



Safeguarding Children Policy

ESCAPE Family Support

Safeguarding Children Policy

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Children's Safeguarding Policy Overarching Principles

ESCAPE Family Support abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidelines and complies with best practice requirements.

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday. Working Together to Safeguard Children (2018) highlights that even if a child has reached the age of 16 and lives independently, is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, their status and entitlement to services and protection is unchanged.

We recognise that the welfare of the children we work with is paramount in all the work we do and in all the decisions we take.

All children and young people regardless of age, disability, gender, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm and abuse. Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

ESCAPE believes everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning) in line with Charity Commission recommendations. NSPCC Learning (last updated 28/02/2022) has been utilised in the development of this policy and procedures.

The welfare of young people is the primary concern.

All young people, whatever their age, culture, disability, gender, gender reassignment language, racial origin, religious belief and/or sexual identity have the right to protection from harm.

All incidents of suspicious poor practice and allegations of harm will be taken seriously and responded to swiftly and appropriately.

It is the responsibility of the child protection experts (Local Authority Designated Officer - LADO) to determine whether harm has taken place, but it is everyone's responsibility to report any concerns.

A useful link to further information below: What To Do If You're Worried A Child Is Being Harmed.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

Promoting Good Practice

All employees, volunteers and student placements will be encouraged to demonstrate exemplary behaviour to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Code of Behaviour

The code of behaviour dictates the following good practices:

When working with children or young people, always work in a publicly open environment. Avoid private or unobserved situations.

When working with children or young people in groups there must be a ratio of one adult to 10 children for those aged 13-18 years as recommended by NSPCC.

Treat all young people equally, and with respect and dignity.

Always put the welfare of each young person first. Where these are contradictory or in conflict, seek assistance in resolving the conflict.

Maintain a safe and appropriate distance with young people.

Build balanced relationships based on mutual trust, which empowers children and young people to share in the decision-making.

Ensure that, if any form of manual/physical support is required, it is provided openly and appropriately.

Be a good role model.

Give enthusiastic and constructive feedback rather than negative criticism.

Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are **unavoidable** they should only occur with the full knowledge and consent of a Manager or the parent/guardian/carer - for example, if an individual has sustained an injury and needs to go to hospital.

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid transporting individuals in your car.
- Avoid placing yourself in one-to-one situations, especially with adolescents where intentions may be misconstrued.
- Avoid physical contact, including well-intentioned gestures such as putting a hand on a shoulder or arm.

Practices never to be sanctioned

Individual must **never**

- Engage in rough, physical or sexually provocative games, including horseplay.
- Use any form of physical punishment.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.
- Share a room with a child.

Photography

It is a legal requirement that parental permission must be obtained before any photographs or videos which include children can be published. ESCAPE also has a commitment to ensure that such photo and video opportunities are appropriate, and that any child and their parents are happy that they participate. It is therefore a requirement that anyone organising an event or activity on behalf of the ESCAPE ensure that written permission is obtained.

Online Safety within ESCAPE

Children and young people are not permitted to access online material unsupervised within ESCAPE's premises or service provision.

Incidents

If any of the following incidents should occur, you must report them immediately to your Line Manager, who will also inform the Chief Executive:

- If you accidentally hurt a child or young person.
- If a child or young person seems unduly distressed in any manner.
- If an individual misunderstands or misinterprets something you have done.

Recognition of Poor Practice and Types of Harm

ESCAPE recognises the need for our employees and volunteers to pay close attention to a child's wellbeing and to always follow the guiding principle that the welfare of the child is of paramount concern. It is not the responsibility of anyone working under the auspices of ESCAPE in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility or to decide whether or not harm to a child has taken place. However, there is a responsibility for all employees and volunteers to report any concerns that they may have about the behaviour of someone (an adult or another child) towards a child in order that the appropriate agencies (NCC LADO) can then make enquiries and take any necessary action to protect the young person. ESCAPE therefore encourages and expects employees and volunteers to discuss any concern they may have about the welfare of a person immediately with their line manager.

The main different forms of harm are:

Physical harm - such as hitting, pushing, shaking, exposure to heat or cold, giving too much medicine or causing physical harm.

Sexual harm – sexual activity where a child or young person cannot or does not give their consent, or where they have been pressurised into consenting.

Emotional or psychological harm – such as the use of verbal abuse, threats, humiliation, or bribes to deny an individual's choices and wishes. Using discriminatory language or comments due to a

person's colour, age, gender, language, religion, nationality/culture, sexuality or disability. Preventing someone from enjoying activities, meeting friends or from receiving services or support.

Neglect – when a child or young person suffers because their health or physical needs are being neglected by a parent/carer. It could include failure to keep someone warm, clean and well nourished, or neglecting to give the prescribed medication.

It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child Sexual Exploitation
- Child Criminal Exploitation
- Child Trafficking
- Domestic Abuse
- Female Genital Mutilation
- Grooming
- Historical Abuse
- Online Abuse

The Prevent duty (Section 26 of the Counterterrorism and Security Act 2015) highlights the importance of identifying vulnerable children and young people and prevent them from being drawn into terrorism. Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

- **Radicalisation:** is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.
- **Extremism:** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of different faiths and beliefs.

Responding to a disclosure, suspicions and allegations:

The following guidance is intended to help you to respond to a disclosure, suspicions and allegations of harm to help protect the vulnerable. If you are in any doubt or are not sure what to do, you can obtain expert advice by contacting the organisations detailed at the end of this policy.

Responding to suspicions

It is not the responsibility of anyone working for ESCAPE to decide whether or not harm is taking place. However, there is a responsibility to report any suspicions to your line manager, who will inform the appropriate agencies to allow them to make enquiries and take any necessary action.

Responding to a disclosure

If an individual discloses information to you, you should:

- React calmly so as not to frighten the child
- Tell the child he/she is not to blame and that he/she was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what has been said, heard and/or seen as soon as possible

False allegations of harm do occur, but are unusual. If a young person indicates that he/she is being harmed, or information is obtained which gives concern that a young person is being harmed, you should react immediately and inform your line manager, who will contact Children's Services or other relevant agencies i.e., Police, Health Service etc.

