

Policy: Safeguarding Adults and Vulnerable People Policy

Business Function: All functions across Nicodemus

Reviewed Date: May 2024

Next Review Date: May 2025

Designated Safeguarding Lead (DSL): Alastair Welford in his absence: Debbie Welford
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Authorised by: Board of Trustees

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Supporting Documents ([Located Here](#))

Appendix A – Code of Practice

Appendix B – Safeguarding Incident Report

Appendix C – Multi-Agency referral form

Appendix D – Media Consent form accessible from Sharepoint

Additional Guidance

The Mental Capacity Act 2005

The Care Act 2014

Safeguarding Vulnerable Groups Act 2006.

Appendices

AG02 – OSBC 7 Golden Rules and Information-sharing – flowchart and guidance

AG03 – Local contacts

Nicodemus, Manor Stables, Beech Road, Oxhill, Warwickshire, CV35 0QE

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Charity Number 1170143 **Company Number** 10300111

Policy Statement

Nicodemus including its Trustees, employees and volunteers will always operate within the law complying with all legislative requirements for keeping information.

Whilst the core target group/beneficiaries of the charity is children and young people, this policy outlines suitable guidance when handling incidents where there are safeguarding concerns involving vulnerable adults and how staff and volunteers should act appropriately. For guidance on how to deal with children/young adults safeguarding concerns, please refer to the Safeguarding Children's Policy. – Appendix A. References to the latter will be made throughout this policy where processes and information are the same.

Responsibility for Implementation

The Safeguarding Leads are responsible for implementing this policy and procedure locally.

The Board of Trustees is responsible of ensuring adoption of and adherence to this policy and procedure.

Staff and volunteers, whether they work directly with or come into contact with vulnerable adults, have a responsibility to raise concerns regarding the welfare of vulnerable adults.

Definitions

Definitions Abuse	"Abuse is a violation of an individual's human and civil rights by any other person or persons". It may involve "a single or repeated act, or omission occurring within a personal or closed relationship where there is an expectation of trust, which causes harm or distress to a person". (No Secrets – Department of Health updated 22 January 2015).
Alerter	Is a member of staff or volunteer who sees abuse taking place, is told about abuse or suspects abuse is occurring.
DSO/DSL	Designated Safeguarding Officer/Lead.
Staff Member	Anyone employed or volunteering on behalf of Nicodemus
Perpetrator	The "Person Alleged Responsible" to have caused the maltreatment of a vulnerable adult / adult at risk.
Protection	A statutory responsibility in response to individual cases where risk of harm has been identified.
Vulnerable Adult / Adult at risk	A vulnerable adult is "Someone who is aged 18 or over" and "who is or may be in need of community care services by reason of mental health or other disability; age or illness; and who is or may be unable to take care of him or

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	herself, or unable to protect him or herself against significant harm or exploitation". The definition of vulnerable adult may also be referred to as an "adult at risk" which is the term adopted by some local safeguarding agencies.
Criminal Offences	Abuse which consists of sexual, physical, some forms of psychological or financial exploitations, theft and fraud all constitute criminal offences.
Forced Marriage	A marriage that takes place without the full and free consent of both parties.
Honour-related violence	Violence (either physical or psychological) committed in response to a perceived violation of the honour of a man or woman and therefore that of his or her family. Honour-related violence can take a variety of forms. In extreme cases it can result in serious violence or death.

Procedures

It is not always easy to recognise when abuse is taking place or when a situation/ relationship may be becoming abusive. Nicodemus staff members are NOT experts at recognising such situations, but do have a responsibility to act if they have concerns.

This policy does not cover complaints or concerns raised about the quality of the care or professional practice provided by the person in a Position of Trust (PoT). Concerns or complaints about quality of care or practice should be dealt with under the relevant agency or individual complaint, competence, or representations processes.

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

It is the responsibility of all staff members to act on any suspicion or evidence of abuse or neglect and to pass their concerns to a responsible person/agency in accordance with this procedure. From this point forward, this member of staff is referred to as the "alerter".

Safeguarding Adults Principles

The following principles can be used to measure existing adult safeguarding arrangements and to measure future improvements.

- **Empowerment** - 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.

What is Abuse?

Abuse and neglect take many forms. Abuse can lead to a violation of someone's human and civil rights by another person or persons. Abuse can be physical, financial, verbal or psychological. It can be the result of an act or a failure to act.

