



Long Eaton Settlers Legacy Association

SAFEGUARDING POLICY

Introduction

Long Eaton Settlers Legacy Association (LES LA) aims to create an atmosphere where all adults feel valued and safe and a place where their welfare is promoted. This policy sets out the procedures for safeguarding working with Long Eaton Settlers Legacy Association including members, volunteers and the general public.

This policy sets out the statutory requirements for Long Eaton Settlers Legacy Association to discharge its appropriate accountability for Safeguarding people minimising the risk of harm or abuse.

We recognise that we have a responsibility to ensure that all members and volunteers are aware of our policy and any other policies and procedures related to the specific activities that apply to them.

Six key principles Underpin all Safeguarding Work

- **Empowerment** – people being supported and encouraged to make their own decisions have 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

Safeguarding Criteria

The safeguarding duties apply to anyone who:

- Has needs for care and support or is under 18 years old (whether or not **LESLA** is meeting any of those needs)
- Is experiencing or at risk of abuse or neglect
- As a result of any care and support needs or age is unable to protect themselves from either the risk of, or the experience of abuse or neglect

LESLA will comply with the Derbyshire and Derby Safeguarding Policies for Adults and Children and Procedures, Statutory Guidance and Local Practice Guidance and be clear on its role and responsibilities,

Further guidance can be found at www.saferderbyshire.gov.uk. and for children <http://derbyshirescbs.proceduresonline.com/> All concerns will be taken seriously and acted upon appropriately and the organisation will pay attention to what people feel taking into account capacity and age.

LESLA will be rigorous and vigilant in protecting every person attending the group from abuse, bullying or intimidation. **LESLA** will do this through a monitoring arrangements and guidance on appropriate behaviour.

Everyone involved in **LESLA** is obliged to make sure that anyone using our services is safe.

They must report any concerns to the safeguarding lead without delay.

All those involved in the group will be made aware of this policy and of what to do if they have any concerns.

Equality and Diversity

These policies and procedures recognise the diversity of our society. Individuals and organisations need to be responsive to needs of different groups and individuals and have due regard to issues relating to:

- Gender
- Religion
- Sexual orientation (Gay, Lesbian, Bisexual and Transgender)
- Racial origin, culture and linguistic background
- Disability
- Age

Within safeguarding procedures actual or potential effects of decisions should be considered in relation to the equality issues above and any subsequent outcomes for the person at risk.

Definition of Abuse

Abuse is a violation of an individual's human or civil rights, by any other person or persons. Professionals should not limit their view of what constitutes abuse or neglect, as this can take many forms and the circumstances of the individual case should always be considered. The following types of abuse and neglect are identified within the Care Act 2014, but should not be considered exhaustive:

- **Physical abuse** - including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate physical sanctions
- **Domestic abuse** - An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Includes psychological, physical, sexual, financial, emotional abuse, so called 'Honour' based violence, female genital mutilation and forced marriage
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting
- **Sexual exploitation** – involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of performing or others performing on them, sexual activities.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- **Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- **Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment; because of race, gender, and gender identity, age, disability, sexual orientation or religion
- **Organisational abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation
- **Neglect and acts of omission** - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational service, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

- **Institutional** – Observed lack of dignity and respect in the care setting, rigid routine, processes/tasks organised to meet staff needs, disrespectful language and attitudes.

Criminal Offences

Some instances of abuse will constitute a criminal offence. In these cases reference to the Police should be made as a matter of urgency. The responsibility for initiating further action then rests with the Police and the Crown Prosecution Service.

Criminal investigations by the Police take priority over all other lines of enquiry. No action must be taken that jeopardises the police inquiry.

Who are Abusers?

Adults may be abused by a wide range of people including:

- Relatives and family members
- Professional staff
- Paid care workers
- Volunteers
- Other service users
- Neighbours, friends and associates
- People who deliberately target vulnerable people
- Strangers

Safe Arrangements

The safeguarding lead will be the lead person for safeguarding and responsible for making sure that the Safeguarding Policy is working. She/he will be trained to know how to respond when safeguarding concerns are raised with him/her.

Responsibility for implementing and monitoring the policy rests with the **LESLA Management Committee**.

