

Safeguarding Adults at Risk Policy

Statement

St Mary's Secret Garden considers it the duty of staff and volunteers to protect and support adults at risk, with whom they come into contact, from abuse.

Introduction

St Mary's Secret Garden is involved in providing services for a wide range of people. Many of these people will be adults at risk.

This policy is based on **The Care Act 2014** (<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>) and works in alignment with Hackney's Adult Social Care Safeguarding Protocol.

St Mary's Secret Garden has obligations to strive to protect and support adults who are at risk of abuse or neglect.

The policy and procedures have been developed to assist staff and volunteers in acting on reported or suspected abuse.

Depending upon the nature of particular services or the requirements of particular funders or partner agencies, the policy and procedures may be supplemented by other procedures and policies.

Definitions

The Care Act 2014 Outlines a duty to consider the physical, mental and emotional wellbeing of people needing care with an emphasis on prevention. The Care Act 2014 works for a number of principles:

- **Empowerment** – personalisation and the presumption of person-led decisions and informed consent
- **Prevention** – it is better to take action before harm occurs
- **Proportionality** – proportionate and 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
- **Accountability** – accountability and transparency in delivering safeguarding.

Safeguarding Protecting an adult's right to live in safety, free from any type of abuse and/or neglect, whilst at the same time promoting their wellbeing.

Safeguarding interventions should:

- 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 preventing, identifying and responding to 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 well-being of an adult; and
- Address what has caused the abuse or neglect.

Adults at risk

Under The Care Act 2014, an adult at risk is someone aged 18 years or over who:

- Has needs of care and support (whether or not the local authority is meeting any of those needs)
- 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 risk of, or the experience of abuse or neglect.

Categories of Abuse

The Care Act 2014 guidance identifies different types of abuse:

- physical abuse
- domestic violence
- sexual abuse
- psychological abuse
- neglect and acts of omission
- self-neglect
- financial or material abuse
- modern slavery
- discriminatory abuse

Responsibilities of Staff and Volunteers at St Mary's Secret Garden

Staff and volunteers have a responsibility to be aware and alert to signs that all is not well with an adult at risk. However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known about the person and his or her circumstances. No action should be taken without discussion with a member of the management team.

Disclosure of Abuse

If a person discloses that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should proceed urgently and without delay.

Suspicion of Abuse

There may be circumstances when a volunteer or member of staff suspects that an adult at risk is being abused or neglected.

It is vital that any anyone who suspects an adult at risk is being neglected or abused discusses the situation immediately with his or her line manager or another member of the management team.

Action on Disclosure of Abuse

Disclosure of Abuse

If an adult at risk discloses that they are being abused or any service user discloses that they are involved in abuse of another adult at risk action must proceed urgently and without delay.

There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, managers and other agencies, but:

- Never delay emergency action to protect an adult at risk
- Always record in writing concerns about an adult's welfare, whether or not further action is taken
- Always record in writing discussions about an adult's welfare.
- At the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.

At all times action must proceed urgently

- A staff member or volunteer informed of abuse should remind the individual that the St Mary's Secret Garden cannot guarantee confidentiality where an adult at risk is at risk of abuse or further abuse.
- Volunteers should consult with the staff member co-ordinating their service before taking any action.
- Additionally, all action taken following a disclosure of abuse should be discussed in advance with the management.

Key Individuals at St Mary's Secret Garden for Reporting Disclosures

Paula Yassine (Garden Director): Contact paula@stmarysgarden.org.uk / 02077392965

Kye Lockwood (Trustee / Safeguarding lead): kyelockwood@gmail.com
telephone contact will be provided on request.

In circumstances where an individual declines to disclose, despite some work having been done towards disclosing, it may be necessary to report the alleged abuse without the individual's agreement. In these circumstances, the individual; must be notified in advance of the decision to report to The Safeguarding Adults Team (SAT) in Hackney or appropriate borough.

Any staff member may report a disclosure of abuse to SAT and Social Services irrespective of the opinion of other staff.

It is important for staff and volunteers to make written records of any incidents or concerns that they have as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the individual concerned using the same language they used especially names used for body parts or sexual acts.

Full written records must be maintained of all disclosures and actions following disclosure.