It can happen when an adult at risk is persuaded into a financial or sexual exchange they have not consented to, or can't consent to. Abuse can occur in any relationship and may result in significant harm or exploitation.

Abuse is a misuse of power and control that one person has over another. Where someone is dependent on another, there is the possibility of abuse or neglect unless enough safeguards are put in place.

Examples of abuse include (but are not limited to): physical; domestic; psychological/emotional; neglect and acts of omission; self-neglect; financial or material; sexual; institutional; modern slavery and discriminatory.

Abuse can be:

- **Suspected** – where from observation, information received (including rumours), signs or indicators etc., it is suspected that someone may be being abused but it is not known for certain; or
- **Alleged** – where someone reports to a member of staff that an individual is being abused or the individual alleges that they are being abused.

The person **who** is responsible for the abuse can be anybody and can often be well known to the alleged victim and could include: relatives and family members; professional staff; volunteers; other beneficiaries of the charity; neighbours; friends and associates; and/or strangers.

Confidentiality, Data Protection and Information Sharing

Staff members must explain to the vulnerable adult at the onset what information is expected to be shared and how, why and with whom and consent obtained. Where abuse is alleged or suspected, NT will share information between relevant professionals so we can protect the individual concerned, or other people who are at risk of being harmed.

Under certain circumstances, we can share information with other people or agencies, according to the Data Protection Act 1998. Data can be shared with third parties 'in the vital interest of the data subject' or 'in the public interest' (for example, in the interest of the client or other people in the same care setting). Sharing information, or asking for information to be shared with NT, might be appropriate if, for example, there is a potential risk to others from the alleged abuser.

Any information about the suspected abuse should be shared with the social services department or police investigating the case.

More information can be found in the Confidentiality and Data Protection Policy.

Recording Information

It is crucial that clear, non-judgmental, impartial, factual and accurate records are retained of all contacts and actions relating to cases of abuse. These records may be required to hold individuals/agencies to lawful account and hence must be complete. The [Multi-Agency referral form](#) .

Emergencies

Staff members must assess every incident to establish whether or not it is an emergency. If at any time any of the following occurs, the emergency services, i.e. the Police and ambulance services, (where appropriate) must be contacted immediately on 999:

- A vulnerable adult is in immediate danger or in need of immediate medical attention;
- A serious crime is in the process of being committed, e.g. theft, rape, serious physical assault;
- A serious crime has just been committed or the alleged perpetrator is still in the vicinity or others are at risk of harm; and/or
- Threats to commit a serious crime.

Responding to Abuse

Some incidents of abuse might only come to light when the alleged victim discloses the information themselves.

Whilst disclosing, the alleged victim may not understand that they are being abused and therefore not realise the significance of what they are saying. Some disclosures may happen many years after the abuse has taken place. There may be good reasons for this, for example,

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the person they were afraid of has left the setting. Therefore, any delay in an individual reporting an incident must not cast doubt on its truthfulness.

When someone makes a disclosure, staff members must remember that they are **not** investigating. Staff must:

- Reassure the alleged victim that: they did a good/right thing in telling someone; that the information will be treated seriously and confidentially; it was not their fault;
- Explain that they must inform their manager and, with their consent, the manager will contact Social Care and/or Police. The manager must, in specific circumstances, contact Social Care without the alleged victim's consent but their wishes must be made clear throughout.
- Stay calm and try not to show shock;
- Make time and find a suitable place that allows the alleged victim to speak freely;
- Listen very carefully;
- Ask questions to check understanding – use open "TED" questions (tell me, explain to me, describe to me) in order to clarify matters, but **do not** investigate;
- Be empathetic;
- Be aware of the possibility that medical evidence might be needed;

Refer to the [Safeguarding Children's Policy](#) for more information on how to record appropriately when completing a Safeguarding Incident Report Form.

Following any incident of abuse, staff must remember four basic rules:

1. **Ensure Safety** – both of the alleged and other possible vulnerable adults.
2. **Contact DSO**
3. **Preserving/Protecting Evidence**
4. **Complete Safeguarding Incident Report Form - Adult**

Further contact numbers for support, advice and direct referrals

- **Warwickshire Social & Community Services** have procedures for dealing with cases of vulnerable adult abuse. They can offer information and advice to help you in deciding what you want to do and in some cases may be able to provide you with practical help and support. The first priority will be to try and ensure that you are safe.

