



**Title of policy:** **Adult Safeguarding Policy**

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**Author:** Locality Leads, Service Manager, Chief Executive Officer

**Owned by:** Chief Executive Officer

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**Date of next review:** June 2022 [3 years from approval]

**Related policies, procedures and guidance:**

|                                    |                                       |
|------------------------------------|---------------------------------------|
| Child Safeguarding Policy          | Safer Recruitment Policy              |
| Lone Working Policy & Guidance     | Confidentiality Policy                |
| Data Protection Policy & Procedure | Learning and Development Policy       |
| Whistleblowing policy              | Health & Safety Policy and Procedures |

This is a discretionary policy which does not form part of a contract of employment. The Board of Trustees of Carers in Bedfordshire may vary or amend the policy as it deems necessary.

The term staff is used in this document as a generic statement to refer to any person working for Carers in Bedfordshire in any capacity and includes volunteers, part time staff, Board members, sessional/ temporary workers and placement students.

**Legal framework**

|                          |                                      |
|--------------------------|--------------------------------------|
| Care Act 2014            | Data Protection Act 1998 (GDPR 2018) |
| Mental Capacity Act 2005 | Equality Act 2010                    |
| Human Rights Act 1998    |                                      |

## **1. Policy Statement**

Carers in Bedfordshire supports the right of adults to be protected from abuse and will operate in line with the Bedford Borough and Central Bedfordshire Multi-Agency Adult Safeguarding Policy, Practice and Procedures, acting promptly when dealing with allegations or suspicions of abuse. It is Carers in Bedfordshire's policy to have zero tolerance of abuse.

This Carers in Bedfordshire Adult Safeguarding Policy makes it clear that it is everybody's responsibility to report abuse wherever it is seen, suspected or reported and to take the necessary immediate actions to ensure the protection of any person with care and support needs, including unpaid family carers.

All adults have equal rights to protection from harm. Carers in Bedfordshire recognises the additional vulnerability of some adults and the extra barriers they face because of their race, gender, age, religion, disability or sexual orientation, social background or culture.

Scope of this policy – this policy applies to all adults who are service users of Carers in Bedfordshire. This includes carers, those for whom they care and other adults connected with the organisation eg volunteers.

### **1.1 Safeguarding Commitment**

Carers in Bedfordshire is committed to:

- Identifying the abuse of adults
- Responding effectively to any circumstances giving grounds for concern, or where formal complaints or expressions of concern arise
- Raising awareness of the extent of abuse on adults, including carers, and its impact on them
- Making sure our policies, procedures and practices stay up to date with good practice and the law in relation to safeguarding adults and comply with the Multi-Agency Adult Safeguarding Policy, Practice and Procedures
- Training all staff at induction to follow the safeguarding reporting procedures and update training annually
- Regularly monitoring, evaluating and auditing how our policies, procedures and practices for safeguarding adults are working
- Having a Designated Safeguarding Lead for adult safeguarding, with an identified deputy

The Designated Safeguarding Lead for adult safeguarding will

- Ensure the Carers in Bedfordshire Adult Safeguarding policy is legally compliant
- Act as a specialist advisor in adult safeguarding within Carers in Bedfordshire
- Collate all adult safeguarding incident reports, maintain the safeguarding incident log and provide, as required, reports to the CEO and the Board
- Review adult safeguarding incident reports 6 monthly for organizational and practice learning and provide a learning report to all staff and the Board
- Audit implementation of the adult safeguarding policy annually and report to the Board

## **1.2 Governance**

The Trustee Board of Carers in Bedfordshire have governance responsibility for this policy, including approving the policy, ensuring that the policy is reviewed and that it is compliant with current legislation and good practice.

The Trustee Board will exercise its responsibility to report serious incidents to the Charity Commission. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity's beneficiaries. Carers in Bedfordshire trustees will act within the Charity Commission guidance 'How to report a serious incident in your charity'. <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>  
The procedural guidance Serious Incident Reporting sets out the definition and procedure which trustees will adopt in carrying out this responsibility.

The Board will receive six monthly reports on safeguarding incidents and an annual report on the implementation of this Adult Safeguarding Policy. The Board members will receive appropriate training in adult safeguarding to support their governance role.

The Board delegate responsibility for the implementation of the policy, procedure and guidance to the CEO, Designated Safeguarding Lead and departmental Leads.

## **1.3 Context**

The focus of this policy are people of eighteen years or over who are experiencing abuse, maltreatment or neglect or about whom there is a concern.

This policy enables Carers in Bedfordshire to ensure that adults are appropriately safeguarded by

- Preventing abuse, maltreatment and neglect from happening
- Promoting well-being, safety and
- Responding effectively to instances of abuse, maltreatment and neglect

This safeguarding duty applies to an adult who

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

This policy is based on the concept of zero tolerance of abuse of people with care and support needs. Responses to abuse should be proportionate to the situation and the degree of vulnerability is a factor in determining this. These procedures are particularly concerned with people who are unable to protect themselves from significant harm.

