

# ADULT SAFEGUARDING POLICY AND PROCEDURE



## DONCASTER HOUSING FOR YOUNG PEOPLE

### Policy and Procedures Manual

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# **DONCASTER HOUSING FOR YOUNG PEOPLE**

## **Adult Safeguarding Policy and Procedure**

### **1. Policy Statement**

Doncaster Housing for Young People (DHYP), as an organisation, has a collective responsibility to promote the welfare of all clients, staff, and volunteers, whose needs and contributions will be recognised, valued and supported. DHYP has a responsibility to assess when a vulnerable adult may be at possible risk of harm and to work with them, their families and any carers to reduce this risk. Staff and volunteers also have a responsibility to whistle-blow, without fear of reprisal. Investigations into allegations will be in accordance with DHYP's and the local authority Safeguarding Adults Policy & Procedure. The policies provide the principles that inform action to be taken. The full document must be accessible to staff, volunteers and clients at all times.

All staff must be aware of DMBC's Safeguarding Adults Policy and Procedure.

The purpose of this procedure is to:

- To ensure that all individuals without exception have the right to protection from abuse regardless of ethnicity, religion or belief, gender, sexual orientation, disability or age
- To ensure that any abuse which occurs is detected as early as possible and the welfare of the vulnerable adult is paramount
- To ensure that all staff are appropriately trained and fully aware of their duty to implement safeguarding policies and take prompt and decisive action in the event of suspicions or allegations of abuse, monitoring and reporting to agencies and the Police where necessary
- To ensure that the wishes of clients are respected
- To ensure that all staff are protected from the risk or allegation of abuse as far as is practicable
- To ensure that line managers properly address any concerns expressed about the behaviour of their staff towards adults, irrespective of any investigations held by external authorities
- To align our practices with the local Safeguarding Arrangements in the locality in which the concern has been raised
- To ensure that all staff, Hosts and volunteers have regular DBS disclosures in order to identify any conviction or offenses against adults at risk of harm

### **2. What is Adult Abuse?**

2.1 Some adults are less able to protect themselves than others, and some have difficulty making their wishes and feelings known. This may make them at risk of abuse; within the Care Act 2014 the safeguarding duties apply to a person over the age of 18 who:

- \*has needs for care and support
- experiencing or at risk of abuse or neglect
- unable to protect themselves from the risk of or the experience of abuse or neglect

\*whether or not the local authority is meeting any of those needs

2.2 Abuse is defined as: ‘a violation of an individual’s human and civil rights by any other person or persons’ Abuse may be:

- Physical
- Sexual
- Neglect
- Emotional
- Financial or material
- Discriminatory
- Organisational
- Domestic violence and abuse
- Modern slavery
- Self-neglect
- Sexual Exploitation
- Hate Crime, Mate Crime
- Radicalisation
- Female Genital Mutilation
- Cyber Abuse
- Honour Based Violence
- Forced Marriage

2.3 Abuse can be a single act or may continue over a long period. It can be unintentional or deliberate, but will result in harm to the victim, either physically, emotionally or in its effect on the person’s wellbeing or development.

2.4 The definitions used here come from the Doncaster Safeguarding Adults Board guidance document. The overall work of Doncaster Safeguarding Adults Board is also governed by the Care Act 2014 and supporting statutory guidance.

2.5 Perpetration of this kind of abuse can happen between members of staff as well as between staff and clients and all DHYP staff and volunteers must be aware of and understand the following definitions in relation to adult protection and abuse which include:

- **Disclosure** – a formal way of describing a situation in which a client talks about abuse that has happened to them
- **Whistle blowing** – a form of disclosure that involves a member of staff disclosing that abuse is happening within their organisation. Staff and volunteers have a responsibility to whistle blow. Failure to whistle blow is a type of abuse. Staff and volunteers should not be frightened to speak up about their suspicions even though the agency recognises it may be unpleasant. All whistle blowers can expect and will get full support from the organisation.

