



SAFEGUARDING ADULTS WITH CARE & SUPPORT NEEDS POLICY

Introduction

This Policy for safeguarding and promoting the welfare of adults with care & support needs has been adopted by the Odell Trust and it recognises our responsibility along with others to ensure that all adults at risk are protected from harm. Where there are concerns about the well-being of an adult with a care and support need this Policy and the procedures it contains will be followed and information will be shared with the relevant agencies. This Policy should be read in conjunction with the Odell Trust's Managing Allegations Policy (P022), Infection Control Policy (P036) and Whistle Blowing Policy (P027)

Adults with care & support needs may be at risk of harm from a wide range of people including paid employees or professionals, paid care workers, volunteers including Trustees, relatives, family members, friends, neighbours, Odell Centre members or strangers. Harm or neglect can happen in any setting including their own home, hospitals, colleges, registered care settings or public places etc.

Policy

Safeguarding is everyone's responsibility so whatever position is held within the Odell Trust all employees, volunteers and trustees have a duty to report any allegations or suspicions of abuse of, or harm to, any adult at risk. It is the individual's responsibility to act on any concerns but it is not their responsibility to decide whether or not a person has been abused.

It must be recognised that all employees and volunteers are not acting as an expert or a professional in the area of adult protection and are not responsible for interviewing or investigating any allegations. Statutory agencies such as the police or social services are responsible for this.

If the suspicion or allegation of abuse or harm relates to an employee or volunteer of the Odell Trust then the procedures in Managing Allegations Policy (P022) should be followed. If it relates to anyone other than a person connected to the Odell Trust then the procedure outlined below should be followed.

Procedure

An adult with care and support needs is any adult over the age of 18 who is at risk from abuse or neglect because of their need for care or support and, as a result of those care and support needs, is unable to protect themselves (Care Act 2014). The



categories of abuse used in the Care Act 2014 are defined in Appendix 4 attached to this policy together with the six principles of safeguarding adults. The policy relates to people who are using our services or visiting the centre and also covers our response to indications that abuse is occurring outside our organisation.

Initial response

Is the person in immediate danger or requires medical attention

YES

Seek immediate on site medical attention or dial 999 for police or ambulance

NO

Inform the Designated Safeguarding Person (Appendix 2) immediately and discuss what you have seen or heard so a Record of Concern form can be completed (Appendix 1)

Inform the Designated Safeguarding Person (Appendix 2) as soon as possible and try to ensure that evidence is preserved in case of police investigation. Report events so a Record of Concern form can be completed (Appendix 1)

Designated Safeguarding Person Response

- Report the allegation or suspicion of abuse or harm by telephone to Worcestershire County Councils Adult Safeguarding team on 01905 768053
- Complete a Record of Concern Form (Appendix 1) after collecting all relevant facts and appropriate information
- Complete the Odell Trust's safeguarding log
- Inform the Board of Trustees via the Designated Trustee immediately in the event of serious injury or death of a vulnerable adult.

Signed 

Ann Masters
Chairman

Date 30 / 08 / 23 ,

Ref No. P034 v5.0

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Distribution: Original: Policy & Procedures Folder
Copies: BreatheHR, Trustee Files, Website, New Starter Packs

RECORD OF CONCERN FORM
(Section 42 of Care Act 2014)

This form should be used to record all concerns that are raised about the safety and welfare of an adult who has contact with the Odell Centre. It should be completed by the Designated Safeguarding Person and either submitted to the Adult Safeguarding Team by email or be used to complete the online form on the Worcestershire County Council's website. Consent should be sought from the adult concerned and, if it is felt that they do not have capacity to consent, this should be logged on the form.

http://www.worcestershire.gov.uk/info/20363/safeguarding_adults

Name of adult about whom there is a concern:

Home Address:

Telephone number:

Date of Birth:

Details of the Centre's involvement with this person:

What is the person's current capacity in relation to this subject and have they given consent to completion of this form?

Description of what has prompted concerns (please include details of any specific incident, dates, times, any other adults involved etc.)

Have the concerns been discussed with any other adult and, if so, what was said?

Is anyone else aware of these concerns?

Signed.....
Designated Safeguarding Person

Date.....

Date reported to WCC Adult Safeguarding Team.....

APPENDIX 2

CONTACT DETAILS FOR SAFEGUARDING
ADULTS

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Person (see Job Description Appendix3)	Craig Darby	01562 69683
Designated Trustee with safeguarding responsibility	Ann Masters	01562 69683
Worcestershire County Council Adult safeguarding team (to report a safeguarding concern)		01905 768053
Worcestershire County Council Adult safeguarding team (for safeguarding advice only – this number does <u>not</u> accept referrals)		01905 843189

DESIGNATED SAFEGUARDING PERSON

JOB DESCRIPTION

The employee of the Odell Trust acting in this capacity should

- Take responsibility for dealing with concerns about abuse or harm for a vulnerable adult raised by anyone either inside or outside the Odell Centre
- After collecting as many details as possible inform the Worcestershire County Council Adult Safeguarding team immediately of any concerns raised using the appropriate telephone number.
- Complete the Report of Concerns Form (Appendix 1) and forward it to the County Council or complete the online form as appropriate
- Complete the Odell Trust's safeguarding log.
- Follow up concerns and safeguarding issues that have been reported to other agencies.
- Liaise with other relevant agencies in accordance with the Odell Trust Confidentiality Policy (P014) if the abuse or harm occurs in another environment.
- Keep the Board of Trustees informed of any safeguarding issues that arise and the results of any actions taken
- Ensure that any allegations against employees, volunteers or trustees are managed within the Odell Trust's Managing Allegations Policy (P022)
- Ensure that the Safeguarding Adults with Care & Support Needs Policy (P034) is available to members, parents and carers using an accessible format where appropriate.
- Undertake regular Safeguarding training

CATEGORIES OF ABUSE (CARE ACT 2014)

The Care Act 2014 sets out the following areas which are recognised forms of abuse and neglect;

- **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 or 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 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** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Sexual Exploitation** - Sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

UNDERLYING PRINCIPLES (CARE ACT 2014)

The Care Act sets out the following principles that should underpin the safeguarding of adults.

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 appropriate to the risk presented.

Protection

Support and representation for those in greatest need.

Partnership

Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability

Accountability and transparency in delivering safeguarding.