This policy and its associated procedures are based on the presumption of mental capacity and on the right of people with care and support needs to make their own choices in relation to safety from abuse, maltreatment and neglect except where the rights of others would be compromised.

## **1.4 Safer Recruitment, Staffing and Volunteers**

Carers in Bedfordshire will operate a safe recruitment, employment and volunteering policy. Carers in Bedfordshire will comply with DBS regulations; all staff will undergo a DBS check and volunteers will undergo a DBS check where required.

All staff and volunteers will receive induction training in adult safeguarding, including reading this Adult Safeguarding Policy and its Procedures. Staff and volunteers will sign to verify this. Mandatory adult safeguarding training will be provided to update knowledge and practice at a level appropriate to the job role.

### **Allegations: Employees and volunteers**

Carers in Bedfordshire recognises that a safeguarding allegation may be made against a member of staff or volunteer. Carers in Bedfordshire will follow the Adult Safeguarding Procedure: Allegations Management in the case of a safeguarding allegation against a member of staff.

## **1.5 Definitions**

### **1.5.1 Abuse**

This policy recognises that the impact of harm on a person is what is important, not who did it or what the intent was (ADASS Advice Note April 2011). Our aim is to protect people from abuse and avoidable harm, whether deliberate or not. This policy continues to use the term 'abuse' because people know what it means.

**Abuse is behaviour towards a person that either deliberately or unknowingly, causes him or her harm or endangers their life or their human or civil rights.**

Abuse may happen to people with a learning, sensory or physical disability, older people, people with mental health problems, people with dementia or people who cannot always look after or protect themselves. Abuse can happen anywhere, be passive or active, isolated or repeated. Abuse includes physical, sexual, psychological, financial, discriminatory abuse, organisational, modern slavery, domestic abuse, self-neglect and acts of neglect or omission.

### **1.5.2 Mental Capacity**

Capacity is the ability to

- Understand the information relevant to a decision
- Retain that information
- Use or weigh that information as part of the process of making the decision and
- Communicate one's decision (by talking, sign language or in any other way)

Unless a person can achieve all four of these elements, they lack capacity to make the particular decision.

Carers in Bedfordshire will consult and implement the full description of Mental Capacity and the associated guidance in the Bedford Borough and Central Bedfordshire Multi Agency Adult Safeguarding Policy, Practice and Procedures at [www.bedfordboroughpartnership.org.uk/adultsafeguarding](http://www.bedfordboroughpartnership.org.uk/adultsafeguarding) and [www.centralbedfordshire.gov.uk/safeguardingadults](http://www.centralbedfordshire.gov.uk/safeguardingadults)

## **1.6 Carers and Safeguarding**

Carers in Bedfordshire recognises that there are circumstances in which a carer could be involved in a situation which might require a safeguarding response including

- A carer may witness or speak up about abuse or neglect
- A carer may experience intentional or unintentional harm from the adult they are trying to support or from professionals or organisations they are in contact with; or
- A carer may unintentionally or intentionally harm or neglect the adult they support on their own or with others

If a carer speaks out about abuse or neglect it is essential that they are listened to.

For further guidance on Carers and Safeguarding see section 2.9 Bedford Borough and Central Bedfordshire Multi Agency Adult Safeguarding Policy, Practice and Procedures.

## **2.0 Monitoring, Audit and Review**

Carers in Bedfordshire will operate systems to monitor, audit and review this Adult Safeguarding Policy and its associated procedures and its implementation, reporting in line with the governance process in section 1.2 of the Policy.

## **3.0 Procedures and guidance**

Carers in Bedfordshire operates procedures and guidance for recognising and responding to concerns, disclosures and indications of abuse for staff and volunteers. Carers in Bedfordshire will ensure that all staff and volunteers are inducted into these procedures and receive training and professional support to enable staff and volunteers to implement these safeguarding policy and procedures. Procedures and Guidance can be found in the following documents, including reporting and recording documentation

1. Adult Safeguarding Guidance: Definitions of abuse (page 6)
2. Carers in Bedfordshire Safeguarding Procedure: Report, Record, Refer (page 10)
3. Carers in Bedfordshire Adult Safeguarding Guidance (page 13)
4. Adult Safeguarding Procedure: Allegations Management (page 14)
5. Serious Incident Reporting: Adult Safeguarding: Procedure and guidance (page 16)
6. Appendix 1: New Risk Assessment and Safeguarding report on Salesforce (page 18)
7. Appendix 2: Safeguarding Log (page 18)
8. Staff Declaration Form (page 22)