



Title of policy:	Adult Safeguarding Policy
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Author:	Locality Leads, Service Manager, Chief Executive Officer
Owned by:	Chief Executive Officer
Approved by/date:	Board of Trustees January 2016; reviewed February 2017; revised May 2019
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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 Procedure. 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 (page 14) 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 and
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)



Adult Safeguarding Procedures and Guidance

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Author:	Locality Leads, Service Manager, Chief Executive Officer
Owned by:	Chief Executive Officer
Date of next review:	February 2020
Designated Safeguarding Officer	Sandra Rome

**Adult Safeguarding
Abuse**



Guidance: Definitions of

Recognising Abuse:

There are many forms of physical, sexual, and emotional abuse and neglect; multiple forms of abuse may occur at the same time. Abuse of a person often includes behaviour that is abusive in one or more of the following categories –

1.1 Categories of abuse

Physical abuse

May involve

- Hitting
- Slapping
- Burning,
- Kicking
- Pushing or rough handling
- Scratching
- Inappropriate restraint or sanctions, including deprivation of food, clothing, warmth and healthcare needs
- Force feeding
- Misuse (or inappropriate withholding) of medication

Domestic abuse

Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence

Sexual abuse

May involve

- Unwanted physical and sexual contact
- Intercourse with someone who lacks the capacity to consent
- Rape
- Indecent exposure
- Sexual harassment (verbal or physical)
- Displaying pornographic literature or videos
- Gross indecency
- Being forced or coerced to be photographed or videoed to allow others to look at their body
- Inciting someone who cannot understand to engage into sexual activity
- Sexual abuse or innuendo.
- Any sexual activity involving staff is regarded as contrary to professional standards and hence abusive

Psychological or emotional abuse

May involve

- Harassment
- Intimidation by word or deed
- Verbal abuse
- Blaming
- Controlling
- Coercion
- Excessive criticism
- Humiliation
- Ridicule/mockery
- Threats of harm or abandonment or exclusion from services
- Enforced social isolation (including cultural discrimination) which may include withdrawal from services or supportive networks
- Denial of religious or cultural needs
- Cyber bullying

Financial or material abuse

May include

- Misuse and/or misappropriation of monies, benefits and/or property
- Theft
- Fraud
- Exploitation
- Pressure or coercion in connection with wills, property, inheritance or financial transactions
- Internet scamming

Modern slavery

May involve

- Slavery
- Human trafficking
- Forced labour and domestic servitude
- Coercion, deceit and forcing people into a life of abuse or inhumane treatment

Neglect and acts of omission

May involve

- Inadequate care
- Neglect of physical and emotional needs
- Failure to give prescribed medication
- Deprivation of food, clothing, medical attention, necessities of life such as heating, or aids for functional independence
- Denial of basic right to make informed choices
- Failure to provide access to social, health or educational services
- Failure to give privacy and dignity
- Ignoring medical, emotional or physical care needs
- Self-neglect where this could result in significant harm

Discriminatory abuse

May include

- Treating a person or group less favourably than others on the basis of their race, gender, gender identity, age, disability, sexual orientation or religion
- Slurs, harassment, name calling
- Breaches in civil liberties
- Unequal health or social care
- Hate incidents or hate crime

Prevent

May include

- Indications of being drawn into terrorism
- Links to terrorism or extremism
- Indicators of radicalisation
- Membership of extremist or 'proscribed' organisations

Organisational abuse

May include

- Discouraging visits or the involvement of relatives or friends
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to complaints

Self Neglect

May include

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

1.2 Who may abuse?

Abuse may occur in any relationship, for example

- A spouse, immediate family members and other relatives
- Professional staff
- Paid care workers
- Volunteers
- Other people accessing services
- Neighbours
- Friends or other associates
- A stranger
- A carer

Carers in Bedfordshire recognises that the following problems exhibited by the carer may increase the risk and likelihood of abuse

- Mental Illness
- Stress
- Chronic fatigue
- Conflicting demands of other family members

1.3 Where may abuse take place?

Abuse can take place in any setting where a person with care and support needs lives, works or visits. This could include any services, groups or settings operated by Carers in Bedfordshire. It may also include

- Own home
- Residential or nursing home
- Home of relative, friend or stranger
- Day Centre
- Hospital
- Education or training establishment
- Custodial setting
- A public place

2.0 How Might Abuse come to our notice?

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

1. A direct disclosure by the adult with care or support needs
2. A complaint or expression of concern by a member of staff, a volunteer, another service user, a carer, a member of the public or relative
3. An observation of the behaviour of the individual by the volunteer, member of staff or carer.

Carers in Bedfordshire recognises that raising a concern is the first stage in the process of keeping people safe and empowering them for the future. By raising a concern through formal channels, Carers in Bedfordshire will enable a proper assessment and enquiry to be carried forward. **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 or investigating allegations of abuse.** This is a task for the professional adult protection agencies.

