Safeguarding Adults at Risk of Harm

Policy and Procedure

Contents

[1. Safeguarding Policy Statement 2](#_heading=h.hyt756qls38n)

[2. Guiding Principle 3](#_heading=h.kfr7516tc5t6)

[3. Procedure 3](#_heading=h.kp1cyia47uos)

[3.1 Selection of staff, trustees and volunteers 3](#_heading=h.kv5igbmjsogw)

[3.2 Working with adults at risk 4](#_heading=h.iezrnhdsl095)

[3.3 What is Safeguarding adults? 4](#_heading=h.7d64lmrd23l3)

[3.4 Making Safeguarding Personal (MSP) 5](#_heading=h.mb7n6sty2ba2)

[3.5 Who do adult safeguarding duties apply to? 5](#_heading=h.ki7y9ykoktam)

[3.6 Who do I go to if I am concerned? 5](#_heading=h.1efc5ssyau2n)

[3.7 What should I do if I am concerned? 6](#_heading=h.vhwmycisz1p0)

[3.8 What are your roles and responsibilities 6](#_heading=h.px8a5kkdbjgl)

[3.9 Why is it important to take action? 7](#_heading=h.v5kn4cq0tlfv)

[3.10 Confidentiality and information sharing 7](#_heading=h.rij43yxfxfzj)

[4. Other relevant policies, guidance and information 7](#_heading=h.kcsuso5ik42t)

[5. Contact Details 8](#_heading=h.tc3r06xfv478)

[6. Document Approval 8](#_heading=h.r0vl0fwxx8r)

# 1. Safeguarding Policy Statement

Wallsend Children’s Community (WCC) is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

WCC values and encourages the involvement of members of the public in its work. We are committed to promoting their wellbeing ensuring the protection of their health, safety and general welfare while in the company or care of our staff or volunteers.

Protecting people and safeguarding is a priority for WCC. We recognise that in the course of our activities, our representatives may come into contact with adults who may be experiencing, or at risk of, harm, abuse or neglect. This could be due to a disability, mental illness, or other vulnerability.

Who is considered at risk?

* Someone who is unable to protect their own well-being, property, or rights
* Someone who is experiencing or at risk of abuse or neglect
* Someone who is unable to protect themselves from abuse or neglect due to their care and support needs

Everybody has the right to be safe no matter who they are or what their circumstances. Abuse and neglect can have devastating effects on individuals, families and wider society. Promoting the safeguarding of adults will permeate our conduct.

This policy applies to all staff, including employees, volunteers and Trustees, at all levels within the organisation, and extends to sessional workers, agency staff, students or anyone working on behalf of WCC.

Therefore, we will:

* make sure that trustees, employees, volunteers and other staff know about safeguarding. They will be asked to complete safeguarding children and adults training appropriate to their role and will follow the guidance in the Care Act 2014
* ensure that adults are safeguarded whilst working for, volunteering or interacting with us
* have appropriate procedures in place
* check that people are suitable to act in their roles
* know to spot and refer or report concerns
* have a clear system of referring or reporting to relevant organisations as soon as they suspect or identify concerns
* set out risks and how they will manage these in a risk register, which is regularly reviewed
* be quick to respond to concerns and comply with the North Tyneside safeguarding adults procedural framework
* treat failure to address safeguarding issues as a very serious matter
* in line with Charity Commission requirements, review this policy every year.

# Guiding Principle

We value and encourage the involvement of people who may be vulnerable, both in our own work and in the work of other organisations. We are committed to promoting the well-being and enjoyment of adults at risk, and protecting their health, safety and general welfare while in the company or care of our staff or volunteers.

# Procedure

## Selection of staff, trustees and volunteers

We will take all available steps to ensure unsuitable people are prevented from working with vulnerable adults.

A thorough selection procedure for positions, both paid and unpaid, which could involve unsupervised contact with a vulnerable adult will be implemented to assess a person’s suitability. This includes an enhanced DBS check where relevant to the role.

Applicants for positions that may involve contact with a vulnerable adult must provide:

* Details of previous experience working with vulnerable adults, either voluntary or paid
* A reference from their current or most recent employer or, if they have no employment history, from a lecturer, teacher or other appropriate professional
* Details of any ‘unspent’ convictions;
* Details of ‘spent’ convictions, where the role necessitates a DBS check
* Consent for a criminal record check to be undertaken.

Shortlisted applicants for posts, whether paid or unpaid will be offered an interview at which information contained in the application form will be probed and we will question any previous job or volunteering history connected with vulnerable adults and determine why applicants left. Any gaps in work history will be probed and motives for working with vulnerable adults discussed fully. We reserve the right to contact referees if we have concerns about any claims made by applicants or suspicions about omissions.

