

Shore-Up CIC Adult Safeguarding Policy

Organisation: Shore-Up CIC

Policy approved by: Kate Binnington (Occupational Therapist, Safeguarding Lead)

Date policy approved: 11.12.23

Next review date: 11.6.24

Adult Safeguarding Policy for Shore-UP CIC

Introduction:

This policy is to make sure that Shore-UP CIC has all the right things in place to protect and safeguard adults.

Shore-Up CIC believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of Shore-Up CIC in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the trustees, employees and volunteers of Shore-Up CIC. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Safeguarding as Part of the Deal:

In safeguarding adults, Shore-Up CIC is committed to the principles of the Leeds Multi-Agency Safeguarding Adults Policies and Procedures, 'Talk to me, hear my voice' document (Leeds Safeguarding Adults Board, July 2021).

Key Principles of Adult Safeguarding:

In the safeguarding of adults, Shore-Up CIC are guided by the six key principles set out in The Care Act 2014 and the Leeds Multi-Agency Safeguarding Adults Policies and Procedures, 'Talk to me, hear my voice' document (Leeds Safeguarding Adults Board, July 2021).

Shore-Up CIC aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The 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. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse. The adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Leeds also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Exploitation** - Including sexual and/or criminal exploitation
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. 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 those who 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 you are, or are perceived to be different due to 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 long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or 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.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.

- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any employee, trustee or volunteer who becomes aware that an adult is being, or is at risk of, being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person (Kate Binnington). **If the adult requires immediate protection from harm, contact the police and Adult Social Care.**

A list of additional, specific organisations and support mechanisms in Leeds which may be applicable can be found in *Section 8. Protection* in the Leeds Multi-Agency Safeguarding Adults Policies and Procedures, 'Talk to me, hear my voice' document (Leeds Safeguarding Adults Board, July 2021).

The purpose of safeguarding adults is to support and protect people living within specific circumstances, when deciding how to respond to a safeguarding concern, the following factors should be considered: **Listen; Assess; Report**. These are outlined in *Section 14. Tell us your concern* of the Leeds Multi-Agency Safeguarding Adults Policies and Procedures, 'Talk to me, hear my voice' document (Leeds Safeguarding Adults Board, July 2021). Shore-Up CIC commit to adhering to these principles as described in this document.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Safe Recruitment & Selection:

Shore-Up CIC is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them. Shore-Up CIC will ensure that any Trustees, Employees, Volunteers and any relevant persons linked to the organisation (e.g. contractors) who have contact with potentially vulnerable adults will have a current DBS check in place.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer. Leeds Adult Social Care have a process in place for relevant information sharing and for reporting individuals. For further guidance: <https://leedssafeguardingadults.org.uk/safeguarding-adults/people-in-positions-of-trust>

Training and Awareness:

Shore-Up CIC will ensure this policy document and an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who require it (e.g. contractors).

All employees who are working or volunteering with adults at risk are required as a minimum, to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

This document will be reviewed annually and the updated document shared with all Employees, Trustees and Volunteers.

Employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. The welfare of children is everyone's responsibility. The Leeds Safeguarding Children Partnership provide extensive information [Homepage | Leeds Safeguarding Children Partnership \(leedsscp.org.uk\)](https://www.leedsscp.org.uk) which should be used as the primary source of guidance for practitioners and members of the public if they have concerns about a child or young person.

Mental Capacity:

The Mental Capacity Act (MCA) defines someone as lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. Shore-Up CIC will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Mental capacity considerations are a key aspect of practice around supporting people who experience abuse, neglect and self-neglect. A summary of key issues are detailed in *Section 4.3 Mental Capacity Act (2005)* of the Leeds Multi-Agency Safeguarding Adults Policies and Procedures, 'Talk to me, hear my voice' document (Leeds Safeguarding Adults Board, July 2021).

Confidentiality and Information Sharing:

Shore-UP CIC expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see Shore-Up GDPR Policy.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR) see Shore-Up GDPR Policy.