3.0 Staff and volunteers of Carers in Bedfordshire have a responsibility to

- **REPORT**
- **RECORD**
- **REFER**



Adult Safeguarding Procedure

Report, Record, Refer

1.0 Procedure in the event of a concern, disclosure or indication of abuse

1.0.1 Raising concerns

Carers in Bedfordshire will raise concerns about abuse within the policy and procedures of the Bedford Borough and Central Bedfordshire Adult Safeguarding Policy. All complaints, allegations or suspicions must be taken seriously.

Concerns will be raised where the person

- 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

Raising a concern about abuse means

- Recognising signs of adult abuse
- Responding to disclosures
- Stepping in, where appropriate, to protect an adult and preserve evidence in the aftermath of an incident
- Recognising bad practice
- Reporting a concern, disclosure or allegation

- Collating and recording initial information
- Working in accordance with anti-discriminatory practice

Carers in Bedfordshire recognises that raising a concern is the first stage in the process of keeping people safe and empowering them for the future. By raising a concern through formal channels, Carers in Bedfordshire will enable a proper assessment and enquiry to be carried forward. 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 or investigating allegations of abuse. This is a task for the professional adult protection agencies.

Staff and volunteers of Carers in Bedfordshire have a responsibility to

- **REPORT**
- **RECORD**
- **REFER**

1.0.2 Report, Record, Refer Procedure

In the event of an incident, disclosure or concern the following procedure must be followed

1. If a person is in immediate danger, the police or ambulance must be called immediately on 999
2. **Report** the incident, disclosure or concern to your line manager immediately. In the absence of your line manager report immediately to another Lead, Service Manager or inform the CEO
3. The CiB manager will make a decision on whether the concern should be reported immediately to the relevant local authority by telephone. Advice may be sought from the Designated Safeguarding Lead
4. If a Carers in Bedfordshire manager is not available, you must report your concerns to the local authority Adult Safeguarding Team

Bedford Borough Council

Tel 01234 276222

Fax 01234 276076

adult.protection@bedford.gov.uk

Central Bedfordshire Council

Tel 0300 300 8122

Fax 0300 300 8239

adult.protection@centralbedfordshire.gov.uk

5. **Record:** As soon as possible make a full record of the nature of the incident, disclosure or concern and any other relevant information.
6. Make a Safeguarding record on Salesforce in the contact record of the carer. Record details of person who safeguarding concern is about.
7. Complete the New Risk Assessment and Safeguarding record (Appendix 1) including risk rating: 0 No risk, 1 Cause for Concern, 2 Incident, 3 SOVA. Discuss this with your line manager, another Lead or in their absence the CEO. All case discussions and decisions must be recorded.
8. **Refer:** The CiB manager will make a decision on whether the concern should be reported to the Adult Safeguarding Team and who will make that referral; and may take advice from the Adult Safeguarding Team in making that decision.
9. Complete the local authority Safeguarding Concern form and send this to the relevant local authority by email. This form is used by both local authorities.

https://www.centralbedfordshire.gov.uk/officeforms/EF1204_Safeguarding_vulnerable_adults.ofml

It can also be located in [Carer Services Safeguarding folder](#)

10. Where a decision is made by a Lead or DSL that information should be shared verbally with the Adult Safeguarding Team or an allocated social worker, the information recorded as Details of Allegation, should be included.
11. Where a SOVA has been completed and sent to the local authority, upload this document to Notes and Attachments in Salesforce.
12. The completed New Risk Assessment and Safeguarding record should be checked by the Lead and this must be recorded.
13. Salesforce will send an email alert to the Designated Safeguarding Lead who will record their review of the record and allocate a log number.
14. The safeguarding incident will be logged by the DSL (Appendix 2, page 18)

Protection of sensitive data:

- If you need to share information with your manager by email regarding a safeguarding incident, this must be through a hyperlink to the Salesforce record or the document in Notes and Attachments
- The email should not include the name of the person concerned

Allegations: employees and volunteers

Carers in Bedfordshire recognises that a safeguarding allegation may be made against a member of staff or volunteer. The report, record, refer procedure should be followed except

- a. Where the allegation involves your line manager or any other staff member in the reporting line, you must report your concern to another Lead, Service Manager or the CEO.
- b. A database entry should not be made where a member of staff or volunteer has access to the database.

Carers in Bedfordshire will follow the Allegations Management procedure (page 14) in the case of a safeguarding allegation against a member of staff.

1.0.3 Confidentiality

Carers in Bedfordshire will work within both our Confidentiality Policy and the Safeguarding Adults Policy. Where abuse to an adult is alleged, or concerns are raised, the Safeguarding Adults Procedure must be followed. The confidentiality of the individual will be respected wherever possible and their consent obtained to share information, however in a safeguarding concern consent to share information is not required. Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

If an adult in need of protection or any other person makes an allegation to you asking that you keep it confidential, you must inform the person that you will respect their right to confidentiality as far as you are able to, but that you are not able to keep the matter secret and that you must inform your manager/designated person.