Action on Suspicion of Abuse

There should always be the opportunity to discuss welfare concerns with and seek advice from colleagues, managers and other agencies, but:

- Never delay emergency action
- Always record in writing concerns about an adult at risks welfare, whether or not further action is taken
- Always record in writing discussions on their welfare.
- At the close of discussion, always reach clear and explicit recorded agreement about who will be taking what action, or that no further action will be taken.
 - Volunteers should consult with a staff member co-ordinating their service before taking any action.
 - All action taken following suspicion of abuse should be discussed in advance with the manager.
 - In all cases of suspected abuse the manager and staff member should discuss whether issues relevant to different cultures and lifestyles have any bearing on the matter.

As an organisation St Mary's Secret Garden welcomes the fact that people and lifestyles are diverse and does not make judgements about the acceptability or otherwise of lifestyles. However, it is important that this philosophy does not stand in the way of the organisation's responsibility to protect adults at risk from harm.

Making a Referral

Hackney's Safeguarding Adults Team (SAT) have been designated as the lead agencies with responsibility for co-ordinating a response to allegations or concerns of abuse.

St Mary's Secret Gardens manager has the responsibility of informing them of concerns over the abuse or neglect of an adult at risk. Detailed referral arrangements may differ between localities and, therefore, managers should ensure that they have up-to-date referral information for their locality.

The Manager should work within the following timescales for reporting allegations or suspicions of abuse:

- Immediate if the individual is at risk of serious physical harm, or a serious criminal act has taken place, and evidence will need to be kept safe
- Within 24 Hours if it relates to a specific incident which is, or may be still going on, or may happen again
- Within 7 Days if it is a more general concern, which does not indicate immediate harm.

Support to Staff and Volunteers

St Mary's Secret Garden will support staff and volunteers in these circumstances. If SAT need further involvement from staff or volunteers following a report of abuse, the manager will discuss with them the nature of their needs and how they might be met.

Allegation of Abuse Made Against a Staff Member or Volunteer

Staff and volunteers may be subject to abuse allegations. St Mary's Secret Garden will offer support in these circumstances, but SAT will be assisted in their investigation and the disciplinary procedure may be implemented.

Confidentiality

Confidentiality is central to the work of St Mary's Secret Garden, and the attention of all staff and volunteers is drawn to the associated Confidentiality Policy.

Preventing Abuse by Staff and Volunteers

It is paramount that any staff or volunteers who are likely to be working alone with adults at risk are thoroughly vetted before being employed with us.

At St Mary's Secret Garden this means as well as references being checked there will also be a requirement for offences to be declared and an enhanced Disclosure and Barring check undertaken (DBS).

It should be noted that having a criminal record does not prevent someone from being recruited as a staff member or volunteer in all circumstances. Staff should seek the advice of their manager in cases of doubt.

It may be very hard for a worker to report a concern about a colleague to a line manager but, as with all the other difficulties people will come across, the safety and protection of an adult at risk must be the priority in any decision that is made.

Review:

Date: 26/1/18

By Whom:



Paula Yassine (Director St Mary's Secret Garden)

Approval
Safeguarding lead

Form for reporting concerns about an adult at risk**Details of the individual and parents/carers**

Name of adult at risk		
Gender	Age	Date of birth
Ethnicity	Language	Additional needs
Name(s) of parent(s)/carer(s)		
Adult's home address and address(es) of parents (if different from child's)		

Your details

Your name	Your position	Date and time of incident (if applicable)
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Report

<p>Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)</p> <p>Reporting own concerns Responding to concerns raised by someone else</p>
<p>If you are responding to concerns raised by someone else, please provide their name and position within the organisation</p>
<p>Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the account of others, including any other relevant details</p>
<p>The adult at risks account/perspective</p>
<p>Please provide details of anyone alleged to have caused the incident or to be the source of any concerns</p>
<p>Please provide details of anyone who has witnessed the incident or who shares the concerns</p>
<p>Please note: concerns should be discussed with the family or carer unless</p> <ul style="list-style-type: none"> • The view is that a family member/carer might be responsible for abusing the child • Someone may be put in danger by the parents/carer being informed • Informing the family/carer might interfere with a criminal investigation <p>If any of these circumstances apply, consult with the local authority social services social care department to decide whether or not discussions with the family or carer should take place.</p> <p>Have you spoken to the adult's parent/carers? If so, please provide details of what was said. If not, please state the reason for this.</p>

Are you aware of any previous incidents or concerns relating to this adult and of any current risk management/support plan? If so, please provide details.

Summary of discussion with supervisor/manager