



THE HOLT

The HOLT Isle of Wight Ltd

Safeguarding Adults and Young People Policy

Policy Owner: [The HOLT/Juliet Bell](#)

Date Policy approved: 13/01/2023

Next review Date: [13/01/2024](#)

Designated Safeguarding Lead: [Juliet Bell Juliet.bell@theholtiow.co.uk](mailto:Juliet.bell@theholtiow.co.uk)

Mission Statement/Introduction

The HOLT Isle of Wight is a not-for-profit Training and learning centre for Adults and Young People with Learning Disabilities and/or additional needs in Newport, Isle of Wight. The centre's ethos is the promotion of independence and communication skills, alongside essential skills for Life and Work, and the provision of social and enterprise activities to help combat loneliness and isolation.

The Centre also provides a parent/carer support group once a week, and a Mental Health support group twice a week.

The HOLT believes that everyone has a right to continue learning throughout their lives, in an environment that is free from neglect, abuse or harm. We believe that everyone has the right to be safe and protected whilst learning, and ensure that all our staff have enhanced DBS checks with disclosure, and undergo regular and annual safeguarding training.

Policy statement

This policy is to ensure that all adults within the HOLT are safe and protected from harm. The HOLT believes in everyone's rights to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of The HOLT in working to promote the individual's welfare and to protect them from harm. Employees, Trustees and volunteers will all be made aware of the contents of this policy and be held to the highest expectations of safeguarding.

The HOLT believes that all individuals have the right to live free from harm and abuse, no matter what their creed, colour, sexual orientation, ability or age may be.

Scope

This policy applies to the Director, all employees, trustees and volunteers of the HOLT. Failure to comply with the terms of this policy will result in immediate intervention and could, ultimately, lead to dismissal.

Purpose

Key Principles of Adult Safeguarding:

In the safeguarding of adults, The HOLT is guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. The HOLT aims to demonstrate and promote these six principles in our work:

- 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.

Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. The Isle of Wight also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- Physical abuse - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic Violence/ Domestic Abuse - Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- Exploitation- Including sexual and/or criminal exploitation
- Sexual abuse - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse - Including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with

wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- Modern slavery - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who 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 you are, or are perceived to be different due to 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 long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- Neglect and acts of omission - Including ignoring medical, emotional or physical care needs, failure to provide access to a

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

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

Implementation

At the HOLT we use safer recruitment practices and all staff have enhanced DBS check with disclosure to ensure that candidates are suitable and without previous convictions.

The Designated Safeguarding Lead for the HOLT is Juliet Bell, Director of the HOLT. The Deputy Designated Safeguarding Lead is Rachel Lacey.



THE HOLT

All staff are given a copy of the Safeguarding policy on starting their employment and made aware of the procedures to follow when reporting a safeguarding concern. They undergo annual and regular safeguarding training.

Staff are expected to comply with the Code of Conduct for staff at the HOLT, which is communicated through the Code of Conduct Policy at start of employment.

All employees are certificated in Level 2 Safeguarding Vulnerable Adults training, and in Level 2 Safeguarding Children. They complete comprehensive risk assessments in advance of all activities.

All staff are aware of the need to maintain dignity and respect for all individuals attending the centre, alongside the need for safeguarding.

Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. The HOLT will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Isle of Wight Adult Social Care should anyone have concerns regarding an adult's capacity, and from Isle of Wight Children's Social Care for concerns regarding clients under 18.

Confidentiality and Information Sharing:

The HOLT expects all employees, volunteers 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 an adult or child 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 the HOLT Confidentiality and Information Sharing policy..

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult or child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decisions made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). [The HOLT record keeping policy)

Whistleblowing:

The HOLT is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation. (The HOLT Whistle Blowing Policy)

Sources of Information and Support

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

Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
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<p>Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us</p>	<p>Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline</p>
Scotland	Wales
<p>Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk</p>	<p>Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333</p>

Rape Crisis Federation of England and Wales

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 Wales and 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

Susy Lamplugh Trust



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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](tel:02083921839)

Fax: [020 8392 1830](tel:02083921830)

Email: info@suzylamplugh.org

www.suzylamplugh.org

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](tel:08081689111)

www.victimsupport.com

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

[Keeping Children Safe In Education](#)

ann craft trust
acting against abuse

Centre for Social Work

University of Nottingham

NG7 2RD

0115 951 5400

ann-craft-trust@nottingham.ac.uk

anncrafttrust.org

Everyone has a right to be treated with respect and dignity.

Everyone deserves to be safe.

Registered Charity No. 1086592 Company Limited by Guarantee No. 4080805