

Safeguarding Adults Policy and Procedure

Sustainable Cottenham

The aim of this policy is to ensure the safety of adults accessing Sustainable Cottenham and is an adaption of the *Model Safeguarding Adults Policy and Procedure for Smaller Voluntary and Community Groups* devised by Cambridgeshire County Council and Cambridge CVS.

When working with members and other volunteers of Sustainable Cottenham, volunteers will ensure that they will:

When working with adults, Sustainable Cottenham members and other volunteers will ensure that they will:

- Promote the health and welfare of each adult
- Respect and promote their rights.
- Work in a way which safeguards the wellbeing of each adult and protects them from abuse and neglect.
- Take appropriate steps if they became aware of any signs / incidents of abuse and neglect.
- Ensure group members and volunteers are not expected to be alone or left unsupervised with adults who may be at risk, or to attend to their personal care needs.

Policy Aims

- To promote good practice and ensure that volunteers are able to work in a environment where there is irregular and low intensity contact with adults with confidence
- To provide adults who may be at risk with appropriate safety and protection whilst in the company of participating volunteers
- To allow volunteers to make informed and confident responses to specific Safeguarding Adults issues
- To monitor the level of contact with adults at risk to ensure that the contact is infrequent and of low intensity and below the threshold of DBS check requirements
- To ensure that adults at risk and their carers (if appropriate) are aware of what to do if they have a concern and that they would feel confident to pass their concern on.

To achieve this, the Management Committee will appoint a named person responsible for this policy. That person is *Christine Ward*

The named person will:

- Ensure that the welfare of adults at risk is given the highest priority by Sustainable Cottenham, its management and volunteers
- Promote good practice and ensure that volunteers are able to work with adults at risk with confidence
- Ensure that this Practice Guidance and Procedures is enacted and monitored including the briefing, training and gathering feedback from volunteers

- Monitor contact with adults at risk to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels.
- Act as the main contact for disclosing information around safeguarding adults at risk concerns
- Ensure that the concerns of adults at risk are heard and acted upon
- Be responsible for reporting incidents or concerns to appropriate authorities
- Attend appropriate training relevant to the level of engagement with adults at risk to ensure all volunteers remain up to date with current practice and legislation
- Ensure volunteers have access to further appropriate information

Sustainable Cottenham will follow practice laid out in Section 42 – 46 of the Care Act 2014.

Sustainable Cottenham is committed to supporting the right of adults at risk to be protected from abuse and neglect and to making sure its volunteers work together, in line with the Cambridgeshire County Council's Safeguarding Adults Policy, and act promptly when dealing with allegations or suspicions of abuse or neglect.

We think that:

- **SAFEGUARDING IS EVERYBODY'S BUSINESS** - Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the adult at risk comes before anything else – our group, our members, other service users, our colleagues and the person's friends and family.
- **DOING NOTHING IS NOT AN OPTION** - If we know or suspect that an adult is being abused, we will do something about it. **We will report to:**

<p>Customer Services Cambridgeshire County Council PO Box 144 St Ives PE27 9AU</p> <p>Tel: 0345 045 5202 Email: referral.centreadults@cambridgeshire.gov.uk</p> <p>In an out of hours emergency: The Emergency Duty Team on 01733 234 724</p>

Signature of chair: Christine Ward

Date of signature/ratification of policy (or what date was this policy adopted by the committee) 3rd September 2019

Date that next review is due: 30th September 2020

Date policy reviewed:

Guidance Notes

Safeguarding Adults aims to:

- Stop abuse or neglect wherever possible
- Prevent and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned and addressing what has caused the abuse or neglect

Who is an adult at risk?

Some adults are more at risk of being abused than others, such as:

- older people
- people with a visual or hearing impairment
- people with a physical disability
- people with learning disabilities or mental health problems
- people living with HIV or AIDS who have care and support needs

Local Authorities have safeguarding duties which will apply to an adult who:

- **has needs for care and support (whether or not the local authority is meeting any of those needs), and**
- **is experiencing, or at risk of, abuse or neglect; and**
- **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.**
(Section 42 -The Care Act 2014)

How to spot if an adult is at risk?

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** - 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. Witnessing sexual acts, indecent exposure and sexual assault or 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 or unreasonable and unjustified withdrawal of services or supportive 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, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at

their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **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 on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or 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** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

What should you do?

The Cambridgeshire County Council takes its safeguarding responsibilities very seriously and is committed to dealing with all aspects of abuse or neglect. If you are concerned that any adult at risk is experiencing abuse or neglect please contact Customer Services.

Once you contact Customer Services they will refer your concerns to the most appropriate health or social care team, who will then be able to review the concern raised.

You should always expect a call back within 48 hours to let you know that the concern has been received. In some instances if you have reported a concern on another person's behalf, you may not be entitled to know what else is being done to support that person.

If you are concerned about the referral you have made contact Customer Services.

For more advice about safeguarding adults visit www.cambridgeshire.gov.uk/careandsupport