



**Safeguarding Vulnerable Adults Who Use Services From Abuse Policy ( to be read in conjunction with DOLS MCA Policy; Antbullying Policy; Behaviour Management Policy; Equality and Diversity Policy) Infection Control Policy; Medicine Policy; Safety and Suitability of Premises Policy; Safety and Suitability of Equipment Policy.**

## **Safeguarding Vulnerable Young Adults Policy**

Seaside Care Homes Ltd is committed to:

- Ensuring that the welfare of adults is paramount at all times
- Maximising people's choice, control and inclusion and protecting their human rights
- Working in partnership with others in order to safeguarding vulnerable adults
- Ensuring safe and effective working practices are in place.
- Supporting staff within the organisation.

### **Introduction**

This policy sets out the roles and responsibilities of Seaside Care Homes Ltd in working together with other professionals and agencies in promoting adults' welfare and safeguarding them from abuse and neglect.

This policy is intended to support staff working within Seaside Care Homes Ltd. It does not replace, but is supplementary to the Southend, Essex, Thurrock (SET) Safeguarding Adults Guidelines (2020) available at [www.essexsab.org](http://www.essexsab.org).

Policies linked with this will include: whistle blowing, complaints, information sharing, disciplinary and equality and diversity, Infection Control Policy; Medicine Policy; Safety and Suitability of Premises Policy; Safety and Suitability of Equipment Policy.

### **Scope**

This policy applies to all staff (permanent, seconded or temporary) of Seaside Care Homes Ltd as well as all people who work on behalf of Seaside Care Homes Ltd.

## **Definitions**

A vulnerable adult is defined as:

- any person aged 18 or over
- who is or may be in need of care services by reason of mental, or other disability age or illness
- and who is or maybe unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation

*No Secrets (2000) - Department of Health*

Thus, all adults who meet the above criteria may be defined as vulnerable adults.

Definitions of the types of abuse and adult safeguarding principles are identified within the Southend, Essex, Thurrock Safeguarding Adults Guidelines.

## **Responsibilities of Seaside Care Homes Ltd**

- Seaside Care Homes Ltd has signed up and accepts the principles laid down within the Essex Safeguarding Adults Board Guidelines.
- To take action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure that the agreed safeguarding adults procedures are followed at all times, these are available at [www.essexsab.org](http://www.essexsab.org)
- Provide support, advice and resources to staff in responding to safeguarding adult issues.
- Inform staff of any local or national issues relating to safeguarding adults.
- Ensure staff are aware of their responsibilities to attend training and to support staff in accessing these events, staff will receive training during their induction period.
- Ensuring that the organisation has a dedicated staff member with training in safeguarding adults.
- Ensuring staff have access to appropriate consultation and supervision regarding safeguarding adults.
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- Ensure that information is available for people that use services, family members setting out what to do if they have a concern (e.g. ASK SAL helpline).
- Ensure that all employees who come in contact with vulnerable adults have an enhanced DBS check in line with the requirements of the Independent Safeguarding Authority Vetting and Barring Scheme.
- Must act at all times in accordance with the Mental Capacity Act 2005 Deprivation of Liberty Safeguards.

- Will undertake a safeguarding audit 6 monthly and monitor incidents, accidents, disciplinary action , complaints and safeguarding concerns to identify any patterns and actions required.
- People within the organisation for Safeguarding responsibility are contactable 24hours per day
- Nominated Individual for Safeguarding Amanda Owen
- Designated Lead for Safeguarding Georgina Decata

### **Responsibilities of all staff**

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of a vulnerable adult.
- Participate in safeguarding adults training and maintain current working knowledge.
- Become familiar with the SET Safeguarding Adults Guidelines.
- Discuss any concerns about the welfare of a vulnerable adult with their line manager.
- Contribute to actions required including information sharing and attending meetings.
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use services.
- Remain alert at all times to the possibility of abuse.
- Recognise the impact that diversity, beliefs and values of people who use services can have.
- To understand Whistle blowing requirements and act accordingly
- To ensure no service user is subjected to any form of degradation or treated in a manner that could be viewed as degrading
- Staff should raise any concerns with management about their ability to provide planned care, management should respond appropriately and without delay.

### **Training**

All staff should receive a basic safeguarding adults awareness training at a level according to their role and as stated within the Essex Safeguarding Adults Board Training Strategy. New staff will undertake safeguarding adults training during induction and will undertake a quiz to ascertain knowledge base. Virtual/ face to face training will be undertaken within the first year of employment and three yearly thereafter. All staff will undertake an assessment of their safeguarding understanding annually and further training sourced if required (NICE Guidance 2021). This will be refreshed, as a minimum, every three years.

Supervision will include safeguarding discussions.

### **Reporting Abuse**

It is expected that all staff follow the SET Safeguarding Adults Guidelines (for full set of procedures see [www.essexsab.org](http://www.essexsab.org)).

