



## **HIGHFIELD ACADEMIES**

### **Policy for Safeguarding Adults with Care and Support Needs**

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**Ratified – May 2019**

**Review Date – May 2020**

**Adopted by Highfield Ely Local Governing Body**

#### **Purpose**

- To ensure that adults whom are part of LINC 19-25 are safeguarded at all times.
- To comply with the Disclosure and Barring Service (DBS) recommendations identified by the Home Office Framework Document.
- To comply with the guidelines contained in the Care Act 2014 care and support statutory guidance.
- To work alongside the Local Safeguarding Adult Board (LSAB).
- To take into account the Cambridgeshire and Peterborough Safeguarding Adults Board Multi Agency Safeguarding Policy in all safeguarding practice

#### **Scope**

This policy refers to all LINC 19-25 adults and staff members. Adults with care and support needs are potentially less likely to be able to protect themselves from the risk of abuse or neglect. This can include such adults that have capacity to make their own decision. Statutory adult safeguarding duties apply equally to those adults with care and support needs regardless of whether those needs are being met, regardless of the setting and the person's capacity.

This policy runs alongside the Cambridgeshire and Peterborough Safeguarding Adults Board Multi Agency Safeguarding Policy in all safeguarding practice.

#### **Policy**

The aim of this policy is:

- To prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- To safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives.
- To promote an approach in safeguarding that works for people resulting in the best experience possible.
- To raise awareness so that professionals and staff as a whole play their part in preventing, identifying and responding to abuse and neglect.

It is the policy of Highfield Ely and Littleport Academies to carry out an Enhanced DBS check prior to employment for all employees. The enhanced certificate is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge

of vulnerable groups, including children and other positions involving a high degree of trust, for example, certain licensing purposes. Enhanced certificates contain the same information as the standard certificate but with the addition of relevant police information held by a police force at a local level rather than national and, in some cases, where permitted to request, details of whether the individual is included on the lists of those barred from working in the children's and/or the adults' sector.

Early sharing of information is the key to providing effective help where there are emerging concerns. Fears of sharing information must not stand in the way of promoting and protecting the well-being of adults at risk of abuse and neglect.

To ensure we have robust and effective safeguarding arrangements in place:

Highfield's Safeguarding Adults with Care and Support Needs Policy complies with the Care Act 2014, care and support statutory guidance, Section 14 – Safeguarding and it sits alongside the identified 6 key principles:

- Empowerment – Personalisation and the presumption of person-led decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionality – Proportionate and 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.
- Highfield will work closely with the registered services LSAB and has arrangements in place which set out clearly the processes and principles of sharing information.
- The policy sits alongside each Local Safeguarding Adults Board Policy and Procedure.
- This policy and procedure is used directly as it is a comprehensive document covering all aspects of adult abuse and guidelines of what actions should be taken when there is an alleged case of abuse.

Highfield works closely with the registered services LSAB and has arrangements in place which set out clearly the processes and principles of sharing information.

This policy and procedure is used directly as it is a comprehensive document covering all aspects of adult abuse and guidelines of what actions should be taken when there is an alleged case of abuse.

Abuse is a violation of an individual's human and civil rights by any other person or persons. The ten areas of abuse are:

- Physical
- Sexual
- Psychological (compare with emotional for children)
- Financial or material abuse
- Discriminatory
- Neglect or acts of omission
- Organisational
- Domestic
- Self-neglect
- Modern slavery

## Procedure

In order to respond appropriately where abuse or neglect may be taking place all LINC 19-25 employees must understand their role and responsibilities and have access to advice and support.

Anyone can witness or become aware of information suggesting that abuse and neglect is occurring. If anyone speaks up about abuse or neglect, it is essential that they are listened to. The first responsibility to act must be with LINC 19-25 as the provider of the service. However, social workers or counsellors may need to be involved in order to support the adult to recover.

