

Safeguarding Adults Policy

Ben's Centre for Vulnerable People (Sheffield)
Charity Number: 1087606.

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Introduction and Aims

The aim of this policy is to outline the practice and procedures for paid and voluntary staff in Ben's Centre to contribute to the prevention of abuse of adults at risk through raising awareness and providing a clear framework for action when abuse is suspected. **It is aimed at protecting the adult at risk.**

The term 'adult at risk' is used in this policy to replace 'vulnerable adult'. This is because the term 'vulnerable adult' may wrongly imply that some of the fault for the abuse lies with the victim of abuse.

We will not tolerate the abuse of adults in any of its forms and we are committed to safeguarding adults with care and support needs from harm. This policy:

- outlines the steps we will make to safeguard an adult with care and support needs if they are deemed to be at risk.
- sets out our roles and responsibilities in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

We will ensure that decisions made will allow adults to make their own choices and we will include them in any decision making. We will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working with us to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all employees and volunteers to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance
- Sheffield Safeguarding Adults policy and procedures
- Sheffield Adult Safeguarding Partnership local procedures and appendices

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

We will not tolerate the abuse of adults in the organisation and commit to make staff and volunteers aware of how this policy can be accessed.

What is Safeguarding adults?

“Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances.”

- Care and Support Statutory Guidance, Department of Health, updated June 2020

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse. An adult may be unable to protect themselves from harm or exploitation for a number of reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction, or illness.

We commit to adhere to the following six key principles that underpin safeguarding work:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

We will not under any circumstances tolerate the abuse of adults.

All staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained.

We should ensure that any safeguarding action agreed is collaborative and that it is the least intrusive response to the risk. We should be transparent and accountable when delivering safeguarding actions.

What is Making Safeguarding Personal (MSP)?

Making Safeguarding Personal (MSP) means that a case should be person-led and outcome-focused.

The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing, and safety. We will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case-by-case basis.

As adults may have different preferences, histories and lifestyles, the same process may not work for all.

Who do adult safeguarding duties apply to?

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

Who do I go to if I am concerned?

The named responsible person for safeguarding duties and our Designated Safeguarding Lead is Kelly Trixie.

Staff and volunteers should contact the Designated Safeguarding Lead with any concerns or queries that they have regarding safeguarding adults, keeping a log of the concern. *Please note that if you are unable to contact the Designated Safeguarding Lead you should contact Daryl Bishop (CEO).*

The Designated Safeguarding Lead is responsible for notifying adult social services and/or where necessary considering and implementing alternative actions. They will also ensure that:

- the safeguarding adults' policies and procedures are in place and up to date.
- a safe environment is promoted for staff and volunteers and for adults accessing the service
- staff and volunteers are up to date with safeguarding adults training.

What should I do if I am concerned?

Staff and volunteers who have any adult safeguarding concerns should:

1. Respond
 - Take emergency action if someone is at immediate risk of harm or in need of urgent medical attention. *Dial 999 for emergency services.*
 - Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini investigation.
 - Seek consent from the adult to act and to report the concern. *Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and reasons.*
2. Report
 - Any potential safeguarding concerns should be reported to our Designated Safeguarding Lead.
3. Record
 - The Designated Safeguarding Lead will keep a Safeguarding Log. *This log will include brief details of the concern and confirm whether or not it has or it will be reported to Adult Safeguarding. It will be kept in a secure place. Full documentation relating to the concern will be entered onto the client's records and will be accessible to staff who have permissions to use the system. An exception to this would be if the safeguarding concern involved a member of staff or trustee in which case the CEO and/or the trustees would agree where the documentation should be confidentially kept and who should have access to it.*
 - As far as possible, records should be written, dated, and signed as soon as possible following the concern and updated as necessary, ensuring amendments are also dated and signed.
 - Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access. Such confidential and sensitive information should only be accessible by authorised staff. For further details refer to our Data Protection Policy.
4. Refer
 - In deciding whether to refer or not, the Designated Safeguarding Lead should take into account:
 - the adult's wishes and preferred outcome
 - whether the adult has mental capacity to make an informed decision about their own and others' safety
 - the safety or wellbeing of children or other adults with care and support needs
 - whether there is a person in a position of trust involved
 - whether a crime has been committed

This should inform the decision of whether to notify the concern to the following people (more than one may apply, situation dependent):

- the Police if a crime has been committed
- Sheffield Adult Safeguarding Partnership

- family/relatives (*seek appropriate advice from adult social services before doing this*)

The Designated Safeguarding Lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adults process is followed. For more information about this 4-stage safeguarding adults process, refer to the Sheffield Safeguarding Adults Procedures

What are your roles and responsibilities?

All our staff, management, trustees, and volunteers are expected to report concerns to our Designated Safeguarding Lead. This includes if the allegation is against one of our own staff, volunteers, or trustees. If the allegation is against our Designated Safeguarding Lead, you should seek advice from our CEO, who in turn may contact the Sheffield Adult Safeguarding Partnership.

The Designated Safeguarding Lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. We will not conduct our own safeguarding enquiry unless we are instructed to do so by the local authority.

Staff and volunteers should ensure that the adult with care and support needs is, so far as is possible, involved at all stages of any safeguarding enquiry to ensure that a person-centred approach is adopted.

Complaints procedure

We promote transparency and honesty when things go wrong. We encourage staff and volunteers to apologise and be honest with service users and other relevant people when things go wrong.

If a staff member or volunteer is unhappy with our decision or if they are not satisfied about how we handled the safeguarding concern they should refer to our Complaints Policy. We are committed to ensure that staff and volunteers who, in good faith, whistle blow in the public interest, will be protected from reprisals and victimisation.

Why is it important to act?

It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

Confidentiality and information sharing

We expect all staff, volunteers, and trustees to maintain confidentiality at all times and, in line with data protection regulations, we will not share information unless we are required to do so.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Recruitment and selection

We are committed to safe employment through taking reasonable and proportionate measures, including disclosures from the disclosure and barring service (DBS). For details see our Safer Recruitment Policy.

Training, awareness raising and supervision?

We will ensure staff and volunteers receive safeguarding awareness training as, in their day-to-day work, they will come across adults who may be at risk of abuse. Because of this we acknowledge our staff and volunteers should be equipped with basic safeguarding knowledge, and be trained on how to identify, respond, and report concerns. We actively encourage conversation around safeguarding with staff and volunteers as we feel that this helps embed our values into practice.

Voluntary organisations (including volunteers) who support adults with care and support needs can access the basic awareness safeguarding adults training provided by Sheffield City Council. Free training is also available. See: <https://www.sheffieldasp.org.uk/form/b211ac48-8b12-4c61-a1cc-42762dbf7900>

Similarly, staff and volunteers may encounter concerns about the safety and wellbeing of children. For more information about children's safeguarding, refer to our Safeguarding Childrens Policy.

Prevent

Radicalisation and extremism of adults with care and support needs is a form of emotional and psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see: <https://www.gov.uk/government/publications/prevent-duty-guidance>

Useful contacts

Ben's Centre's Safeguarding
Adults Lead:
Kelly Trixie
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If your concern relates to an adult at risk of harm or abuse, please contact our First Contact Team (first point of contact for adult social services) on 0114 273 4908 or email: adultaccess@sheffield.gcsx.gov.uk

Useful links:

Care Act:

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

Sheffield Safeguarding Adults Partnership:

<https://www.sheffieldasp.org.uk/>

Information sharing:

<https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Review

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

Definitions

Ben's Centre ("we", "us", "our")

The Employee ("you")