



| <b>Safeguarding Adults at Risk Policy</b> |  |
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| Author:                                   | Chief Executive  |
| Relevant to:                              | All Staff  |
| Approved by:                              | Board of Trustees  |
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| <b>RELEVANT POLICIES AND DOCUMENTS</b>  |
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| <p><b>List here internal policies or documents relevant to this policy</b></p> <p>Safeguarding Adults Procedures; Disciplinary and Grievance Policy and procedures; Recording Policy and procedures; Children Safeguarding procedures; Mobile phone and camera policy; Mental Capacity Act policy and procedures; Whistleblowing Policy, Learning and Development Policy.</p> |
| <b>RELEVANT DOCUMENTS</b>   |
| <p><b>List here documents relating to creating this policy eg legislation, H&amp;S directives.</b></p> <p>4LSAB Safeguarding Policy and Procedures; Care Act 2014, the Mental Capacity Act 2005 and others as listed within document.</p>   |

## **The Rose Road Association**

# **SAFEGUARDING ADULTS AT RISK POLICY**

### **Summary**

Safeguarding and protecting adults at risk effectively is central to all of The Rose Road Association's work and supports the Association's strategy to maximise the life opportunities and the health and wellbeing of disabled people. All staff and volunteers recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for our customers or not.

This is the latest revised version of the Rose Road Association Safeguarding Adults at Risk Policy and there is separate guidance hyperlinked throughout this document to help services implement this effectively. Our policy, procedure and guidance have been issued in accordance with the statutory safeguarding adults responsibilities, set out in the Care Act 2014 and the associated Statutory Guidance, Schedules and Regulations.

The Care Act 2014 is the most significant piece of legislation for Health and Social Care since the National Assistance Act 1948, and brings together a patchwork of Health and Social Care legislation into one statute.

The Care Act 2014 statutory guidance replaces No Secrets Guidance and sets responsibility for adult safeguarding in primary legislation, endorsing the principle of wellbeing and placing safeguarding adults' duties on a statutory footing.

The Rose Road Association takes its safeguarding responsibilities very seriously. The Policy, Procedure and accompanying guidance applies to all adults regardless of their age, ethnicity, disability, religion, gender, gender identity or sexual orientation.

The Rose Road Association provides services and support to both adults and children. In the course of our work a 'think-family' approach should be taken when following this procedure. This means that where there is a concern that a child is also at risk from abuse and/or neglect the Rose Road Association's Safeguarding Children Procedure should also be followed.

Coming into contact with situations where adults have been abused, or there is a concern about abuse can be very distressing. This policy is written to set out the Association's policy for staff, and to ensure that everyone understands our responsibilities for safeguarding.

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## Definitions used in policy and procedure

*The links in this section refer to Southampton's guidance as the local authority where the Rose Road Association is registered. Other local authority guidelines should also be checked where relevant.*

**Safeguarding-** Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

**Adult at Risk-** Where a local authority has reasonable cause to suspect that an adult (aged 18 years or more) in its area (whether or not ordinarily resident there) —

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

The local authority must make (or cause to be made) whatever inquiries it thinks necessary to enable it to decide whether any action should be taken in the adult's case and, if so, what and by whom.

The decision to carry out a safeguarding inquiry does not depend on the person's eligibility for local authority services but upon the criteria stated above.

An adult at risk may therefore be a person who, for example:

- is an older person who is frail due to ill health, physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is an unpaid carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse

- lacks mental capacity to make particular decisions and is in need of care and support

This list will not be exhaustive.

### **Categories of Abuse**

In identifying abuse or neglect it is important to not be constrained by a definitive list of categories of abuse. The Care Act statutory guidance identifies the following categories of abuse, not as an exhaustive list but for illustrative purposes:

- Physical abuse
- Sexual abuse
- Financial and material abuse
- Psychological
- Modern slavery / human trafficking
- Neglect
- Self-Neglect
- Discriminatory abuse
- Organisational abuse

Abuse is carried out in different forms, some to be particularly aware of are;

- Domestic violence and abuse
- Honour-based violence
- Extreme radicalisation and violent extremism
- Hate and hate crime
- Abuse and exploitation via e-technology/social media/mobile phones
- Self harm and suicidal behaviour