### 3. Local Procedures

3.1 The following are the steps to take when a client or anyone involved with DHYP is thought to have suffered abuse or neglect or there has been an incident of abuse:

- All incidents of abuse or suspected incidents of abuse must be reported to the designated person in charge which is the CEO or the Deputy Manager in their absence.
- All allegations of abuse must be taken seriously and with an open mind.
- All those making a complaint or allegation must be taken seriously. Comments will be treated confidentially – but contents may be shared if they or others are at risk.
- If the person making a complaint is a client, they must be reassured and every step taken to give them protection from reprisals or intimidation.
- If the person raising the complaint is a member of staff, they should be given support, in line with DHYP's Whistleblowing Policy and Procedure.
- All parties will be kept informed as appropriate.
- If an injury has occurred, the person in charge must treat appropriately with either first aid or call for medical assistance.

All staff and volunteers who are concerned about possible abuse must take the following action:

- Avoid showing shock, horror, disgust or anger
- Listen carefully if a vulnerable adult discloses abuse to ensure that they are heard and not discouraged from reporting abuse
- Avoid pressing the victim for details
- Reassure the victim that family do not have to be informed of the allegations if that is their wish
- Avoid making comments or judgements or sweeping reassurances but you can show sympathy and concern

#### **4. Reporting Incidents**

4.1 In the event of a disclosure or concern about possible abuse all staff and volunteers must:

- Ensure immediate safety and obtain medical treatment and contact emergency services if this is needed
- Clarify the bare facts of the reported abuse or grounds for suspicion of abuse. Avoid going into detail about the abuse with the victim and do not speak with the alleged source of harm about the allegation
- Check if there are other people suspected of abuse in the household/location
- Preserve and do not tamper with any evidence in any way
- Explain that you must inform the CEO and possibly others eg the Police and Social Services
- Report concerns to the CEO as soon as possible by telephone followed by a written report within 24 hours.

**GO TO FLOW CHART DIAGRAM ON PAGE 8**

#### **Do not**

- Start to investigate the situation yourself
- Confront the person responsible for the abuse
- Destroy or tamper with any evidence.

4.2 The incident must then also be reported to either:

**Police:** For any concerns which may involve a crime, these should be reported to the Police on 0114 220 2020. You must mention that the incident has involved an adult at risk. The Police will make the decision on whether it is a crime or not;

Or

**Doncaster Metropolitan Borough Council:** For any other concerns, refer directly to the Council on **01302 737391** (Between 08:30 & 17:00 Monday – Friday)

Out of these hours shown above, refer to Doncaster Metropolitan Borough Council's Emergency Social Services Team on **01302 796000**

## 5. Preserving Evidence

### SECURE SCENE

The scene of the incident or alleged abuse may be subject to a section 42 enquiry in line with the Care Act 2014. Any evidence should be preserved in order to facilitate that enquiry. This may be done by the following as appropriate;

#### Preserving forensic evidence

- Disturbing a 'scene' as little as possible, sealing off areas if possible.
- Not removing the clothing of the adult subjected to the alleged abuse.
- Discouraging washing/bathing.
- Not handling items, which may hold DNA evidence.
- Removing any bedding, clothing / putting any bedding, clothing which has been removed, or any significant items given to you (weapons etc.) in a safe dry place.
- Securing phones / laptops that may contain evidence of communication between the adult and the alleged source of harm.

#### Other evidence can be obtained, or preserved by:

- Accurate recording of any disclosure using the persons words
- Not interviewing the adult subjected to the alleged abuse without agreement from the Police
- Not interviewing any potential witnesses
- Not alerting the person associated with the alleged source of harm
- Making a note of your observations in relation to any environmental factors and or context of the situation and the attitude of the people involved and any actions you have taken

## 6. Education and Training

DHYP will ensure that all staff are fully inducted into DHYP's Safeguarding Adults Policy and Procedure and that safeguarding adults forms part of the internal core training.

