



**Community Cohesion Advocates CIC**

# **Safeguarding Adults Policy**

**November 2018**

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## 1.0 Introduction

The objects of Community Cohesion Advocates Community Interest Company (CCACIC) are to carry on activities which benefit the community and in particular (without limitation) to:

Object 1 - To advance the education of the public in the subject of the Chinese language and Chinese culture.

Object 2 - To help young people, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society.

Object 3 - To relieve elderly people, especially resident in the Greater London and surrounding counties, who are in need, by providing specially designed services calculated to relieve the needs of such persons.

CCACIC has a duty of care that includes safeguarding for children and people in a vulnerable situation. CCACIC will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

Individuals across CCACIC need to be informed enough to ensure that complaints and concerns about adults at risk are properly identified and acted upon.

## 2.0 Aims of this policy

This *'Safeguarding Adults Policy'* aims to provide a framework for setting out policy and procedures for CCACIC to respond to safeguarding concerns. It also promotes the importance of safeguarding adults throughout the whole organisation. This *'Safeguarding Adults Policy'* should be read in conjunction with CCACIC's *'Safeguarding Children Policy'* which sets out policy and procedures for CCACIC to respond to safeguarding concerns relating to children.

CCACIC is committed to ensure safe access for everyone. As a result, this *'Safeguarding Adults Policy'* has a dual role:

- 1) Safeguarding of people when they are visiting any of our premises or using our services.
- 2) Responding to any signs of abuse that may indicate that abuse is occurring outside of our organisation.

This policy outlines the steps CCACIC will make to safeguard an adult with care and support needs if they are deemed to be at risk or at risk. An "adult at risk" is a person aged 18 or over who is in need of care and support, and because of those needs is unable to protect themselves against abuse or neglect.

This policy sets out the roles and responsibilities of CCACIC in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

CCACIC will ensure that decisions made will allow adults to make their own choices and include them in any decision making. CCACIC will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within CCACIC to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

### **3.0 Key objectives of this policy**

The key objectives of this policy are for all employees and volunteers of CCACIC to:

- 1) have an overview of adult safeguarding
- 2) be clear about their responsibility to safeguard adults
- 3) ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance
- London Safeguarding Adults policy and procedures (2016)
- Haringey Safeguarding Prevention Strategy 2017-2020

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

This policy is available in PDF format to view and download from the CCACIC website. Hardcopies of this policy can also be provided upon request.

CCACIC will not tolerate the abuse of adults in the organisation and staff and volunteers should be made aware of how this policy can be accessed.

### **4.0 What is safeguarding adults?**

*“Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.”*

*Care and Support Statutory Guidance, Department of Health, updated February 2017*

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

CCACIC adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

CCACIC will not tolerate the abuse of adults in staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. CCACIC should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. CCACIC should be transparent and accountable in delivering safeguarding actions.

### **5.0 What is Making Safeguarding Personal (MSP)?**

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

CCACIC will not tolerate the abuse of adults. CCACIC will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. As adults may have different preferences, histories and life styles, the same process may not work for all.

### **6.0 Who do adult safeguarding duties apply to?**

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

### **7.0 Who do I go to if I am concerned?**

The named responsible person for safeguarding duties for CCACIC is Dr. Michael Wan

Contact number: 07881460143 (Normal office hours and out of hours contact)

Contact email: siupong@gmail.com

All staff and volunteers should contact Dr. Michael Wan for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

Dr. Michael Wan will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary. He will ensure that the safeguarding adults policies and procedures are in place and up to date and that a safe environment is promoted for staff and volunteers and adults accessing the service. He will also ensure that CCACIC is up to date with its safeguarding adults training.

## 8.0 What should I do if I am concerned?

Staff and volunteers at CCACIC who have any adult safeguarding concerns should:

### 1. Respond

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

### 2. Report

- Staff/volunteers should report any potential safeguarding concerns to CCACIC's designated safeguarding lead Dr. Michal Wan:  
Contact number: 07881460143 (Normal office hours and out of hours contact)  
Contact email: siupong@gmail.com

### 3. Record

- In terms of recording details about the incident: Please use the CCACIC Incident Report Form to record the details of the incident, key information such as the person(s) involved, date, time, details of the incident, any actions taken etc should be included in the form.
- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.