Actions to avoid:

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged perpetrator
- Approach the alleged perpetrator
- Make promises or agree to keep secrets

Allegations against an employee or volunteer or against a child or young person

Harm to a child can and does occur outside the family setting. Although it is a sensitive and difficult issue, harm to a child has occurred within institutions and may occur within other settings (e.g., sport or other social activities). It is crucial that those involved with ESCAPE are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of a child arising from harm or harassment by a member of staff or a volunteer will be reported immediately to your line manager.

Harm to others may also be perpetrated by a child or young person against another child, young person or adult. There are different ways that a child or young person may be abusive towards others, and they might not realise they are doing so:

- bullying or cyberbullying
- emotional abuse
- online abuse
- physical abuse
- sexting
- sexual abuse.

When a child abuses another child, it is sometimes called 'peer-on-peer abuse'. Sometimes children might also display abusive behaviour towards adults.

Concerns might be raised in several ways.

- A child or adult might make a direct allegation of abuse by a child or young person.
- A child or adult might tell you they are uncomfortable with a child or young person's behaviour. They may not realise the behaviour is abusive.
- A member of staff or volunteer might observe behaviour that gives cause for concern and make a report under ESCAPE's safeguarding procedures.
- ESCAPE may be informed that a child or young person is the subject of an investigation.
- A child or young person might tell you they have harmed someone else or are at risk of doing so or have behaved abusively towards someone else.
- If a child or young person tells you directly that they have harmed or behaved abusively towards someone else.

You should talk to them calmly and remember that they need support:

- Reassure the child that they have done the right thing by telling you about it.
- Listen carefully to the child and let them tell their whole story. Do not try to investigate or quiz the child, but make sure you understand what they are saying.
- Use non-judgmental language.
- Tell them that you now have to do what you can to keep them, and the other children involved safe.
- Never promise to keep what a child tells you a secret. Explain that you will need to speak to other people who can help.
- Reassure the child that they can get help to change their behaviour and move forward with their life
- You may want to suggest the child contacts Childline for support.
- Any disclosure must be documented immediately and reported to the Designated Safeguarding Lead.

If allegations have been made against a child you should speak to your nominated child protection lead immediately, who can advise you on the best way to proceed. Do not talk to the accused child about the allegations before taking advice as it may make the situation worse.

For more advice, contact the NSPCC helpline on 0808 800 5000 or by emailing help@nspcc.org.uk.

Records and Information

ESCAPE Family Support expects all employees, volunteers, student placements and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. However, information should be shared with the Local Authority if a child or young person is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding see ESCAPE's Confidentiality and Information Sharing policies. Information passed to social services, or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- The nature of the allegation
- A description of any visible bruising or other injuries

- The individual's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Witnesses to the incident(s)
- Decisions made and why they were made
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations. See ESCAPE's Record Keeping Policy for details.

Reporting the matter to the police or Children's Services should not be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to Children's Services should be confirmed in writing within 24 hours.

A record should also be made of the name and designation of the Children's Services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

Information will be shared with other statutory bodies only, in line with the local Information Sharing Protocol adopted by ESCAPE on October 22nd 2008.

Action if There Are Concerns

All concerns, suspicions or disclosures should be reported to your line manager who will take such steps as are considered necessary to ensure the safety of the child in question and any others who may be at risk, and who will refer the allegation to the Northumberland Local Safeguarding Children Board. However, if you are in any doubt you can report concerns direct to Children's Services or the police. Managers must be informed of situations where there is uncertainty about whether the allegation constitutes harm or not, and where it is unclear about what action to take. There may also be circumstances where allegations are about poor practice rather than harm. In all such cases, advice will be sought from the Northumberland Children and Adults Safeguarding Partnership (NCASP) as it may be that the incident is just one of a series which, put together, may cause concern.

If, following consideration, the allegation is clearly about inappropriate behaviour by someone working for or on behalf of ESCAPE rather than harm, this will be dealt with as a misconduct issue.

Investigation

If there is a complaint of harm against a member of staff there may be a criminal investigation, Children's Services investigation and/or an internal disciplinary investigation.

Civil proceedings may also be initiated by the person/family of the person who alleged the harm.

The results of the police and social service investigation may well influence the ESCAPE's disciplinary investigation, but not necessarily.

Suspension

The Chief Executive will decide whether any individual accused of harm should be temporarily suspended pending further police, social services or internal enquiries.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated in line with ESCAPE's information sharing policy.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g., that information is accurate, regularly updated, relevant and secure).

Information Sharing Protocol

The Children Act 2004 places requirements on district councils as statutory partners in relation to the protection of children from harm. Section 10 of the Act places a duty on district councils to co-operate with the Children's Services authority, whilst Section 11 places a duty on district councils to safeguard and promote the welfare of children. ESCAPE has adopted the Northumberland Information Sharing Protocol as guidance to the process and procedures which should be invoked when sharing information is essential to protect a child from harm.

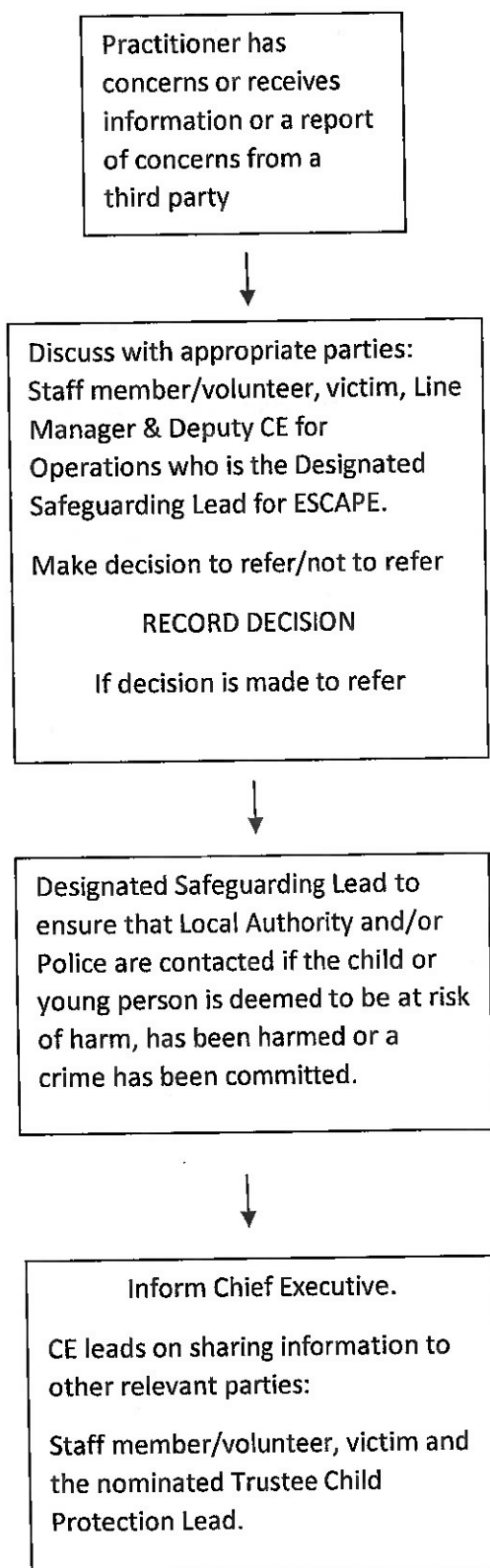
Procedure for reporting allegations or suspicions of harm

