



## **IN FOCUS EDUCATION & DEVELOPMENT CiC**

### **Safeguarding Adults Policy**

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This policy sets out In Focus's approach to safeguarding adults. If you have any comments, suggestions or amendments please put these in writing to the person issuing this policy.

## **Policy Statement**

In Focus will not tolerate the abuse of adults in any of its forms and is committed to safeguarding any adult who

- has need for care and support 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 purpose of this policy is to:**

- outline the steps In Focus will make to safeguard an adult with care and support needs if they are deemed to be at risk, setting out the roles and responsibilities of staff and volunteers in working together with other professionals and agencies to promote the adult's welfare, safeguarding them from abuse and neglect.
- ensure that decisions made will allow adults to make their own choices and include them in any decision making.

## **What is Safeguarding adults?**

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

*Care and Support Statutory Guidance,  
Department of Health, updated June 2020*

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so at the time because of an accident, disability, frailty, addiction, or illness.

## **Six principles that underpin all Adult Safeguarding:**

- i. Empowerment – People being supported and encouraged to make their own decision and informed consent

“I am asked what I want from the safeguarding process and these directly inform what happens”

- ii. Prevention – It is better to take action before harm occurs.

“I receive clear and simple information about what abuses, how to recognise the signs and what I can do to seek help.”

- iii. Proportionality – The least intrusive response appropriate to the risk presented

“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

- iv. Protection – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.

- v. Partnership – Local solutions through services working with their communities have a part to play in preventing, deleting and reporting neglect and abuse.

“I know that staff treat any personal or sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

- vi. Accountability – Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

## **1. Types of Abuse and Neglect**

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified

withdrawal of services or supportive networks.

- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- 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.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple and affect one person or more. It is important to look beyond single incidents or individuals to identify patterns of harm. Repeated instances of poor care may be an indication of more serious problems and of what we now describe as organisational abuse. In order to see these patterns, it is important that information is recorded and appropriately shared.

### **What is Making Safeguarding Personal (MSP)?**

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them choice and control as well as improving quality of life, wellbeing, and safety.

#### **In Focus will ensure:**

- that adults are involved in their safeguarding arrangements and each individual is dealt with on a case-by-case basis
- that informed consent is obtained

- ensure that the safeguarding action agreed is the least intrusive response to the risk
- where appropriate partners from the community will be involved in any safeguarding work in preventing, detecting, and reporting neglect and abuse

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

### **What should I do if I am concerned?**

Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted. Staff and volunteers who have any adult safeguarding concerns should:

#### **1. Respond**

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

#### **2. Report**

- report any potential safeguarding concerns to one of the company directors who will act as safeguarding leads.

#### **3. Record**

- All details of the report will be typed digitally and stored securely.
- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.

#### **4. Refer**

- In making a decision whether to refer to an external agency or not, the designated safeguarding lead should take into account:
  - the adult's wishes and preferred outcome
  - whether the adult has mental capacity to make an informed decision about their own and others' safety
  - the safety or wellbeing of children or other adults with care and support needs

- whether there is a person in a position of trust involved
- whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed and/or
- Adult Social Care Team for possible safeguarding enquiry
- family/relatives as appropriate (seek advice from adult social services)
- The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. In Focus should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

If the allegation is against the safeguarding lead, seek advice from Southampton Adult Social Care Team.

### **Feedback**

The designated safeguarding adult lead will provide acknowledgement of any referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.