### 4. Refer

- In making a decision whether to refer or not, the designated safeguarding lead should take into account:
  - (1) the adult's wishes and preferred outcome
  - (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
  - (3) the safety or wellbeing of children or other adults with care and support needs
  - (4) whether there is a person in a position of trust involved
  - (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed and/or
- Contact Haringey Council's First Response Team (adult social services):  
Telephone: 020 8489 1400  
Email: firstresponseteam@haringey.gov.uk

- relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- service commissioning teams
- family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adults process is followed. For more information about this 4-stage safeguarding adults process, refer to the London Safeguarding Adults Procedures.

### **9.0 What are your roles and responsibilities?**

All staff, management, trustees and volunteers at CCACIC are expected to report any concerns to the named person for safeguarding. If the allegation is against one of CCACIC members, volunteers, trustees or directors, seek advice from CCACIC safeguarding lead Dr. Michael Wan. If the allegation is against the safeguarding lead, seek advice from Haringey Council's First Response Team (adult social services):

Telephone: 020 8489 1400

Email: [firstresponseteam@haringey.gov.uk](mailto:firstresponseteam@haringey.gov.uk)

The designated safeguarding adults lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the General Data Protection Regulation. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. The named organisation should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

### **10.0 Complaints procedure**

CCACIC promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.

If a staff or volunteer or any other member of the organisation is unhappy with CCACIC decision about the safeguarding concern, refer them to CCACIC's Chair Dr. Michael Wan in writing.

Address: CCACIC, 22, Crawley Road, London N22 6AN

Email: [siupong@gmail.com](mailto:siupong@gmail.com)

CCACIC is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

### **11.0 Why is it important to take action?**

It is may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

### **12.0 Confidentiality and information sharing**

CCACIC expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law. CCACIC does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

### **13.0 Recruitment and selection**

CCACIC is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring Service (DBS) checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

### **14.0 Training, awareness raising and supervision**

CCACIC ensures that all staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of CCACIC and commitment to safeguarding adults.

It is also useful to discuss training with staff who have attended training sessions to ensure they are embedding this in practice.

Similarly, staff and volunteers may encounter concerns about the safety and wellbeing of children. For more information about children's safeguarding, refer to CCACIC's '*Safeguarding Children Policy*'.

## 15.0 Prevent

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

## 16.0 Useful contacts

CCACIC safeguarding adults lead:  
Dr. Michael Wan  
Chair of CCACIC  
Contact number: 07881460143 (Normal office hours and out of hours contact)  
Contact email: [siupong@gmail.com](mailto:siupong@gmail.com)  
Address: 22, Crawley Road, London N22 6AN

If your concern relates to an adult at risk of harm or abuse, please contact Haringey Council's Response Team (adult social services):

Telephone: 020 8489 1400

Email: [firstresponseteam@haringey.gov.uk](mailto:firstresponseteam@haringey.gov.uk)

## 17.0 Useful links

1. Care act

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

2. London Safeguarding adults policy and procedures

<http://londonadass.org.uk/wp-content/uploads/2015/02/Pan-London-Updated-August-2016.pdf>

3. Haringey Council Adult Safeguarding

<https://www.haringey.gov.uk/social-care-and-health/safeguarding-adults>

4. Carer and support statutory guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506202/23902777\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf)

5. Prevent - Guidance for specified authorities in England and Wales on the duty in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

6. Care Act 2014 Information sharing

<https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

7. General Data Protection Regulation

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

## Appendix 1

### What are the types of safeguarding adults abuse?

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

### What are the possible signs of abuse?

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

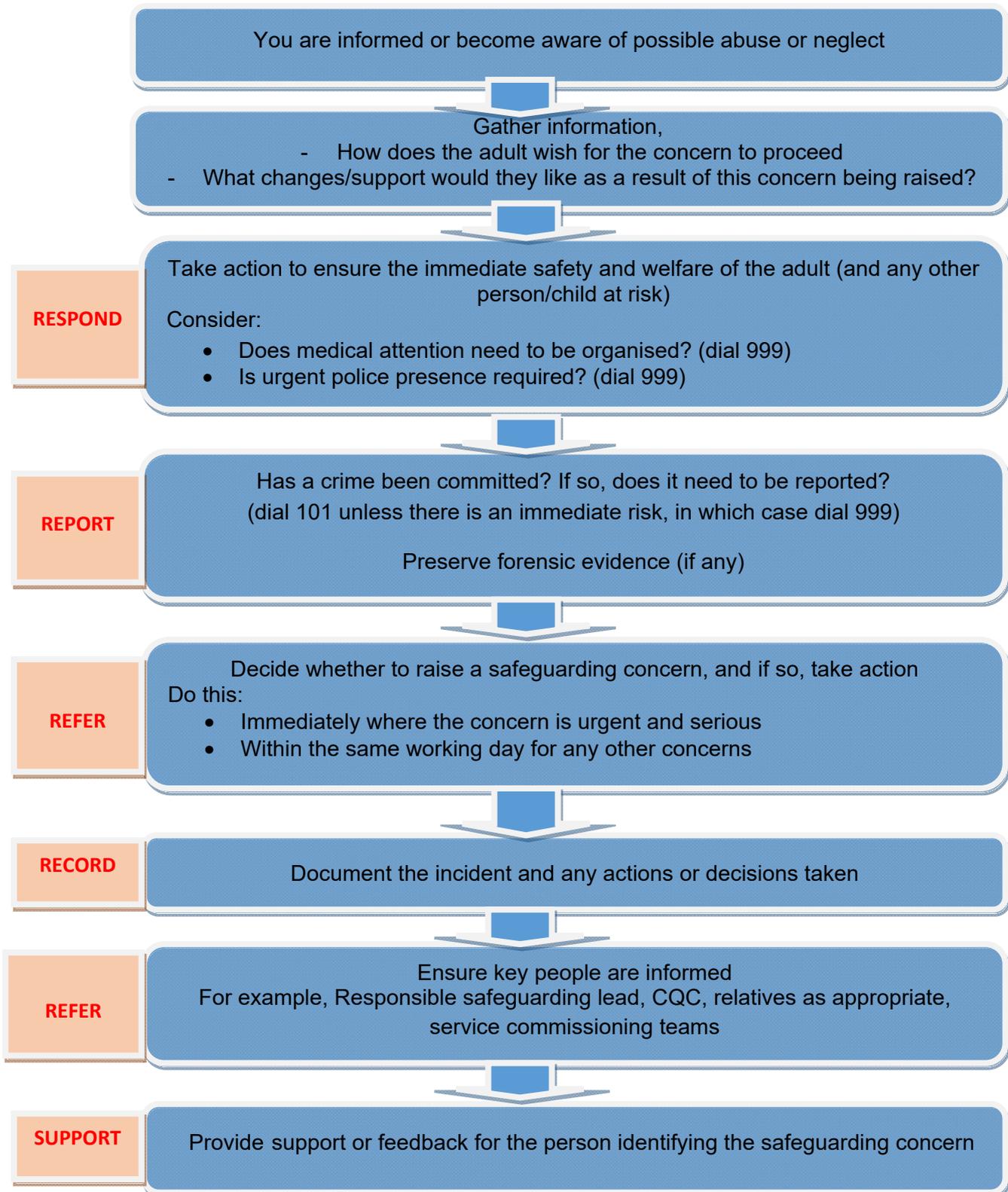
### Who abuses and neglects adults?

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- partners;
- other family members;
- neighbours;
- friends;
- acquaintances;
- local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals; and
- volunteers and strangers

## Appendix 2

### Raising a safeguarding concern



With thanks and acknowledgements to West and North Yorkshire and York regional Multi-Agency Policy and Procedures 2018 from which this flowchart has been adopted. <http://www.wakefield.gov.uk/Documents/health-care-advice/adult-services/safeguarding/safeguarding-adults-from-abuse/summary-guide-policy-procedures.pdf>