



A guide to developing a Safeguarding Adults Policy



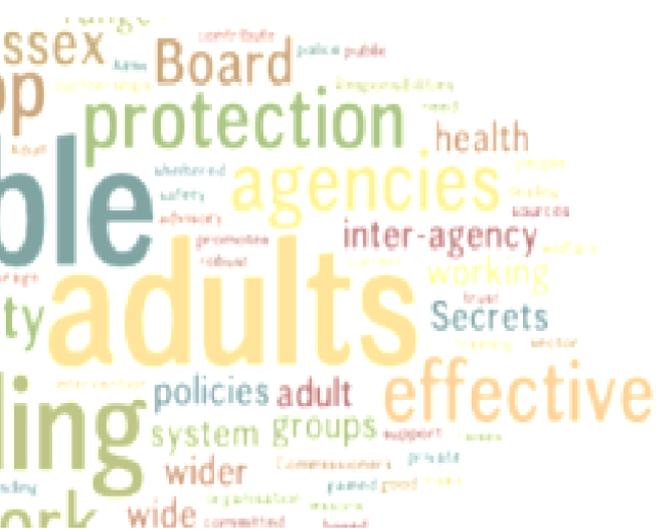
This guide is intended for organisations who do not currently have a safeguarding adults policy or who wish to update their existing policies and practice guidance.

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When developing your safeguarding adults policy, it must comply with the following:

- Southend, Essex and Thurrock Safeguarding Adult Guidelines
- Care Act 2014
- Care Act statutory guidance
- Mental Capacity Act 2005
- SET MCA policy and guidance 2016



1. AIMS

Which may include:

- Ensuring that the wellbeing of adults is paramount at all times
- Maximising people's choice, control and inclusion and protecting their human rights
- Working in partnership with others in order to safeguarding adults
- Ensuring safe and effective working practices are in place
- Supporting staff within the organisation

2. SCOPE

Who does the policy apply to?

For example, permanent, seconded, temporary, contractors or volunteers

3. DEFINITION: CARE ACT 2014

The safeguarding duties apply to an adult who:

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

- **physical abuse** - including hitting, slapping, pushing, misuse of medication, inappropriate restraint
- **sexual abuse** - including rape and sexual assault or sexual acts the adult has not / cannot consent to
- **psychological or emotional abuse** - including threats of harm or abandonment, harassment, verbal abuse, isolation
- **financial or material abuse** - including theft, fraud, exploitation, misuse or misappropriation of property or wills;
- **neglect and acts of omission** - including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs

- **discriminatory abuse** - including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion and other forms of harassment, slurs or similar treatment
- **organisational** - including neglect and poor practice by an organisation
- **domestic abuse** - Including psychological, physical, sexual, financial or emotional abuse between adults who are or have been intimate partners or family members
- **modern slavery** – Includes very little or no pay, excessively long and/or unusual working hours, poor physical health, not in control of own money, no financial records or ID documents
- **self-neglect** - Wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

5. RESPONSIBILITIES: NAMED LEAD / ORGANISATION

These may include:

- To sign up and accept the principles set out within the Southend, Essex and Thurrock Safeguarding Adults Guidelines
- To take action to identify and prevent abuse from happening
- Respond appropriately when abuse has or is suspected to have occurred
- Ensure that the agreed safeguarding adults procedures are followed at all times, these are available here
- 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 a dedicated staff member with an expertise in safeguarding adults
- Ensuring staff have 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 information is available for people that use services, family members setting out what to do if they have a concern (e.g. ASK SAL helpline)
- Ensure that all employees who come in contact with adults have the appropriate safer recruitment employment checks in line with the requirements of the Disclosure and Barring Service, such as obtaining references
- Ensuring that staff will be supported if they make a disclosure under the Public Interest Disclosure Act

6. RESPONSIBILITIES: ALL STAFF

These may include:

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of an adult.
- Participate in safeguarding adults training and maintain current working knowledge.
- Ensure that the adult is involved in decision making about any safeguarding concern.
- Become familiar with the SET Safeguarding Adults Guidelines.
- Discuss any concerns about the welfare of an 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

7. TRAINING

These may include:

The policy should specify the minimum training requirements for staff within the organisation.

It should also specify how often this should be refreshed.

The SET competency framework may support the development of this section.

8. REPORTING ABUSE

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

For the full set of procedures see www.essexsab.org.uk.

9. ALLEGATION OF ABUSE: STAFF MEMBER

This may include:

Employees should be aware that abuse is a serious matter that can lead to a criminal conviction.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed.

Where applicable the organisations disciplinary policy should be implemented.

It may be appropriate to refer to the disclosure and barring service.

A risk assessment should be completed to ascertain the level of risk the staff member may pose to other people receiving care and support.

This will include whether it is safe for them to continue in their role or any other role within the organisation whilst the investigation is undertaken.

10. CONFIDENTIALITY AND INFORMATION SHARING

This section should be developed in accordance with the SET safeguarding adults information sharing protocol.

11. LINKED POLICIES & LEGISLATION

This may include:

- Care Act 2014
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards 2009
- SET safeguarding adult guidelines 201
- Whistle blowing
- Complaints
- Information sharing
- Safeguarding children
- Domestic violence
- 'Honour' based abuse
- Modern slavery
- PREVENT
- Disciplinary
- Recruitment
- Equality and diversity

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12. MONITORING

The organisation should have a named lead which should be specified in the policy:

- Who will be responsible for monitoring the policy?
- Who has approved the policy?
- How often will it be reviewed?

