

Safer Culture North East

WRITING A SAFEGUARDING ADULTS POLICY AND PROCEDURE

Who is this factsheet for?

Organisations who are new to writing safeguarding policies and procedures. It is to be used as a guide, but all policies and procedures need to be particular to your organisation and the people who use your services.

Key Messages

- Safeguarding means keeping people – children and adults – safe from abuse.
- Anyone can be at risk of abuse.
- We all have a duty of care to keep people safe from harm.
- Types of abuse and harm include physical, sexual, emotional, psychological, neglect, radicalisation, discriminatory, financial.

Steps to writing a safeguarding adults policy and procedure

- Your Safeguarding Adults at Risk Policy and Procedure document should be separate from your Safeguarding Children Policy and Procedure document. You must ensure that all the definitions and legislation you reference are up to date and relevant. Ensure that the board of your organisation is signed up to the policy and procedures.
- Include some case studies that are relevant to your organisation.
- Reference your organisation's policies and procedures that link to the document. For local policies and procedures, include the details of local authority safeguarding adult teams and support organisations.
- Define the roles, responsibilities, and accountability of staff and volunteers. In particular, you should have a clear job description for the lead for adult safeguarding.
- Consider how you will ensure that the policy and procedures will become working documents that everyone in your organisation is able to refer to and follow. You should also think about any training needs that may arise from introducing and implementing the document.
- Include discussions about safeguarding in your team meetings and supervision sessions.
- Consider including a complaints procedure, or a right to appeal. An individual should have the right to complain if their concern is not followed up, or if it is ignored by the organisation. This right should apply whether the concern is regarding themselves or another person.
- Your safeguarding policy may contain several different procedures depending on your organisation and activities. However, you will always need a reporting procedure that clearly explains how people can make their worries known and how you will handle any problems.

Your reporting procedure should include:

- Who to speak to.
- How issues should be reported.
- Where information will be stored and shared internally.
- How you'll share this with police, social services or regulators if necessary.

Who is at risk?

Any adult may experience abuse or harm. However, certain people are considered to be at greater risk so are given more protection by law. Whether an adult is at risk or not is something which changes with their circumstances.

An adult at risk is anyone aged 18 or over who:

- has needs for care and or support
- as a result of care and support needs is unable to protect themselves from abuse
- is currently experiencing or is at risk of abuse.

Adults at risk may:

- have a mental or physical illness
- have a learning disability
- have addiction problems
- be frail.

The amount of detail in your policies and how often you review them depends on what your charity does, where it works and the level of risk.

What to include in your safeguarding policy

- Safeguarding Statement
- Definitions of abuse, harm and neglect
- Process for appropriate DBS check from the Disclosure and Barring Service
- Risk assessment process
- Role of designated safeguarding contact
- Procedures for recording allegations and incidents
- Procedure for working with other organisations
- Safeguarding training
- Process for review

What is the safeguarding vulnerable adults policy?

The purpose of a Safeguarding Vulnerable Adults Policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent.

Who is responsible for safeguarding adults at risk?

Local Authorities have statutory responsibility for safeguarding. In partnership with health they have a duty to promote wellbeing within local communities. Cooperate with each of its relevant partners in order to protect adults experiencing or at risk of abuse or neglect.

Who is responsible for the policies and procedures for safeguarding?

Your trustees and directors are accountable for ensuring that safeguarding policies, procedures and systems are in place.

There are legal requirements on statutory bodies under the Care Act 2014, and statutory guidance (Care and Support Statutory Guidance 2018) applying to the voluntary sector across England and the devolved nations, for organisations to do everything they can to recognise and report abuse quickly and appropriately to keep adults safe, and to prevent such abuse from happening in the first place.

Anyone who is employed or volunteers for or on behalf of their organisation, regardless of the type or amount of contact they have with adults who are at risk of abuse or vulnerable adults, has a role to play in safeguarding and protecting them.

Where to get more information

Links to all North East local authority safeguarding partnerships and boards www.vonne.org.uk/safer-culture-north-east-resources-and-training

Links to NCVO safeguarding resources and DCMS tool
knowhow.ncvo.org.uk/safeguarding/

Tips for writing a safeguarding adults policy from the Ann Craft Trust
www.anncrafttrust.org/resources/tips-safeguarding-adults-policy-procedure/

Safeguarding awareness for volunteers video
www.youtube.com/watch?v=HHQG8CJROhU&feature=youtu.be