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**SAFEGUARDING ADULTS AT RISK  
POLICY STATEMENT**  
*including procedure for dealing with referrals  
from people who may have mental health  
problems*

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**Adopted:** February 2017

**APPROVED BY**

The Chair of Trustees:

Signature: Needa Bedi

Additional Trustee:

Signature: Richard Segalov

**REVISION HISTORY**

<b><u>ISSUE</u></b>	<b><u>DATE</u></b>	<b><u>REASON FOR CHANGE</u></b>
Issue 1	02.2017	Created
Issue 2	02.2018	Reviewed
Issue 3	02.2019	Revised
Issue 4	02.2020	Revised
Issue 5	2022	Updated (JS and RS)

## **Safeguarding Adults at Risk - Policy Statement**

**Protecting adults at risk is the responsibility of everyone**

### **Statement of commitment**

**Bereavement Care** recognises its responsibility to safeguard and to promote the welfare of all adults who are or maybe at risk of abuse.

### **Purpose of this policy**

The purpose of this policy is to outline the duty and responsibility of staff/volunteers working on behalf of the Charity in relation to adults at risk.

All adults have the right to be safe from harm and must be able to live free from the fear of abuse, neglect and exploitation.

- To achieve this Bereavement Care will Provide all staff and volunteers with clear principles to follow
- Make all staff and volunteers aware of what is expected of them in terms of their approach, behaviour and actions
- Evidence to users, the local community, partner organisations, the Local Authority, and funding and commissioning bodies that **Bereavement Care** is committed to Safeguarding
- Confirm the approach of **Bereavement Care** towards referrals from people with a mental illness (Please see \*Appendix).

### **Objectives**

Everyone who works, volunteers or receives a service from **Bereavement Care** is entitled to do so in a safe and respectful environment.

**Bereavement Care** is committed to helping everyone involved to accept their responsibly to safeguard adults at risk from harm and abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and will be responded to swiftly and appropriately

Staff and volunteers have a responsibility to report concerns to the Safeguarding Lead of **Bereavement Care** and /or their equivalent within their employing organisation. and to ensure timely reporting and accurate recording in line with local policies and procedures.

We will work in partnership with other statutory and voluntary agencies to investigate and where appropriate take action to reduce or end the abuse.

## **Scope of this policy**

This policy applies to all **Bereavement Care** staff and volunteers, including trustees and anyone working on behalf of **Bereavement Care**.

## **Definitions**

### **Types of abuse (as per the Care Act 2014)**

Included are physical, sexual, financial or material, emotional or psychological, neglect (or acts of omission), self-neglect, discrimination, organisational or institutional abuse, domestic violence / abuse and modern slavery.

Not included in the Care Act but also relevant are cyber bullying, forced marriage, radicalisation, cuckooing and mate crime.

**Adults at risk** are those aged 18 or over who are in need of care and support, regardless of whether they are receiving any, and because of those needs are unable to protect themselves against abuse or neglect.

An adult at risk is a person who may have:

- A learning or physical disability
- A physical or mental illness, chronic or otherwise, which may include addiction to alcohol or drugs
- A reduction in physical or mental capacity
- Care responsibilities.  
and, as a result of this/these condition(s) may have:
  - A dependency upon others for care and support
  - Severe impairment in the ability to communicate
  - Impairment in the ability to protect themselves from the above areas of abuse

**Abuse** is defined as 'a violation of an individual's human and civic rights by another person or persons'.

**Capacity** refers to an ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

**Safeguarding** is defined as 'protecting an adult's right to live in safety, free from abuse, harm, neglect or exploitation.'

**Serious Incident** is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity's beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work. This includes where there are allegations or incidents of abuse of or risks to beneficiaries or others connected with the charity's activities. What is considered to be "significant" is a matter for the Safeguarding Lead, in discussion with the trustees, to determine. However, this will not prejudice any appropriate referral to the local Safeguarding team.

## **Underlying principles**

At Bereavement Care we will endeavour to safeguard adults at risk by:

- Responding to safeguarding concerns immediately. This includes the legal requirement to report a Serious Incident to the Charity Commission. This is in addition to any requirement to notify the police, local authority, statutory agency or other relevant authority. (Please see \*\*Appendix)
- Ensuring that any volunteer who visits an adult at risk has had a DBS check within the last three years and by maintaining an up-to-date register
- Listening to people and respecting and valuing them at all times
- Challenging discrimination and promoting the right to equal protection regardless of race, ethnicity, culture, religion, faith, gender, sexual orientation, disability, social or immigration status or any other element of diversity
- Providing effective management to staff and volunteers through support, supervision and training.
- Recruiting staff and volunteers safely, ensuring that all necessary checks are made and safe recruitment good practice guidelines are followed
- Responding to safeguarding concerns immediately by seeking advice from the appointed Safeguarding lead person, or their deputy.
- When appropriate reporting concerns to the Local Authority, Police and other relevant bodies. It is noted that there is a requirement to report all Serious Incidents to the Charity Commission.

## **The Role of Key Agencies**

All Local Authority have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding vulnerable adults. In the areas covered by **Bereavement Care** the Board comprises representatives from partner organisations who have the power to influence decision making and resource allocation within their agency.

Regarding matters of practice, when in doubt as to the action to take or in need for guidance, it is advisable to always seek specialist advice by calling your local Safeguarding Adult Service

### **Harrow Safeguarding Adults Team:**

**Telephone: 020 8420 9453**

### **Out of hours number Emergency Duty Team:**

**Telephone: 020 8424 0999**

### **Hillingdon Safeguarding Adults Service:**

**Telephone: 01895 556 633**

### **Out of hours number:**

**Telephone: 01895 250 111**

**For details of Safeguarding Adults Teams in other areas, contact the appropriate local authority via phone or website.**

The nominated Safeguarding Lead for **Bereavement Care** is Richard Segalov

The nominated Safeguarding Deputy Lead for **Bereavement Care** is the Chair.

### **Action to be taken**

In response to an incident, or an allegation of abuse, **Bereavement Care** will

- Act quickly to stop or minimise further harm or damage, if necessary by calling the Police on 999.
- Manage concerns, complaints, whistleblowing, and allegations effectively
- Follow this policy and inform/seek advice from the Safeguarding lead person
- Record the incident, and the actions, in a secure and responsible manner
- Report to all relevant agencies and regulators in full
- Inform everyone involved with the charity, and the media, as appropriate
- Ensure openness and transparency
- Review events to understand, learn and prevent recurrence
- Report criminal behaviour to the police
- Report allegations of abuse by staff to the Local Authority Designated Officer

### **Appendix. \*For people who may have mental health problems**

Every effort will be made by the office to establish through the caller that the referral is suitable for **Bereavement Care**. If in doubt the office will contact the assessors &/or the honorary supervisor before continuing the referral procedure.

Normally referrals will not be accepted for:

- People who have a serious or acute mental illness and are receiving support from Mental Health Professionals
- People who are receiving professional counselling

### **Review arrangements**

**Bereavement Care** will review this policy every three years. In cases of relevant legal or local procedural changes, we will review this policy accordingly.

[Safeguarding for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk) November 2021

[Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk) June 2022