



Safeguarding Adults at Risk Policy and Procedure

(in accordance with the Care Act (2014))

1. Policy Statement

Rebuild East Midlands is committed to supporting the right of adults at risk to be protected from abuse and to making sure all staff, trustees and volunteers work together to act promptly when dealing with allegations or suspicions of abuse.

This policy and procedure has been established in line with the legislative changes set out in the Care Act (2014).

The legislation requires local authorities to make enquiries, or to ask others to make enquiries, where they reasonably suspect that an adult in their area with care and support needs is at risk of abuse or neglect and is unable to protect himself/herself. The purpose of the enquiry will be to establish what, if any, action is required in relation to the case.

2. Aims

SAFEGUARDING IS EVERYBODY'S BUSINESS – Rebuild East Midlands believes that safeguarding is the responsibility of everyone. We will work together to prevent abuse. If we have concerns that someone is being abused our loyalty to the vulnerable person comes before anything else – our organization, other service users, our members, our colleagues and the person's friends and family.

DOING NOTHING IS NOT AN OPTION - If we know or suspect that a vulnerable adult is being abused, we will do something about it and ensure our work is properly recorded. We work within the boundaries of the Multi-Agency Safeguarding Adults Procedures.

3. Scope

This policy applies to all staff, including supervisors and managers, the board of trustees, paid staff, volunteers or anyone working on behalf of Rebuild East Midlands.

Rebuild East Midlands will seek to keep adults safe by:

- valuing, listening to and respecting them;
- appointing a Designated Safeguarding Lead (DSL), a deputy DSL and a Lead Trustee for Safeguarding;
- adopting safeguarding best practice through our policies and procedures for staff and volunteers;

- providing effective management of staff and volunteers through supervision, support, training and quality assurance measures;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely;
- sharing information about safeguarding and good practice with the adults we support, staff and volunteers via one-to-one discussions, group work, leaflets and other channels;
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, parents/carers and families appropriately;
- using our procedures to manage any safeguarding allegations against staff and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for the adults we work with, our staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance;
- ensuring our work is anti-discriminatory and anti-oppressive and recognises the possibility of unconscious bias.

4. Definitions

Throughout this document the term adults at risk is used to describe an adult who has needs for care and support and is experiencing, or is at risk of abuse or neglect, and, because of those needs is unable to protect herself or himself against the abuse or neglect or the risk of being subject to them.

The definition of an adult at risk is a person over the age of 18 years who:

- is or may be in need/eligible for Community Care Services because of mental health or other disability, age or illness AND is unable to take care of him/herself
- or is unable to protect him/herself from significant harm of exploitation.

An adult at risk may fall into any one of the following groups: older and frail people; people with a mental health need; a learning difficulty; a physical impairment; a sensory impairment; people who

are substance or alcohol dependent; or family carers providing assistance to another vulnerable adult.

Abuse is a violation of an individual's human and civil rights by any other person(s) or group of people.

4.1 What is abuse?

The Care Act 2014 and the Care and Support Statutory Guidance define the categories of abuse.

The main forms of abuse set out in the Statutory Guidance chapter 14 which is not an exhaustive list but an illustration as to the sort of behavior that could give rise to a Safeguarding concern.

Physical abuse – including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence, forced marriage

Sexual abuse - including rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography, witnessing sexual acts or indecent exposure

Psychological/emotional abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber abuse, 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 or misappropriation of property, possessions or benefits

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude

Forced Marriage - A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children or adults at risk of physical abuse.

Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion, culture and ethnicity.

Organisational abuse - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home.

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 – a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings.

Online Abuse - Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones.

5. Who may be the abuser?

Adults at risk can experience abuse by a wide range of people both known and unknown to them. Throughout this document the term person who caused (may have) caused harm is used to describe the individual who is alleged or known to have abused an adult at risk. Adults at risk, like the general population, can also be the victim of crime. Some abuse is a crime but not all crime is abuse.

6. How Might We Notice Abuse?

Concerns about or evidence of abuse can come to us through:

- i. A direct disclosure by the vulnerable adult.
- ii. A complaint or expression of concern by another member of staff, a volunteer, another service user, one of our members, a carer, a member of the public or relative.
- iii. An observation of the behaviour of the vulnerable adult by a volunteer, member of staff or carer.

7. Our Commitment

To support adults at risk who are experiencing, or at risk from, abuse, Rebuild East Midlands will aim to:

- Identify abuse of adults at risk.
- Acknowledge that where a vulnerable adult is at risk or is experiencing abuse there may also be a vulnerable child who is at risk or is experiencing abuse and taking appropriate actions.
- Respond effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of anxiety are expressed.
- Ensure the active participation of individuals, families, groups and communities wherever possible and appropriate.
- Raising awareness of the extent of abuse on adults at risk and its impact on them.
- Promote and support work designed to reduce abuse and the fear of abuse as experienced by adults at risk
- Regularly monitor and evaluate how our policies, procedures and practices for protecting adults at risk are working.

- Making sure our policies, procedures and practices stay up to date with good practice and within the law in relation to safeguarding adults at risk
- Ensuring our procedures are in line with Multi-Agency Safeguarding Procedures.
- All staff and volunteers will undertake training in safeguarding as part of their induction and then on a regular basis.

8. Prevention and Confidentiality

Staff will have DBS checks carried out and have two references provided before they commence employment and have direct contact with adults at risk or their carers. Any DBS checks carried out would also be updated every two years.

All volunteers will have DBS checks carried out and have at least one reference provided before they commence volunteering and have direct contact with adults at risk or their carers. Any DBS checks carried out would also be updated every two years.

All staff, trustees and volunteers are required to read Rebuild East Midlands' Safeguarding Policy and Procedure relating to Adults and Children. Where abuse to an adult at risk is alleged, suspected, reported or concerns are raised, the Safeguarding Adults Procedure must be followed.

The confidentiality of the adult at risk will be respected wherever possible and their consent obtained to share information. The vulnerable person should be made aware that staff cannot ignore issues around abuse and that steps will be taken to deal with them in as sensitive a manner as possible. There may be occasions where you are unable to obtain consent to share information.

Under the provisions of the Rehabilitation of Offences Act (1974) volunteers who may come into regular contact with vulnerable people are required to declare all previous convictions. This includes unspent and spent convictions. The information will be treated in the strictest confidence. Having a criminal record will not necessarily be a barrier to anyone who applies to be involved with volunteering or working with Rebuild, as we do not want to exclude those with lived experiences of Human Trafficking and Modern Slavery to be excluded due to convictions pertaining to their exploitative experiences.

Ultimately, the welfare of the individuals we work with is paramount.

9. The Procedure in Detail – See Safeguarding Flowchart Appendix A

If you think abuse has or may have occurred, **act immediately**.

It is the responsibility of the person first becoming aware of a situation where there may be a vulnerable adult subject to, or at risk of, abuse to:

9.1 Make Safe

Deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed. This may include suspending the member(s) of staff or volunteer. The staff member or volunteer is also entitled to support at this stage.

9.2 Inform

Staff or volunteers should notify the Designated Safeguarding Officer, DSO, (Lesley Gladwell) immediately or the Safeguarding Trustee (Mike Hand – 07753148653) if the DSO is unavailable or is implicated in the allegation. Contact the police if it is thought a crime has just been committed.

If you are concerned about another staff member, volunteer, member or visitor's behaviour you need to fill out an Incident Form (Appendix C) and pass it on to the First Designated Person (Appendix B)

9.3 Record – Use the incident form in Appendix C

Using the incident form record details of the allegation as soon as possible and store this information securely. Include:

- i. The allegation or concerns, including the date and time of the incident, what the vulnerable adult said about the abuse and how it occurred or what has been reported to you.
- ii. The appearance and behaviour of the victim.
- iii. Any injuries observed.

9.4 Next Steps

Decide without delay the most appropriate course of action once the allegation or suspicion of abuse has been raised.

Deal with any immediate needs:

- Ensure that the victim of the alleged abuse is safe
- Ensure that any necessary emergency medical treatment is arranged
- If the alleged perpetrator is also a vulnerable adult, ensure that a member of staff is allocated to attend to their needs and ensure that other service users are not put at risk.

Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.

Check that the circumstances fall within the safeguarding adult's procedures i.e. meeting the definition of abuse as defined in this Policy and Procedures. If at all uncertain a referral should be made to Social Care Duty Team.

Address issues of consent and confidentiality.

A formal referral must be made on the same day as the alert is raised wherever a crime has been, could have been, or yet could be committed.

Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.

9.5 Bringing the concern to the attention of Social Care

The referral stage involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of Social Care and other authorities. Any individual who has been alerted to the possibility of abuse having occurred or being likely to occur should make a referral.

Referrals should be made to:

- Adult Social Care in the locality of the area the vulnerable adult resides in
- The Police if you think a crime may have been committed. Tel: 999 if an emergency, or 101 if the person is not at immediate risk of harm.
- Contact Children's Services immediately if a child is also at risk
- Outside of normal office hours, or on weekends or Bank Holidays, contact the Emergency Duty Team in the locality in which the vulnerable adult or resides.

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

- The name of the vulnerable adult, date of birth and age. Address and telephone number and why the adult is considered vulnerable.
- Advise if you have identified that there may be a vulnerable child connected to the adult who is at risk.
- Whether consent has obtained for the referral, and if not the reasons e.g. the vulnerable adult lacks mental capacity or there is an over-riding public interest (e.g. where other vulnerable adults are at risk)
- Whether there are any concerns or doubts about the mental capacity of the vulnerable adult, whether the police are aware of the allegation, and whether a police investigation is underway.

Once a referral has been made, the local authority may convene a strategy meeting. Rebuild East Midlands staff will make every effort to attend strategy meetings and assist the local authority and the Police in their undertaking their enquiries by sharing information.

10. Return and Relocation Procedure

During support an individual may choose or be made to return to their country of origin or relocate to another city or region. This is often a difficult process for victims of trafficking, in which they may face psychological, family-related, health, legal and financial problems and problems in reintegrating into their families and communities. Although Rebuild East Midlands is not responsible for support once an individual has left Derby or the UK, there are measures that should be carried out to ensure the individual understands any risk for their return and a safety plan should be completed.

See separate Appendix D for the Safety Plan

11. Declaration

Your acceptance of this document will be by using the Tick (under the Actions section in BreatheHR).

This equates to your signature and will demonstrate that you have read and understood this policy, and will act in accordance with it.

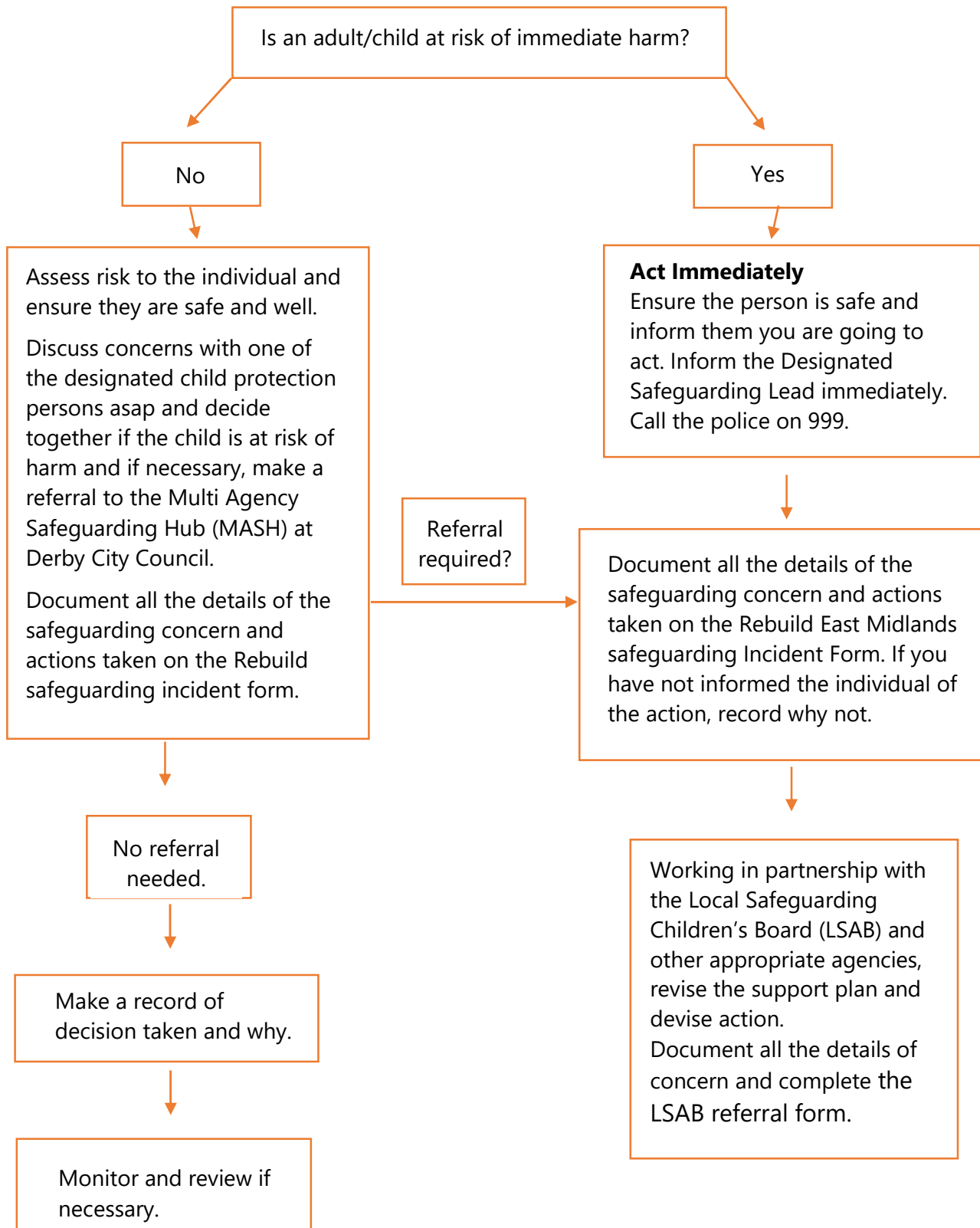
12. Policy Review

This policy will be reviewed annually but more frequently if the circumstances in which Rebuild East Midlands operates changes significantly, or if relevant changes in legislation occur.

Version	Date	Ownership	Rationale
0.1	01.10.2019	L. Gladwell	Created
1.0	09.01.2020	L. Gladwell	Ratified by Trustees
1.1	11.01.2021	A. Davies	Minor format changes made
1.2	16.05.2022	L.Gladwell	Minor changes ready for board
1.3	9 Sept 22	A Davies	Board subcommittee review and changes made as a result.

Appendix A

Rebuild East Midlands Project Safeguarding Flowchart



Appendix B

Safeguarding Adults Designated Persons

1. First Designated Person responsible for Safeguarding Adults, Rebuild East Midlands CEO

Name: Lesley Gladwell

Contact: 07398 887922

2. Second Designated Person responsible for Safeguarding Adults

Name: Diane Rogers

Contact: 07946 241987

3. Board of Trustee member responsible for Safeguarding Adults

Name: Cheryl Stevens

Contact: 07974 101439

Relevant Organisations and First Responders

- In case of an emergency or where you believe an individual is at immediate risk and in need of protection you should call the police on 999.
- Alternatively if you want advice from the Police and the individual is not at immediate danger you can call the Police on 101.
- Derby's Adult Safeguarding Team have a duty team to help you talk about concerns you might have, and take action to make children safe. The Multi Agency Safeguarding Hub (MASH) at Derby City Council are available on 01332 642855 from 9am-5pm.
- Out of hours you can contact Careline on 01332 786968

Other Useful Contacts

- Home Office Forced Marriage Unit: 020 7008 0151
- Modern Slavery Helpline: 08000 121 700

Appendix C - Incident Form

Print these pages out, or this form can be found in the Safeguarding Folder on Sharepoint.

Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone number:</i>	<i>Email address:</i>
Adult's name:	Date of birth:
Ethnic origin:	Does the adult have a disability:
Gender: Male/ Female	
Contact information:	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone number:</i>	<i>Email address:</i>
Have the individual been notified of this incident? Yes / No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i> Date and times of incident: Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Individual's account of the incident:	
Please provide any witness accounts of the incident:	

<p><i>Please provide details of any witnesses to the incident:</i></p> <p><i>Name:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>			
<p>Please provide details of any person involved in this incident or alleged to have caused the incident / injury:</p> <p><i>Name:</i></p> <p><i>Position in organisation:</i></p> <p><i>Date of birth:</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>			
<p>Please provide details of action taken to date:</p>			
<p>Has the incident been reported to any external agencies? Yes / No</p>			
<p>If YES please provide further details:</p> <p><i>Name of organisation / agency:</i></p> <p><i>Contact person:</i></p> <p><i>Telephone numbers:</i></p> <p><i>Email address:</i></p> <p><i>Agreed action or advice given:</i></p>			
Your Signature:		Print name:	
Date:			

Contact the organisation’s Designated Safeguarding Officer in line with reporting procedures.

Rebuild East Midlands SAFETY RELOCATION PLAN



Appendix D of Safeguarding Adults at Risk Procedure)

This plan is to help you plan how you will keep safe when you return to your country of origin

Date of safety plan:

TRAVEL How will you travel?	Are there any risks associated to your travel?	What are you already doing to reduce these risks?	Do you need to do anything else to reduce this risk?	Any action to be taken?
ACCOMODATION Where will you stay on return?	Are there any risks associated to your accommodation?	What are you already doing to reduce this accommodation?	Do you need to do anything else to reduce this risk?	Any action to be taken?
RISK FROM TRAFFICKERS Are there any risks from the traffickers that you are aware of?	What are these risks?	What are you already doing to reduce these risks?	Do you need to do anything else to reduce this risk?	Any action to be taken?

SOCIAL SUPPORT Do you have a good social support for when you return?	Are there any risks in that social group?	What are you already doing to reduce these risks?	Do you need to do anything else to reduce this risk?	Any action to be taken?
PROFESSIONAL SUPPORT Are you aware of any professional support available?	Is there any risk to not having professional support?	What are you already doing to reduce these risks?	Do you need to do anything else to reduce this risk?	Any action to be taken?
FINANCE How will provide financially for yourself / and family?	What risks are associated with this?	What are you already doing to reduce these risks?	Do you need to do anything else to reduce this risk?	Any action to be taken?
HEALTH & WELLBEING Drug/alcohol Medical needs	What risks are associated with this?	What are you already doing to reduce these risks?	Do you need to do anything else to reduce this risk?	Any action to be taken?
EMPLOYMENT	What risks are associated with this?	What are you already doing to reduce these risks?	Do you need to do anything else to reduce this risk?	Any action to be taken?

Useful contacts in return country / city of relocation:

A copy of this plan should be given to the individual at their exit interview and one copy remain with case notes