1. If staff suspect a vulnerable person is being abused or is at risk of abuse, they are expected to report concerns to a line manager (unless they suspect that the line manager is implicated - in such circumstances the whistle blowing policy should be followed).
2. If at any time staff feel the person needs urgent medical assistance, they have a duty to call for an ambulance or arrange for a doctor to see the person at the earliest opportunity.
3. If at the time staff have reason to believe the vulnerable person is in immediate and serious risk of harm or that a crime has been committed the police must be called.
4. A SET SAF 1 form must be completed where there are allegations of abuse and sent to the relevant Social Care area. Guidance notes are available on [www.essexsab.org](http://www.essexsab.org).

All service users need to be safe. Throughout the process the service users' needs remain paramount. This process is about protecting the adult and prevention of abuse.

### **Alleged abuser and victims who are both service users**

It is important that consideration be given to a co-ordinated approach and partnership working, where it is identified that both the alleged abuser and alleged victim are service users.

Where both parties are receiving a service, staff should discuss cases and work together, however meetings with both the alleged abuser and alleged victim in attendance, are not considered appropriate.

### **Allegation of abuse staff member**

Employees should be aware that abuse is a serious matter that can lead to a criminal conviction. Where applicable the organisations disciplinary policy should be implemented.

### **Employer concerns about a staff member**

As an employer Seaside Care Homes Ltd has a duty to make referrals to the DBS if they believe an employee has caused harm, or pose a future risk of harm, to adults or children. Making a referral is appropriate when an employee has been dismissed or removed, or has instead resigned, because they have:

- been cautioned or convicted for a relevant offence, a list of which can be viewed on the DBS website;
- engaged in an action (or inaction) that has harmed an adult or child or put them at risk of harm;
- been identified as posing a risk of harm even though no such conduct has occurred.

Prior to making a referral to the DBS, Seaside Care Homes Ltd will take time to investigate and gather evidence in order to determine the validity of the allegation. Where it is appropriate, the Registered Manager will contact the police, although it is possible for the DBS to bar an individual with them having first been convicted of an offence. *"The DBS has no investigatory powers and is unable to bar an individual without examining the supporting evidence, and referrals submitted without supporting material - such as minutes of disciplinary hearings, witness statements, dismissal letters, recorded interviews, CCTV footage, or records of police involvement - will not be pursued."* Essex Safeguarding board July 2020

<https://www.essexsab.org.uk/media/2794/set-safer-recruitment-guidance-v4.pdf>

Where there is an ongoing risk of that person in a position of trust causing harm to other adults or children The manager will contact the LADO (children or adult) in the appropriate local authority, so that they can assess the need for further action. DBS notification form ( appendix A ) can be found at

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance/dbs-paper-referral-form-guidance>

### **Confidentiality and information sharing**

'No Secrets' [DH 2000] states that the government expects organisations to share information about individuals who may be at risk from abuse. This is also stressed by Safeguarding Adults [ADSS 2005] the framework for good practice. It is important to identify an abusive situation as early as possible so that the individual can be protected. Withholding information may lead to abuse not being dealt with in a timely manner. Confidentiality must never be confused with secrecy. Staff have a duty to share information relating to suspected abuse with Social Care and Essex Police.

