

Adults Safeguarding Policy

1. Statement of Policy

Safeguarding is everyone's responsibility.

Safeguarding vulnerable adults is a part of the wider role of providing a safe space and promoting welfare. This policy refers to the activity which is undertaken to protect specific adults who are experiencing or are at risk of abuse and are unable to protect themselves as a result of their care and support needs – see Appendix A for definitions. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard vulnerable adults and promote their welfare.

Safeguarding and promoting the welfare of vulnerable adults – and in particular protecting them from harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Some of the most vulnerable adults, and those at greatest risk of social exclusion, will need co-ordinated help from health, education, social care, and quite possibly the voluntary sector and other agencies, including justice services.

For those vulnerable adults who are experiencing, or at risk of abuse or neglect, joint working is essential, to safeguard and promote their welfare and – where necessary – to help bring to justice the perpetrators of crimes against them.

The safeguarding duties that apply to a vulnerable adult are detailed in Appendix A.

All staff and volunteers should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults;
- share and help to analyse information so that an assessment can be made of the individual's needs and circumstances;
- contribute to whatever actions are needed to safeguard and promote the individual's welfare;
- take part in regularly reviewing the outcomes for the individual against specific plans; and
- work co-operatively with other agencies and relevant individuals unless this is inconsistent with ensuring the individual's safety.

We recognise that it is the responsibility of staff and volunteers to prevent the physical, sexual, psychological, financial, discriminatory and emotional abuse of vulnerable adults, being particularly mindful that some of our client group may previously have been subject to, or at risk of, modern slavery, domestic abuse and other forms of exploitation. It is our duty to report any current abuse discovered or suspected.

Swindon City of Sanctuary recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent, and to be alert, to such abuse.

Swindon City of Sanctuary is committed to supporting and training those who work or volunteer with vulnerable adults and to provide supervision.

Swindon City of Sanctuary is committed to maintaining good links with statutory authorities.

2. Procedures

As one of its major activities, Swindon City of Sanctuary seeks to serve the needs of vulnerable adults, promoting holistic development. In so doing, Swindon City of Sanctuary takes seriously the welfare of all adults who come onto its premises or who are involved in its activities. We aim to ensure that they are welcomed into a safe, caring environment with a happy and friendly atmosphere.

Swindon City of Sanctuary is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This includes DBS disclosures for staff and volunteers, ensuring references are taken up, and adequate training on Safeguarding Adults is provided for staff and volunteers.

Trustees will be required to provide two references and have a DBS disclosure.

For a change in paid position or volunteer role with comparable duties, where a DBS check has been carried out within the last 12 months by Swindon City of Sanctuary (or an organisation such as The Harbour Project), the need for a new check will be waived at the discretion of the Designated Named Individual responsible for safeguarding adults.

Where a criminal conviction is disclosed by an applicant or through a DBS disclosure, the Designated Named Individual for safeguarding will assess the risk, in conjunction with the Board of Trustees.

Staff, volunteers and trustees will be expected to adhere to Swindon City of Sanctuary's Code of Practice – see Appendix B for details.

Prior to the commencement of any new project involving direct access to service users, a risk assessment will be undertaken to ensure that the service provides welcome and support for all – see Appendix C for an example.

Swindon City of Sanctuary will work within the current legal framework for reporting staff or volunteers that are abusers.

Service users will be encouraged to become involved with the running of the organisation.

Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available on our website.

The Designated Named Person for Safeguarding Adults in Swindon City of Sanctuary is:

Nicola, Executive Officer
nicola@swindon.cityofsanctuary.org
07903 167 142

She should be contacted for support and advice on implementing this policy and procedures. **Should she be unavailable, then trustees, staff or volunteers should contact the Adult Safeguarding team directly. See below for contact details.**

This policy should be read in conjunction with Swindon's Safeguarding Adults Policy and Procedures which are available at:

https://www.swindon.gov.uk/info/20011/adult_social_care_and_support/435/find_out_about_adult_protect

This policy will be reviewed annually by the Board of Trustees. The Designated Named Person for Safeguarding Adults will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review; any significant changes will need to be communicated to service users.

Safeguarding Adults Team – for adults at risk of abuse

Tel: 01793 463555 (work hours), 01793 436699 (emergency out of hours)

E-mail: adultsafeguarding@swindon.gov.uk

Online referral form: https://www.swindon.gov.uk/forms/form/302/en/multi-agency_safeguarding_adults_referral_form

