

\*Please note that this information provided in this template is a guide. This template can be adapted to reflect your own policies, procedures and values. Whilst WSAB try to ensure this policy reflects current legislation the responsibility to keep this up to date is on the group who choose to adopt it.

## Wigan Safeguarding Adult Board (\*Template)

### Adult Safeguarding Policy for Community & Voluntary Groups

#### Adult Safeguarding Policy for (insert organisation/group name)

##### Introduction:

[organisation name] believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of [organisation name] in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed and evidence should be kept to show that they should read and understood this document as part of their induction/ training.

##### Definitions:

The Care Act 2014 definition of an adult at risk of abuse:

- Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)
  - (a) has needs for care and support (whether or not the authority is meeting any of those needs),
  - (b) is experiencing, or is at risk of, abuse or neglect, and
  - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

##### Key Principles of Adult Safeguarding:

In the safeguarding of adults, [organisation name] are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. [organisation name] aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.

- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

### **Recognising the signs of abuse:**

Employees, trustees and volunteers are well-placed to identify abuse. The adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, a change of behaviour, a complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

### **Types of Abuse:**

The Care Act 2014 defines the following ten areas of abuse. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

<b>Types of abuse</b>	<b>Behaviours may include:</b>
Physical	Hitting, slapping, pushing, kicking, misuse of medication, FGM, restraint, or inappropriate sanctions.
Sexual	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 consent.
Psychological	Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Financial/ Material	Theft, fraud, exploitation, online scams, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits
Neglect/ Acts of omission	Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, withholding the necessities of life such as medication, adequate nutrition and heating.
Discriminatory	Racism, sexism, or acts based on an adult's disability, age or sexual orientation or other characteristics

	protected by law. It also includes other forms of harassment, slurs, or similar treatment such as disability hate crime.
Domestic Abuse	Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence by those who are or have been intimate partners or family members. Coercion and control are known to often be present within abusive relationships
Organisational Abuse	Neglect and poor care practice within a care setting such as a hospital or care home or in relation to care provided in someone's own home ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes, or practices.
Modern Slavery	Encompassing slavery, human trafficking, forced labour, honour based abuse, forced marriage, cuckooing 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.
Self Neglect/ Hoarding	Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

### **Radicalisation to Terrorism:**

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

### **Reporting Concerns:**

Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of, being abused or radicalised must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

(**Organisation name**) will

- Inform the adult of the action we propose to take.
- Seek their agreement for any referral- unless a person is at immediate risk of harm and they could be placed at further risk by not sharing the information.
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- Endeavour to ensure that they are safe and supported before proceeding with any other action.
- Inform the adult if (**insert the name of your organisation**) are planning to seek advice from or report concerns to an external agency.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and through referral to Adult Social Care.

**If the adult requires immediate protection from harm, contact the emergency services on 999.**

### **Safe Recruitment, Selection and an ongoing safeguarding culture.**

[**organisation name**] is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

[**organisation name**] has policies and procedures that cover the recruitment and conduct of all Trustees, employees and volunteers. These policies and procedures are accessible and understood by all.

(**organisation name**) is committed to ensuring that there is an ongoing culture of safeguarding, where safeguarding is everyone's responsibility and training, policies and procedures are accessible and kept up to date in line with Wigan Safeguarding Adults Board policies and procedures.

### **Social Media:**

All employees and volunteers should be aware of [**organisation name**] social media policy and procedures and the code of conduct for behaviour towards the adults we support.

### **Is there a Person in a Position of Trust Involved?**

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer.

### **Training and Awareness:**

[**organisation name**] will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to undertake the competencies below as outlined in the [WSAB Training Competency Framework](#):

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to [\[organisation Name\]](#) Children and Young People's Safeguarding Policy.

### **Mental Capacity:**

The Mental Capacity Act Mental is about whether an individual has the capacity to make a specific decision at a specific time and if they are unable because they lack capacity as a result a mental disorder of the mind . This includes not being able to

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. [\[organisations name\]](#) will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from [Wigan Local Authorities Community Adult Front Door \(CAF\)](#) Tel: 01942 828777 should anyone have concerns regarding an adult's capacity.

### **Confidentiality and Information Sharing:**

[\[organisation name\]](#) expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or they pose a risk of harm to another. **You should contact the police on 999 if they are in immediate danger, or a crime has been committed.**

### **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

### **Whistleblowing:**

[organisation's name] is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

### **Important Contacts:**

#### **Designated Senior Lead for Safeguarding**

Name:

Email address:

Telephone number:

#### **Deputy Senior Lead for Safeguarding**

Name:

Email address

Telephone number

#### **Designated Trustee for Safeguarding**

Name:

Email address:

Telephone number:

**[Local Authorities Community Adult Front Door \(CAF\)](#)**

**Tel: 01942 828777**

#### **Police**

Emergency – 999

Non-emergency – 101