Guidelines for the Safeguarding Lead

The safeguarding lead should:

- Know the signs and symptoms of abuse
- Know about how abusers (perpetrators) behave:
 - Ask about trainings if they do not know these things
- Know about the Derbyshire and Derby Safeguarding Adults and Childrens Boards guidelines on dealing with concerns about abuse
- Know who to contact at the Derbyshire Safeguarding Adult and children's Boards so that he/she can either ask for advice when they are not sure what to do or refer a case without delay where there are safeguarding concerns;

Referrals to Derbyshire County Council will be made by telephone in the first instance via Call Derbyshire on 01629 533190 (08456 058 058) or Minicom on 01629 585400 during office hours of 8am and 8 pm Monday to Friday. Outside of these hours calls should be made to the Out of Hours Team on 01629 532600.

The adult safeguarding referral forms and full information is available at http://saferderbyshire.gov.uk/what_we_do/safeguarding_adults/default.asp and for children at <http://www.derbyscb.org.uk/>

- Make sure that people using EWG know:
 - About the Derbyshire policies and procedures
 - That you are the person to speak to if they have any concerns
 - Who to speak to if you are not there
 - Who to speak to if they are uncomfortable speaking to their contact
 - Make sure staff and volunteers know how to respond if someone talks to them about abuse
 - Make sure they have access to guidelines
- Provide information about helplines and other sources of help.

Guidance for ALL on action to be taken

If you suspect a person is being abused:

- Immediately discuss with the safeguarding lead
- Record the facts as you know them

If a person discloses abuse by someone else:

- Allow them to speak without interruption, accepting what is said
- Advise that you will offer support where possible, but you must pass the information on
- Discuss with the safeguarding lead

If you receive an allegation about any person or about yourself:

- Immediately discuss with the safeguarding lead
- Record the facts as you know them
- Try to ensure no-one is placed in a position which could cause further compromise

Guidelines for LESLA

Do's and Don'ts

DO

- Treat any allegations extremely seriously and act at all times as if you believe what they are saying
- Tell the person they are right to tell you
- Reassure them that they are not to blame

- Be honest about your own position, who you have to tell and why
- Tell the person what you are doing and when, and keep them up to date with what is happening
- Take further action – you may be the only person in a position to prevent further abuse – tell your lead officer immediately
- Write down everything said and what was done (see notes on recording pages 7-9)

DON'T

- Make promises you can't keep
- Interrogate the person – it is not your job to carry out any investigation – this will be up to the Police and/or Derbyshire Safeguarding staff, who have experience in this
- Cast doubt on what the person has told you, don't interrupt or change the subject
- Say anything that makes the person feel responsible for the abuse
- Do nothing – make sure you tell your lead office immediately- they know how to follow this up and where to go for further advice

Fear puts a lot of people off telling about wrongdoing.

Remember, you always have a duty to make sure concerns are reported. Then appropriate action can be taken.

Tell the safeguarding lead. They will be able to get further advice and/or refer the situation to Derbyshire Safeguarding or the Police.

If for any reason you cannot tell the safeguarding lead, then you should tell another member of the committee

Keeping a Record of Concerns

When a safeguarding concern arises it is essential you record what is said or seen and what action was taken.

This record or any other written record should be kept secure in a locked cabinet or drawer. It may be used as evidence.

Access should be limited to:

- The person who has completed the form
- The safeguarding lead
- A committee member, if the person complained about is the safeguarding lead or in her/his absence.

LONG EATON SETTLERS LEGACY ASSOCIATION

REFERRAL FORM

Record of Concerns
How was this raised? Phone, face to face, email, text or Other (specify) Where raised? Office, home, other place - specify
Name of Individual: Age if under 18:
Address: Telephone Nos: Preferred method of contact: phone, face to face
Family/Carers details: Name(s) Telephone No:
What is said to have happened or what was seen? Any witnesses present?

When and where did it occur?
Who else, if anyone, was involved and how?
What was said by those involved?
Were there any obvious signs e.g. bruising, bleeding, changed behaviour?
Was the person able to say what happened, if so how did they describe it?
Who else has been told about it and when?

Does the family/carers know?

Any additional information

Signed.....

Date.....

Designation – volunteer role.....

The management committee will conduct an annual review of the policy. The next review is scheduled for October 2025.