Contact Adult Social Care on: **01926 412080**. Adult social care teams can offer advice and support and, where necessary, arrange appropriate services.

To report a crime or raise a concern about abuse with Warwickshire Police, you can phone non-emergency number on: **101**. But if it is an emergency always dial: **999**

Churches' Child Protection Advisory Service (CCPAS)

Thirtyone:eight (CCPAS) for advice **0303 003 11 11**

Preserving Evidence

If there is any suspicion that there may be criminal evidence, inform the Police and preserve the evidence. The alleged victim may not tell you all the information on the initial disclosure – therefore staff members should do all they can to foresee what may be needed as evidence, and do all they can to preserve it.

In the majority of cases when preserving evidence staff members may not need to do anything except record the events that have given rise for concern. However, there may be instances where it is vital to do the following:

- Ensure written records (notes, letters, bank statements, medication records etc.) are kept in a safe place;
- Make a written record of messages (e.g. answer-phone) to ensure they are not lost. Include the date and time and sign them;
- In cases of physical or sexual assault encourage the person not to wash, bathe or shower where they might need a medical examination;
- Encourage the person not to tidy up, wash clothes, bedding or other items until the investigating officer agrees; and
- Try to ensure that others, who might be, around do not interfere with any items that may be important for the police.

Methods of Preservation

- For most items use clean paper / a clean paper bag (preferably brown in colour) or a clean envelope. Do not lick the envelope to seal it.
- For liquids, use a clean glass.
- Do **not** handle items unless really necessary to move and make safe. If items are handled, gloves must be worn.

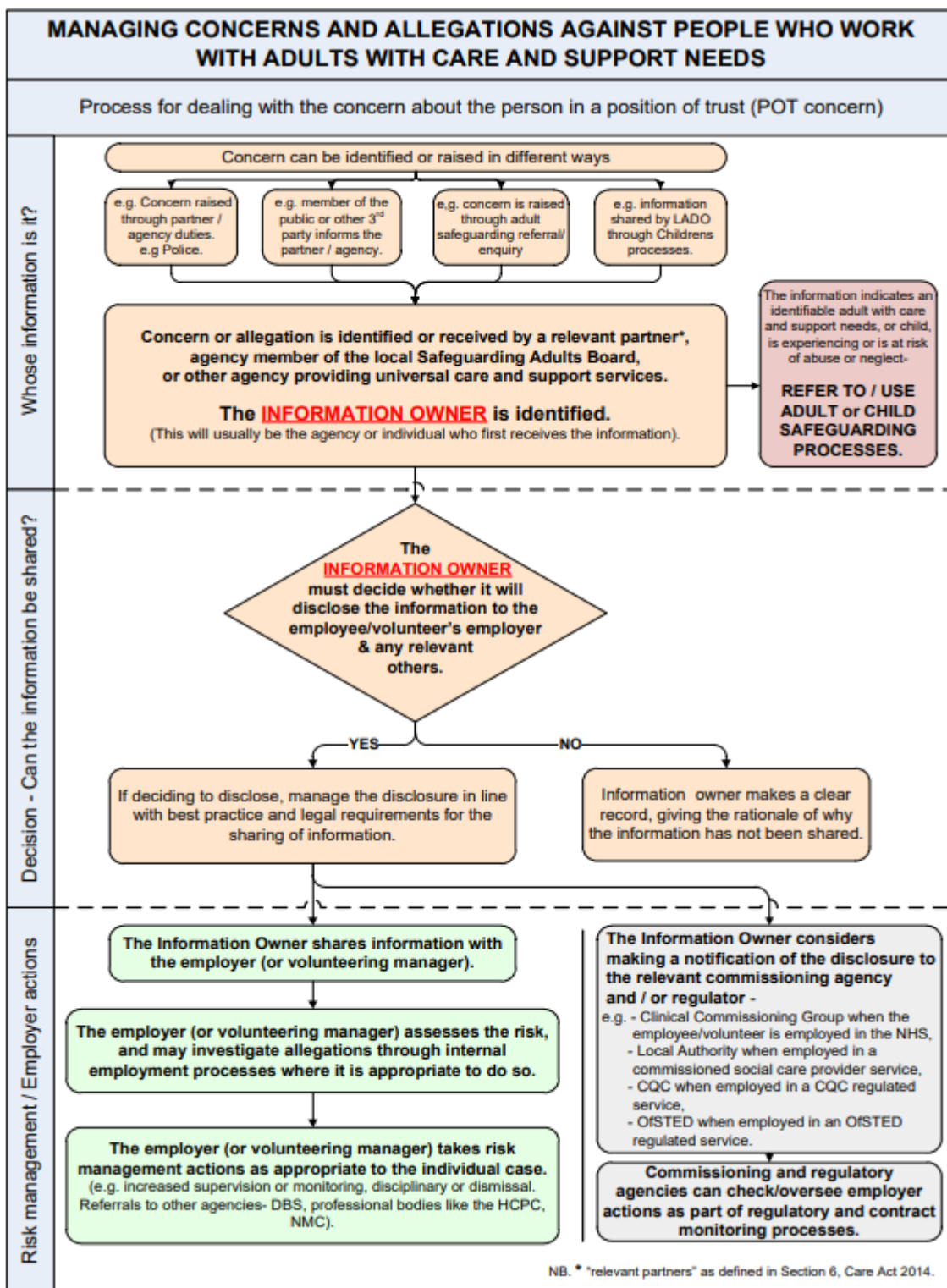
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Reporting the Incident

