

November 2019

# Safeguarding Adults Policy

This document relates to

Central Support Services

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Operational Services

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Community Engagement

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## Purpose

- To provide guidance to all staff for the safeguarding and protection of Person we support.
- To ensure a consistent approach to responding to allegations and or concerns about the abuse or neglect of adults.
- To ensure that the organisation fulfils its obligations under the Care Act 2014.

These duties apply in relation to any person who is aged 18 or over and at risk of abuse or neglect because of their needs for care and support.

## Introduction

- 1 The policy complements and should be used in conjunction with the relevant local authority Adult Safeguarding procedures for the area where the service is provided.
- 2 This policy reflects most recent Government guidance: The Care Act - Guidance 2014.
- 3 Adult safeguarding means protecting a person's right to live in safety, free from abuse and neglect. The Care Act requires that each local authority must make enquiries, or ensure others (Livability) do so, if it believes an adult is, or is at risk of, abuse or neglect. The Act requires that a 'safeguarding enquiry' should establish whether any action needs to be taken to stop or prevent abuse or neglect, and if so, by whom. Such enquiries can be made by the local authority – or by the organisation providing care.
- 4 Livability has in place a Safeguarding and Child Protection policy and procedure which should be used by any member of staff or volunteer who has a concern about a child with whom they come into contact with through the course of their work. The Livability Adult Safeguarding Procedure provides further detailed information on how to identify and report a safeguarding concern.

## Policy Statement

- 5 At Livability we are committed to creating caring communities that promote inclusion and wellbeing for the person we support. It is in this context that it is Livability's policy to provide a safe environment where adults are safeguarded and protected from abuse. We recognise that our recruitment and selection policies are a vital first step in achieving this.
- 6 All staff are provided with training to identify individuals at risk from abuse and those who may be experiencing abuse, as well as an understanding of the actions required should they have such concerns. We will work with statutory organisations to ensure that all reported incidents are investigated fully.

## Principles

- 7 The Care Act introduced a set of key principles, which underpin all adult safeguarding concerns and are adopted as the overarching principles by which Livability fulfils its responsibilities under the Act. These are:
  - Empowerment – the presumption of person-led decisions and informed consent. The affected person should be asked what outcome they want

from the safeguarding process and this should directly inform what happens.

- Prevention – It is better to take action before harm occurs. All those who may be involved must have clear information about what abuse is, how to recognise the signs and what do to get help.
  - Proportionality – the measures implemented must be in the best interests of the individual and the least intrusive response appropriate to the risk presented.
  - Protection – planned care and support for the most vulnerable to ensure that risk is managed appropriately; that they can report abuse and take part in the safeguarding process to the extent to which they want and are able.
  - Partnership – staff treat sensitive information in confidence, only sharing what is helpful and necessary and working in partnership with other agencies to get the best result for each individual.
  - Accountability – all involved receive the training and support required to understand and carry out their respective roles in the safeguarding process.
- 8 Where an individual chooses to accept a degree of risk in their living arrangements, his or her wishes must be respected taking into account his or her capacity to take this decision and that this decision is made without duress. The intention, at all times, must be to comply with the terms of the Mental Capacity Act 2005 (MCA 2005) and Deprivation of Liberty Safeguards (DoLS).
- 9 Where it is appropriately agreed that an adult does not have the capacity to make an informed choice the prime concern must be the best interests, safety and welfare of that adult. Wherever possible best interest decisions should be agreed by the multi-disciplinary team - See the MCA 2005 and DoLS procedures.
- 10 Livability will work together with all involved services to ensure that adults are able to receive the protection of the law and will actively assist them to gain access to legal advice and civil and criminal judicial process.
- 11 All actions planned to safeguard adults from abuse will promote their rights and be provided in a manner that respects their dignity and beliefs, whatever their race, cultural background, religion, gender, state of health or sexuality.
- 12 All services must respect the right of the adult to privacy and confidentiality, as long as it is consistent with ensuring the safety and wellbeing of the adult and others.
- 13 Victims and witnesses who disclose allegations of abuse will be treated with respect at all stages of an investigation and where appropriate, kept informed.

- 14 All incidents and allegations of abuse must be reported to the services designated safeguarding manager, and the Livability Safeguarding and Regulation Coordinator and the Local Authority safeguarding team. Reported concerns will be monitored and tracked and reported regularly to the appropriate senior management teams.

## **Responsibilities of Livability Trustees and Directors' Management Team**

- 15 To designate a lead person of sufficient seniority to be responsible for decision-making in response to safeguarding concerns and ensure Livability obligations under the Prevent Duty are met.
- 16 To have an agreed structure so that concerns can be raised by any member of staff, volunteer, service user or visitor and then reported to a lead person.
- 17 To ensure that procedures are in place so that all incidents, allegations and concerns of abuse are reported to a designated person, logged, tracked and monitored through Livability systems, and data reported to senior management teams and trustees regularly.
- 18 To have arrangements to support staff who work with people who are experiencing or who have experienced abuse.
- 19 To ensure that the recruitment and selection procedures minimise potential risk to the person we support from abusive employees.
- 20 To ensure that staff are regularly supervised, trained to recognise abuse and neglect, and able to provide services within applicable regulations and good practice guidelines.
- 21 To have a code of conduct in place for all staff that sets out clear standards of conduct in relation to personal relationships between people in a position of trust with Person we support.
- 22 To provide clear public information and advice to Person we support, staff, volunteers and visitors on reporting concerns about adult abuse.
- 23 To ensure that staff, Person we support and visitors to the service have easy access to information on how to voice concerns or complaints about the service, both internally and to external bodies.
- 24 To have a 'Whistle Blowing' procedure and policy to support staff who report bad practice.

- 25 To ensure that disciplinary investigation and procedures are in place to deal appropriately with a member of staff who may be neglecting a person's care, or be acting abusively.
- 26 To ensure that when staff are suspended or dismissed appropriate notification is made to the Disclosure and Barring Service (DBS).
- 27 To ensure that clear comprehensive, concurrent and accurate records are kept.
- 28 To ensure that service specifications, invitations to tender and service contracts accord with this policy.
- 29 To convene a regular safeguarding forum of senior managers to review safeguarding alerts, process and outcomes, to ensure that a range of managers are involved in safeguarding decisions and to advise on learning and development opportunities from cases reviewed.
- 30 To establish a safeguarding board of at least one Trustee, Executive Director of Operations and senior operational managers as and when required. The purpose of this board is to review serious cases and audit responses and actions.
- 31 To designate a named safeguarding board trustee as Prevent Lead trustee.

## Policy Ownership

Name	Version
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Adult Safeguarding Policy	4.3
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Date published	Date for next review
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November 2019	November 2020
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Approved by	Signature	Date
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Jane Percy Executive Director Operations	<i>Jane Percy</i>	November 2019
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History	Date	Author	Reason
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4.1	September 2017	Liz Mell	Revision
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4.2	September 2018	Liz Mell	Review
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4.3	November 2019	Jane Percy	Revision
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