An online safeguarding adults and domestic abuse awareness training courses are available for all working in health and Social care in Doncaster at:

<http://doncaster.learningpool.com>

## 7. Further Advice on Safeguarding

Further information and advice on safeguarding adults at risk can be obtained by contacting the Doncaster Board Support Unit at the Council on;

[dsab@doncaster.gov.uk](mailto:dsab@doncaster.gov.uk)

**Telephone: 01302 736230/95**

**Address: Civic Office, Waterdale, Doncaster, DN1 3BU**

[www.doncaster.gov.uk/safeguardingadults](http://www.doncaster.gov.uk/safeguardingadults)

## 8. Responsibilities

All staff, Board members, Hosts and volunteers are duty bound to report any concerns relating to suspected or alleged abuse immediately to the CEO as soon as practicably possible, whilst also taking into consideration local and DHYP procedures and paying appropriate consideration to the sensitivity and legalities of sharing information. DHYP recognises the need to act swiftly to minimise safeguarding issues and, within the context specific situations and other agencies involved we will endeavour to do so. DHYP fully supports the safeguarding concept 'Do it now, Do it right, Intervene early' and will support its staff in doing so. Where opportunities arise, DHYP staff should also work proactively in raising awareness of safeguarding initiatives in communities to reduce the potential of cases arising.

DHYP has allocated Aimee McKenzie as a responsible person (contact details below) whom staff can discuss concerns with and seek advice and guidance from. She will work with the CEO to ensure that all adult protection concerns are reported, followed up and appropriately recorded.

Breach of this policy may result in disciplinary action.

Responsible person:

Name: Aimee McKenzie

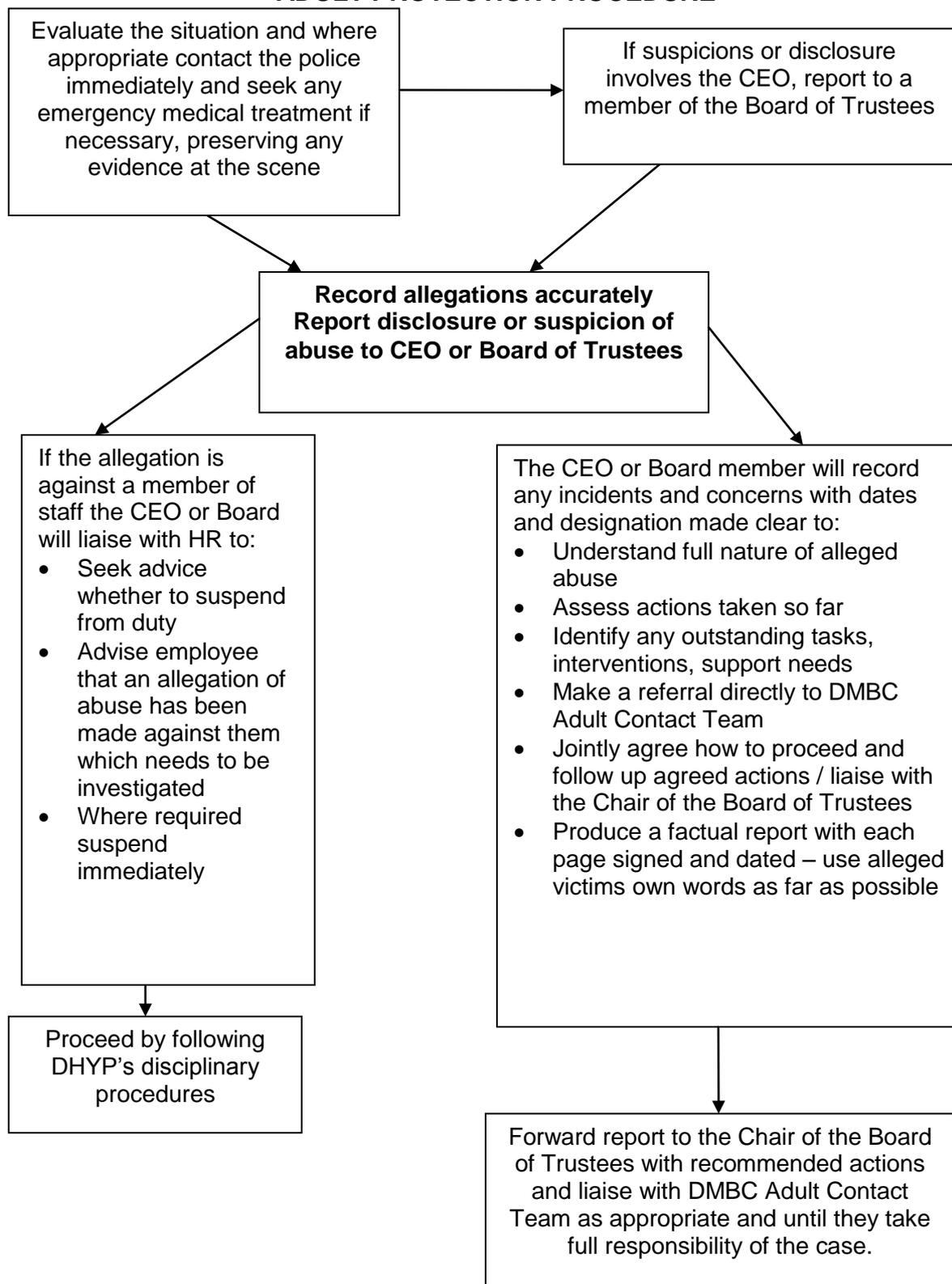
Job/Role/Title: Project Worker – Child Protection Lead Worker

