



Adult Safeguarding Policy for The Teignbridge Community Project CIC

Designated Safeguarding Lead: Colette Palmer

Deputy Designated Safeguarding Lead: Anna Lofthouse

Level 3 Safeguarding: Team Leaders

Adult Safeguarding Policy for: The Teignbridge Community Project CIC

Introduction:

This policy is to make sure that The Teignbridge Community Project CIC, has all the right things in place to protect and safeguard adults.

The Teignbridge Community Project CIC, believes in protecting an adult's right to live in safety, free from abuse, and neglect. This policy sets out the roles and responsibilities of The Teignbridge Community Project CIC, in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Directors, Management, Team Leaders, Employees, Contractors, and Volunteers will be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Directors, Management, Team Leaders, Employees, Contractors, and Volunteers of The Teignbridge Community Project CIC. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in discipline/dismissal from the organisation.

Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (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 as Part of the Deal:

In safeguarding adults, The Teignbridge Community Project CIC, is committed to the principles of Teignbridge District Council and Devon County Council.

Key Principles of Adult Safeguarding:

In the safeguarding of adults, The Teignbridge Community Project CIC, are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. The Teignbridge Community Project CIC, aims to demonstrate and promote these six principles in our 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.

Recognising the signs of abuse:

Directors, Management, Team Leaders, Employees, Contractors, and Volunteers are well-placed to identify abuse, the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry.

This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence.
- **Exploitation**- Including sexual and/or criminal exploitation.
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a 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 long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and

support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

- **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.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any Director, Management, Team Leader, Employee, Contractor, or Volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their Team Leader / or with the organisation's Designated or Deputy Designated Safeguarding Lead. **If the adult requires immediate protection from harm, contact the Police and Adult Social Care straight away.**

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Safe Recruitment & Selection:

The Teignbridge Community Project CIC, is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

The Teignbridge Community Project CIC, has policies and procedures that cover the recruitment of all Directors, Management, Team Leaders, Employees and volunteers. These are: Safer Recruitment Policy and Code of Conduct Policy.

Social Media:

All Directors, Management, Team Leaders, Employees, Contractors and Volunteers should be aware of The Teignbridge Community Project CIC, Social Media policy and procedures: Online Safety and Acceptable Use policy and the Code of Conduct policy concerning behaviour towards the adults we support.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal Director, Management, Employee, Contractor, or Volunteer.

In the event that the safeguarding issue is concerning the Designated Safeguarding Lead, Colette Palmer, please contact the Deputy Designated Lead, Anna Lofthouse, Company Director, at The Teignbridge Community Project CIC. Mobile: 07445 158419 If the safeguarding issue is concerning Anna Lofthouse, (Deputy Designated Safeguarding Lead), please contact: Colette Palmer. Mobile:07790 930938

Our Team Leaders are also Level 3 trained in Safeguarding. They will be able to help and respond if you prefer to liaise with them. If the situation is an emergency, please contact the Police and Adult Social Care straight away.

Training and Awareness:

The Teignbridge Community Project CIC, will ensure an appropriate level of Safeguarding training is available to its Directors, Management, Team Leaders, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding adults.
- Recognise an adult who is potentially in need of safeguarding and take action.
- Understand how to report a safeguarding concern.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy and know where to access this.
- Be aware of the Designated and Deputy Safeguarding Leads.
- Be aware of the Team Leaders who are trained in Safeguarding.
- Have a current DBS when working with vulnerable adults.
- Know how to complete a SG1 Safeguarding form to report a concern and where these are located.

Similarly; Directors, Management, Team Leaders, Employees, Contractors, and Volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about Children's Safeguarding, refer to The Teignbridge Community Project CIC, Safeguarding Children in an Adult Setting Policy.

Mental Capacity:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia, stroke, or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.

- The Teignbridge Community Project CIC, will involve an appropriate advocate if the person lacks capacity to make decisions regarding a safeguarding concern. It is important that people are empowered to make their own decisions. Wherever possible, help vulnerable adults to make their own decisions when reporting incidents and making disclosures.

Support and guidance will be sought from Devon Adult Social Care regarding an adult's capacity.

Confidentiality and Information Sharing:

The Teignbridge Community Project expects all Directors, Management, Team Leaders, Employees, Contractors, and Volunteers, to maintain confidentiality. Information will only be shared in line with our Personal Data Protection and Privacy Policy.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm, or **contact the Police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and Safeguarding please speak to the Designated or Deputy Designated Safeguarding Leads; Colette Palmer and Anna Lofthouse. You may also speak to The Teignbridge Community Project CIC, Team Leaders.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, any decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with our Personal Data Protection and Privacy Policy.

Writing a Safeguarding Record or Report:

In the event that you become aware of a Safeguarding issue regarding a vulnerable adult, please either speak to one of our Team Leaders, or, the Designated or Deputy Designated Safeguarding Lead. If the Safeguarding issue is an emergency, please contact Adult Social Care or the Police.

If you are able to:

Please write a thorough, accurate, safeguarding report; use a SG1 form (available from the office), this template will make sure that your report contains all the correct information. If you write a safeguarding report without the SG1 template, please make sure your report contains the following information. Thank you.

- If a vulnerable adult wishes to make a disclosure to you, it is an honour that you have been entrusted to do this. Please make sure you allow adequate time and privacy for this to happen.
- Please use a SG1 template from the office, or ensure all the relevant information is included in the report.
- DO NOT promise confidentiality to the individual. You will have to pass on this information to a Team Leader (Safeguarding), or, a Designated (or Deputy) Safeguarding Lead, in order for the individual to receive the correct support. It might be necessary to go directly to Adult Social Care or the Police. You DO NEED to comply with the requirements of the Data Protection Act 2018. It is against the law to share private information to those that DO NOT need to know. This includes: other employees, volunteers, friends and family etc.
- The report needs to contain the full name, home address and telephone number of the person concerned.
- The Safeguarding report should be written immediately after any safeguarding disclosures or incidents. Write clearly with a pen and not a pencil.
- Always include the date, time and venue.
- Say who was there, and where it happened.
- Describe what happened in as much detail as possible.
- Where possible use the person's own words. Be factual, with no personal interpretation. Write down what you see not what you feel.
- It might be necessary to write down what the adult was wearing; their demeanour, patterns of behaviour, and what they have eaten etc. especially if the concern is regarding neglect. (It is also important to note that individuals may behave differently whenever a certain member of staff is present.)
- Is there any evidence that you are able to gather? (Keep it safe.)
- Poor practice concerns also need to be recorded so these can be addressed.
- All reports need to be signed and dated. Please pass this report to one of the company's safeguarding leads as soon as possible.
- Please reassure your client that we take all matters of safeguarding seriously.
- A member of the Safeguarding team will report back to you and explain any actions taken; what decisions were made, and why these actions and decisions were made. Please allow some time for us to complete any investigations.
- We will store all records securely and confidentially in line with our Personal Data Protection and Privacy Policy. This is so we can conduct an audit.
- The Safeguarding team will inform your client of the action taken, what decisions were made, and why these actions and decisions were made.

Whistleblowing:

The Teignbridge Community Project CIC, is committed to ensuring that Directors, Management, Team Leaders, Employees, Contractors, and Volunteers who in good

faith whistle-blow in the public interest, will be protected from reprisals and victimisation. Please see our Whistleblowing Policy.

Important Contacts:

Designated Senior Lead for Safeguarding

Name: Colette Palmer

Email address: colette_palmer02@msn.com

Telephone number: 07790 930938

Deputy Senior Lead for Safeguarding

Name: Anna Lofthouse

Email address: annaf663@gmail.com

Telephone number: 07445 158419

Devon Adult Social Care

0345 1551 007 (Monday to Thursday) 9.00am to 5.00pm (Friday) 9.00am to 4.30pm
(Saturday) 9.00am to 5.00pm

Outside of the hours above or bank holidays : 0345 6000 388

Alternatively, you can email;

Adultsc.safeguardingadultservices-mailbox@devon.gov.uk (Devon Safeguarding Adults Service)

To contact LADO: ladosecure-mailbox@devon.gov.uk

Police

Emergency – 999

Non-emergency – 101

Telephone: 0808 2000 247

<https://www.nationaldahelpline.org.uk/>

The Adult Safeguarding Policy works alongside the following policies:

- **General Data Protection Policy**
- **Safer Recruitment Policy**

- **Social Media Policy**
- **Online Safety & Acceptable Use Policy**
- **Code of Conduct Policy**
- **Whistleblowing Policy**

Reviewed: 1st August 2024
Next Review: 1st August 2026

Signed:



Date: 1st August 2024

Colette Palmer, Director

Signed:



Date: 1st August 2024

Anna Lofthouse, Director