In any case where an allegation is made, or someone in ESCAPE has concerns, a record should be made. Details must include, as far as practical:

- Name of child or young person
- Age
- Home Address (if known)
- Date of Birth (if known)

- Name/s and Address of parent/s or person/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- What has prompted the concerns?
- Include dates and times of any specific incidents
- Has the child or young person been spoken to? If so, what was said?
- Does the allegation name any third party? If so, record details.
- Who has the allegation been passed on to, in order that appropriate action is taken?
e.g., school, designated officer, social services etc?
- Has anyone else been consulted? If so, record details

Flowchart of key principles for information sharing



Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to ESCAPE's Adults Safeguarding Policy.

Relevant Legislation

This document was prepared in line with the following legislation:

Local Government Act 2000

Local authorities have a corporate responsibility to address the needs of children and young people living in their area. The Local Government Act 2000 sets out a broad cross-government expectation that there should be a concerted aim to improve the well-being of people and communities. To achieve this, there should be effective joint working by education, social services, housing, and leisure, in partnership with health, police and other statutory services and the independent sector.

The Children Act 2004

Section 11 of this Act places a duty on all Local Authorities including District Councils to safeguard and promote the welfare of children in need in their area through membership of the Local Safeguarding Children Board and compliance with that LSCB's policies and procedures.

Working Together To Safeguard Children (DfE 2018)

What To Do If You Are Worried A Child Is Being Abused (PDF) (DfE, 2015).

The Data Protection Act 2018 and General Data Protection Regulation ((EU) 2016/679)

The Freedom of Information Act

Useful resources

Northumberland Children and Adult Safeguarding Partnership

You can report abuse and neglect by completing the form at the links below, or use the numbers below:

[Report a concern about a child](#)

[Report a concern about an adult](#)

[Report a concern about Hate Crime Domestic Abuse or antisocial behaviour](#)

Non-emergency: If this is a new contact then please ring:- **Onecall : 01670 536400**

If you know a child already has a social worker then contact the social workers telephone number or ring **Onecall**. For the 14+ Team please ring **01670 622930**

Early Help Assessments

To make a referral to the Early Help Hubs please send your referral to :- **earlyinterventionhub@northumberland.gov.uk**

For enquiries about completion or registrations of **Early Help Assessments** please contact **OneCall: 01670 536400**

If you are a professional who works with children, you should first discuss your concern with your manager or designated professional. If there are still concerns you should contact the numbers above.

- Alternatively call the NSPCC 24 hour child protection helpline on 0808 800 500

Useful source of information regarding "What to do if you are worried a child is being harmed" and information sharing protocols:

<https://www.northumberland.gov.uk/Children/Safeguarding/Safeguarding-children-information-for-professional.aspx>

Northumbria Police: 999 for emergencies or 101 for non-emergencies

ESCAPE Family Support Safeguarding Contacts:

Contact details of child protection lead: Sarah Tannock Email: sarah.tannock@escapefamilysupport.org.uk or Mobile Number: 07812 983 719

Contact Details Deputy: Please contact ESCAPE Helpline: 07702 833 944 and speak to the duty manager.

Trustee and Senior Organisation Lead: Tom Devine on Email: tom55devine@gmail.com or Mobile: 07906 733 516

Policy Last Reviewed on: 7th July 2022

Signature of Senior Lead:

Date:

ESCAPE Family Support

Safeguarding children and young people form

1. Your details

Name:	Contact number:
Organisational position:	Email address:
Address:	Form completed by:
	Date completed:
	Time completed:
	Name of safeguarding lead forwarded to:
	Date and time forwarded:
	Signature:

2. Details of the child at risk

Name:	Contact number:
Date of birth:	Ethnicity:

Address:	Relationship to organisation:
<p>Is the child known to children's services?</p> <p>If known, has their current social worker been contacted?</p>	

3. Details of the alleged perpetrator

Name:	Contact number:
Date of birth:	Ethnicity:
Address:	Relationship to child:
<p>Details of employment where alleged perpetrator is a staff member:</p>	

Does the individual have care and support needs:	
Any other relevant details:	
Is there anyone else at risk:	If yes, who else has been notified:

4. Details of the incident or concern

Date:	Time:
Location	Who reported the incident or concern:

Please select the type of suspected abuse:

Bullying and cyberbullying

Child sexual exploitation

Criminal exploitation and gangs
(including county lines)

Domestic abuse

Emotional abuse

Female genital mutilation

Grooming

Radicalisation

Neglect

Online abuse

Physical abuse

Sexual abuse

Non-recent abuse

Other (please specify)

Please provide an account of the incident including the information you deem relevant, (you may find it useful to think about who was involved, when/ what time did the events occur, did anyone else witness what happened):

Please detail any supporting documentation:

Have there been any previous concerns or child safeguarding referrals made in relation to the alleged perpetrator or child at risk before? (Details of this should specify the type of abuse, actions taken and relevant dates/times):

