



Adults at Risk Safeguarding Policy

**(DRAFT for approval at Services
Committee on 6 December 2021)**

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CS053	1	CM	73322		6 December 2021	December 2021	Management

Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

1. Introduction

- 1.1. Salisbury City Council (SCC) is committed to safeguarding adults with care and support needs from harm and wish to ensure there are procedures in place, which, as much as possible, provide for their safety. As the SCC operates a number of activities which may be attended by vulnerable adults, it is important that a robust set of procedures is adopted to protect individuals and the Council.
- 1.2. This policy is based on the advice given in the Wiltshire Safeguarding Adults Board Policy and Procedures for Safeguarding Adults in Wiltshire (March 2017)

2. Responsibility:

- 2.1. Every member of staff, volunteer or councillor who supports activities involving vulnerable adults, has a duty of care to themselves and to others and should familiarise themselves with the procedures relating to this policy

3. Designated Officer Role and Responsibilities:

- 3.1. The Communities Manager will be the **Designated Officer (DO)** for Vulnerable Adult Protection issues
- 3.2. Activities undertaken by the City Council which are likely to involve these people should be reported to the DO prior to their commencement. The DO will then undertake, with the support of the initiating manager, a full risk assessment of the activity and recommend any risk mitigation actions. This risk assessment and any subsequent actions will be formally recorded and this record will be maintained by the DO

4. Definition of an 'Adult at Risk'

- 4.1. An 'Adult at Risk' is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation

5. Reporting Procedures:

- 5.1. Where there is a suspicion of Adult at Risk abuse taking place it must be reported following the process as outlined in Wiltshire Adult Safeguarding Board referral document **EDMS DOC 73311** Annex A
- 5.2. Any concerns regarding the suspicion of adult abuse taking place must be raised with a Line Manager or the DO
- 5.3. Concerns raised with a Line Manager must be reported by that Line Manager to the DO at the earliest opportunity. If the DO is unavailable then the incident must be reported to the City Clerk
- 5.4. The DO will consider further actions required

- 5.5. Concerns, discussion, decision and reasons will be recorded in writing using Adults At Risk Concerns Log **EDMS DOC 73338** Annex B
- 5.6. The key issue is to ensure that any suspicion of adult abuse is promptly reported and that all staff understand that is their responsibility to do so
- 5.7. Staff, volunteers and councillors should acquaint themselves with types of abuse and how to recognise signs of abuse. Details of these are shown at Annex B
- 5.8. Where there is an allegation against staff/volunteers, it should be reported as above using
- 5.9. Furthermore **all** incidents involving staff/volunteers will be reported to the City Clerk
- 5.10. If the DO is unavailable then the incident should be reported to the City Clerk in the first instance

6. Types of Abuse:

- 6.1. Physical
- 6.2. Sexual
- 6.3. Psychological
- 6.4. Financial or material
- 6.5. Neglect or acts of omission
- 6.6. Discriminatory
- 6.7. Organisational
- 6.8. Domestic violence
- 6.9. Modern Slavery
- 6.10. Self Neglect

EDMS DOC 73321 Annexe C gives further details

7. Confidentiality:

- 7.1. It is important to ensure confidentiality about any suspicions, or allegations being made by an adult at risk. Whilst it is recommended notes should be made as soon as possible, these should be treated in confidence until required by investigating authorities

8. Emotional Distress:

- 8.1. It is possible that anyone having abuse reported to them or identifying the signs of abuse may be affected emotionally. In such cases staff, volunteers or councillors should contact the SCC's Communities Manager for advice and support

9. Procedures:

- 9.1. Guidelines on precautions and checks to be carried out should be followed at all times. Advice on whether an activity requires special measures in place is available from the Communities Manager

10. Staff Disclosure and Barring Checks (DBS):

- 10.1. Any staff member, volunteer or councillor who wishes to lead, or be responsible for, activities on a regular basis involving adults at risk must have successfully completed an Enhanced Disclosure and Barring Service (EDBS) check first.
- 10.2. A standard check (SDBS) is required for all staff or volunteers who are likely come into contact with adults at risk and don't meet the criteria for an enhanced disclosure
- 10.3. A basic check (BDBS) may be sufficient for those who do not meet the eligibility criteria for SDBS
- 10.4. SCC will have carry out an assessment of the eligibility of each role for an enhanced DBS check. An example of the questions considered can be found at <https://www.gov.uk/find-out-dbs-check>
- 10.5. Basic checks may be requires of staff who do not meet the eligibility criteria for a standard check e.g. of self-employed persons working on public council events
- 10.6. Anyone not holding an EDBS check may not support activities where there is a possibility of unsupervised contact with an adult at risk occurring. In this situation they must be fully supervised by a member if staff who does hold an EDBS check and the activity must be sufficiently staffed to ensure there is always and EDBS checked person in the room. The DO must also be made aware of this supervision
- 10.7. All staff are required to join the DBS update service. If the person continues in the role the SCC will check their DBS with via the update service every three years in accordance with procedures.
- 10.8. SCC will renew the DBS of Volunteers who stay in a role requiring a standard DBS, every three years in accordance with procedures.
- 10.9. This policy is written to allow for staff, volunteers and councillors to begin working with adults at risk in advance of the appropriate check being completed with the appropriate supervision. This will allow effective service delivery whilst at the same time ensuring that no adult at risk is exposed to risk of abuse

