



KINGSWOOD UNITED SAFEGUARDING ADULTS AT HARM OF RISK POLICY June 2023

Approval by Trustees	June 2023
Responsible Manager	Shane Davy/Paul Richardson
Implementation Date	With immediate effect
Next Review	June 2024
Reviewed	

Introduction

1.1. Statement

Kingswood United CIO takes its responsibility seriously to promote safeguarding within our organisation and with any vulnerable groups that we work with.

We aim to safeguard adults by:

- Ensuring the Safeguarding Adult policy and procedure reflects the Care Act 2014.
- Ensuring that all of our staff are carefully selected and trained to ensure their awareness of safeguarding issues relating to adults.
- Having a Safeguarding Adult policy and procedure which is clearly understood, so that any member of staff or trustee has an appreciation of the appropriate guidance to follow, should a concern be raised.
- Reviewing our Safeguarding Adult policy and procedure annually in order to ensure it is in line with national and local policy. This will be done as part of our ongoing practice of annual reviewing of all policies with trustees/management committee.
- Ensuring that dedicated officers are appointed, to hold a specific role in relation to advising Neighbourhood Network staff and volunteers, whereby advice and a clear course of action can be offered in relation to any safeguarding adult concerns. In the event of the lead officer not being available at the time the issue arises, deputy lead officers will be appointed and will deputise in this role for advice and guidance. If both officers are unavailable, and the situation warrants a swift response, the matter will be referred directly to the relevant local Safeguarding Adult Team.
- Ensuring that paid staff and volunteers who work closely with vulnerable adults and their carers, develop practice which ensures they know how to report their concerns about a vulnerable adult, staff member or volunteer. This will be achieved by ensuring an appropriate induction is carried out, which will include information on our Safeguarding Adult policies and procedures.

2. POLICY GUIDANCE

Additionally, this Safeguarding Adult policy, procedures and guidance should be read and cross referenced in conjunction with the following Kingswood United CIO policies and procedures:

- Safeguarding Children
- Confidentiality
- Health and Safety
- Discipline and Grievance
- Whistle blowing
- Complaints
- Equal Opportunities
- Data Protection
- Mental Capacity Act

3. DEFINING WHO IS AT RISK AND IN WHAT WAY

We are committed to ensure that staff, volunteers, trustees and networks are fully informed in regards to defining the parameters surrounding the Safeguarding Adult agenda.

3.1. Who do safeguarding duties apply to?

The safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

The adult experiencing, or at risk of abuse or neglect will hereafter be referred to as the adult throughout this chapter.

3.2. What Constitutes abuse and neglect?

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern. This chapter also contains a number of illustrative case studies showing the action that was taken to help the adult stay safe or become safe.

Local authorities or voluntary and community groups should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered; although the criteria at point 3.1 will need to be met before the issue is considered as a safeguarding concern. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

Types of abuse include:

- **physical** abuse, including hitting, slapping, punching, burning, pushing, kicking, misuse of medicine, restraint, or inappropriate sanctions
- **sexual** abuse, including rape, sexual or indecent assault, inappropriate touching or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting
- **psychological** abuse, including emotional abuse, belittling, threats of harm or abandonment, deprivation of contact, humiliation, name calling and blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- **financial or material** abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property
- **neglect** and acts of omission, 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 and leaving in soiled clothes
- **discriminatory** abuse, including racist and sexist abuse based on a person's disability and other forms of harassment
- **domestic violence** abuse including, psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence
- **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 - read Modern slavery: how the UK is leading the fight for further information. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/328096/Modern_slavery_booklet_v12_WEB_2_.pdf
- **organisational**, which usually relates to practices adopted in care settings, including poor care standards, inadequately trained staff, under resourced facilities, unsupervised staff, where staff work in isolation or have little support from managers, rigid routines, and lack of positive responses to complex care needs
- **self-neglect**, this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and included behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case-by-case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this without external support.

Abuse may be carried out deliberately or unknowingly and may be a single act or repeated acts. People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers, or others in a position of trust. They may also be relatives, friends, neighbours, or people who use the same services as the person experiencing abuse.

3.3. Who May Potential Abusers Be?

Vulnerable adult(s) may be abused by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other services users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

3.4. In What Circumstances can Abuse Occur?

Abuse can take place in any context. It may occur when a vulnerable adult lives alone or with a relative; it may also occur within nursing, residential or day care settings, in hospitals, custodial situations, support services into people's own homes, and other places previously assumed safe, or in public places.

