



Safe Guarding Adults Policy

At Reaching People we carry out activities which bring employees, volunteers and people working on behalf of our member organisations into contact with vulnerable adults. We are committed to creating and maintaining the safest possible environment for everyone and all reasonable steps are taken to prevent all parties from harm. We will respond promptly to any indication of actual or suspected abuse and ensure proper actions are taken. We are committed to ensure that:

- 1.1 Every adult receiving services under a Reaching People contract is a citizen with the right to the full protection of the law to ensure that their human rights are upheld and that they are treated with dignity and respect.
- 1.2 People who use the Reaching People's services have the right to be safeguarded from abuse; they also have the right to be supported to control their own lives and self-determining, thus protecting themselves so far as is possible.
- 1.3 Staff, partner organisations members and volunteers have a duty of care under the law. This means they must report any information about known or suspected abuse.
- 1.4 If a safeguarding alert involves allegations against a member staff, service users or volunteers they may be suspended from accessing our services whilst an investigation takes place. In the case of staff members a thorough investigation will be carried out in regard to the safeguarding issues and the staff member concerned may be suspended from employment whilst the investigation takes place. The suspension period will be paid at normal pay rate. If the member of staff is employed to deliver services on one of our funded contracts, their contract is at potential risk of termination and disciplinary procedures will be enacted.

2. Who are we safe guarding?

- 2.1 This policy is for everyone using the Reaching People services.
- 2.2 Every Local Authority has responsibility for safeguarding of all adults in their area. In particular, where it suspects that the adults have needs for care and support, are experiencing or at risk of abuse or neglect, and as a result of those needs unable to protect themselves against the abuse or neglect or risk of either.
- 2.3 People we work with who may be more at risk to abuse and neglect may experience some of the following:

- Isolation
- Stigma
- Impairments
- Mental ill health
- Dementia
- Frailty
- Brain Injuries
- Drug or alcohol problems

3. Policy Statement and prevention of abuse

3.1 Reaching People's main is to prevent abuse occurring, wherever possible.

3.2 Reaching People undertakes to safeguard, so far as possible, the people who use its services, from abuse of any kind.

3.3 Reaching People will respond promptly to any indications of actual or suspected abuse, and ensure that proper actions are taken.

3.4 Adults at risk are frequently in positions of powerlessness. Reaching People encourage empowerment, support people to be involved in decision making, to be self-determining and to take control of their own lives. We believe that an environment that encourages people to exercise their rights as citizens is one in which abuse is less likely to be tolerated and should be an overriding aim of all staff and volunteers.

4. Definitions

4.1. The Care Act 2014 provides us with the statutory guidance with the following 6 principles of safeguarding which we have adopted throughout this policy and in our training;

- Empowerment – 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
- Partnerships local solutions through services working with their communities
- Accountability – accountability and transparency in delivering safe guarding

4.2 Abuse is about impact and not intent. However it may be perpetrated as the result of deliberate intent, negligence or ignorance.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship any may result in significant harm to, or exploitation of the subjected to it.

Categories of abuse include:

Physical

Psychological

Self-neglect

Sexual

Financial and material

Discriminatory

Organisational

Domestic violence

Modern Slavery

Other abusive practices include, honour-based violence, female genital mutilation, forced marriage, human trafficking, hate crime and exploitation by radicalisers who promote violence.

The local multi-agency Policy Statement

The local multi-agency policy statement underpins all of our work. It states that all adults in need of safeguarding have the right to live their lives free from abuse of any description. Reaching People work to the Leicester, Leicester, Leicestershire and Rutland Multi-Agency Policy and Procedures: www.lradultsafeguarding.co.uk

In Leicester, Leicestershire and Rutland the Multi-agency Policy and Procedures for the Protection of Vulnerable Adults has been in operation since December 2001 and Procedures reviewed in line with the Care Act in March 2015. These procedures are the procedures we follow and are updated regularly.

5. What to do if you suspect abuse

The Leicester, Leicestershire and Rutland Multi-Agency Policy and Procedures for safeguarding adults contains comprehensive guidance for staff and are used to clarify practice and procedural issues. They form the basis of our practice together with safeguarding training for all staff. They form the basis of our practice together with safeguarding training for all staff. They can be found here: www.lradultsafeguarding.co.uk This Policy is reviewed regularly by the Trustees and update in keeping in keeping with the guidance as necessary.

If you suspect abuse by anyone, you need to report it. For examples, this could be abuse by a family member, neighbour, carer, friend, acquaintances, stranger or another services user, volunteer or member of staff here or in another agency. Abuse can take place anywhere. It could be in your workplace or your community. When you report abuse you will be the alerter.

5.1 The alert.

5.1.1 An alert is made with the lead agency for the safe guarding process to raise concerns that an adult may have been, is, or might be at risk. An alert can be raised by anyone including the adult at risk. Any member of staff or volunteer who is aware of actual or suspected abuse has a duty to **alert**.

5.1.2 If abuse is actually taking place, your first duty is to try and stop happening, with the help of others if necessary.

5.1.3 You must ensure that the victim is safe and gets prompt medical attention if needed.

5.1.4 If you are aware of actual or suspected abuse, you should **alert** your manager as soon as possible – tell your line manager. **Do not delay**. Act as quickly as possible.

- 5.1.5 Your duty is **not** to investigate the situation. It is not appropriate for you to get involved, trying gather more information or questioning others. Furthermore, such action could cause problems for any investigation that follows.
- 5.1.6 If the abuser/alleged abuser is your line manager, you should report the incident to the CEO. If the abuser is the CEO you should report it to the Chair of the Board of Trustees.
- 5.1.7 If you do not feel that your report is being taken seriously, you can report it to a more senior manager; using the Whistleblowing or Grievance Procedure or refer to the Local Authority.
- 5.1.8 If you suspect the abuser might be a member of staff or if witness inappropriate actions by a member of staff or volunteer you must report this directly to a manager. Do not discuss this with the person concerned or with any other member of staff, volunteer or service user. The role of the manager is to decide what to do next.
- 5.2 The Referrer.
- 5.2.1 The Referrer is the manager to whom the allegation of actual or suspected abuse has been made. The referrer has a duty to:
- Collate the information, and assess the situation.
 - Ensure that the alleged victim is not in any danger.
 - Ensure that evidence is preserved for any investigation.
 - Make a decision about whether to refer, under the Multi-Agency Policy and Procedures.
- 5.2.2 Managers must discuss the situation with the CEO to enable them to decide whether the situation should be referred. This decision must not be made by one person in isolation.
- 5.2.3 If the situation is not deemed to involve a criminal offence and is a minor incident, the decision may be taken not to refer. Further in depth support and actions may be taken as a result of the alert. Full records must be kept.
- 5.2.4 In most instances, however, a referral will be made to Adult Social Care, and the Multi-Agency Procedure will be implemented.
- 5.2.5 The Referrer will ensure that a Protection Plan is put in place, to ensure that the alleged victim (and alleged perpetrator, if another service user) is supported, and risks of further abuse are minimised.
- 5.2.6 It may be necessary to suspend a member of staff or volunteer from duty, if allegations of abuse have been made against them. If this decision is taken, suspension will be actioned promptly to ensure that risk of further abuse is

minimised. The decision to suspend will be made in consultation with the CEO and, where applicable, appropriate manager from the RP member organisation involved.

5.3 The Investigation.

5.3.1 All staff and volunteers must fully co-operate with an investigation and comply with requirements under the Multi-Agency Policy and Procedures

5.3.2 Alerting and referring will be conducted as promptly as possible:-

- One person will be given responsibility for gathering information, and will report back to the CEO who is taking the lead. The Referrer will have the authority to require information or documents to be submitted for the investigation, or for individuals to submit themselves for interview.
- Confidentiality of information will be upheld as a priority, adhering to Reaching People's Policies and Procedures.
- Support will be offered to the alleged victim. Where appropriate, it may be possible to offer the support of an advocate, or for a family member or friend to be involved in this role.
- If a member of staff or volunteer is suspended from duty during an investigation, another member of staff who is not involved in the process will be nominated to act as a link and support to that person. This will enable the suspended person to be kept informed and to feel less isolated. It is important to remember that, in the case of an allegation, the person is innocent until proven guilty, and has the right to be supported as an employee.
- If the allegation has been made by another member of staff, volunteer or someone who uses Reaching People's services, support will also be offered to this person who may feel guilty, confused, frightened or threatened by the situation.
- Reaching People's Policy and Procedures for supporting the 'Whistle blower' should also be referred to.

5.3.3 There may be a need to implement internal disciplinary procedures for safeguarding adults. If a criminal investigation is instigated it may be necessary to halt any disciplinary procedures until the criminal investigation and any court proceedings have been completed and the case closed, so as not to jeopardise the police investigation. At other times, the two processes may be able to proceed in tandem.

5.4 Post Abuse Support.

5.4.1 Following actual or alleged, abuse, support maybe needed, and provided for the following:

- Victim

- Perpetrator, if a staff, volunteer or someone who uses Reaching People's services.
- Whistle blower.

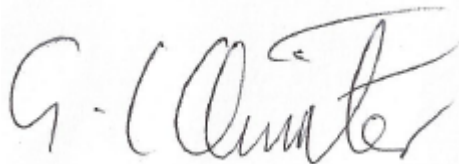
5.4.2 Subject to other agencies policies, Reaching People recommends that a multi-agency conference is held involving representatives of all agencies involved (including the relevant manager from Reaching People) once any investigation is completed. The purpose of this meeting is to consider action needed to support all three parties, and to minimise the risk of further incidents. Support may involve counselling, education and awareness raising, staff supervision and training, or other appropriate response.

5.4.3 We acknowledge that there may be complex and difficult issues to be resolved, but a prompt response will help to reduce long term negative impact.

6 Related Policies

Other related operational Policies and Procedures that will help you to safe guard vulnerable adults are:

- Confidentiality
- Equality and anti-discrimination
- Risk assessment
- Lone Working
- Health and safety



Signed

.....Date 13/11/2018.....

Review due: October 2021