

Safeguarding Adults at Risk Policy

Policy implemented: March 2019
Last reviewed: February 2019
Next review due: January 2021

1. Summary

This policy has been introduced 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 with a framework to prevent and minimise the risk of harm to adults at risk who use Salutem services. All staff and volunteers share this responsibility and must always have safeguarding at the heart of their practice.

Safeguarding and protecting people we support is central to Salutem's work and it is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for people we support or not. The policy has 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.

Effective safeguarding is about 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.

Safeguarding responsibilities are taken very seriously and at Salutem we have a zero-tolerance approach to abuse. This Policy and the Adults and Risk Procedure and Guidance applies to all adults regardless of their age, ethnicity, disability, religion, gender, gender identity or sexual orientation.

This policy must not be read in isolation, but in conjunction with the Safeguarding Adults at Risk Procedure and all relevant local multi-agency safeguarding adults policies and procedures. It is also advisable to read and have access to Saluitem's Safeguarding Children and Young People Policy and Procedures, this is to ensure these documents are familiar to staff in line with a 'think family' approach.

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Gary Laville, Director of Quality and Governance
Technical review carried out:	Michael Albero, Group Head of Regulation and Compliance Natasha Dumonteil, Safeguarding Lead
Final quality check carried out:	Gary Laville
Date implemented:	March 2019
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Date of the next review:	January 2021
Department responsible:	Quality
Job Title of Lead Person:	Michael, Albero Group Head of Regulation and Compliance
Author / Main Contact, including their job title (if different from above):	Melissa Asare, Group Head of Policy and Performance

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Saluitem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Saluitem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

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This policy must be brought to the attention of all employees.

The controlled version of this policy and its associated documents are available on the eLFY bookshelf.
Printed or downloaded copies are uncontrolled and may not be up to date.

4. Definitions

Adult at Risk- Where a local authority has reasonable cause to suspect that an adult (aged 18 years or older) 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.

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
- Hate and mate crime

(Please refer to separate guidance on [‘Signs and Indicators of Abuse’](#) and [‘Other Issues that interface with Abuse’](#) and [‘How to Respond to Concerns of Self-Neglect’](#))

The advances in technology and the use of mobile phones, the web and social media in everyday life, means a greater risk of abuse and exploitation via this technology and online, unless there are appropriate measures and monitoring in place. ([Guidelines on ‘E-Safety’](#))

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 ill Health, can increase an individual’s susceptibility towards radicalisation and to be influenced by extremism. Please refer to additional guidelines on [‘preventing radicalisation and extremism’](#) and your own local authority’s policies on this subject. If you have any concerns that someone you come into contact with through your work is being radicalized, this needs to be raised immediately with your Line Manager.

5. Principles

Wellbeing principle

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.

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

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;

- 1. 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.”
- 2. 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.”
- 3. 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.”
- 4. 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.”
- 5. 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.”
- 6. Accountability** – Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

Preventing abuse

Prevention of abuse is the primary goal. Saltem is committed to ensuring it has systems in place that minimise the risk of abuse.

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 this procedure. (Please refer to separate guidance on [‘prevention in safeguarding’](#))

Making safeguarding personal

Salutem is committed to the principles of 'Making Safeguarding Personal', a project developed by the Local Government Association and the Association of Directors of Adults Social Services. The aim of 'Making Safeguarding Personal' 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. (Please refer to separate guidance on how to implement principles of ['Making Safeguarding Personal'](#).)

Mental capacity and consent

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. The separate guidance provides examples of such circumstances. (See separate guidance on [Information Sharing in Safeguarding](#) and Section **'Reporting a safeguarding concern without consent of the adult'** in this procedure.

Information sharing

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.

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.

We must work with our 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. All services need to be fully informed and signed up to their local authority sharing information protocols. (See separate guidance on ['Information Sharing in Adult Safeguarding'](#))

6. Areas of Governance

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Saluitem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

7. Learning and Development

Saluitem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and the Performance and Development Process (PDP).

8. Associated Documents

Safeguarding Adults at Risk Procedure

G1. Making Safeguarding Personal

G2. Physical Restrictive Interventions

G3. Role and responsibilities of Designated Safeguarding Officer

G4. Guidance on the assessment for the need for suspension

G5. Medication thresholds tool and consideration log

G6. Record Keeping

G7. What is information gathering?

G8. Preserving or Protecting Evidence

G9. Tackling Extremism and Radicalisation Guidelines

GA1. Categories of Abuse and Signs and Indicators

GA2. Other Signs of Abuse

GA3. Responding to an Adult at Risk who is making a disclosure

GA4. Safeguarding Adults and the Law

GA5. Information sharing and safeguarding adults

GA6. Guidance on responding to self-neglect

GA8. Missing Persons

9. Useful Links

- Confidentiality
- Deprivation of Liberty
- Disciplinary
- Suspension
- Recruitment and Selection
- Mental Capacity Act
- Personalisation and Self-Directed Support

10. References

- Care Act 2014-Statutory Guidance
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Deprivation of Liberty Safeguards
- Disclosure and Barring Service 2013
- Making Safeguarding Personal Guide 2014

In Wales

- Social Service and Wellbeing Act 2014

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	February 2019	Final	New policy