3.5. Patterns of Abuse

Patterns of abuse and abusing vary and reflect very different dynamics. These include:

- Serial abusing in which the perpetrator seeks out and 'grooms' vulnerable individuals. Sexual abuse usually falls into this pattern as do some forms of financial abuse
- Long term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations
- Opportunistic abuse such as theft occurring because money has been left around
- Situational abuse which arises because pressures have been built up and/or because of difficult or challenging behaviour;
- Neglect of a person's needs because those around him or her are not able to be responsible for their care, for example if the carer has difficulties attributable to such issues as debt, alcohol or mental health problems;
- Unacceptable 'treatments' or programmes which include sanctions or punishment such as withholding of food and drink, seclusion, unnecessary and unauthorised use of control and restraint
- Failure of agencies to ensure staff receive appropriate guidance on anti-racist and anti-discriminatory practice
- Failure to access key services such as health care, dentistry, prostheses
- Misappropriation of benefits and/or use of the persons money by other members of the household
- Fraud or intimidation in connection with wills, property or other assets.

4. MANAGING THE DISCLOSURE OF ABUSE AND MAKING A REFERRAL

Kingswood United CIO recognises that we have a duty to act on reports, or suspicions of abuse/neglect, including allegations made against paid staff or volunteers. This will be done in conjunction with and guidance from, the relevant Safeguarding Adult Team.

4.1. Receiving a Disclosure

If organisations working with Kingswood United CIO are in a position where adults may disclose abuse has occurred or raise concerns that abuse might happen, it is important that they know where to obtain further information from and who to contact to report abuse.

For East Riding please contact the East Riding Safeguarding Adults Team – (01482) 396940 www.ersab.org.uk
For Hull please contact the Multi Agency Safeguarding Hub – 01482 616092

4.2. Consent and Capacity

Kingswood United CIO recognise the importance of gaining consent within its vulnerable adult policies and procedures. The types of consent within vulnerable adult's procedures may include consent to an investigation and to information being shared. If a disclosure of alleged abuse is received Kingswood United CIO will ensure that consent is gained to refer or report the incident. If an individual agrees to share information about them to others, they have given consent. However, if individuals do not consent, then on occasions this has to be accepted. Equally Kingswood United CIO agree that there will be occasions where decisions not to consent can be overridden.

Support and guidance on consent and capacity can be accessed by contacting the local Safeguarding Adults Board.

5. KINGSWOOD UNITED CIO CODE OF PRACTICE

Due to the nature of Kingswood United's work with vulnerable adults, the following people are nominated as Safeguarding Adults Officers:

Designated Officers: **Paul Richardson** Tel: 07775 916403 & **Shane Davy** Tel: 07825 157768

Kingswood United CIO staff and trustees should be aware of new areas of knowledge concerning safeguarding practices dedicated to vulnerable adults and ensure they have received at least introductory/awareness raising training in safeguarding adults.

Kingswood United CIO are committed to minimising and preventing abuse and recognise the importance of safe recruitment policies and practices for paid staff, volunteers, and trustees.

It is important when recruiting paid staff and volunteers to adhere to Kingswood United's recruitment policy. It is important to be robust in emphasising appropriate safeguarding measures when screening potential staff and volunteers to work with vulnerable adults.

These will include:

- All paid staff and volunteers with access to vulnerable adults or with access to sensitive information will be required to undertake an enhanced DBS check with potential barred list check dependent upon role
- Staff and volunteers working with vulnerable adults will undertake Basic Awareness Safeguarding Adult training
- All staff to read and understand the Safeguarding Adult Policy and for this to be reviewed to ensure up-to-date knowledge
- Application forms for employment and for volunteer work to include details of previous employment, any convictions for criminal offences (including spent convictions), agreement for enhanced DBS checks, permission to contact two referees, including their current or most recent employer (which should be taken up)
- The potential staff member/volunteer will be interviewed for their suitability for any vacant post
- Staff and volunteers will be subject to a probationary period (6 months) during which they will be supervised and overseen by a manager
- Staff and volunteers will have a period of induction where they will complete any induction training Kingswood United CIO's current model of meeting with the team, understanding roles and responsibilities and awareness of the current policies will be helpful in fulfilling this requirement

5.1. Managing and Reviewing the Policy

Kingswood United CIO will ensure that the Safeguarding Adults policy and procedures are reviewed annually by the Board of Trustees/management committee. The named Safeguarding Adults Officers will be involved in this process and can recommend any changes. The named Safeguarding Adults Officers will also ensure that any changes are clearly communicated to staff, volunteers and service users.

