Safeguarding Adults Policy and Procedure

Owston Ferry Parish Council	Owston Ferry Parish Council
Telephone	07876194049
Date Policy Agreed	
Date of Next Review	
Signature	
Name and telephone number of Designated Protection Person	Cllr Pettman 07478732105
Name and telephone number of Deputy Designated Protection Person	Cllr Coy 07880258242

1. Policy statement on safeguarding adults

Owston Ferry Parish Council considers it the duty of the staff and volunteers to protect adults at risk who they come into contact with from abuse and / or neglect.

2. Introduction

In any organisation, there should be adult safeguarding policy and procedures. These should reflect the statutory guidance and are for use locally to support the reduction or removal of safeguarding risks, as well as to secure any support to protect the adult and, where necessary, to help the adult recover and develop resilience. Such policies and procedures should assist those working with adults in developing swift and personalised safeguarding responses that involve the adult at risk. The policy and procedures have been developed to assist staff and volunteers in acting on reported or suspected abuse. This in turn should encourage proportionate responses and improve outcomes for the people concerned.

Owston Ferry Parish Council is involved in providing services for a wide range of people. Some of these people are likely to be adults at risk.

Owston Ferry Parish Council has obligations to strive to protect adults who it believes to be abused or at risk of abuse and/or neglect.

This policy is based on The Care Act 2014, the national Care and Support Statutory Guidance.

Depending upon the nature of particular services or requirements of particular commissioners or partner agencies, the policy and procedure may be supported by national procedures.

3. Definitions

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Abuse and neglect

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Categories of abuse

Physical abuse	Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
Domestic abuse	Including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence
Sexual abuse	Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
Psychological abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks
Financial or material abuse	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
Discriminatory abuse	Is the unequal or unfair treatment of somebody based on a "protected characteristic" - age, disability, gender/ gender reassignment, sexual orientation, pregnancy/ maternity, race, religion or belief. It may manifest itself as another form of abuse, such as harassment, derogatory remarks or similar treatment
Organisational abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation

Neglect and acts of omission	Including, ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
Self-Neglect	Covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and incudes behaviour such as hoarding

The following are not included in the Care Act 2014 but can also be harmful.

Cyber bullying	Occurs when someone repeatedly makes fun or another person online, or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it
Forced Marriage	A term used to describe a marriage in which one or both partners are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both party's consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adults does not have the capacity to consent to the marriage
Mate Crime	Is defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend
Radicalisation	The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media

4. The Six Safeguarding Principles

The following six principles underpin all adult safeguarding work:

Empowerment	People are supported and encouraged to make their own decisions and informed consent
Prevention	It is better to take action before harm occurs

Proportionality	The least intrusive response 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 preventing, detecting and reporting neglect and abuse
Accountability	Accountability and transparency in delivering safeguarding

5. Making Safeguarding Personal (MSP)

The adult at risk and/or their representative should be as involved as possible and to the extent to which they would like. MSP should be person-led and outcome-focused. 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.

MSP is about seeing people as experts in their own lives and working alongside them.

6. Responsibilities of staff and volunteers

Owston Ferry Parish Council will appoint a designated protection person and a deputy designated protection person to act and liaise on safeguarding matters.

Paid staff and volunteers have a responsibility to be aware and alert to signs of abuse or neglect, or suspected abuse or neglect. They should talk to the designated person to see if there is a need to raise a safeguarding concern. They are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

7. Signs and indicators or abuse and neglect

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- unexplained bruises or injuries or lack of medical attention when an injury is present
- belongings or money going missing
- not attending when they usually attend and it is unusual for them not to do so
- losing or gaining weight or an unkempt appearance
- a change in behaviour or confidence of a person
- evidence of self harm
- fear of a particular group or individual
- disclosure – they tell you they are being abused.

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Remember to take the whole situation in to account - there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

8. Disclosure of abuse

If an adult at risk discloses to you that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should continue as in Section 10. All action must proceed urgently and without delay.

9. Suspicion of abuse

There may be circumstances when a volunteer or member of staff suspects that an adult at risk is being abused or neglected.

It is vital that anyone who suspects an adult at risk is being abused or neglected discusses the situation immediately with the designated protection person or deputy designated protection person.

10. Action on disclosure of abuse/making a referral

There should always be the opportunity to discuss concerns with, and seek advice from, colleagues and other agencies, but:

- never delay emergency action to protect an adult at risk
- where possible always involve the adult at risk and/or their representative
- always record any concerns and/or action taken
- the Adult Protection Team should be notified and a safeguarding concern submitted within 24 hours of the occurrence taking place
- you should always discuss the concern with the designated protection person or deputy designated protection person
- if the suspicions relate to the designated person, then the deputy, North Lincolnshire Adult Protection Team or the Police should be contacted.
- suspicions should only be discussed with the appropriate persons such as those named above.
- any person may report a concern to the Adult Protection Team irrespective of the opinion of others.

It is important to make written records of any incidents or concerns as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult using the same language especially names of body parts or sexual acts.

11. Managing the risk to staff and volunteers

Owston Ferry Parish Council undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- specify what the role is and what tasks it involves
- request identification documents if appropriate
- as a minimum meet and chat with the applicant before they commence work
- where appropriate, when regular unsupervised contact with adults at risk is likely to take place, Owston Ferry Parish Council will request and check references and ask that individuals apply for a Disclosure and Barring Service (DBS) check

If an adult at risk is working or volunteering for the organisation, careful consideration needs to be given on how best to support the individual to reduce or remove

safeguarding risks. These measures should be proportionate rather than restrictive and encourage the development of resilience and improved outcomes for the person.

12. Maintenance and security of records

Retention	• For all concerns raised whether acted upon or not, a record should be kept for six years. • For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
Storage	• Records will be stored as electronically, password protected and kept securely in line with GDPR regulations.
Destruction	• Confidential waste will be destroyed through the use of an approved waste company.

13. E safeguarding and acceptable use policy for electronic equipment

- No electronic equipment is available for use by anyone other than the Clerk.
- No photos taken of any children without the permission of the parent/guardian.
- Social media is managed by the Clerk and under certain circumstances a nominated individual.

14. Whistle blowing procedures

It may be very hard to report a concern but as with all other difficulties people will come across, the safety and protection of an adult at risk must be the priority in any decision that is made.

Owston Ferry Parish Council is committed to ensuring that all individuals have the ability to raise genuine concerns in good faith without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

The person to approach with regard to 'whistle blowing' is the Designated Protection Person or the Chair of Personnel.

15. Contact Information

	Name	**Telephone Number**
Main Contact for the Organisation	Clare Boyall Parish Clerk	07876194049
Designated Protection Person	Cllr Rebecca Pettman	07478732105
Deputy Designated Protection Person	Cllr Bridget Coy	07880258242
National or support body for the organisation	NALC	0207 6371865

North Lincolnshire Adult Protection Team Church Square House Church Square Scunthorpe DN15 6XQ		01724 297000
Police Non Emergency		101
Police Emergency		999