Address: C/O Doncaster Foyer, Chequer Road, Doncaster DN1 2AA

Telephone no: 01302 738198

Email: [aimee@dhyp.org.uk](mailto:aimee@dhyp.org.uk)

**DONCASTER HOUSING FOR YOUNG PEOPLE  
DIAGRAM TO ILLUSTRATE PROCEDURE FOLLOWING DISCLOSURE  
ADULT PROTECTION PROCEDURE**



## Appendix 2 - Policy Statement

As a voluntary and charitable organisation DHYP has a duty of care to promote the best interest of all adults it supports. The policy and its associated procedures and good practice guidance exist to:

- Identify and report suspected abuse of an adult at risk of harm
- Protect adults at risk of harm from further abuse
- Provide clear guidance and support to those reporting abuse
- Promote the rights of adults at risk of harm and protect them from abuse

Abuse exists in various forms and can be perpetuated by one or more people. Whatever the abuse or the setting, abuse is not acceptable and is a violation of a person's basic human rights. DHYP has a Zero-Tolerance Policy to abuse. In no circumstance is abuse accepted or tolerated.

DHYP clients have the right to:

- Live free from all forms of abuse and discrimination
- Independence, including make decisions about their own life, even if this may involve activities where there is an element of risk
- Be protected by the law
- Privacy
- Appropriate information about keeping themselves safe
- Advocacy and assistance in making decisions regarding their abuse, where their mental capacity would prevent them from fully participating in the investigations
- Be involved in all necessary decision making in the event of abuse
- Decline the intervention of statutory organisations after having made an informed decision regarding their circumstances, where risk has been identified
- Report any abuse and/or neglect and for that allegation to be recorded and taken seriously
- Bring a formal complaint under the relevant complaints procedures if they are not satisfied with the investigations

DHYP is committed to safeguarding adults effectively by:

- Raising awareness about abuse of adults at risk of harm
- Giving a clear message that preventing abuse is everyone's responsibility
- Making sure that the safeguarding adults policy is available to all and easily understood
- Promoting best practice to minimise abuse through multi-agency working
- Training and supporting staff in understanding, recognising early signs, reporting and investigating allegations of adult abuse in conjunction with local agencies
- Contributing towards safeguarding adult's investigations, meetings and plans in conjunction with relevant local authorities and other agencies.
- Making sure that, where intervention is necessary, staff pursue action in a way that causes the least disruption to the vulnerable adult's way of life
- Recognising that adults identified as vulnerable have a right to confidentiality

Signed \_\_\_\_\_

Date \_\_\_\_\_