*The Provision Manager is the first port of call for safeguarding concerns. If He/she isn't available, the other Designated Adult Safeguarding Leads are responsible for alerting the LSAB and relevant professional bodies as appropriate.*

If suspected abuse, neglect or actual abuse is witnessed or a disclosure made by an Adult, the following procedure must be followed:

- If you witness an incident which you feel may be abusive you must endeavour to ensure that the Adult concerned is protected and removed from the area to a place of safety and inform the Provision Manager without delay. If he/she is not available, then either of the other Designated Adult Safeguarding Leads should be contacted.
- All LINC 19-25 employees are expected to put the needs of its Adults before all other concerns and act in the best interest of those Adults at all times. Therefore ALL incidents/disclosures and or concerns must be reported immediately without exception.
- If you suspect that an Adult is being abused, always report your suspicions to the Provision Manager or a Designated Adult Safeguarding Lead. If you are unable to do this for any reason then the Multi Agency Safeguarding Hub can be contacted on **0345 0455202**
- You can also report directly to the CQC online at: [www.cqc.org.uk](http://www.cqc.org.uk) or by telephone: **03000 616161**.
- You can also make a disclosure of suspected abuse directly to the police by calling **999**.

Follow instructions given to you by the Provision Manager and co-operate fully with any investigative procedure that may be undertaken.

The Provision Manager will inform the Adult's next of kin, relatives and any other relevant professionals if it is in the best interests of the Adult.

The Provision Manager will, where appropriate, appoint an advocate for any Adult that needs additional support that cannot be provided elsewhere, or where the Adult, family or professional body directly involved in the Adult's care make a request for advocacy services to be offered.

All other steps taken will equally follow the local safeguarding vulnerable adult's multi agency procedures, identified by the LSAB.

Following any disclosure LINC 19-25 has a responsibility to follow the statutory guidelines of the Care Act 2014, the legislative requirements of the CQC and the requirements of the LSAB:

- LINC 19-25 will look to determine the facts in respect of the detail of the disclosure.
- LINC 19-25 will take appropriate action to ensure all appropriate bodies are informed where any form of abuse is suspected, occurs, is discovered or reported by a third party.
- LINC 19-25 will report all incidents of suspected or actual abuse to the LSAB.
- LINC 19-25 will make a referral to the police where any report of abuse may lead to a decision being made by them that a criminal act has been undertaken.
- LINC 19-25 will make a notification to the CQC under the legislative requirements of Regulation 18 of the Health & Social Care Act 2008.
- LINC 19-25 will follow the recommendation of the LSAB and if agreed carry out an internal investigation into the allegation. If the LSAB make the decision to carry out their

own investigation or pass the investigation over to the police, LINC 19-25 will expect all employees to fully comply with the requirements of both professional bodies.

LINC 19-25 may take the decision to suspend an employee whilst any investigation takes place. This is to ensure any Adult is kept safe from any additional risk of harm. This action also serves to protect the accused employee from speculation whilst the investigation is carried out, in accordance with the Trust's Personnel Policies and procedures.

## APPENDIX

### Safeguarding Adults at Risk Policy and Procedure

#### LINC 19 - 25

**Responsible Individual: Provision Manager, Helen Feather**

**01353 223113 / 223301**

#### **Designated Adult Safeguarding Officers:**

Simon Bainbridge                      01353 662085 / 01353 223301

Natalie Tatum                            01353 662085

#### **Cambridgeshire Adult Safeguarding**

- Council's Customer Services (8am to 6pm Monday to Friday, 9am to 1pm on Saturday)
- Telephone: 0345 045 5202
- Fax: 01480 498 066
- Email: [referral.centre-adults@cambridgeshire.gov.uk](mailto:referral.centre-adults@cambridgeshire.gov.uk)  
or [gcsx.referralcentreadults@cambridgeshire.gcsx.gov.uk](mailto:gcsx.referralcentreadults@cambridgeshire.gcsx.gov.uk)
- Minicom: 01480 376 743
- Text: 07765 898 732

#### **Worried About a Child?**

##### **Telephone:**

Professionals: 0345 045 1362 (office hours)

Members of the public: **Telephone**

0345 045 5203 (office hours)

01733 234 724 (out of hours)

Email: [MASH.C&F@cambridgeshire.gcsx.gov.uk](mailto:MASH.C&F@cambridgeshire.gcsx.gov.uk)