5. Please consider the immediate risks and document what action has been taken

Is the child or young person at risk of further abuse:
What has been done to manage these immediate risks:
Is there another person or agency involved who could support the enquiry:
Have the police been notified and what are the details of this:
Other considerations (please detail below):

6. Involvement of the child or young person at risk and their family

What are the views of the child or young person:
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Have you spoken to those with parental responsibility for the child:



ESCAPE Family Support
Safeguarding Adults Policy

ESCAPE Family Support
Updated 16th June 2022

ESCAPE Family Support Safeguarding Adults Policy

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Section 1: Safeguarding Adults Policy

Introduction

ESCAPE Family Support is a registered Charity and Company Limited by guarantee that provides a comprehensive range of services to support families, carers, partners, young people, children, and others affected by a loved one's substance use. Within our holistic, enabling approach we also work with substance users themselves as part of our family and parenting programmes. We tailor our open access services to the needs of the individual.

ESCAPE Family Support is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our services and activities are delivered in a way which keeps all adults safe.

ESCAPE Family Support is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our services and activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting. We will notify appropriate agencies if abuse is suspected, identified, or reported.

ESCAPE Family Support is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation, and neglect.

Policy Statement

ESCAPE Family Support believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital, gender or transgender status.

ESCAPE Family Support is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution. Staff will be given support and afforded protection if necessary in line with the Public Interest Disclosure Act 1998, updated 2020.

ESCAPE Family Support acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

ESCAPE Family Support recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

ESCAPE Family Support recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by ESCAPE Family Support will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

Purpose

The purpose of this policy is to demonstrate the commitment of ESCAPE Family Support to safeguarding adults and to ensure that everyone involved in ESCAPE Family Support is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

Scope

This safeguarding adult policy and associated procedures apply to all individuals involved in ESCAPE Family Support including Board members, Staff, Volunteers, Student Placements, Beneficiaries and Visitors and to all concerns about the safety of adults whilst taking part in our organisation, its services, activities and in the wider community.

We expect our partner organisations, including for example, suppliers and other VCS agencies we co-deliver with to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

Commitments

In order to implement this policy ESCAPE Family Support will ensure that:

- Everyone involved with ESCAPE Family Support is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with ESCAPE Family Support's Safeguarding Adults Policy and Procedures. We will support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.
- ESCAPE Family Support acts in accordance with best practice advice, for example, from Northumberland County Council Safeguarding Board, NSPCC, BACP, NCVO, Charity Commission, National Bodies.
- ESCAPE Family Support will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Board members, staff, volunteers and student placements understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- ESCAPE Family Support uses safe recruitment practices and continually assesses the suitability of staff, volunteers and student placements to prevent the employment/deployment of unsuitable individuals in this organisation. DBS checks are undertaken for Trustees, staff, volunteers, student placements and employees that have access to or work with adults at risk of harm.
- ESCAPE Family Support shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning services, activities and events ESCAPE Family Support includes an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board and senior management team on a quarterly basis.
- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed on an annual basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, BACP or National Bodies and as a result of any other significant change or event.

Implementation

ESCAPE Family Support is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- A Designated Safeguarding Lead (see Appendix 1).
- A delegated Safeguarding Lead for satellite service delivery/events and trips
- A standing Case Management Group with an appointed Chair (Deputy CE/Service Manager and Designated Safeguarding Lead) and clear Terms of Reference. (see Appendix 2).
- Regular management reports to the Service Delivery and Safeguarding Group and the Board detailing how risks to adult safeguarding are being addressed and how any reported incidents have been addressed.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice. (See Appendix 3)
- A process for forming a Case Management Group on a case-by-case basis within clear terms of reference.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for Board members, Staff, Volunteers, Student Placements, Beneficiaries and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy are located in the Staff Handbook.

- | | |
|--|---|
| ✓ Children Safeguarding | ✓ Disciplinary Rules and Procedures |
| ✓ Harassment & Bullying | ✓ Grievance Procedure |
| ✓ Social Media | ✓ Concerns, Complaints and Compliments |
| ✓ Electronic Information and Communications Systems Policy | ✓ Whistleblowing |
| ✓ Equal Opportunities | ✓ Recruitment policy – safe recruitment and selection of Trustees, Staff, Volunteers, Student placements) |
| ✓ Risk register | ✓ Contract compliance |
| ✓ Risk assessments | ✓ Confidentiality, Record Keeping, Data Protection, and Information Sharing Policies |
| ✓ Code of Conducts and a process for breach of these – Trustees, Staff, Volunteers, Student Placements, Beneficiaries and Visitors | |

Section 2: Supporting Information

Key Points

- There is a **legal duty on Local Authorities** to provide support to 'adults at risk'.
- **Adults at risk** are defined in legislation and the criteria applied differs between each home nation. (See definitions on page 12).
- The safeguarding legislation applies **to all forms of abuse** that harm a person's well-being.
- The law provides a framework for good practice in safeguarding that makes the overall **well-being** of the adult at risk a priority of any intervention.
- The law in England emphasises the importance of **person-centred safeguarding**, (referred to as '**Making Safeguarding Personal**' in England).
- The law provides a framework for making decisions on behalf of adults who can't make decisions for themselves (**Mental Capacity**).
- The law provides a framework for organisations to **share concerns** they have about adults at risk with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults at risk.

Safeguarding Adults Legislation

Safeguarding Adults in England is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England – The Care Act 2014
- Care and Support Statutory Guidance (especially chapter 14) 2014
- Safeguarding Vulnerable Groups Act 2006/ Disclosure & Barring Service 2013
- Making Safeguarding Personal Guide 2014

Many other pieces of UK legislation also affect adult safeguarding.

These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- | | |
|-----------------------------------|---|
| • Murder/attempted murder | • Modern slavery and Human exploitation |
| • Physical Assault | • Hate crime |
| • Sexual Offences | • Harassment |
| • Domestic Abuse/Coercive control | • Listing and Barring of those unsuitable to work with adults with care and support needs |
| • Forced Marriage | |
| • Female Genital Mutilation | |
| • Theft and Fraud | |

England has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales – Mental Capacity Act 2005

There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer e.g., wilful neglect and wilful mistreatment.