This process should be followed in conjunction with the Nicodemus Flowchart shown in the [Safeguarding Children Policy](#)



Reviewing and Monitoring

Any cause for concerns and Safeguarding incidents will be raised and followed up with relevant parties to ensure action has been taken. Measures and risk assessments will be reviewed as it is appropriate and within the Charity's remit.

Investigations

The Nicodemus is obliged to fully co-operate with investigations undertaken by statutory and regulatory bodies and staff members may be required to assist with any external investigation.

Honour Crimes and Forced Marriages

Honour crimes and forced marriages are a form of abuse. Victims have been killed for refusing to enter a marriage, committing adultery or being in a relationship that displeases their relatives. Where an individual lacks capacity to consent, this is considered as a forced marriage. Refer to [HM Government: Forced Marriage and Learning Disabilities: Multi-Agency Practice Guidelines](#)

In many instances, these crimes are committed by family members against a female relative. Where it is alleged or known that an honour crime or forced marriage is likely to or has been committed, staff must immediately inform their manager who must then report the matter to the police for further action. The [Safeguarding Incident Report Form - Adult](#) must also be completed.

Recruitment

Recruitment to roles involving working directly with vulnerable adults will be scrutinised and include an enhanced Disclosure and Barring Service (DBS) criminal record check. Safeguarding awareness questions when interviewing candidates will also be included.

Currently all staff and volunteers undergo a robust selection and recruitment process and have an enhanced DBS check.

