks capacity	
Adult unable to communicate their views	
Discussion would increase the risk	
State why the risks would increase	
Section 5B - Have you discussed your concerns with anyone else? E.g. carer/parent. What are their views?	
Section 6 – What action have you taken /agreed with the adult to reduce the risks?	
Information passed to Safeguarding Officer, confirm details:	Referral to Social Care Confirm details:
Contact with the police Confirm details:	Referral to other agency – please confirm details:
Other – please state what	
No action agreed – state why	
Section 7 – Risk to others	
Are any other adults at risk Yes/No – delete as appropriate	

If yes state why and what actions have been taken to address these?

Are any children at risk      Yes/No Delete as appropriate

If yes state why and what actions have been taken to address these?

Signed:

Date:

**OFFICE USE ONLY**

**Section 8 – sharing the concerns (To be completed by Lead Safeguarding Officer)**

Details of your contact with the adult at risk. Have they consented to information being shared outside of Silver Lined Horizons

Details of contact with the Social Care Team where the adult at risk lives – advice can be still sought without giving personal details if you do not have consent for a referral

Details of any other agencies contacted

Details of the outcome of this concern