Definition of an Adult at Risk

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. ESCAPE Family Support may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a trustee, member of staff, volunteer, student placement or beneficiary who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

Table 1: An Adult at risk is:

England (Care Act 2014)
<p>An adult at risk is an individual aged 18 years and over who:</p> <p>(a) has needs for care and support (whether or not the local authority is meeting any of those needs)</p> <p>(b) is experiencing, or at risk of, abuse or neglect, AND;</p> <p>(c) 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.</p>

Commented [AP1]: I've taken the and bit out to reflect that these don't have to be established when the concern is raised nor for safeguarding action to take place

Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation in England includes the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial or material

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g., Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Female Genital Mutilation, Sexual Exploitation, County Lines,

Radicalisation, Extremism, Hate Crime, Hate Crime (Disability Hate Crime), Cyber bullying, Scams. Some of these are named specifically within England's legislation.

Abuse can take place within a service delivery context and the person causing harm might be any other person. For example: a trustee, member of staff, volunteer, student placement, another beneficiary or a visitor.

Some examples of abuse within service delivery include:

- Harassment of a beneficiary because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the beneficiary e.g., training or programme without a necessary break.
- One beneficiary controlling another beneficiary with threatening or coercive behaviours
- Anyone involved with ESCAPE who sends unwanted sexually explicit messages or images via telephone or online messaging to a beneficiary.
- A beneficiary threatens another beneficiary with physical harm.

Abuse or neglect external to ESCAPE Family Support's services could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers from other organisations providing additional care, support or interventions
- Strangers

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

Table 2: The Safeguarding Adults Legislation in England defines categories of adult abuse and harm as follows.

England, Care Act 2014: supporting implementation
<ul style="list-style-type: none">• Physical abuse

Commented [AP2]: Checked

- Sexual abuse
- Psychological abuse
- Neglect and acts of omission
- Financial or material abuse
- Discriminatory abuse
- Organisational abuse
- Self-neglect
- Domestic violence
- Modern slavery

Signs and Indicators of Abuse and Neglect

An adult may confide to a trustee, member of staff, volunteer, student placement or another beneficiary that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a beneficiary in a group has been missing from sessions and is not responding to reminders from course leader or other beneficiaries.
- Someone losing or gaining weight / an unkempt appearance. This could be a beneficiary whose appearance becomes unkempt, does not wear appropriate clothing and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a beneficiary may be looking quiet, withdrawn, or nervous when a family member or friend comes to meet them from sessions in contrast to their interactions with their keyworker.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent, partner/carer always speaks for the person and doesn't allow them to make their own choices.
- They may tell you / another person they are being abused – i.e. a disclosure.

Wellbeing Principle

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

The wellbeing principle makes it clear that a local authority's duty is to ensure that the wellbeing of individual's must be at the centre of all it does. ESCAPE must act to promote wellbeing whenever it carries out carries our care and support functions for individuals (Care Act 2014).

Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mummery *'What good is it making someone safe when we merely make them miserable?'* What Price Dignity? (2010)

For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

Person Centred Safeguarding/ Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – a general example: we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; a more specific example would be: to continue to provide care to a partner or child with an addiction who becomes abusive when they are under the influence or in withdrawal.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'What matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'Person Centred Safeguarding'/'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. ESCAPE Family Support works to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate.

Table 3: The Principles of Adult Safeguarding in England.

England, Care Act 2014: supporting implementation
<p>The Act's principles are:</p> <ul style="list-style-type: none">• Empowerment – People being 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 – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse• Accountability – Accountability and transparency in delivering safeguarding.

Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- Understand information relevant to the decision
- Remember it for long enough
- Think about the information, including the consequences of the decision
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".

Mental capacity refers to the ability to make a specific decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible, wait until they are able to be involved in decision making or are able to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you, their views.

England has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g., to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst attending service delivery

programmes will ordinarily be accompanied by someone e.g., a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has referred and/or accompanied the adult to ESCAPE Family Support's services about how different types of decisions will be made on a day to day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support, they need to make decisions.

There may be times when ESCAPE Family Support needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with relevant people or organisations that can help protect them.
- Stopping them being in contact with the person causing harm.

Recording and Information Sharing

ESCAPE Family Support must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings will take place to agree to co-ordinate actions by ESCAPE Family

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e., it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.
- the concerns are about an adult at risk

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

Safeguarding Adult referrals should be made using the Safeguarding Adult Enquiry Form available at: <https://www.northumberland.gov.uk>

Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

ESCAPE Family Support may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g., Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g., complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their support programmes or their role in the organisation.

Section 3: Appendices

Appendix 1 – Role Description: Safeguarding Lead

The Designated Safeguarding Lead has primary responsibility for putting into place procedures to safeguard adults at risk, supporting Delegated Safeguarding Leads where relevant and for managing concerns about adults at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment within service delivery.
- Play a lead role in developing and establishing the organisation's approach to safeguarding adults and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding adult policy, procedures and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with ESCAPE Family Support's commitment to safeguarding adults.
- Advise on the organisation's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- To Chair Case Management Groups and co-ordinate the case management process, provide reports and report concerns to the Chief Executive and the Chair of the Service Delivery and Safeguarding Group.
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Provide advice and support to ESCAPE Family Support's delegated safeguarding leads and play a lead role in their recruitment, selection and training to their main role within ESCAPE.
- Represent the organisation at external meetings related to safeguarding.

Appendix 2 – Case Management Group

The Case Management Group will be led by the Designated Safeguarding Lead and will comprise of a select number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with safeguarding adult expertise. The group's role and decision-making powers are embedded within the organisation's governance structure and are linked to related organisational functions such as codes of conduct, and the disciplinary policy and procedures.

The Service Delivery and Safeguarding Group and ESCAPE Family Support's Board should receive regular reports from the Chair of the Case Management Group summarising the cases that have been addressed and their outcomes, as well as any issues that require action by ESCAPE Family Support e.g., changes to policy or procedures. The Service Delivery and Safeguarding Group will ratify any actions already taken by the Designated Safeguarding Lead.

