



Safeguarding Policy for Children, Young People and Vulnerable Adults

Purpose of Policy

To set out the duty to safeguard and promote the welfare of vulnerable adults at Kehelland Trust and how this will be implemented by the Trust in the discharge of its duties.

Policy Statement

To develop procedures and good practice within Kehelland Trust to ensure that each person can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of vulnerable adults. To provide evidence of how this is being implemented within its organisation and within multi-agency working arrangements and of its plans to address any gaps in these arrangements.

Policy Application

This policy applies to all members of staff of Kehelland Trust, all Board Members and all those organisations who have a working relationship with the Trust including volunteers.

Introduction

Safeguarding is everyone's responsibility and all staff who, during the course of their employment have direct or indirect contact with children and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults. Also government guidance makes it clear that it is a shared responsibility, and depends upon effective joint working between agencies and professionals.

Safeguarding Vulnerable Adults

Definition

A vulnerable adult is a person *"who is or may be in need of community care services by reason of mental or other disability, age or illness, **and** who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"*. (See "No Secrets" - Section 2.3.)

What do we want to achieve?

Kehelland Trust works to the following principles (as outlined in the Department of Health publication “No Secrets”).

- Everyone has the right to live his or her life free from violence, fear and abuse.
- Everyone has the right to be protected from harm and exploitation.
- Everyone has the right to independence, which carries with it a degree of risk.

Kehelland Trust will ensure that all members of staff know or can easily find out what they need to do if they have a concern about the abuse of vulnerable adults.

What does this mean?

Staff will be able to recognise abuse. The main forms of abuse are divided into the following categories:

Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions

Sexual abuse – including rape, sexual assault, sexual acts to which a person has not consented, could not consent or was pressurised into consenting

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, withdrawal from services or supportive networks

Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition, and heating

Discriminatory abuse – including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment

Institutional abuse, neglect and poor professional practice. This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

(No Secrets – DOH 2000)

Staff will respond appropriately when they see or are concerned about abuse. This means that staff will report and record their concerns about abuse.

Staff will have detailed guidance to support them to do this in the ‘Alerter’s Guide.’ Staff will also be able to get advice from colleagues about how to do this.

Legislative background

In 2000 the Department of Health and the Home Office published the document ‘No Secrets: guidance on developing and implementing multi-agency policy and procedures to protect vulnerable adults from abuse’.

In 2005, the document ‘Safeguarding Adults’ was published by the Association of Directors of Social Services to give a national framework of standards for good practice and outcomes in adult protection work.

The publication's aim has been to serve as a toolkit for organisations providing health and care services for adults to develop evidence-based good practice framework to ensure the safety of vulnerable adults.

The No Secrets Review published in 2009 identified four key messages from consultation with stakeholders:

- Safeguarding requires empowerment/the 'victim's' voice needs to be heard
- Empowerment is everybody's business, but safeguarding decisions are not
- Safeguarding Adults is not like Child Protection
- The participation/representation of people who lack capacity is also important

(DoH, 2009)

Kehelland Trust fully endorses and adheres to the Cornwall and Isles of Scilly Multi-agency Safeguarding Adults Policy.

This policy is to be used in conjunction with the Alerter's Guide 'No to Abuse'.

Policy Objectives

The following principles will underpin all of our work with vulnerable adults:

- Everyone has the right to live his or her life free from violence, fear and abuse.
- Everyone has the right to be protected from harm and exploitation.
- Everyone has the right to independence, which carries with it a degree of risk.

Equality and Diversity

This policy should be read with Kehelland Trust's Equality and Diversity Policy and Equal Opportunity Policy. Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about the ways in which people differ and about recognising that differences are a natural part of society. Kehelland Trust expects that all elected members, staff and volunteers who come into contact with children, young people and vulnerable adults treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children, young people and vulnerable adults.

Responsibilities for Safeguarding

Kehelland Trust will ensure that:

All Board members and managers are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, that they demonstrate leadership, are informed about and take full responsibility for the actions of staff who provide services to children, young people, vulnerable adults and their families or carers at all levels.

