 SAFEGAURDING ADULTS’ POLICY

**Policy Statement**

Real Action is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults in our charity in accordance with the Care Act 2014.

The aims of Safeguarding Adults Policy:

• To stop abuse or neglect wherever possible.

• Prevent harm and reduce the risk of abuse or neglect to adults with care and support

 needs.

• Safeguard 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 life for the adults concerned.

• Raise public awareness so that communities as a whole, alongside professionals,

 play their part in identifying and preventing abuse and neglect.

• Provide information and support in accessible ways to help people understand the

 different types of abuse, how to stay safe and what to do to raise a concern about

 the safety or wellbeing of an adult.

 **Types of Abuse**

#### Physical

This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

#### Domestic

This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called ‘honour’ based violence.

#### Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult did not consent to or was pressured into consenting.

#### Psychological

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

#### Financial or material

This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.

#### Modern slavery

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

#### Discriminatory

This includes types of harassment or insults because of someone’s race, gender or gender identity, age, disability, sexual orientation or religion.

#### Neglect and acts of omission

This includes ignoring medical, emotional or physical care needs, failure to provide access to educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

**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.

**Procedure for Referrals**

Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the designated person for safeguarding lead Layo Segun. In the absence of the designated person, the matter should be brought to the attention of the Deputy Safeguarding Lead, Marilza H. P. Da Silva or any available most senior member of staff.

The designated person will immediately inform Westminster City Council Adult Safeguarding helpline on **020 7641 2176 to raise a safeguarding alert.**

**Out of hours: 020 7641 6000**

Email: safeguardingadults@westminster.gov  adultsocialcare@westminster.gov.uk

You can also request the adult social care to send you an alert from to complete and send back to them via email.

Alternatively, if the concerns are about the immediate safety of an adult at risk, they will contact the Police on 999.

Section 42 of the Care Act 2014 states that each local authority must make enquiries, or ensure others do so, if it believes an adult is, or is at risk of, abuse or neglect. An enquiry should establish whether any action needs to be taken to stop or prevent abuse or neglect, and if so, by whom

Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

**Alleged Abuse by Staff, Managers, Volunteers or Trustees**

When an allegation is made against a member of staff or volunteer, then the allegation must be passed to your designated person for safeguarding adults Layo Segun or, if the allegation concerns the designated safeguarding lead, direct the concerns to the Chair of the Board of Trustees.

**Recruiting staff and volunteers safely**

At Real Action we strive to ensure that staff and volunteers have the necessary checks to ensure the safety of any vulnerable adults we might need to work and interact with.

1. Ensuring all necessary checks (including DBS checks) are made.

2. Sharing information about safeguarding vulnerable adults and good practice with staff and volunteers.

3. Sharing information about concerns with agencies who need to know and involving the relevant parities appropriately.

4. Providing effective management for staff and volunteers through group support meeting and training.

We are also committed to reviewing our policy and good practice annually.

**Confidentiality**

Real Action work hard to ensure we maintain confidentiality when working and safeguarding adults.

A duty of confidence arises when sensitive personal information is obtained and/or recorded in circumstances where it is reasonable for the subject of the information to expect that the information will be held in confidence. Adults at risk provide sensitive information and have a right to expect that the information about themselves that they directly provide, and information obtained from others will be treated respectfully and that their privacy will be maintained.

The challenges of working within the boundaries of confidentiality should not impede taking appropriate action. Whenever possible, informed consent to the sharing of information should be obtained. However:

* Emergency or life-threatening situations may warrant the sharing of relevant information with the relevant emergency services without consent.
* The law does not prevent the sharing of sensitive, personal information within organisations. If the information is confidential, but there is a safeguarding concern, sharing it may be justified.
* The law does not prevent the sharing of sensitive, personal information between organisations where the public interest served outweighs the public interest served by protecting confidentiality – for example, where a serious crime may be prevented.

Whether information is shared with or without the adult at risk’s consent, the information sharing process must abide by the principles of the General Data Protection Regulation (GDPR). The GDPR should not be a barrier to sharing information.

It provides a framework to ensure that personal information about living persons is shared appropriately. In those instances where the person lacks the mental capacity to give informed consent, staff or volunteer should always bear in mind the requirements of the Mental Capacity Act 2005, and whether sharing it will be in the person’s best interest.

**Training**

The designated person and his/her deputy must receive training every 2 years in safeguarding adults. Training is available from Westminster City Council training team.

All staff and volunteers shall have access to appropriate training on a regular basis, at least every 3 years.

**The Role of the Management Group and Board of Trustees**

The designated person for adult safeguarding should update for the management group/trustees on changes to safeguarding adults’ policy or procedures; training undertaken by the designated person, other staff, volunteers and Trustees; the number of adult safeguarding incidents/cases (without detail or name); and the place of safeguarding adult issues in planning.

**Review**

This policy will be reviewed regularly, and up-dated where appropriate.

**Further Information**

For further information about what to do when you are worried an adult is being abused, see the following websites:

Care act- <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

London Safeguarding adults policy and procedures- <http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf>

Carer and support statutory guidance:

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf>

Approved by Board of Trustees: September 2022

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