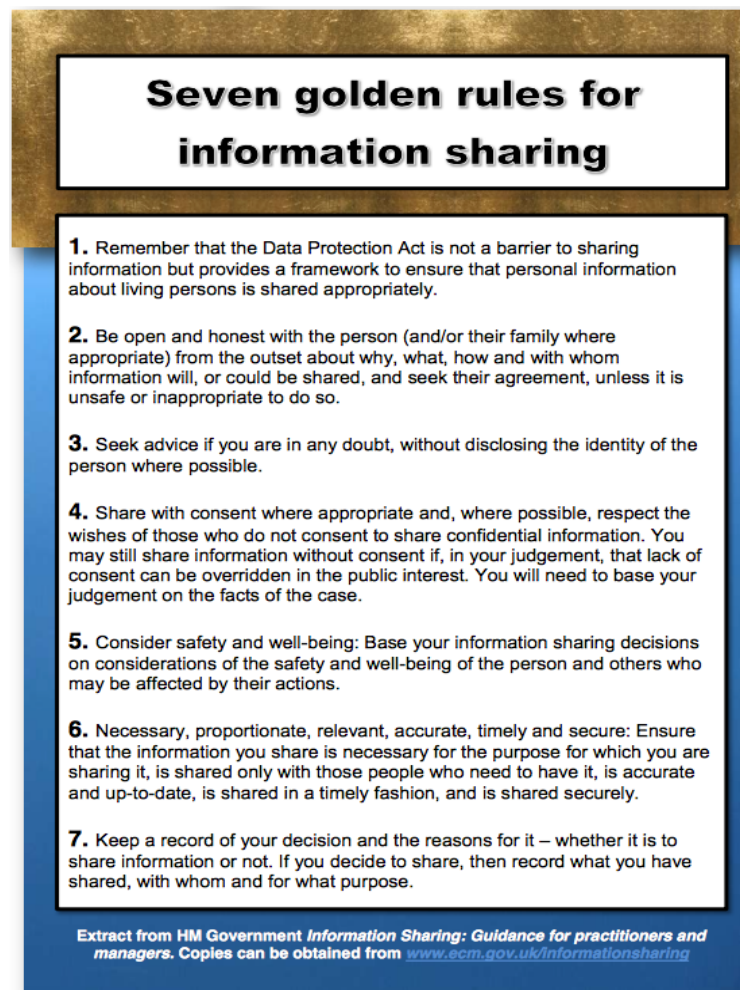
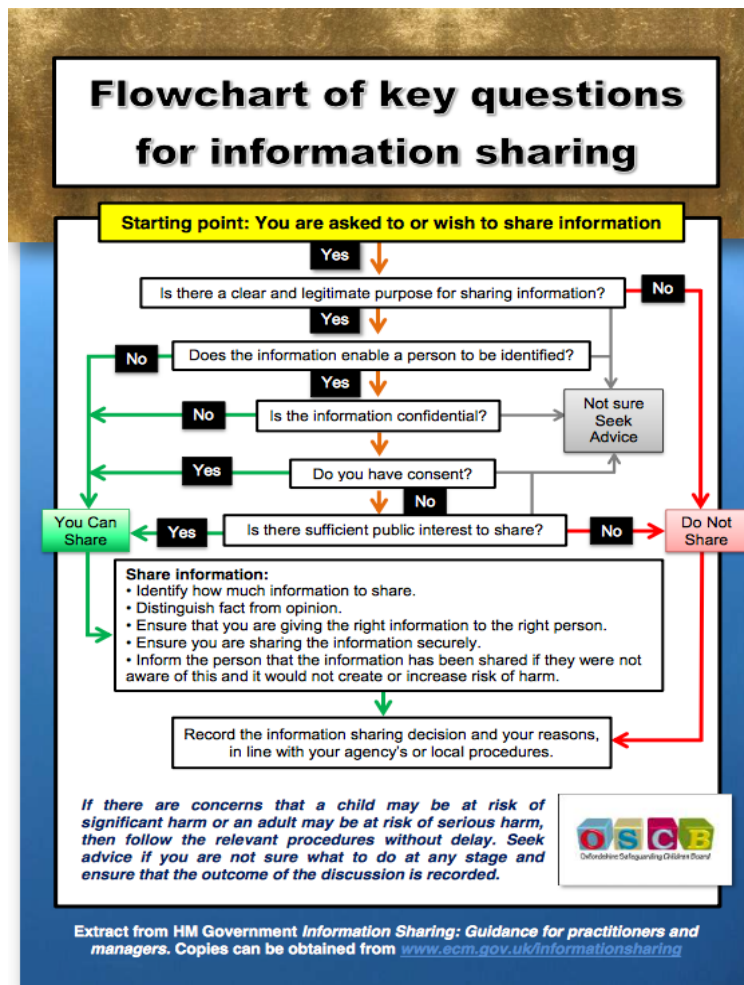
Training

Staff members will be made aware of the following policies during their induction and undertake relevant training as required by their roles and level of activities and contact with vulnerable groups.

During their induction, all staff must be made aware of:

- Safeguarding Children's Policy
- Safeguarding Adults and Vulnerable People Policy.

AGO1 – 7 Golden Rules, Information Sharing Flowchart



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AGO2 - Local Contact

Help and advice on this policy can be found on the Warwickshire Safeguarding website:
<https://www.safeguardingwarwickshire.co.uk/>

Phone 01926 410410

Opening times

Monday to Thursday 08:00am – 5:30pm

Friday 08:00am – 5:00pm

During out-of-office hours – an emergency duty social worker is available from the time at which the offices close (5.30pm Monday to Thursday, and 5pm on Friday) until 8.30am on the next normal working day. Call us on 01926 886922.