Where a decision has been made to refer to the to the Adult Safeguarding Team and the adult requests that a concern is not referred, make clear that a referral will be made in order that a risk assessment can take place and they can verify whether there is a legal duty to act.

1.0.4 Safeguarding investigation

Carers in Bedfordshire is not responsible for the investigation of safeguarding incidents. The responsibility to investigate lies with the relevant local authority – Bedford Borough Council or Central Bedfordshire Council.

Carers in Bedfordshire will cooperate fully with the investigating authority.



Adult Safeguarding Guidance **Handling a safeguarding incident – behavioural guidance**

In the event of an incident or disclosure

DO

- Make sure the individual is safe.
- Assess whether emergency services are required and if needed call them
- Listen
- Offer support and re-assurance
- Ascertain and establish the basic facts
- Make careful notes of observations or disclosures and obtain agreement of accuracy if possible
- Ensure notation of dates, time and persons present are correct and agreed.
- Follow correct procedures
- Explain areas of confidentiality
- Immediately speak to your manager for support and guidance
- Explain the procedure to the person making the allegation
- Remember the need for ongoing support

DON'T

- Confront the alleged abuser
- Be judgemental or voice your own opinion
- Be dismissive of the concern
- Investigate or interview beyond that which is necessary to establish the basic facts
- Disturb or destroy possible forensic evidence
- Consult with persons not directly involved with the situation
- Ask leading questions
- Assume information

- Make promises
- Ignore the allegation
- Elaborate in your notes
- Panic

Useful Contacts

Adult Safeguarding team: Bedford Borough 01234 276222 Central Bedfordshire 0300 300 8122

Out of Hours – Emergency Duty Team - Tel: operating outside usual office hours. 0300 300 8123

Care Quality Commission - Tel: 03000 616161.



Adult Safeguarding Procedure: Allegations Management

Concerns or allegations about members of staff or volunteers

Carers in Bedfordshire recognises that safeguarding concerns or allegations may arise regarding the behaviour or practice of a member of staff or a volunteer. The organisation is fully committed to

- taking seriously all such concerns or allegations
- referring concerns to the relevant local authority
- cooperating with any investigation undertaken by the local authority or the Police
- considering the implications for suitability to work with adults and children
- informing the Local Authority Designated Officer of such cases
- considering and addressing the impact of any allegations upon other adults receiving a service from the organisation
- considering and addressing the impact of any allegations upon the staff and volunteers of the charity

2.0 Procedure

If any member of staff observes abusive behaviour by another member of staff or a volunteer, or a carer, adult with care and support needs or a member of the public makes an allegation, the Carers in Bedfordshire procedure is as follows:

Report, Record, Refer Procedure

1. If a person is in immediate danger, the police or ambulance must be called immediately on 999
2. Report the incident, allegation or concern to your line manager and the CEO immediately.

3. The CEO will make a decision on whether the concern should be reported immediately to the relevant local authority by telephone
4. If a Carers in Bedfordshire manager or CEO is not available, report your concerns to the local authority Adult Safeguarding Team
5. As soon as possible make a full record of the nature of the incident, allegation or concern and any other relevant information
6. The CEO will make a decision on whether the concern should be reported to the Adult Safeguarding Team and who will make that referral; and may take advice from the Adult Safeguarding Team or the Local Authority Designated Officer in making that decision
7. Where required the CEO will complete the local authority Safeguarding referral form and send this to the relevant local authority by email.

https://www.centralbedfordshire.gov.uk/officeforms/EF1204_Safeguarding_vulnerable_adults.ofml

It can also be located in [Carer Services Safeguarding folder](#).

8. The records of all observations and decisions completed will be filed and logged by the CEO in a secure location
9. The CEO will make the decision, where appropriate, to deal with the allegation within the Complaints procedure

3.0 Poor Practice

There may be circumstances when the allegations are about poor practice. All incidents including poor practice must be recorded and reported to the CEO who will keep all documentation on file in a secure location. Access to these files will be strictly limited. The CEO will manage allegations of poor practice within the Carers in Bedfordshire human resource policies, including Whistleblowing, Performance Management and Disciplinary policies.

4.0 Complaints

Where there is a complaint against a member of staff an investigation will take place in line with the Complaints procedure. The CEO may be decided that a member of staff should be suspended during the investigation.

Following the investigation, consideration will be given to whether some form of disciplinary action should be taken, within the Carers in Bedfordshire Disciplinary policy and procedure. The results of any police involvement and the adult safeguarding investigation will be taken into consideration.

