



# A template for developing a Safeguarding Adults Policy and Procedure

Version 2 - June 2018



Essex Safeguarding  
Adults Board



**This guide is intended for organisations who do not currently have a safeguarding adults policy or who wish to update their existing policies and practice guidance.**

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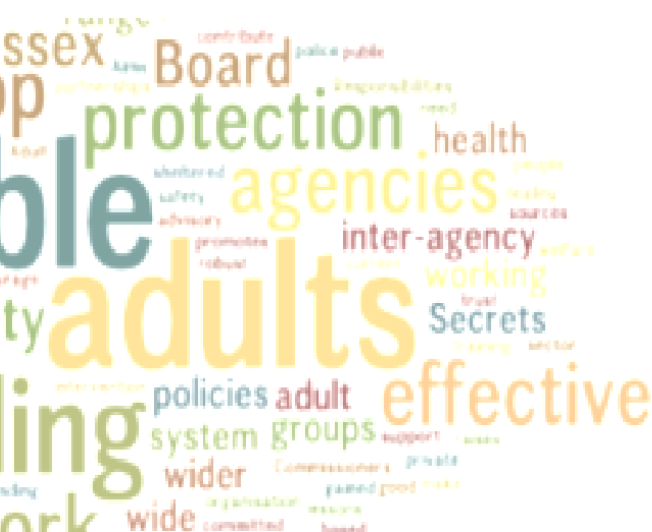
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## When developing your safeguarding adults policy, it must comply with the following:

- Southend, Essex and Thurrock Safeguarding Adult Guidelines
- Care Act 2014
- Care and Support Statutory Guidance
- Mental Capacity Act (MCA) 2005
- SET MCA policy and guidance



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**Policy statement** – It is our policy to comply fully with the safeguarding requirements of the Care Act 2014 as expressed in the statutory Care and Support Guidance, and any revisions that may be made to the guidance. This document sets out our approach to doing so.

### **May include:**

- Ensuring that the wellbeing of adults is paramount at all times
- Maximising people's choice, control and inclusion and protecting their human rights
- Working in partnership with others in order to safeguard adults
- Ensuring safe and effective working practices are in place
- Supporting staff within the organisation

## 2. SCOPE

### **Who does the policy apply to?**

This policy applies to anyone who is employed by the organisation or who has a contractual relationship with the organisation

For example, permanent, seconded, temporary staff, contractors or volunteers

## The safeguarding duties apply to an adult who:

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Safeguarding means protecting an adult's right to live in safety, free from abuse and 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.

## 4. MONITORING

- Who is the named lead?
- Who will be responsible for monitoring the policy?
- Who has approved the policy?
- How often will it be reviewed?
- What are the monitoring and review arrangements?

- **physical abuse** - including hitting, slapping, pushing, misuse of medication, inappropriate restraint
- **sexual abuse** - including rape and sexual assault or sexual acts the adult has not / cannot consent to
- **psychological or emotional abuse** - including threats of harm or abandonment, harassment, verbal abuse, isolation
- **financial or material abuse** - including theft, fraud, exploitation, misuse or misappropriation of property or wills
- **neglect and acts of omission** - including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs

- **discriminatory abuse** - including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion and other forms of harassment, slurs or similar treatment
- **organisational** - including neglect and poor practice by an organisation
- **domestic abuse** - including psychological, physical, sexual, financial or emotional abuse between adults who are or have been intimate partners or family members
- **modern slavery** – includes very little or no pay, excessively long and/or unusual working hours, poor physical health, not in control of own money, no financial records or ID documents
- **self-neglect** - wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

### May include:

- To sign up and accept the principles set out within the Southend, Essex and Thurrock Safeguarding Adults Guidelines
- To take action to identify and prevent abuse from happening
- Respond appropriately when abuse has or is suspected
- Ensure the safeguarding adults procedures are followed
- Provide support, advice, information and resources to staff in responding to safeguarding adult issues
- Inform staff of any local/national issues on safeguarding adults
- Ensure staff are aware of their responsibilities to attend training and to support staff in accessing these events
- Ensure the organisation has a dedicated staff member with an expertise in safeguarding adults
- Ensure staff have access to appropriate consultation and supervision regarding safeguarding adults
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns
- Ensure information (in accessible formats) is available for people that use services setting out what to do if they have a concern
- Ensure all employees who come in contact with adults have appropriate safer recruitment employment checks in line with the requirements of the Disclosure and Barring Service, such as obtaining references
- Ensure staff are supported if they make a disclosure under the Public Interest Disclosure Act