During the first 6 months a new volunteer or employee will be supervised closely, especially if they have never worked with vulnerable adults before. They will not be left unsupervised or be working alone with a vulnerable adult over an extended period during the first 6 months.

## Working with adults at risk

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

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

* have an overview of adult safeguarding
* be clear about their responsibility to safeguard adults
* 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
* The North Tyneside safeguarding adults procedural framework

## What is Safeguarding adults?

Please refer to the Council’s video for safeguarding awareness

<https://www.youtube.com/watch?v=Pff0f5Xqwb8&feature=youtu.be>

‘*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.

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

| * Empowerment
 | * Protection
 |
| --- | --- |
| * Prevention
 | * Partnership
 |
| * Proportionality
 | * Accountability
 |

WCC will not tolerate the abuse of adults. Staff/volunteers should ensure that their work reflects the principles above. WCC will ensure that the safeguarding actions taken are 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. WCC should be transparent and accountable in delivering safeguarding actions.

## 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.

WCC will not tolerate the abuse of adults. WCC 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.

## 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.

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

The named responsible persons for safeguarding duties for WCC are the CEO and the Board safeguarding lead.

All staff and volunteers must contact the CEO or the Board safeguarding lead for any concerns/queries they have regarding safeguarding adults. A log of the concern must be kept.

The CEO and the Board safeguarding lead are responsible for decisions about notifying adult social services if required and may consider alternative actions, where necessary.

The CEO and the Chair of Trustees will also ensure that the safeguarding adults policies and procedures are in place and reviewed annually. They will ensure a safe environment is promoted for staff and volunteers and adults accessing the service.

The CEO and the Chair of Trustees. will ensure staff and volunteers are up to date with their safeguarding adults training.

## What should I do if I am concerned?

Staff and volunteers at WCC 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
* Tell the individual that WCC’s policy is to inform the authorities if we suspect there is a serious risk of harm and you may make a referral after discussion with WCC’s safeguarding lead. Make note of any response.
1. Discuss and report
* Report any potential safeguarding concerns to the CEO or to the WCC Safeguarding Board Lead or if unavailable, contact North Tyneside Council on (0191) 643 2777. Use North Tyneside Safeguarding Adults Board Decision Support Tool to support your decision making Resources — North Tyneside Safeguarding Adults Board ([ntsab.org](https://www.ntsab.org/resources)). Agree on whether a safeguarding referral is necessary or whether another action may be needed.
1. Record
* If you have an immediate concern about the safety or welfare of a vulnerable adult in North Tyneside, complete the Council’s [online reporting form](https://mycare.northtyneside.gov.uk/web/portal/pages/worriedadult#assess). The CEO will normally do this on behalf of WCC.
* 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.

## What are your roles and responsibilities

All employees, trustees and volunteers at WCC are expected to report any concerns to the named person for safeguarding. If the allegation is against one of WCC members, volunteers, trustees or CEOs, seek advice from WCC safeguarding lead (the CEO or WCC Board Safeguarding Lead as appropriate).

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

## Why is it important to take action?

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

## Confidentiality and information sharing

WCC expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection laws, WCC 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>

# Other relevant policies, guidance and information

This policy should be implemented in conjunction with other policies, information and guidance including:

| * Role description for the designated safeguarding officer
 | * Induction, training, supervision and support
 |
| --- | --- |
| * Confidentiality & Data Protection
 | * Recruitment and Selection
 |
| * Equality and Diversity
 | * Code of Conduct
 |
| * Health and Safety at Work
 | * Disclosure Barring Service
 |
| * Managing Complaints
 | * Volunteers
 |
| * Disciplinary
 | * Whistleblowing
 |
| * Acceptable use of ICT
 | * Anti-Bullying
 |
|  |  |

# Contact Details

**Designated Safeguarding Officer**

Name: Paula McCormack

Position: Chief Executive Officer

Phone/email: paula.mccormack@ntlp.org.uk / 07957 297279

**Designated Safeguarding Trustee**

Name: Louise Laws

Position: Trustee Safeguarding Lead

Phone/email: louise.laws@risenortheast.co.uk / 07966 324405

# Document Approval

This Safeguarding policy was approved by the Board of Trustees on 24 March 2025 and will be reviewed annually.



David Baldwin, Chair of the Board of Trustees

24 March 2025



Louise Laws, Trustee Safeguarding Lead

24 March 2025

| **Document** **classification**  | **Internal**  | **Document reference**  |  **Date** |
| --- | --- | --- | --- |
| Document category  | Compliance | Policy introduced  | March 2025 |
| Author  | Paula McCormack | Created  | March 2025 |
| Approved by  | Board  | Date approved | March 2025 |
| Updated by  |  | Review date  | March 2026 |