

Policy 31 - SAFEGUARDING OF ADULTS AT RISK POLICY

The Open Door Centre is a day resource for adults with learning difficulties and is committed to the safeguarding of adults at risk using the centre as well as staff and volunteers. The management committee expect all staff and volunteers to receive training and understand what is required of them with regard to alerting on issues of safeguarding adults at risk and adult protection.

This applies to all members of The Open Door Centre staff, including students on work experience, volunteers and trustees.

The Open Door Centre will use this policy to link with the Multi Agency Policy and Procedure for Safeguarding Adults in Swindon to make sure that adult safeguarding becomes fully integrated into Care and Support Partnership's Clinical Governance system.

Safeguarding adults at risk is a shared responsibility between all agencies and professionals. The Open Door Centre will be represented at Safeguarding Adults Partnership and sub groups at both strategic and operational levels in Swindon and where appropriate, in Wiltshire and further afield.

The Open Door Centre will embed safeguarding into all aspects of its core business and promote an open culture where staff feel able to raise concerns in order to support the prevention of abuse.

Requests for information (from other agencies) will be managed on a case by case basis by the Designated Safeguarding Lead (DSL) with due regard to the Human Rights of the individual and the requirements of the General Data Protection Regulations and Freedom of Information Acts.

OTHER POLICIES

This policy should be read in conjunction with The Open Door Centre's policies for:

- Whistleblowing
- Equality and Diversity

LEGISLATION

The Open Door Centre is committed to ensuring that all adults at risk are safe from the risk of abuse as defined by The Swindon Safeguarding Partnership Board, Adult Safeguarding Policy and Procedures (Final Version June 2021). Which can be accessed through their website here. <https://safeguardingpartnership.swindon.gov.uk/>

DEFINITIONS

Adult at Risk

The Care Act of 2014 defines an adult at risk as a person 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.

ALL STAFF AND VOLUNTEERS

Must be aware of the different types of abuse it can take many forms the list below is not exhaustive:

- a. Physical abuse:** This can include such things as hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint or inappropriate sanctions.
- b. Discriminatory abuse:** This might include abuse based on a person's ethnic origin, religion, language, age, sexuality, gender or disability.
- c. Domestic abuse:** Examples are psychological, physical, sexual, emotional abuse or, so called "honour-based violence of someone with care and support needs.
- d. Neglect or acts of omission:** This includes things like the repeated deprivation of help that an adult at risk needs which, if withdrawn, will cause him or her to suffer.
- e. Self-neglect:** This can cover a wide range of behaviours such as neglecting to care for one's personal hygiene, health or surroundings.
- f. Sexual abuse:** sexual activity where the vulnerable adult cannot, or cannot or does not give their consent.
- g. Financial abuse** means using a person's money or property without permission or in a fraudulent manner. Financial abuse typically involves a family member or another person whom the older adult trusts such as a friend or care provider.

Must be aware of possible types of abuser, the list below is not exhaustive, but examples may include people such as:

- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- Anyone that comes into contact with The Open Door Centre

In reality, it could be anyone.

REPORTING

All staff are responsible for reporting any incident where there is suspicion of actual or possible abuse by raising a concern, and concern and have a duty to follow this policy and the multi-agency Safeguarding policy and procedures for Swindon and Wiltshire.

All safeguarding concerns will be reported as a safeguarding alert in the first instance prior to any local action being taken.

Alerts should be followed up with an Open Door Centre incident report unless it is an allegation against a member of staff and / or likely to impact on multi-agency investigation. If in doubt, confidential advice should be sought from the Designated Safeguarding Lead (DSL) and/or safeguarding lead trustee.

The Open Door Centre recognises that adult protection (safeguarding) procedures take precedence over its employers' procedures and will ensure that any investigation following an allegation against staff will be undertaken under the Swindon Safeguarding Partnership, Adult Safeguarding Policy and Procedures (Final Version June 2021).

Staff should report suspicions /allegations of abuse against other Open Door Centre staff member/s through the DSL raising concerns process in the first instance. Also refer to The Open Door Centre Whistle Blowing policy, which sets out protection for whistle-blowers from victimisation.

During working hours staff and volunteers must also inform the Open Door Centre DSL or The Open Door safeguarding lead trustee of suspected or actual abuse as soon as possible.

- Do not "sit" on the information over the weekend or until you are next on duty etc. Report the information immediately
- Do not discuss the content of the disclosure with others outside of the investigation
- If, having raised a concern, The Open Door Centre member of staff / volunteer remains concerned and is not aware of any actions from first raising a concern they must raise the issue again/contact the DSL to ensure their concerns will be actioned.
- If you fail to fulfil your responsibility for safeguarding adults you may open yourself and/or The Open Door Centre to significant liability.

Recording the information

- Staff must also complete an Open Door Centre incident report and give/send it to the DSL as soon as possible
- Ensure that your writing is legible
- Record the information immediately
- Record the date, time and setting in which the allegation was made or the event was witnessed
- Highlight if the alleged perpetrator is a service user
- Record the basic facts separate any factual information from any opinions expressed

- Record on the service users file that an adult safeguarding concern had been raised
- Remember to date, sign and sign your report
- Forward the form to The Open Door DSL

DESIGNATED LEAD/LEAD TRUSTEE

The Open Door Centre's Designated Safeguarding Lead is Jenny Stacey – Centre Manager who will undertake the co-ordination of investigations into concerns raised as part of the care management function.

A safeguarding lead trustee is also contactable should they be required and is Del Fry – Chair of Trustees.

- The Open Door DSL must ensure that an Open Door Centre Incident Form or where appropriate multi-agency referral form (Form 75) is completed and submitted as soon as possible.
- The Open Door DSL is responsible for coordinating the investigation of concerns raised.
- These investigations must be carried out in accordance with the Policy and Procedures for safeguarding adults at risk in Swindon and Wiltshire.
- Further advice and support is available from Head of Service - Safeguarding SBC.
- The DSL will champion safeguarding and promote the welfare of adults throughout the organisation.

TRAINING

All new Open Door Centre employees and volunteers will receive Safeguarding training and awareness of how to raise a concern as part of organisational induction for The Open Door.

It will be mandatory for all Open Door Centre staff and volunteers with direct contact with service users to attend a Safeguarding Adults at Risk Level One course (within 3 months of appointment).

Further training will be undertaken as appropriate to The Open Door Centre staff member's level of responsibility for the implementation of the policies and procedures for Safeguarding Adults at Risk and identified through the annual appraisal and professional development programs.

Additional training may be offered (by the DSL) to groups of staff if the issues arising in that work area show evidence of a need for further training.

All training undertaken will be recorded in The Open Door Centre staff members training record.

MONITORING FRAMEWORK

Compliance with this policy and the effectiveness of its delivery will be monitored as follows:

Individual Open Door Centre staff compliance will be monitored by The Open Door Centre manager's induction, supervision and appraisal processes

Review date September 2023.

Next review date September 2024.