11. External Staff / Bought in Staff:

- 11.1. If an activity requires the buying in of outside expertise e.g. entertainers or trainers, then said providers **must** produce their Update Service details or their own EDBS certification which should be checked using the following criteria

- 11.2. If providing a hard copy certificate, only the original document can be accepted as proof of an EDBS – photocopies will not be accepted. Certificates of more than 2 years old **will not** be accepted
- 11.3. If the external staff are registered with the DBS update service, they can provide SCC with access to the service to verify EDBS status.
- 11.4. If for exceptional reasons, staff **without** EDBS certification are to be used, then they must not have unsupervised access to adults at risk at any time during the course of activities. This must be included in the risk assessment and action plan for the event or activity
- 11.5. Furthermore, the use of uncertified staff must be reported to the DO in advance of the activity taking place

12. Additional information/support:

- 12.1. If anyone has concerns about issues concerning Adults at Risk additional support is available from

Wiltshire Adult Multi-Agency Safeguarding Hub (MASH)

0300 456 0111

Weekdays 8.30am – 5.20pm (Friday 4.20pm)

Out of hours

0300 4560100

Email: adviceandcontact@wiltshire.gov.uk

13. Disclosure:

- 13.1. Any information regarding allegations or suspicion of abuse incidents must be conveyed to City Council responsible officers as soon as possible. This will enable procedures to be examined and statement prepared if allegations require further investigations.

14. List of Annexes:

- 14.1. Annex A
- 14.2. Annex B
- 14.3. Annex C
- 14.4. Annex D

Policy Owner: Sarah Gregson – Communities Manager

Annex A – What to do

What to do if you are worried an Adult at Risk is being abused or neglected

ABUSE/ NEGLECT OF ADULT AT RISK IS SUSPECTED, DISCLOSED OR DISCOVERED

Assess situation for IMMEDIATE RISK
 Call for emergency support if required
 Do NOT investigate
 CLARIFY Basic Information
 Record details of concern
 Do NOT promise 'Not to tell anyone'
 Preserve any Evidence
 Inform/discuss with Line Manager or DO

If allegation concerns an employee or volunteer
 Inform appropriate manager/ Designated Officer
 Discuss next steps
 Initiate company incident reporting policy
 Continue with this flow chart as with all referrals

ABUSE / NEGLECT STILL SUSPECTED OR CONFIRMED?

NO

CONSIDER

Are there other adults or children at risk?
 DOCUMENT

NO

YES

YES

YES

Inform adult of your concern and proposed actions, including duty to report concerns to manager – **CONSIDER**
 Do you have the adults **INFORMED CONSENT** to continue?
 Does the adult have capacity to make an **INFORMED DECISION TO CONSENT** to the referral?

Lacks capacity to make this decision – document your belief

INFORMED CONSENT NOT GIVEN

CONSIDER: is and advocate required?

Are other adults at risk

YES

NO

MAKE A REFERRAL TO WILTSHIRE COUNCIL

Referral: 0300 456 0111

Out of Hours No: 0845 607 0888

For discussion, guidance or advice please call Wiltshire Council – Safeguarding Adults Team on (triage Line – 01380 826510)

Keep a written record of your actions

Record the referral including the advice given and triage decision

Consider if other services needed? Emergency – 999, CQC – 03000 616161

REMEMBER – DOING NOTHING IS NOT AN OPTION - The Care Act 2014 s.42 enquiry duty remains in place until all necessary action had been taken to resolve the risks , all actions and decisions must be documented

Annex B – Concerns Log

Adults at risk

Concerns Log

Date	Click here to enter text.	Venue	Click here to enter text.
Safeguarding Lead	Communities Manager		
Individual raising concerns	Click here to enter text.		
Details of concern <i>Inc. what has been seen/heard/reasons for concern; details of child etc</i>	Click here to enter text.		
Steps taken e.g. who has been contacted, date and time			
Click here to enter text.			
Follow-up e.g. any further information requested or contact made with or from relevant bodies			
Click here to enter text.			

Annex C – Types of Abuse

What is Abuse?

Abuse may consist of a single act or repeated acts, or may be an act of neglect or an omission to act. Abuse may be perpetrated as a result of deliberate intent, negligence or ignorance.

Neglect and poor professional practice also need to be taken into account. This may take the form of isolated incidents or poor unsatisfactory professional practice or it may occur when an adult at risk is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent Abuse can occur any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Abuse may include one or more of the following

- **Physical abuse**, including hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint, or inappropriate sanctions;
 - **Sexual abuse**, including rape and sexual assault, contact or non-contact sexual acts to which the adult at risk has not consented, or could not consent or was pressurised into consenting;
 - **Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact or communication, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;
 - **Financial or material abuse**, including theft, fraud, exploitation, pressure in connection with will, property or inheritance or financial transactions, or the misuse or misappropriation of property, possession or benefits;
 - **Neglect or acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; failure to report abuse or risk of abuse;
 - **Discriminatory abuse**, including that based on a person's ethnic origin, religion, language, age, sexuality, gender, disability, and other forms of harassment, slurs or similar treatment;
 - **Organisational abuse**; including neglect and poor care practice within an institution or specific care setting such as hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation;
 - **Domestic abuse**, as defined by the home office. Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16* or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: psychological, physical, financial and emotional. *(although this definition refers to those over 16, in the context of this policy, safeguarding adults refers to victims of domestic abuse who are 18 years or over)*
 - **Modern Slavery**, encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce deceive and force individuals into a life of abuse, servitude and inhumane treatment
 - **Self Neglect**, this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding
- Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance**