



Charity Reg. No. 1158145

Safeguarding Vulnerable Adults
Policy and Procedures
July 2017.

Outreach youth
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Outreach youth

SAFEGUARDING VULNERABLE ADULTS POLICY

1. Policy

Outreach youth has a zero-tolerance approach to abuse. Outreach youth recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses

It is also committed to inter agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

There can be no excuses for not taking all reasonable action to protect vulnerable adults from abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

This policy and operational guidance references the Suffolk Safeguarding Adults Board [‘Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017’](#)

2. Persons affected

- All staff, paid and unpaid, this includes volunteers
- All service users
- All visitors and contractors

Safeguarding is everyone’s responsibility. All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding. It is important that Staff are also aware of the Government’s PREVENT strategy. The aim of this is to stop people becoming terrorists or supporting violent extremism in all its forms. This can also be a safeguarding issue but has different reporting mechanisms.

The Safeguarding Officer(s) will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.

3. POLICY

KEY SIX KEY PRINCIPLES THAT UNDERPIN SAFEGUARDING ADULTS WORK*

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The 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

*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

OUTREACH YOUTH WILL ENSURE THAT STAFF UNDERSTAND;

- What they need to do, and what they can expect of one another, to safeguard adults at risk of abuse using this policy. The policy is available at Induction and on the Shared drive under policies/ safeguarding.
- Core legal requirements, making it clear what individuals and Outreach youth should do to keep vulnerable adults safe. In doing so, Outreach youth seeks to emphasise that effective safeguarding systems are those where:
- That all staff who come into contact with vulnerable adults and their families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose;
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual adult with colleagues and local authority adult’s social care;
- The necessity to use their expert judgement to put the adult’s needs at the heart of the safeguarding system so that the right solution can be found for each individual;
- The necessity to contribute to whatever actions are needed to safeguard and promote a person’s welfare;
- All staff working with vulnerable people are afforded a position of status and authority in relation to service users. Services will be provided in an environment which lessens the imbalance of power and encourages independence and self-advocacy for service users. All working practices will minimise the risk of abuse by being sensitive to individual, gender and cultural needs
- We recognise that abuse is a symptom of social, institutional and individual discrimination. Disabling attitudes and practices allow for the belief that it is somehow acceptable to treat vulnerable people with little respect and for people not to be informed, consulted, included or empowered in order to exercise choice and take decisions which affect their lives. Preventing discrimination is essential to abuse prevention. We are committed to work within our organisation, the services we provide, and in partnership to promote the rights of service users.

Signed	
Name	
Date	
Role	
Review date (annual)	July 2018 – via Safeguarding Sub Group

Safeguarding Vulnerable adults procedures

1. Procedures

1.1 Full procedures for safeguarding leads

Outreach youth will ensure that 'Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017' is followed.

1.2 Abridged procedures for other staff

1. Staff must respect an “absolute and unequivocal” duty of care to protect service users from harm.

2. Staff will be alert to the possibility of abuse

3. Respond to all concerns, worries, suspicions, disclosures, allegations. Where there is a safeguarding concern staff cannot keep information about abuse confidential. Inform the Safeguarding Officer at the earliest opportunity. Where there is evidence of immediate risk or threat then the Safeguarding Officer must be informed straight away. If the Safeguarding Officer is not available then Customer First must be informed. See 'Flowchart for Referral' on page 7.

• **Safeguarding Officers**

Lead Officer - Andy Fell

Deputy Officer – Pauline Henry

Trustee Safeguarding Lead – Heidi Dix

4. Staff must make it clear to anyone who shares such information with them that they will have to pass it on and follow this procedure. (See information sharing flowchart below).

5. Details must be recorded on an adult protection referral form. All appropriate information must be recorded clearly including dates and times when events took place. Facts and opinion should be clearly differentiated. Complete an adult safeguarding online referral form at www.suffolkas.org

6. Staff will follow the operational guidance on 'Making Safeguarding personal' as set out in 'Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017'.

This includes the following;

- Seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.
- Person-led and outcome focussed safeguarding, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. Listening to the person and providing options that permit them to help themselves
- Recognising different preferences, histories, circumstances and lifestyles
- Wherever possible the adult at risk will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, staff caring or assisting them must do everything they can to identify and prevent abuse from happening wherever possible and evidence their efforts.

1.3 PREVENT: VULNERABLE TO RADICALISATION (VTR) OR INFLUENCED BY EXTREMISM

Staff may notice a change in a child or young person behaviour that may suggest they are vulnerable to violent extremism.

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a [Vulnerable To Radicalisation \(VTR\) referral form](#) is to be completed and sent to the [MASH](#) and relevant CYPS team if under 18. The MASH will notify Special Branch to carry out deconfliction checks and an initial assessment of the VTR prior to any further information gathering on the individual.

For safeguarding concerns call Customer First 03456 066 167

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE – FOR STAFF WHO ARE NOT SAFEGUARDING LEADS

We are all responsible for reporting concerns about a vulnerable adults, welfare. Legislation and guidance for each of the UK's 4 nations clearly sets out expectations with regard to professionals reporting their suspicions that a vulnerable adult is at risk of harm to the authorities (NSPCC)

Concerns

Suspicion and or allegation of abuse raised by: self disclosure, observation, report by another person, anonymous communication

RECORD Sign and Date

Consult

Speak with the Safeguarding Officer

IMPORTANT: It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead, or appropriate authority

RECORD Sign and Date

Action

DO NOT INVESTIGATE

The Safeguarding Officer would normally make the referral. You would only do so if a delay in contacting the Safeguarding Lead would put a child or vulnerable adult at risk. Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in referring. You must notify the Safeguarding Lead asap of any referral you make.

Contact: Customer First 03456 066 167 or Police 999 if immediate danger

RECORD Sign and Date

Confirm

DO NOT INVESTIGATE

Referrals must be followed in writing using a Referral Form within 24 hours. Send copy of notes/referral to Safeguarding Lead within 24 hours.

RECORD Sign and Date

Further commitment

You may be required to provide other information, as required. Remember **all** notes are disclosable should a formal or criminal investigation occur. Make sure your notes are dated, professional, separate opinion from fact, use the same words used in the disclosure

RECORD Sign and Date

INFORMATION SHARING FLOWCHART