The Case Management Group will have clear terms of reference. They will meet at least monthly or can be brought together as the need arises.

Case Management Group duties include:

- to initially assess and agree immediate response to a safeguarding case which includes an allegation against or poor practice (does there appear to be a case to answer?).
- to identify appropriate 'route' for case (e.g., internal/ disciplinary action alone or referral to statutory agencies plus internal/ disciplinary action).
- to decide the level at which the organisation will deal with the concern.
- to consider the need for temporary/ interim suspension and make recommendations to the investigating officer).
- to review progress of case(s).
- to identify/ communicate learning from cases.

Case Management Group membership should include:

- A designated Chair (Designated Safeguarding Lead)
- A Secretary (Administration Officer or Senior Staff Member)
- A trustee with Safeguarding Adults expertise
- Senior Staff from relevant parts of the organisation
- Relevant Keyworker
- Co-opted independent safeguarding expertise (e.g., from another relevant profession such as another social care provider, the Police or Social services).

Appendix 3 – Adult Safeguarding Procedure

Rights & responsibilities

Responsibilities of ESCAPE

- To ensure staff, volunteers and student placements are aware of the adult safeguarding policy and are adequately trained
- To notify the appropriate agencies if abuse is identified, reported or suspected
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- To DBS check trustees, employees, volunteers and student placements that have access to or work with adults at risk of harm

Responsibilities of employees, volunteers, student placements

- To be familiar with the adult safeguarding policy and procedures
- To take appropriate action in line with the policies of ESCAPE
- To declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possible resulting in dismissal

Support for those who report abuse

All those making a complaint or allegation or expressing concern, whether they be paid or unpaid staff, service users, carers or members of the general public should be reassured that:

- They will be taken seriously
- Their comments will usually be treated confidentially, but their concerns may be shared if they or others are at significant risk
- If service users, they will be given immediate protection from the risk of reprisals or intimidation
- If staff they will be given support and afforded protection, if necessary, in line with the Public Interest Disclosure Act 1998, updated 2020.

The adult at risk of harm has the right:

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome
- Complain if they feel their concern hasn't been followed up or ignored

Management and Supervision

It is the line manager's responsibility to clarify with the worker or volunteer their roles and responsibilities regarding their relationships with adults at risk of harm with whom they may be in contact. Regular supervision for staff, volunteers and student placements will monitor the work and offer the opportunity to raise any issues.

Record Keeping

- There should be a written record of any concerns. This confidential information will be kept in a locked drawer by the appropriate person and will be kept for as long as deemed necessary, in line with Data Protection principles. (See Record Keeping, Confidentiality & Data Protection Policies)
- If not acted on immediately, all incidents should be discussed in supervision with line manager.
- Records kept by paid/unpaid workers about adults at risk of harm should only include:
 - (a) Contacts made
 - (b) Referrals made, including date, time, reason, and referral agency

Planning

Wherever possible paid staff, volunteers and student placements should avoid lone working with an adult at risk of harm. But if unavoidable, one to one contact should take place in an environment where other staff or volunteers are present or within sight. (Further guidance can be found in the Lone Working Policy and the Health & Safety Policy)

Access to an independent person

Any adult at risk of harm who comes into contact with ESCAPE staff, volunteers or student placements regularly, should be given information on their right to talk with an independent person, and their name and contact arrangements. This forms part of the normal registration process.

The independent person for ESCAPE is:

Safeguarding Adults Team 01670 622 683 (team administrator) Please note that this is for general advice only.

Senior Contact: Safeguarding Adults Board please contact **Karen Wright**, Senior Manager Safeguarding Adults

What to do

To act or not to act:

All allegations or suspicions are to be treated seriously. No abuse is acceptable, and some abuse is a criminal offence and must be reported to the Police as soon as possible.

To determine the appropriate action, it is important to consider:

Risk – does the adult at risk of harm, staff member, volunteer or student placement or understand the nature and consequences of any risk they may be subject to, and do they willingly accept such a risk?

Self-determination – is the adult at risk of harm able to make their own decisions and choices, and do they wish to do so

Seriousness – A number of factors will determine whether intervention is required. The perception of the victim must be the starting point. Factors informing assessment of seriousness will include:

- The **perception** by the individual and their **vulnerability**
- The **extent** of the abuse
- The **length of time** it has been going on
- The **impact** on the individual
- The risk of **repetition** or **escalation** involving this or other adults at risk of harm
- Is a **criminal offence** being committed?

The employee, volunteer or student placement's primary responsibility is to protect the adult at risk of harm if they are at risk.

Each employee, volunteer or student placement has a duty to take action.

Employees, volunteers, and student placements should not have to cope alone.

Actions and considerations

THE FIRST PRIORITY SHOULD ALWAYS BE TO ENSURE THE SAFETY AND PROTECTION OF ADULTS AT RISK OF HARM. TO THIS END IT IS THE RESPONSIBILITY OF ALL STAFF TO ACT ON ANY SUSPICION OR EVIDENCE OF ABUSE OR NEGLECT AND TO PASS ON THEIR CONCERNS TO A RESPONSIBLE PERSON OR AGENCY.

In situations of immediate danger, take urgent action by calling the relevant emergency services (e.g., Police, Ambulance, GP).

- Remember to have regard to your own safety. Leave the situation if it is not safe for you.
- Listen to the adult at risk of harm, offer necessary support and reassurance.

- Issues of confidentiality must be clarified early on. For example: staff, volunteers or student placements must make it clear that they will have to discuss the concerns with their supervisor.
- Where an adult at risk of harm expresses a wish for concerns not to be pursued then this should be respected wherever possible. However, decisions about whether to respect the service user's wishes must have regard to the level of risk to the individual and others, and their capacity to understand the decision in question. In some circumstances the wishes of the adult at risk of harm may be overridden in favour of considerations of safety.
- Decisions to override the wishes of the adult at risk of harm not to take the matter further should if possible be the product of discussion with appropriate line management.
- Note your concerns and any information given to you or witnessed by you.
- Report concerns to the appropriate line manager.

REMEMBER IT IS NOT NECESSARY OR ADVISABLE FOR YOU TO SEEK EVIDENCE.