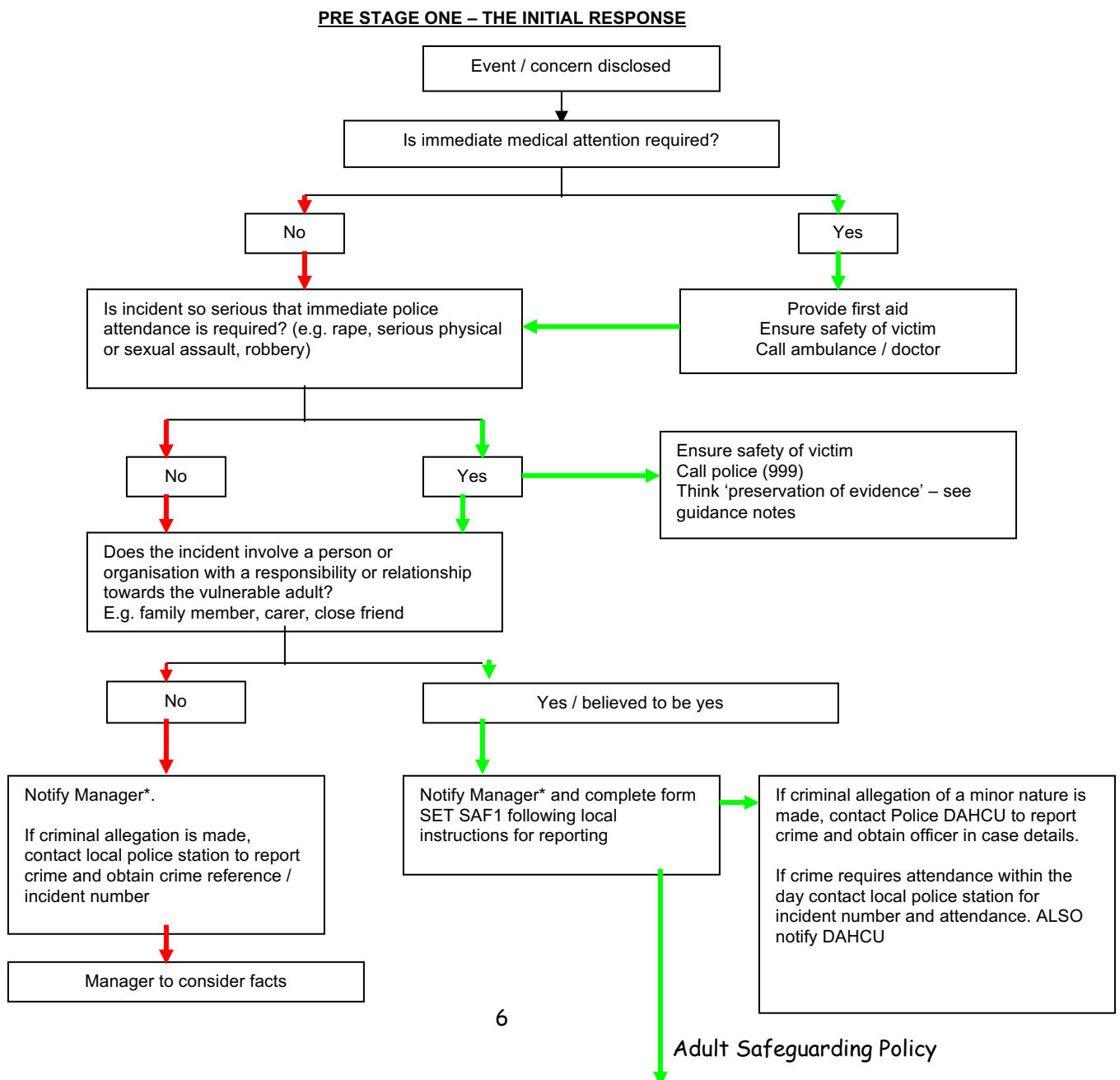
Consent is not required to breach confidentiality (capacity issues must be considered) and make a safeguarding referral where;

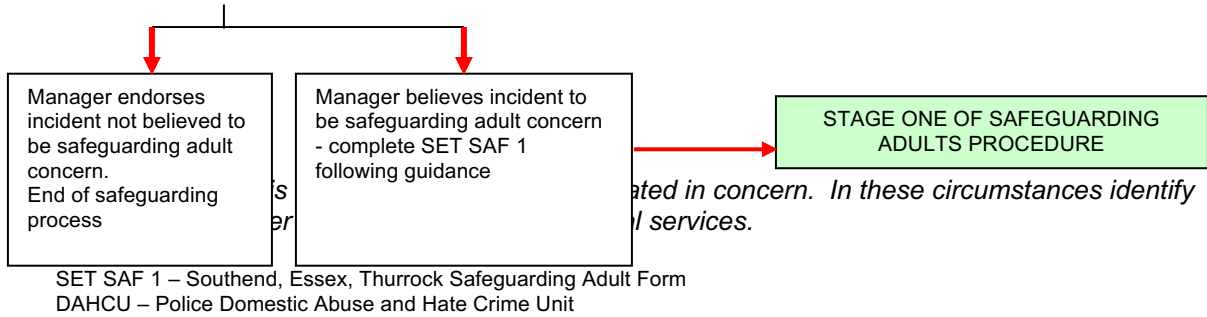
- A serious crime has been committed
- Where the alleged perpetrator may go on to abuse other adults
- Other vulnerable adults are at risk in some way
- The vulnerable adult is deemed to be in serious risk

- There is a statutory requirement e.g. Children's Act 1989, Mental Health Act 1983, Care Standards Act 2000
- The public interest overrides the interest of the individual
- When a member of staff of a statutory service, a private or voluntary service or a volunteer is the person accused of abuse, malpractice or poor professional standards.

If a worker has any doubt about the legality of sharing information, they must in the first instance consult their manager.

## PRE-STAGE ONE – THE INITIAL RESPONSE - FLOWCHART





### Useful contact numbers

#### **SOUTHEND**

Telephone: 01702 215008 | email: [accessteam@southend.gov.uk](mailto:accessteam@southend.gov.uk)

#### **ESSEX**

Telephone: 0345 603 7630 | email: [businesssupport.adultsovas@essex.gov.uk](mailto:businesssupport.adultsovas@essex.gov.uk)

#### **THURROCK**

Telephone: 01375 511000 | email: [safeguardingadults@thurrock.gov.uk](mailto:safeguardingadults@thurrock.gov.uk)

#### **Police**

999 (Emergency)

0300 333 4444 (Non emergency number)

#### Acknowledgments

NHS North East Essex

North Essex Partnership Foundation Trust

NHS West Essex

Essex Safeguarding Adults Board

NICE 2021

Signed:

Date:

Review date: April 2023

Name	Designation	Date	Name	Designation	Date



Seaside Care Homes Ltd

See attached form

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance/dbs-paper-referral-form-guidance>