

## Safeguarding Adults

### **1. The Hamlet Charter**

We are committed to safeguarding adults by protecting their health, wellbeing, human rights including their best interests enabling them to live free from abuse or neglect. Every adult who attends our service deserves to be safe and have the opportunity to speak up.

This policy complies with the Norfolk Safeguarding Adults Board and works in line with The Hamlet Charter.

*(It should be noted that we have a separate safeguarding policy for children and young people.)*

### **2. Purpose of this policy and why we have it**

The purpose of our Safeguarding Policy is to prevent harm and reduce the risk to adults with care and support needs suffering from abuse or neglect.

This policy is based on the fundamental principle that all adults regardless of age, disability, gender, gender identity, ethnic, cultural, racial, national origins, religious belief/non-belief or sexual orientation have the right to live safely, free from abuse or neglect.

This policy outlines the areas we will address to ensure staff, volunteers and visitors understand what we expect and our legal responsibilities.

### **3. Scope of this policy**

Our policy applies to all adults at risk of abuse or neglect, staff, volunteers, and visitors. In instances of Domestic Violence or Abuse this includes young people from 16 years of age.

Under the Care Act 2014, any person 18 years or over is considered to be an adult and could potentially be at risk of abuse or neglect if she or he:

- Has needs for care and support
- Is experiencing, or is at risk of abuse or neglect, and
- As a result of those needs, is unable to protect themselves against abuse or neglect or the risk of it.

## Domestic Violence and Abuse

The definition of Domestic Violence and Abuse was changed in 2013 to include young people from 16 years of age:

'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. (Definition of Domestic Violence or Harm' (Home Office February 2013)

### 4. Policy

The Hamlet will establish and maintain an environment where adults feel safe, secure, are encouraged to communicate in their own way and are listened to.

We will support anyone who, in good faith, reports his or her concerns that an adult is at risk of abuse or neglect even if those concerns prove to be unfounded.

Through training – both induction and on-going refresher training - we will ensure that all our staff and volunteers:

- understand the importance of safeguarding and their role in safeguarding adults
- recognise an adult potentially in need of safeguarding and know what action to take
- are able to recognise a disclosure from an adult and react appropriately
- are aware of the different forms of harm and abuse
- understand dignity and respect when working with individuals
- know how and to whom to report an adult safeguarding concern in line with this policy.

We will provide information and advice to assist the adults we work with to understand their rights and how they can obtain help and support.

At all times we will work in partnership and try to establish effective working relationships with the individual, carers, relatives and colleagues from other agencies and organisations.

### 5. Implementation and monitoring

#### Recruitment

All staff, volunteers and work placements who come into contact with the adults we work with have a duty of care to prevent harm and reduce the risk of them suffering from abuse or neglect. There is a legal duty placed upon us to

ensure that everyone who works with or on behalf of all the adults with whom we come into contact is competent and suitable to do so.

We will follow Safer Recruitment practice.

### **Induction**

All new staff, volunteers and work placements will be informed of the safeguarding arrangements in place, directed to the safeguarding policy and told who our Safeguarding Lead is and how to contact them.

### **Training**

As part of their probation they will undertake appropriate Safeguarding Training, which will be regularly updated.

We will actively encourage all our staff and volunteers to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via [www.norfolksafeguardingadultsboard.info](http://www.norfolksafeguardingadultsboard.info)

All staff and volunteers will be required to read this policy annually, or after it has been reviewed and updated if necessary. They will be informed of any changes to policy.

### **Good Practice**

Good practice guidance will help staff and volunteers avoid putting themselves in a situation which could put them at risk of having an allegation of abuse made against them.

### **Risk Assessment**

It is recognised that all activities carry a certain amount of risk to the participant. With this in mind, activities will have a linked risk assessment, which will include safeguarding risks, and the steps to be taken to minimise those risks, in order to allow our adults to experience a wide range of activities, while respecting their dignity and choice, especially when carrying out procedures involving intimate care.

Risk assessments will be reviewed on a regular basis, but always following any incidents, in order to improve practice and highlight training needs.

Any individual with a safeguarding concern will have this noted in their records.

### **Safeguarding Lead**

Acts as a point of referral to discuss any concerns and decide on next steps  
Any concern for an adult's safety or welfare will be recorded in writing and given to the Safeguarding Lead.

The Safeguarding Lead is responsible for liaising and / or supporting staff to liaise with Adult Social Services and other agencies where necessary and making referrals.

The Safeguarding Lead will offer support to the staff member, individuals and families as appropriate.

### **Dealing with allegations of harm against our staff**

Allegations of abuse or neglect can sometimes arise from a different understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some people who abuse adults. As part of our commitment to safeguarding the adults we work with and support we will follow the policies and guidance from Norfolk Safeguarding Adults Board.

### **Handling disclosures of abuse**

An adult may communicate to someone they trust that they are being abused. They will often not be aware of sources of help and support. It takes courage to confide in someone – the way in which staff/volunteers respond can be crucial and is therefore included in our mandatory training.

### **Records and confidentiality**

Any information recorded will be kept in a separate named file on Charity Log with appropriate access. These files are the responsibility of the Safeguarding Lead and information will only be shared within the organisation on a need to know basis for the protection of the adult.

All information is confidential and must be managed in line with the Data Protection Act 2018. However, if there is safeguarding concern information can be shared with Adult Social Care, the Police and where appropriate the Care Quality Commission.

## **6. Legal references**

Care Act 2014

Care Standards Act 2000

Data Protection Act 2018

Disability Discrimination Act 1998

Domestic Violence Crime and Victims Act 2004

Equality Act 2010

Human Rights Act 1998

Mental Capacity Act 2005

Modern Slavery Act 2015

Public Interest Disclosure Act 1998

Serious Crime Act 2015 – Section 76 – Domestic Abuse

Sexual Offences Act 2003

The Protection of Freedom Act 2012  
The Safeguarding Vulnerable Groups Act 2006

**This policy should be read in conjunction with other relevant Hamlet policies and accompanying procedures.**

**Date approved by the Board:** January 2021

**Date of next review:** January 2022

**Post holder(s) responsible for this policy:** Senior Manager Adult Services

**Signed by Chair of the Board of Trustees:**

A handwritten signature in blue ink, appearing to read "Steven M. [unclear]".