Additional factors that can increase vulnerability or risk of abuse include:

- Not having mental capacity to make decisions about own safety including fluctuating mental capacity associated with mental illness and other conditions
- Communication difficulties
- Physical dependency – depending on others for personal care and activities of daily life
- Low self esteem
- Experience of abuse
- Being cared for in a care setting, that is, more or less dependent on others
- Not getting the right amount or the right kind of care that is needed
- Isolation and social exclusion
- Lack of access to information and support
- Being the focus of anti-social behaviour

More information can be found within the local authority's policy and guidance on areas such as Vulnerability Factors and Responding to Self-Neglect. <https://www.hampshiresab.org.uk/wp-content/uploads/4LSAB-Adult-Safeguarding-Policy-Process-and-Guidance-June-2020-6.pdf>

The Rose Road Association recognises that the issue of radicalisation is a growing safeguarding concern that can affect vulnerable adults as well as children and young people. The Prevent Strategy (Home Office 2011) recognises that the presence of key vulnerabilities such as Learning Disabilities, autism or Mental Health problems can increase an individual's susceptibility towards radicalisation and to be influenced by extremism. If you have any concerns that someone you come into contact with through your work is being radicalised, the safeguarding procedure must be followed, and your concern raised with your Designated Safeguarding Lead.

## **1.1. Policy Statement**

1.1.1. This policy has been updated to follow the principles of the Care Act 2014 and associated statutory guidance. The purpose of this policy is to provide all staff and volunteers in the Rose Road Association with a framework to prevent and minimise the risk of harm to adults at risk who use the Rose Road Association's services. There is a separate Safeguarding Adults procedure which details the steps that individuals are expected to take when presented with concerns of abuse or neglect. All staff and volunteers in the Rose Road Association share a responsibility for safeguarding and must use these documents when dealing with a concern of abuse or neglect.

1.1.2. This policy must not be read in isolation, but be read alongside the relevant local multi-agency safeguarding adults policy and procedures. It is also essential to read and have access to the Rose Road Association's Safeguarding Children Policy and Procedures, this is to ensure these documents are familiar to staff in line with a 'think family' approach.

## **1.2. Principles**

### **'Wellbeing principle'**

1.2.1. The Care Act 2014 introduces a duty to promote wellbeing when carrying out any care and support functions in respect of a person. This is a guiding principle that puts wellbeing at the heart of care and support. This principle must be applied to all safeguarding practice and decisions. "Wellbeing" is a broad concept, and it is described as relating to the following areas in particular:

- personal dignity (including treating people with respect);
- physical and mental health and emotional wellbeing;
- protection from abuse and neglect;
- control by the individual over day-to-day life (including care and support and the way it is provided);
- participation in work, education, training or recreation;
- social and economic wellbeing;
- domestic, family and personal relationships;
- suitability of living accommodation;
- the individual's contribution to society.

1.2.2. Promoting “wellbeing” means actively seeking improvements, for the adult with care and support needs (regardless of whether they have eligible needs or not).

### **Six principles of adult safeguarding**

1.2.3. The following six principles apply to all sectors and settings. They should inform the ways in which professionals and other staff work with adults to safeguard;

**Empowerment** – People being supported and encouraged to make their own decisions and informed consent. “I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

**Prevention** – It is better to take action before harm occurs. “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

**Proportionality** – The least intrusive response appropriate to the risk presented. “I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

**Protection** – Support and representation for those in greatest need. “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

**Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

**Accountability** – Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

### **Preventing abuse**

1.2.4. Prevention of abuse is the primary goal. The Rose Road Association is committed to ensuring it has systems in place that minimise the risk of abuse.

1.2.5. Prevention involves promoting awareness and understanding and supporting people to safeguard themselves from the risk of abuse. This includes helping people to identify and make informed

decisions about risks and develop forward plans that keep them safe. This principle must be applied when following the procedures.

### **Making safeguarding personal**

1.2.6. The Rose Road Association is committed to the principles of 'Making Safeguarding Personal', the aim of which is to ensure that safeguarding is person-led and focused on the outcomes that people want to achieve. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. It is about seeing people as experts in their own lives and working alongside them. It is a shift from a process supported by conversations to a series of conversations supported by a process.