By supporting the adult at risk of harm and carefully logging any information given to you at this stage, you will lay the foundations for an effective formal investigation. Understand the need not to contaminate, or to preserve evidence if a crime may have been committed.

Discussion and decision making

INFORMATION SHOULD BE SHARED WITH THE DESIGNATED SAFEGUARDING LEAD, WHO MUST APPROVE ANY ACTIONS TO BE TAKEN AND ANY DOCUMENTATION OR CORRESPONDENCE BEING SENT OUT.

- Employees with concerns should discuss them with their line manager on the same day.
- If the line manager is not available, then any concerns should be discussed with the Chief Executive or their Deputy.
- Volunteers or student placements with concerns should discuss these discreetly with their co-ordinator or Line Manager as soon as possible after the abuse or suspicions of abuse are observed. If unavailable then any concerns should be discussed with the Chief Executive of ESCAPE, or their Deputy.
- Concerns about colleagues. These should be addressed initially with the Line Manager, but if this is not possible or the concern is about the Line Manager or other Senior member of staff, then any concerns should be discussed with the Chief Executive.

To refer or not to refer

THE DECISION TO REFER OR NOT TO REFER SHOULD BE MADE BY THE DESIGNATED SAFEGUARDING LEAD AND THE CHIEF EXECUTIVE SHOULD BE INFORMED.

When considering the decision as to whether to refer elsewhere (e.g., to Police, Social Services, National Care Standards Commission) the following should be taken into account:

- The wishes of the adult at risk of harm & their right to self-determination
- The mental capacity of the adult at risk of harm
- Known indicators of abuse
- Definitions of abuse
- Level of risk to this individual
- The seriousness of the abuse
- The effect of the abuse on the individual
- Level of risk to others
- The effect of the abuse on others
- Whether a criminal offence has been committed
- Whether other statutory obligations have been breached (e.g., NCSC)
- The need for others to know
- The ability of others (e.g., Police, Social Services) to make a positive contribution to the situation

Issues of mental capacity & consent

The consent of the adult at risk of harm must be obtained except where:

- The adult at risk of harm lacks the mental capacity to make a decision, and a risk assessment indicates that referral would be in their best interests
- Others may be at risk
- A crime has been committed

INFORMATION, IF KNOWN, WHICH WILL BE REQUIRED WHEN YOU MAKE A REFERRAL OR REPORT YOUR CONCERNS:

- Details of alleged victim – name, date of birth, address, age, gender, ethnic background including principal language spoken, details of any disability
- Details of GP and any known medication
- Whether the individual is aware of and has consented to the referral/report.
- The mental capacity of the individual (are there any concerns/doubts about this?)
- If appropriate, advise the agency on preferred/advised method or environment when approaching the alleged victim or perpetrator.

Also, any relevant information, for example:

- Reasons for concerns and therefore this referral
- Details of how these concerns came to light
- Specific information relating to these concerns
- Details of any arrangements which have already been made for the protection of the adult at risk of harm or any immediate action taken
- Details of anyone else to whom this referral has also been made
- Details of the alleged perpetrator and if they are an adult at risk of harm
- Details of alleged abuse and information about suspicions
- Details of any other background information
- An impression of how serious the situation might be
- Details of any other professional involved
- Details of carers and any significant family members, neighbours, friends

INFORMATION PASSED ON MUST BE RELEVANT, NECESSARY AND UP TO DATE. CONFIRM IN WRITING INFORMATION IF GIVEN VERBALLY.

Additional Guidance:

Dos and Don'ts

Staff member, volunteer or student placement should:

- Stay Calm
- Listen patiently
- Reassure the person they are doing the right thing by telling you
- Explain what you are going to do
- Report to relevant Manager
- Write a factual account of what you have seen, heard immediately.

Staff member, volunteer or student placements should not:

- Appear shocked, horrified, disgusted or angry
- Press the individual for details (unless requested to do so)
- Make comments or judgements other than to show concern
- Promise to keep secrets
- Confront the alleged abuser
- Risk contaminating evidence

Discuss with the Relevant Manager who will:

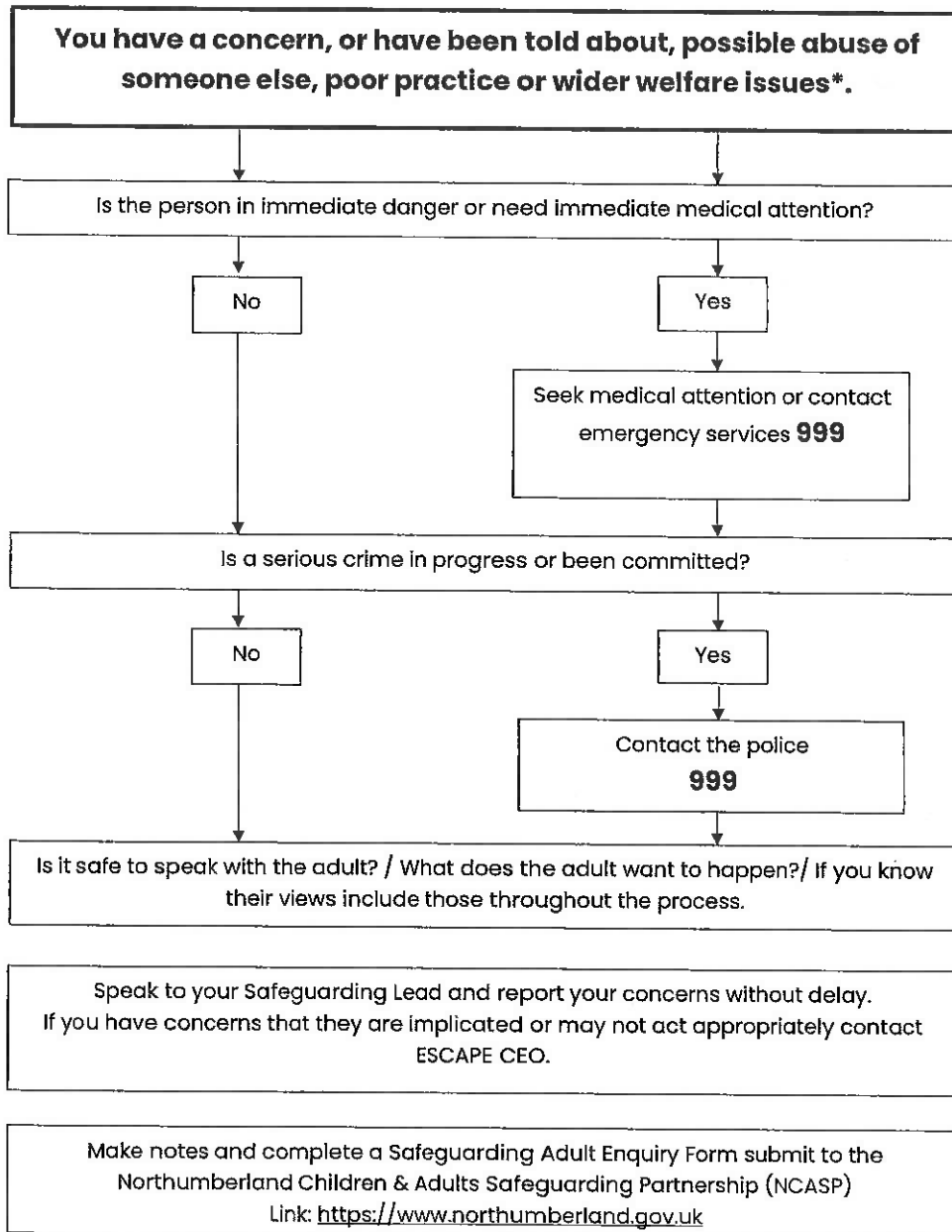
- Ascertain whether the situation might fall within the definitions of abuse outlined in this policy
- Consider the capacity of the adult at risk of harm to make decisions
- Ascertain whether an advocate or appropriate adult might be necessary
- Ascertain any immediate action required