5.0 Suitability to work with adults or children

There may be times when a person is working with adults and their behaviour towards an adult, a child or children may impact on their suitability to work with or continue to work with adults with care and support needs. There may also be times when a person's conduct towards an adult may impact on their suitability to work with or continue to work with children. Carers in Bedfordshire will refer such instances to the Local Authority Designated

Officer, within the consent and information sharing requirements of section 5.2.2 of the Local Authority Safeguarding Adults policy.



Serious Incident Reporting: Adult Safeguarding Procedure and guidance

Reporting serious incidents to the Charity Commission: In line with the Charity Commission guidelines on reporting a serious incident with particular focus on safeguarding issues.

Carers in Bedfordshire Trustees will report to the Charity Commission any serious incident that results in – or risks – significant harm to the charity’s beneficiaries.

Serious incidents include:

- suspicions, allegations or incidents of abuse of vulnerable beneficiaries
- links to terrorism or to any organisation that’s ‘proscribed’ due to terrorist activity
- not having a policy to safeguard the charity’s vulnerable beneficiaries
- not having ‘vetting’ procedures in place to check your prospective trustees, volunteers and staff are eligible

Suspicious, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries: adults with care and support needs

Carers in Bedfordshire will report this if any one or more of the following things occur:

1. There has been an incident where the beneficiaries of the charity have been or are being abused or mistreated while under the care of the charity or by someone connected with your charity such as a trustee, member of staff or volunteer
2. There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity
3. Allegations have been made that such an incident may have happened, regardless of when the alleged abuse or mistreatment took place
4. There are grounds to suspect that such an incident may have occurred

As well as reporting to the Charity Commission, Carers in Bedfordshire will also notify the police, local authority and/or relevant regulator or statutory agency responsible for dealing with such incidents.

Carers in Bedfordshire Guidance on when an adult safeguarding incident will be reported to the Charity Commission

We will report an adult safeguarding incident if the abuse is perpetrated by a Carers in Bedfordshire staff member, volunteer, consultant, sub-contractor or visitor, or by a Carers in Bedfordshire partner, staff member, volunteer, sub-contractor or consultant that are funded by Carers in Bedfordshire.

We will still take action in line with our Adult Safeguarding policy if we were made aware of abuse, or suspicion of abuse perpetrated by a Carers in Bedfordshire partner's staff member, volunteer, sub-contractor or consultant that are not funded by Carers in Bedfordshire. But we would not necessarily report this to the Charity Commission, as it is not related to Carers in Bedfordshire in terms of its funding or staff/volunteer/sub-contractors/consultants.

Reporting an incident to the Charity Commission

The Carers in Bedfordshire CEO on behalf of the Carers in Bedfordshire Trustees will report any serious incident to the Charity Commission via email at RSI@charitycommission.gsi.gov.uk

Appendix 1 New Risk Assessment and Safeguarding report on Salesforce

Key Information

*Contact

*Rating

Children Services Status

*Assessment Date

*Description

Information

Person who safeguarding is about	<input type="text"/>	Adult/Child	<input type="text" value="-None-"/>
Date of Incident	<input type="text" value="[04/03/2019]"/>	Line Manager or Volunteer Staff Link	<input type="text"/>
Time of Incident	<input type="text"/>	Record Type	Safeguarding
Location of Incident	<input type="text"/>		

Details of allegation

Date of Birth

Address

Phone Number

Name of Person Reporting Concern

Relationship of Person Reporting Concern

Nature of Concern / Abuse

Observation or Disclosure
32768 remaining

Details of Visible Marks and Bruising
32768 remaining

Name of Alleged Abuser and Relationship

Actions Taken

Action Taken
32768 remaining

Action Taken Date

Concern Reported to CIB Lead

Concern Reported Date / Time

Decision Making

Decision Maker

Decision Date / Time

Decision and Reason
32768 remaining

Interactions with Local Authority

Notification to LA Date / Time

SV1/Child Referral Form attached date

Notification to LA Decision Maker

Advice Sought from LA
32768 remaining

Advice Sought from LA Date / Time

Advice Sought from LA Decision Maker

SV1 Completed Date / Time

Referral Form Completed Date / Time

Referral Form Completed Decision Maker

Referrer Feedback

Person made aware of referral to LA

Referrer Feedback Given
32768 remaining

Feedback Given Date / Time

Authorisation

Date Report Received by DSO
[04/03/2019]

Date Incident Logged by DSO
[04/03/2019]

Incident Log Number

Save

Save & New

Cancel

Appendix D – Staff declaration form



Declaration Form

Carers in Bedfordshire Adult Safeguarding Policy, Procedure and Guidance

I confirm that I have read the Policy, Procedure and Guidance on Adult Safeguarding

I understand the contents and I agree to follow the policy and procedures when I am working or volunteering.

Signed.....

Name
(PRINT).....

Date
.....