Whistleblowing:

Shore-Up is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Important Contacts:

Designated Lead for Safeguarding

Name: **Kate Binnington**

Email address: **contact@shore-up.co.uk**

Telephone number: **07966964316**

Leeds Adult Social Care

<https://www.leeds.gov.uk/adult-social-care/professionals-referrals-and-resources>

Police

Emergency – 999

Non-emergency – 101

Additional sources of support

Title	Description	Contact
West Yorkshire Police	Investigate criminal offences and protect public safety	If a person is in imminent danger ring 999 To report a crime ring 101
Leeds Adult Social Care: Contact Centre	Safeguarding adults concerns should be reported to Adult Social Care, who will work with the adult and partner agencies to support them to be safe.	Tel: 0113 222 4401 leedsadults@leeds.gov.uk Adult Social Care Website
Children and Young People's Social Care	Receives safeguarding referrals in relation to children and young people (under 18 years of age)	Tel: 0113 222 4403
Leeds Adult Social Care: Emergency Duty Team	Receives safeguarding concerns for adults at risk, children and young people 'out of hours'	Tel: 07712 106 378 (Bank Holidays and all other times)
Leeds Safeguarding Adults Board, Strategy Unit	A strategic unit providing support for the Leeds Safeguarding Adults Board. The unit is non-operational and cannot take safeguarding referrals, these must be reported to Adult Social Care as listed above	Tel: 0113 37 89 455 LSAB@leeds.gov.uk

Title	Description	Contact
Advonet	Established to provide a support network of advocacy providers within Leeds. Their website provides details of advocacy services within Leeds, listed by the client group they serve and geographical area.	Tel: 0113 244 0606 www.advonet.org.uk
Anti-Social Behaviour Contact Centre	Access point for support in relation to anti-social behaviour.	Tel: 0113 222 4402 www.leeds.gov.uk
Care Quality Commission	Regulates care provided by the NHS, local authorities, private companies and voluntary organisations and protects the interests of people whose rights are restricted under the Mental Health Act.	Tel: 0845 015 0120 www.cqc.org.uk
Disclosure and Barring Scheme	The role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children. It replaces the Independent Safeguarding and Criminal Records Bureau.	DBS: Tel: 03000 200 190 Welsh Language: Tel: 03000 200 191 DBS minicom: Tel: 03000 200 192 www.gov.uk
Domestic Violence	Leeds domestic violence 24 hour helpline which provides help for all victims of abuse in Leeds.	Tel: 0113 2460401 www.leeds.gov.uk
The Forced Marriage Unit	Part of the Foreign and Commonwealth Office, provides a wealth of information, multi agency practice guidelines and an advice line for victims, their friends, relatives and professionals.	Tel: 0207 008 0151 www.fco.gov.uk/forcedmarriage
Health and Safety Executive	Responsible for all health and safety regulations in the UK. It provides information about the regulations and provides guidance on how to improve the health and safety of staff and service users in a variety of establishments.	www.hse.gov.uk
Leeds Deprivation of Liberty Safeguards (DoLS) Helpline	Provides advice on issues relating to DoLS, for professionals, service providers and members of the public.	Tel: 0113 535 0004 (Mon-Fri 09:00 - 16:30)

Title	Description	Contact
Mencap Whistleblowing Helpline	The Whistleblowing Helpline is an independent, confidential, free phone service for staff and organisations working within the NHS and social care sector. It is commissioned by the Department of Health.	Tel: 0800 724725 www.mencap.org.uk
Modern Slavery	Information about modern slavery, how to seek advice and how to report concerns.	Helpline: 0800 0121 700 www.modernslavery.co.uk
Office of Public Guardian	Supports the functions of the Court of Protection. It can investigate the actions of a Deputy appointed by the Court of Protection or an attorney under a registered Enduring or Lasting Power of Attorney	Tel: 020 766 47734 www.justice.org.uk
Public Concern at Work	An independent authority on 'whistle-blowing', and the protection afforded by the Public Interest Disclosure Act. Provides an advice line.	Tel: 020 7404 6609 www.pcaw.co.uk
Stop Hate UK	Hate crime can be reported to Stop Hate UK, a voluntary organisation providing support for people affected by hate crime.	Tel: 0800 138 1625 (24hours) www.stophateuk.org
Trading Standards Services, West Yorkshire Joint Services	Serves to protect consumer rights, including prevention of door step crime. Provides an advice service.	Contact Consumer Direct: 08454 04 05 06 www.ts.wyjs.org.uk/
Victim Support Helpline	Victim Support is available to help anyone affected by crime, providing emotional support, information and practical help.	Tel: 0845 3030 900 www.victimsupport.org.uk