



Adult Safeguarding Policy

Revision: 3.0

Date: 1 November 2024

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Signed off: The Kelly Foundation Board of Trustees

Introduction

The Kelly Foundation is committed to ensuring that people with vulnerabilities are not abused and that working practices minimise the risk of abuse.

It is a fundamental right of every person that they may live a life free from abuse and in safety. It is upon all of us to act as good citizens, to look out for one another and help prevent isolation. Isolation can easily lead to abusive situations and put adults at risk of harm.

The Kelly Foundation is committed to working with the main statutory agencies – local councils, adult safeguarding, the police and the NHS and other local voluntary organisations to promote safer communities, prevent harm and abuse and to deal with suspected or actual cases of abuse.

Our procedures aim to make sure that the safety; needs and interests of adults at risk are always respected and upheld, having regard for their views, wishes, feelings and beliefs in deciding upon any action

All Trustees, staff and volunteers have a duty of care, in all roles and settings within The Kelly Foundation and are the frontline in preventing abuse or harm from occurring. It is also important to encourage and empower the person at risk to take action where concerns arise.

An 'adult at risk' is someone who is 18 years or over who may be in need of community care due to a mental health problem, learning disability, physical disability, age or illness. At The Kelly Foundation we recognise that some of our service users may experience trauma as a result of what they have been through in their lives. They may be socially isolated. They are also statistically more likely to be at risk of financial abuse, therefore making them a likely target for exploitation. They may also lack skills to communicate their needs clearly. As a consequence, they may find it difficult to protect themselves from abuse and/or exploitation.

The practices and procedures within this policy are based on the Charity Commission and Government Guidelines and the following UK legislation – The Care Act 2014, Mental Capacity Act 2005 and the Safeguarding Vulnerable Groups Act 2006.

This policy sets out the roles and responsibilities of The Kelly Foundations 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 The Kelly Foundation.

Scope

This policy applies to all staff (permanent or voluntary) of The Kelly Foundation as well as all people who work on behalf of The Kelly Foundation.

Definitions

A vulnerable adult is defined as:

- any person aged 18 or over
- 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 maybe unable to take care of themselves or unable to protect him or herself against significant harm or serious exploitation

All adults who meet the above criteria may be defined as vulnerable adults.

Key Principles for Safeguarding Policy:

These six principles should inform the ways in which professionals and staff work with adults.

- **Empowerment** - People being supported and encouraged to make their own decisions and give informed consent.
- **Prevention** - It is better to take action before harm occurs.
- **Proportionality** - The least intrusive response appropriate to the risk presented.
- **Protection** - Support and representation for those in greatest need.
- **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** - Accountability and transparency in delivering safeguarding.

Types of Abuse

There are different types of abuse, including:

- **Physical Abuse** – this is 'the use of force which results in pain or injury or a change in a person's natural physical state'. Physical abuse can also be 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'.

- Sexual Abuse – examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships, which they do not want or have not consented to.
- Domestic Violence or Abuse – includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between family members aged 16 or over.
- Emotional and Psychological Abuse – this is the behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity.
- Discrimination – discriminatory abuse exist when values, beliefs or culture result in a misuse of power that denies opportunities to some groups or individuals.
- Financial and Material Abuse – this is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It includes theft, fraud, exploitation and the misuse or misappropriation of property, possessions or benefits.
- Self-Neglect – neglecting to care for one's personal hygiene, health or wellbeing.

Responsibilities of The Kelly Foundation

- To take action to identify and prevent abuse from happening.
- Respond quickly and appropriately when abuse has or is suspected to have occurred.
- Ensure that the agreed safeguarding adults procedures are followed at all times.
- 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.
- Ensuring that the organisation has dedicated staff members with an expertise in safeguarding adults.
- Ensuring staff has 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 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.

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 and role model the SET Safeguarding Adults Guidelines. – see attached link for full SET Guidelines

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/215591/dh_126770.pdf

- 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.

Training

All staff will receive basic safeguarding adults' awareness training at a level according to their role. This will be refreshed annually.

Reporting Abuse

It is expected that all staff follow the SET Safeguarding Adults Guidelines

1. If staff suspects 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 feels 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.

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.

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 within a timely manner. Confidentiality must never be confused with secrecy. Staff has a duty to share information relating to suspected abuse.

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 a member of the The Kelly Foundation Management Team.

Management Team

Emma Rees – Chief Operating Officer – tel 07775 924807 / email emma@4kelly.org

John Stooke – Chair of Board Trustees – tel 07836 609369 / email j.stooke@btinternet.com

Monitoring

Emma Rees will act as the Safeguarding Lead and be responsible for monitoring this policy.

Emma Rees – tel 07775 924807 / email emma@4kelly.org

This policy will be reviewed annually and signed off by the Board of Trustees.

Key contact details for the reporting of Safeguarding issues:

- Mental Health Crisis Line (Swindon) – available 24/7 without referral: 01793 836820
- Emergency Safeguarding – Out of Hours (Swindon): 01793 436699

Safeguarding Process Summary Quick Sheet – See Appendix A

Appendix A

Safeguarding Process Summary Quick Sheet

1. **Identification of Concern:**
 - Recognising signs of abuse or neglect.
 - Concerns raised by individuals, family members, or professionals.
2. **Reporting the Concern:**
 - Notify the designated safeguarding lead within the organisation.
 - Report to social services or local safeguarding authority if necessary.
3. **Initial Assessment:**
 - The designated safeguarding lead conducts a preliminary assessment to determine the level of risk.
 - Collect information about the individual and the concern.
4. **Decision to Refer:**
 - Decide whether the concern requires a formal safeguarding investigation.
 - Referral to the appropriate safeguarding team if needed.
5. **Safeguarding Enquiry:**
 - The local authority or designated safeguarding team conducts an enquiry.
 - Gather evidence, interview relevant parties, and assess the situation.
6. **Safeguarding Plan:**
 - Develop a safeguarding plan to protect the individual at risk.
 - Involve the individual and their specific needs in the planning process.
7. **Implementation of the Plan:**
 - Execute the safeguarding plan with necessary support services.
 - Monitor the situation and adjust the plan as needed.
8. **Review and Follow-up:**
 - Regularly review the safeguarding arrangements.
 - Follow up with the individual to ensure their safety and well-being.
9. **Record Keeping:**
 - Document all steps taken throughout the process.
 - Maintain confidentiality and security of information.