### **Mental capacity and consent**

1.2.7. The law presumes that adults have mental capacity to make their own decisions. However there will be times and situations in which an individual lacks mental capacity in relation to particular decisions. Issues of mental capacity and the ability to give informed consent are central to decisions and actions within the safeguarding adults procedure. All interventions need to take into account the ability of adults to make informed choices about the way they want to live and the risks they want to take. If an individual refuses intervention to support them with a safeguarding concern or requests that information about them is not shared their wishes should be respected. However, there are a number of circumstances where this consent can be overridden.

### **Information sharing**

1.2.8. Early sharing of information is key to providing effective support where there are emerging concerns. The wellbeing of adults at risk of abuse is likely to be more important than concerns about sharing information.

1.2.9. No-one should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of an adult at risk of abuse or neglect. If anyone has concerns about an adult's welfare and believes they are suffering abuse or neglect, they should immediately share their concerns with their line manager. Everyone has a **duty to act**.

1.2.10. The Rose Road Association is committed to working with its safeguarding partners, cooperating and sharing information when there are safeguarding enquiries with our adults and when we know other adults and/or children could also be at risk.

### **1.3. Who is covered by this policy and procedure?**

- 1.3.1. The application of this policy is mandatory for all Rose Road Association services staff, volunteers, agency/bank staff and all other Rose Road Association representatives.
- 1.3.2. Staff understanding of this policy will be assured through training, assessment of competency and supervision.
- 1.3.3. This policy is shared with service users and their relatives as part of their introduction to the Rose Road Association. It is available on our website, referred to in the statement of purpose for various services, introduced during staff induction, and training is provided.

### **1.4. Areas of Governance**

- 1.4.1. This is a mandatory policy for all Rose Road Association Services to adhere to and is approved by the Board of Trustees.
- 1.4.2. The Rose Road Association Board of Trustees looks to the support & professionalism of staff and volunteers at all levels in making this policy truly effective. This policy will be monitored by the Chief Executive through the Association's monitoring systems for safeguarding.
- 1.4.3. The Association has appointed Designated Safeguarding Leads for each department who will:
  - cascade changes in legislation and good practice to staff in their area where possible
  - be a point of contact for general queries or concerns for staff, service users and families
  - actively promote positive safeguarding practices within their teams, modelling exemplary behaviour and being proactive about safeguarding messages
  - meet regularly to review the safeguarding log and develop learning from incidents, consider auditing safeguarding practice, consider how we keep the adult at the centre of all of our safeguarding practice as an organisation, to raise organisational awareness of the importance of good safeguarding and our role with external agencies as a key provider
  - attend meetings with other organisations as required/appropriate

A list of current Designated Safeguarding Leads, with contact details, is displayed on staff notice boards.

- 1.4.4. This policy will be reviewed and updated annually by The Rose Road Association's CEO unless legal changes demand a more timely amendment.
- 1.4.5. The Rose Road Association adheres to strict guidelines on recruitment of staff and volunteers as part of its duty to safeguard adults and children. All staff who are eligible for a Disclosure and Barring check need to have a cleared check prior to starting in their role, plus clearance through 2 references. This does not include everyone who works for the Rose Road Association as some people are not eligible. Managers should check with the HR department on whether a DBS check applies to a role and which level of check is required.



## **1.5. Following Local Authority Policy and Procedures**

1.5.1. The Rose Road Association follows the Policy and Procedures of the 4LSAB, the 4 Local Safeguarding Adults Boards for Hampshire, Southampton, Portsmouth and the Isle of Wight who produce one set of guidance. Our Policy and Procedures include links to the 4LSAB procedures. <https://www.hampshiresab.org.uk/wp-content/uploads/4LSAB-Adult-Safeguarding-Policy-Process-and-Guidance-June-2020-6.pdf> Staff working in other authorities outside the 4 should follow the procedures as referred to in the Rose Road Association Safeguarding Adult procedures (a separate document).

This policy will be approved by the Board of Trustees of the Rose Road Association on (insert date).