This means:

- Ensuring the highest standards of safe recruitment, supervision and management oversight of staff;
- Ensuring that children, young people and vulnerable adults are seen and listened to and that their views are taken fully into account when making decisions;
- Taking appropriate action regarding any concerns expressed about their welfare, commensurate with their rights to privacy and wherever possible on the basis of informed

consent;

- All members of staff and volunteers who are employed by or on behalf of the Trust, and who have contact with children, young people, vulnerable adults and their families or carers, will have a clear understanding of the Trust's responsibilities for safeguarding;
- A statement of the Trust's responsibilities towards children, young people and vulnerable adults will be available to all staff; this will include effective systems to ensure that complaints about non-compliance with safeguarding procedures and policies can be made by children, young people, vulnerable adults, staff and other people - and that they receive an appropriate response;
- Regularly refreshing our policies and procedures about safeguarding in light of lessons from research and serious case reviews and maintaining an action plan for continuous improvement;
- Promoting the highest standards of safeguarding practice across the sector, including robust standards for safe recruitment and ongoing checks;
- Carrying out annual audits on our performance and complying fully with the requirements of the local safeguarding boards to undertake statutory audits.

The Trust has clear lines of accountability in relation to its work in safeguarding children, young people and vulnerable adults and delegated decision-making.

This means:

The Board of Trustees has statutory duty and is accountable for ensuring that satisfactory arrangements are in place to safeguard and promote the welfare of vulnerable adults.

The Center Manager has a coordinating role in developing the policy and procedure for the protection of vulnerable adults from abuse and takes strategic responsibility for safeguarding arrangements within the Trust. This includes strategic responsibility for safer recruitment, ongoing safer employment, including training and the management of allegations, the monitoring of safeguarding arrangements and the management and support of other named staff who have safeguarding roles and who are trained and able to provide advice on procedure in relation to appropriately passing on concerns relating to children, young people, vulnerable adults and staff.

Staff Awareness

Kehelland Trust considers that safeguarding is everyone's responsibility. In particular the Trust will ensure that all staff in contact with children, young people or vulnerable adults or who have access to sensitive information about children, young people or vulnerable adults, know what to do and how best to share information in order to ensure that children, young people, vulnerable adults and their families or carers receive necessary services - especially when they are concerned that a child, young person or vulnerable adult may be suffering or at risk of suffering harm – and that all staff have access to support and appropriately expert advice in this context.

This means that all staff employed by the Trust who have access to children, young people, vulnerable adults and their families or carers, and those who have access to sensitive information, will have induction and on-going training so that they know of the appropriate procedures and personnel in place, and of their role in responding to concerns about children, young people, vulnerable adults and other safeguarding matters. Additionally, line management and/or supervision is in place to appropriately support staff.

Safe Employment

Robust procedures are in place to ensure that staff who have access to children, young people and vulnerable adults or access to sensitive information about children, young people and vulnerable adults are employed safely.

This means:

- There is a culture throughout the Trust that enables safeguarding issues to be addressed.
- Recruitment and vetting procedures prevent unsuitable people from having contact with children, young people and vulnerable adults.
- Staff who work or have contact with children, young people, vulnerable adults and their families or carers have appropriate safeguarding and safe working practices training, including induction, consistent with their role and function. This training will reflect the necessity for effective multi-agency and inter-professional working – both within the Trust and with other organisations. The content and standard of this training will be approved by Cornwall and Isles of Scilly Safeguarding Adults Board.
- Safe working practices are promoted and poor and unsafe practice is challenged.
- Allegations or concerns about staff relating to vulnerable adults are handled in accordance with the Cornwall and Isles of Scilly Safeguarding Adults Board Multi-agency Safeguarding Adults policy.
- Effective arrangements such as a whistle blowing policy, which explicitly describes arrangements for sharing concerns about the behavior of colleagues and other members of staff are described at induction and training.

Monitoring Outcomes

Kehelland Trust will collect, analyse, monitor and review a wide range of data associated with safeguarding objectives arising from the outcomes listed above and report on a range of these objectives within the Key Performance Indicator Report to Board quarterly.

References

1. No Secrets: guidance on developing and implementing multi agency policies and procedures to protect vulnerable adults from abuse (DOH, March 2000).
2. Safeguarding Adults: a national framework of standards for good practice and outcomes in safeguarding adults work (ADSS {Association of Directors of Social Services} October 2005).
3. <http://www.adss.org.uk/publications/guidance/guidance.shtml>
4. www.cornwall.gov.uk/safeguardingadults
5. Safeguarding Adults Report on the consultation on the review of 'No Secrets' (DoH, 2009).