- Ascertain whether an investigation is necessary in accordance with internal personnel policies and procedures
- Where abuse is suspected conclude that a referral be made to the appropriate agency

Reporting Concerns about yourself:

- If you are in immediate danger or need immediate medical assistance, contact the emergency services 999.
- Please contact the Safeguarding Lead. If you would prefer, please contact another member of staff who will help you raise the issue to the Safeguarding Lead.
- If the Safeguarding Lead or Welfare Officer is implicated or you think has a conflict of interest, then report to the ESCAPE Chief Executive/Officer.
- You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 4: Other Sources of Support).
- ESCAPE will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the Chief Executive/Officer or a member of the ESCAPE Board.
- At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.
- It is of upmost importance to ESCAPE that you can take part in our activities safely and we will take every step to support you to do that.

Reporting Concerns about others:



***It is important you document the reasons for your actions and the decisions taken at all stages during this procedure.**

Appendix 4

Sources of Information and Support

Northumberland Safeguarding Board:

<https://www.northumberland.gov.uk/Care/Support/Safeguarding.aspx>

Commented [AP3]: Link ?

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

National 24Hour Freephone Domestic Abuse Helplines

England
Tel: 0808 2000 247
www.nationaldahelpline.org.uk/Contact-us

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBTQ + Domestic Abuse Helpline

Tel: 0800 999 5428

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Rape Crisis Federation of England

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Suzy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

Contact ESCAPE Family Support:

Office: 01670 544055

Helpline: 07702833944

or write to

Susan Kennedy Centre

63 South View,

Ashington

Northumberland

NE63 0SF

Acknowledgement: This policy has been developed utilising a template provided by:

The Ann Craft Trust, Centre for Social Work, University of Nottingham, Nottinghamshire, NG7 2RD

ESCAPE Family Support
Safeguarding Adults Form

1. Your details

Name:	Contact number:
Organisational position:	Email address:
Address:	Form completed by:
	Date completed:
	Time completed:
	Name of safeguarding lead forwarded to:
	Date and time forwarded:
	Signature:

2. Details of the adult at risk

Name:	Contact number:
Date of birth:	Ethnicity:

Address:	Relationship to organisation:
Does the adult have care and support needs:	

3. Details of the alleged perpetrator

Name:	Contact number:
Date of birth:	Ethnicity:
Address:	Relationship to adult at risk:
Details of employment where alleged perpetrator is a staff member:	
Does the individual have care and support needs:	

Any other relevant details:	
Is there anyone else at risk:	If yes, who else has been notified:

4. Details of the incident or concern

Date:	Time:
Location:	Who reported the incident or concern:
Please select the type of suspected abuse:	
Sexual abuse	<input type="checkbox"/>
Psychological abuse	<input type="checkbox"/>
Neglect and acts of omission	<input type="checkbox"/>
Financial or material abuse	<input type="checkbox"/>
Discriminatory abuse	<input type="checkbox"/>
Organisational abuse	<input type="checkbox"/>
Self-neglect	<input type="checkbox"/>

Domestic violence

Modern Slavery

Other (please specify)

Please provide an account of the incident including the information you deem relevant, (you may find it useful to think about who was involved, when/ what time did the events occur, did anyone else witness what happened):

Please detail any supporting documentation:

Have there been any previous concerns or adult safeguarding referrals made in relation to the alleged perpetrator or adult at risk before? (Details of this should specify the type of abuse, actions taken and relevant dates/times):

5. Please consider the immediate risks and document what action has been taken

Is the individual at risk of further abuse:

What has been done to manage these immediate risks:

Is there another person or agency involved who could support the enquiry:

Have the police been notified and what are the details of this:

Other considerations (please detail below):

Has a Save Lives Risk Indicator Checklist been completed?

Has a referral to MARAC been made?

Has a Prevent referral form been completed?

6. Involvement of the Adult at risk and Mental Capacity

What are the views of the adult at risk:

Does the adult at risk consent to this being referred to the Northumberland Children's and Adults Safeguarding Board:

If you are overriding consent, please explain why:

Has the adult consented to you speaking to their family and have their family been informed:

Are you concerned about the adult at risk's mental capacity to make decisions about their safety:

Have you undertaken a mental capacity assessment, please detail:

Would the individual have substantial difficulty participating in the safeguarding process and could someone support them with this? (Provide details of this individual).

What support may the individual require to participate in the Safeguarding Adults process:

