

Safeguarding Adults Policy and Procedures

Designated Safeguarding Lead: Pippa Simou

Introduction

The Add-Vantage recognise their commitment to safeguarding and promoting the welfare of all adults and we believe that no one should experience abuse of any kind. The Add-Vantage is committed to putting the welfare of our clients above all else.

Scope

The purpose of this policy statement is:

- to promote the emotional and physical welfare of all adults who receive services from The Add-Vantage, and protect them from harm.
- This policy applies to anyone working on behalf of The Add-Vantage.
- Provide information to all of the overarching principles that guide our approach to safeguarding adults.

The Care Act 2014 outlines 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 a guide as to the sort of issues or behaviour which could give rise to a safeguarding concern.

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, neglect or exploitation, 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, neglect or exploitation.

Areas of abuse includes:

Physical abuse

Sexual abuse

Psychological abuse

Financial or material abuse

Neglects and act of omission

Discriminatory abuse

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Physical, emotional abuse or neglect
Organisational abuse
Modern Slavery
Domestic abuse
Self-neglect

Procedure

As part of the Making Safeguarding Personal approach, the views and wishes of the adult must be taken into account and their wishes should only be overridden if considered necessary in the interests of their own safety and/or the safety of others. The adult must be told if their wishes are overridden, and the reasons for this. The principle of MSP is to empower the adult to make decisions effecting their own life and to be recognised as the 'expert' of their own wants and needs.

Adult protection raises issues of confidentiality which must be clearly understood by all. Anyone working on behalf of The Add-Vantage, have a professional responsibility to share relevant information with the local authority and other professional agencies where an adult may be, or is at risk of abuse, neglect or exploitation. Clear boundaries of confidentiality will be communicated to all. All personal information regarding an adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines.

Where a safeguarding concern has been raised, the adult at each stage of the process will be involved.

Raising a Concern

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that an adult has been or is being abused. All complaints, allegations or suspicions must be taken seriously.

1. There should be a conversation with the adult at the earliest opportunity to establish their views. This should include whether they see the issue as a cause for concern and also what they want to happen including actions they might want taken or want to take themselves. If the adult agrees that a safeguarding concern should be raised, what they want to be achieved from this and if they do not agree, the reasons for this.
2. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened, the names of others present, the name of the complainant and, where different, the name of the adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation. The views of the adult should also be recorded.

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3. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the designated safeguarding lead.
4. If the adult whom concern is raised, agrees, the allegation(s) shall be referred to the relevant authority or in the case of immediate danger, the Police. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported.

Roles and Responsibilities

All persons working on behalf of The Add-Vantage remain mindful of their obligations under Health and Safety at work act (1974), the Care Act (2014), the Data Protection Act (2018) and UK GDPR, the Freedom of Information Act (2012), Equality Act (2010) and, maintains the ethics and professional standards established in the British Psychological Society's Code of Ethics www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct

Designated Safeguarding Lead

- To promote the Safeguarding culture of the organisation
- Communicate this policy to adult clients, designated carers and professionals
- Undertake Adult Safeguarding Level 2 (minimum) training every two years.
- Maintain professional and clear records of any Safeguarding concerns, ensuring they are securely stored in accordance with Data Protection and UK GDPR.
- Carry out necessary checks on all recruited staff.
- Be responsible for maintain a safe environment for all visitors in accordance with Health & Safety legislation.
- They will respond to all adult safeguarding concerns and enquiries and liaise directly with the appropriate services and/or Police where appropriate

Policy Monitoring

The Add-Vantage commits to reviewing this Safeguarding Policy on a two yearly cycle.

Appendix - Useful Contact Information

Hertfordshire Safeguarding Partnership (reporting line) 0300 123 4042

<https://www.hertfordshire.gov.uk/services/adult-social-services/report-a-concern-about-an-adult/report-a-concern-about-an-adult-form.aspx>

Non-Emergency Police 101

Emergency Police 999

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