## 7. RESPONSIBILITIES: ALL STAFF

### May include:

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of an adult
- Participate in safeguarding adults training and maintain current working knowledge
- Ensure the adult (or their advocate) is involved in any decisions about them
- Become familiar with the SET Safeguarding Adults Guidelines
- Discuss any concerns about the welfare of an adult with their line manager
- Contribute to actions required including information sharing and attending meetings
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use services
- Remain alert to the possibility of abuse, neglect and self neglect
- Recognise the impact that diversity, beliefs and values of people who use services can have

## 8. TRAINING

What are the minimum training requirements for staff within the organisation?

How often should this be refreshed?

The SET competency framework may support the development of this section

### May include:

- Everyone should be aware that abuse is a serious matter that can lead to a criminal conviction and the police may be informed
- A risk assessment should be completed to ascertain the level of risk the person may pose to other people

### Employees

It may be necessary to consider the following:

- Organisations disciplinary policy
- Disclosure and Barring Service
- Professional body such as the Health and Care Professional Council or General Medical Council, relevant commissioners or CQC
- Your local LADO process
- The risk assessment should include whether it is safe for them to continue in their role or any other role within the organisation whilst the investigation is undertaken
- Checks should be undertaken to see whether the staff member was provided with the right training, supervision and support (whilst this doesn't condone the abuse, prevention strategies may reduce the risk of it reoccurring)

## **9. SUPPORT FOR PEOPLE WHO ARE ALLEGED TO HAVE CAUSED HARM - CONTINUED**

### **Person also has care and support needs**

- What support and action may help them not to abuse others, this could include a review
- Where possible there should be a co-ordinated approach and partnership working
- Consideration should be given to the balance of power as part of the reporting process
- Where both parties are receiving a service, staff should discuss cases and consider joint assessment and support plans where appropriate

### **Person is an informal carer**

- Consideration should be given to whether the person should be referred for a carers assessment
- Where appropriate, it may be necessary to consider domestic abuse perpetrator programmes

## **10. REPORTING ABUSE**

**It is expected that all staff follow the SET Safeguarding Adults Guidelines - See [www.essexsab.org.uk](http://www.essexsab.org.uk)**

## 11. INFORMATION SHARING

This section should be developed in accordance with the SET safeguarding adults information sharing protocol

All information sharing policies should ensure that they are compliant with GDPR (General Data Protection Regulations) 2018

## 12. LINKED POLICIES & LEGISLATION

### May include:

- Care Act 2014
- Mental Capacity Act Code of Practice 2005
- Deprivation of Liberty Safeguards 2009
- SET safeguarding adult guidelines
- Whistle blowing
- Complaints
- Information sharing
- Safeguarding children
- Domestic violence
- 'Honour' based abuse
- Modern slavery
- PREVENT
- Disciplinary
- Recruitment
- Equality and diversity

# Southend, Essex & Thurrock

## Southend

[www.safeguardingsouthend.co.uk](http://www.safeguardingsouthend.co.uk)

**To raise a safeguarding concern in Southend, contact:**

Email: [accessteam@southend.gov.uk](mailto:accessteam@southend.gov.uk)

Phone: 01702 215008 Out of hours: 0345 606 1212

Fax: 0300 123 0778

## Essex

[www.essexsab.org.uk](http://www.essexsab.org.uk)

**To raise a safeguarding concern in Essex, contact:**

Email: [Socialcaresdirect@essex.gov.uk](mailto:Socialcaresdirect@essex.gov.uk)

Phone: 0345 603 7630 Out of hours: 0345 606 1212

Fax: 0300 123 0779

## Thurrock

[www.thurrocksab.org.uk](http://www.thurrocksab.org.uk)

**To raise a safeguarding contact in Thurrock, contact:**

Email: [SafeGuardingAdults@thurrock.gov.uk](mailto:SafeGuardingAdults@thurrock.gov.uk)

Phone: 01375 511000 Out of hours: 01375 372468

Fax: 01375 397080