Primary Care Liaison Service – for adults with mental health needs

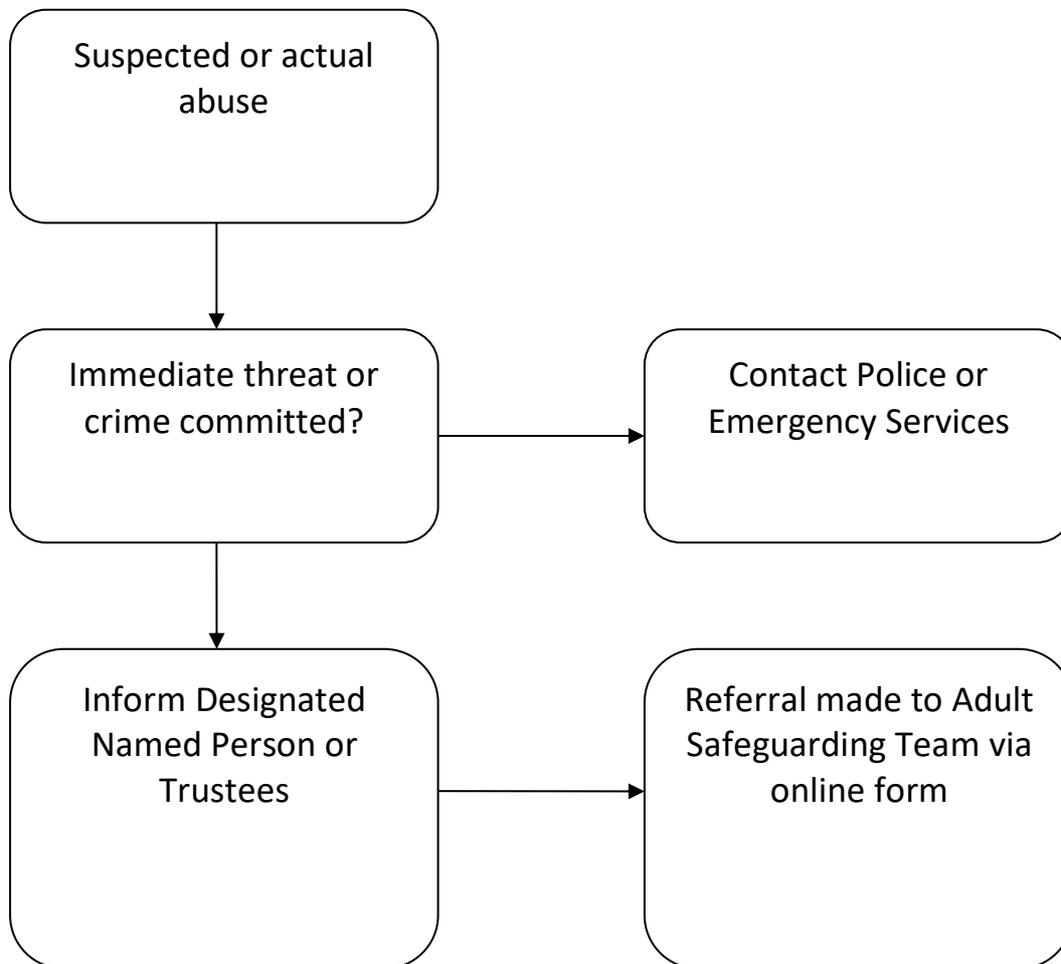
Access via service user's registered GP

Resources to support adults with a need for care and support

<http://mycaresupport.co.uk/how-can-we-help.aspx>

Adopted on: 19th July 2018

Reviewed annually – next review date: 13th July 2020



Appendix A – What do we mean by a vulnerable adult?

A vulnerable adult is someone who is 18 years or over who may be in need of community care due to a mental health problem, learning disability, physical disability, age or illness.

At Swindon City of Sanctuary, we recognise that many people we support or work with as volunteers may have needs for care and support, which are not necessarily understood by mainstream services. For instance, they may be experiencing trauma because of what they have been through, either in their country of origin, on their journey to safety, or because of the constraints imposed by the UK asylum process.

They are more likely to be socially isolated and unsure of UK protocols and norms.

They may be fearful of authority, especially asylum seekers, who can be detained indefinitely at any time, even if they have not broken the law.

They are also statistically more likely to be poor and at risk of financial abuse, therefore making them a likely target for radicalisation and exploitation.

They may also lack appropriate levels of English to communicate their needs clearly. As a consequence, they may find it difficult to protect themselves from abuse and/or radicalisation.

Appendix B – Code of Practice

When working with adults who have needs for care and support, Swindon City of Sanctuary staff, trustees and volunteers are expected to take account of the guidance below in the way that they conduct themselves.

- Consider the wellbeing and safety of event participants in advance through proper planning and development of safe methods of working/activities.
- Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- Avoid showing favouritism towards particular participants.
- Report incidents of alleged abuse to the relevant manager/trustee and ensure that any allegations are recorded.
- Report any concerns about poor practice to management or the trustee board.
- Avoid unnecessary physical contact.
- Avoid taking a vulnerable adult alone in a car on journeys, however short.
- In a situation where you are alone with a vulnerable adult, make sure that others can clearly observe you.
- Report any accidents to the designated individual for recording and investigation where required.
- Avoid personal relationships with a vulnerable adult.
- Staff, trustees and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or internet.
- Do not make suggestive or inappropriate remarks to or about vulnerable adult, even in fun, as this could be misinterpreted.

- Participate in training available to you to support you in your work with vulnerable adults.
- First aid treatment should be given with more than one adult present unless a delay would be life-threatening.
- Do not take vulnerable adults to your home unless you are a host as part of our hosting scheme and have gone through the proper procedures and checks.
- Maintain confidentiality about sensitive information.
- Where it is necessary for staff, trustees or volunteers to take photographs or video images of vulnerable adults, written consent must be obtained before these images are taken in order to comply with the relevant Data Protection laws. Personal details and photos which clearly identify an individual must only be published where he/she has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when participating in a sporting activity).

Appendix C – Example risk assessment

Step 1: Risk Identification	Step 2: Risk Assessment		STEP 3: MANAGING RISKS					
List of Possible Risks	Impact (H/M/L)	Likelihood (H/M/L)	What are we already doing about it?	What more can we do about it?	When will it be done?	Who will do it?	How will we review progress?	Reviewed Level of Risk

Date to be reviewed:

Person/ Group responsible: