

# **ADULT SAFEGUARDING POLICY**

## **INTRODUCTION**

This Adult Safeguarding Policy for **Friends of Culcheth Library (FoCL)** is based on the principles that underpin the Care Act 2014 (section 7 of this document) - those of promoting wellbeing, and putting service users at the centre of all adult safeguarding by making it personal to each individual.

## **1. CONTEXT**

For the purpose of this policy, 'adult' means a person aged 18 years or over

The Statutory Safeguarding adults at risk duties apply to any adult who:

- Has needs for care and support
- Is experiencing, or at risk of, abuse or neglect
- Is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Where young adults (aged 18 or over) are still receiving children's services and a safeguarding concern is raised, the matter should be dealt with through adult safeguarding arrangements.

## **2. OBJECTIVES**

The objectives of this Adult Safeguarding Policy are:

- 1) To explain the responsibilities the organisation and its volunteers have in respect of adult safeguarding.
- 2) To provide volunteers with an overview of adult safeguarding
- 3) To provide a clear procedure that will be implemented where adult safeguarding issues arise.

## **3. THE ROLE OF VOLUNTEERS.**

All volunteers working on behalf of the organisation have a duty to promote the welfare and safety of adults.

Volunteers may receive disclosures of abuse and observe adults who are at risk. This policy will enable people to make an informed and confident response to specific adult safeguarding issues.

#### **4. ROLE OF DESIGNATED ADULT SAFEGUARDING LEAD (DSL)**

The role of the designated lead is to deal with all instances involving adult protection that arise within the organisation. They will respond to all adult safeguarding concerns and enquiries.

The designated Adult Safeguarding Lead for the organisation is Christine Smith who is a FoCL committee member and can be contacted on the following email address.

**chris@urbanspaceman.com**

If Christine is unavailable then Ben Alldred the Chair of FoCL can be contacted using the email address **ben.alldred2016@protonmail.com**

#### **5. AIMS OF SAFEGUARDING**

The aims of Adult Safeguarding are to:

- Stop abuse or neglect wherever possible
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, contribute in preventing, identifying and responding to abuse and neglect
- Provide information, advice and support in accessible ways to help adults understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult

#### **6. PRINCIPLES OF THE CARE ACT 2014**

All adult safeguarding work should reflect the following key Principles of the Care Act 2014.

[Note: The Principles are not in order of priority; they are all of equal importance.]

**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.

#### **7. TYPES OF ABUSE AND NEGLECT**

Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it. Incidents of abuse may be one-off or multiple, and affect one person or more. Abuse can be categorised into the following headings.

**PHYSICAL ABUSE**

**SEXUAL ABUSE**

**SEXUAL EXPLOITATION**

**PSYCHOLOGICAL ABUSE.**

**FINANCIAL OR MATERIAL ABUSE**

**ORGANISATIONAL ABUSE**

**NEGLECT AND ACTS OF OMISSION**

**DISCRIMINATORY ABUSE**

**DOMESTIC ABUSE**

**HONOUR- BASED VIOLENCE (HBV)**

**FORCED MARRIAGE**

**FEMALE GENITAL MUTILATION (FGM)**

**MODERN SLAVERY**

**HUMAN TRAFFICKING**

**HATE CRIME**

**MATE CRIME**

## **8. CHILDREN**

It is essential that the needs of any children within an abusive or volatile situation where there is an adult safeguarding issue involved are considered and acted upon. Please contact the Lead for Safeguarding or Senior Manager and/or the local social services Safeguarding Children's team.

## **9. RESPONDING TO AN ALLEGATION**

Procedures following allegation or suspicion of abuse

The person responsible for dealing with allegations of abuse against an adult is the Designated Adult Safeguarding Lead (DSL).

It is important that adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that an adult has been abused.

You might have reason to believe that an adult is subject to abuse. If an allegation of abuse is made by an adult or a third party:

- 1) Make a note of the time and date that the allegation was made, who made the allegation, and the nature of the allegation.
- 2) Record only the facts, preferably in the language/words used by the person making the allegation, and will not ask any questions which may seem to be 'leading'.
- 3) Report the allegation to the Designated Adult Safeguarding Lead (DSL) immediately - and the person making the allegation will be made aware that this will happen. The person making the allegation will also be made aware that whilst the Designated Adult Safeguarding Lead (DSL) will not automatically report the allegation to the authorities, this may be a possibility.

In the majority of cases **Friends of Culcheth Library (FoCL)** should offer to support the person making the allegation and make them aware of the options that are available to them i.e. contacting the local social services or police. In some cases, the adviser may offer to help them make initial contact with these agencies.

If, however, there is a clear and immediate danger to an individual then confidentiality will be broken, and priority given to the safety of that individual.

Equally if a client or third party makes an allegation of abuse, and it becomes clear to **Friends of Culcheth Library (FoCL)** that no further action has been taken since the interview, then it may be that **Friends of Culcheth Library (FoCL)** decides to take steps to report the allegation.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies.

## 10. CONFIDENTIALITY

Adult safeguarding raises issues of confidentiality which must be clearly understood by all.

- Volunteers have a professional responsibility to share relevant information about the protection of adults with other professionals, particularly investigative agencies and adult social services.
- Clear boundaries of confidentiality will be communicated to all.
- All personal information regarding an adult will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form.
- If an adult confides in a volunteer and requests that the information is kept secret, it is important that the volunteer tells the adult sensitively that they have a responsibility to refer cases of alleged abuse to the appropriate agencies.
- Within that context, the adult must, however, be assured that the matter will be disclosed only to people who need to know about it.

- Where possible, consent must be obtained from the adult before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the adult is the priority.
- Where a disclosure has been made, volunteers must let the adult know the position regarding their role and what action they will have to take as a result.
- A volunteer must assure the adult that they will keep them informed of any action to be taken and why. The adults' involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account.

This policy needs to be read in conjunction with other policies for the organisation including:

- Data Protection
- Safeguarding children and young people
- Code of Conduct

## 11. Training

Training will be provided, as appropriate, to ensure that volunteers are aware of these procedures.

Status / Version	Date Revised	Author	Review Date	Signed By
2	June 2019	B Alldred	June 2022	