6. USEFUL INFORMATION

6.1. Disclosure and Barring Service

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

DBS are responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

6.2. DBS (formerly CRB) Checks

DBS search police records and, in relevant cases, barred list information, and then issue a DBS certificate to the applicant.

DBS recognise that information released on DBS certificates can be extremely sensitive and personal. Therefore, a code of practice for recipients of criminal record information has been developed to ensure that any information they get is handled fairly and used properly.

A list of guidance documents about the DBS checking service is available on this website. For more information go to: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

6.3 Safeguarding Adults Boards

East Riding Safeguarding Adults Board

"Safeguarding is everyone's responsibility and this not only includes those professionals charged with caring for and protecting the most vulnerable within our communities but also the wider community itself.

The East Riding Safeguarding Adults Board endorses a much broader safeguarding agenda that goes further than just protecting adults at risk of harm. Safeguarding must encompass initiatives that ensure the most vulnerable are treated with dignity and respect, are afforded opportunities to live their lives as independently as possible, whilst taking reasonable measures to ensure that risks of harm are minimised and sensibly managed.

The website has been designed with everyone in mind and I hope you will find the content informative, thought provoking and of practical use."

Mike Briggs, independent chair of East Riding Safeguarding Adults Board Source: <http://www.ersab.org.uk/>

Hull Safeguarding Board

The Hull Safeguarding Board is a statutory board formed under the Care Act 2014. It consists of senior members from Hull City Council, Humberside Police and Hull NHS Clinical Commissioning Group. It has an independent chair, Rick Proctor.

The Board is the strategic lead body in Hull for safeguarding adults with care and support needs that may be suffering or at risk of abuse or neglect.

The Care Act places statutory functions on the Board.

It must publish a strategic plan, write an annual report and conduct a safeguarding adult review if an adult with care and support needs dies, and abuse or neglect is suspected.

The terms of reference and the strategic plan can be found on the Resources page under Policy Documents.

Source: <http://www.safeguardingadultshull.com/about-us>

Appendix A

It is important that all people responsible for Safeguarding Adults within their voluntary sector group or organisation, is aware of who to contact in case of making a referral or any other matter relating to keeping vulnerable adults safe.

A wide range of information, including useful contacts, is available via the following websites, therefore all Voluntary Sector Safeguarding Adults Officers should familiarise themselves with their local Safeguarding Adults teams/boards by visiting the websites and keeping copies of useful information to hand.

Local Safeguarding Adults Teams Contact Details

The Safeguarding Adults Teams provide information and advice to the general public and health and social care professionals about abuse of vulnerable adults. It also provides a central team which receives referrals/alerters about suspected abuse and coordinates any investigation.

East Riding of Yorkshire

East Riding of Yorkshire Safeguarding Adult Team

If you think you have been abused, who do you report it to? If you think you have been abused and want to report it yourself, these are the numbers of people you can talk to:

East Riding Safeguarding Adults Team
Monday - Thursday 9am-5pm Friday 9am-4.30pm.
Tel: (01482) 396940 Website: www.ersab.org.uk

Emergency Duty Team (Out of Office Hours) Tel: (01377) 241273
Humberside Police Tel: 101
Emergency Services Tel: 999
East Riding Safeguarding Adults Board <http://ersab.eastriding.gov.uk/>

Hull

Multi Agency Safeguarding Hub details
Address: Brunswick House, Strand Close, Beverley Road, Hull HU2 9DB

Multi Agency Safeguarding Hub details
Tel: 01482 616092 - ask for the adults safeguarding team duty officer
Tel: 01482 300304 - after 5:00pm or during weekends
Fax: 01482 318217 - address to the Multi Agency Safeguarding Hub
Email: adultsafeguarding@hullcc.gcsx.gov.uk (secure)
Approach – phone before form

We recommend that you discuss your concern with the Multi Agency Safeguarding Hub before completing and sending the alert form. A member of the team will be able to give you guidance and support and agree the next steps with you. If you are a professional you need to assess the incident using the risk matrix.

Hull Safeguarding Adults Partnership Board - <http://www.safeguardingadultshull.com/>

North Lincolnshire Adult Social Services

Duty Care Team: 01724 297979
Out of hours: 01724 298160
www.northlincs.gov.uk/NorthLincs/SocialCare/abuse/SafeguardingAdults.htm

Sources:

East Riding Safeguarding Adults Board Website - <http://www.safeguardingadultshull.com/>
Hull Safeguarding Adults Website - <http://www.ersab.org.uk/>