

## Safeguarding Adult at Risk Policy

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### Introduction

Inside Out Community is committed to providing a safe space for individuals to gain emotional support through therapeutic arts.

Participants may share information about harmful experiences or events via a verbal disclosure or on occasion indirectly through images and artwork. In addition, there may be some physical evidence of neglect or personal injury which is noted by a member of staff, volunteer or other participants.

The characteristics of adult abuse can take several forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

One worry is that a safeguarding intervention may take away an individual's personal agency over their lives. Safeguarding policies should be built on empowerment - empowering people to keep themselves safe.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

### Aim of Policy

The Inside Out Community believes that it is always unacceptable for an Adult at Risk to experience abuse of any kind and recognises its responsibilities to safeguard the welfare of its members.

The aim of this policy is to ensure the safety of Adult at Risk participating in Inside Out programmes by outlining clear procedures and ensuring that all staff (trustees, programme leader/lead artist, project leaders, workshop leaders & volunteers) are aware of their responsibilities. There can be no excuse for not taking reasonable action to prevent abuse or for not responding appropriately should incidents of abuse arise; abuse and fear of abuse may impact significantly on wellbeing and mental health.

All citizens of the UK have their rights enshrined within the human rights act of 1998 and this policy aims to safeguard those rights against violation.

This policy is informed by Care Act 2014 and the Department of Health (DH) Guidance on policies and procedures to protect Adult at Risk. The policy is also mindful of the Safeguarding Vulnerable Groups Act (2006) and adheres to the ISA vetting and barring scheme.

### Recognition and Reporting

#### Definition

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

This may include a person who:

- Is elderly and frail
- Has a mental illness
- Has a physical or sensory disability
- Has a learning disability
- Has a severe or chronic physical illness
- Is a substance misuser
- Is homeless
- Domestic Abuse
- Honour based violence
- Female genital Mutilation (FGM)
- Modern Slavery
- Wilful neglect and ill-treatment

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Abuse can take a number of forms:

- a) Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, neglect or abandonment.
- b) Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism, inappropriate sexualised contact or talk.
- c) Emotional/psychological abuse e.g. intimidation, bullying, or humiliation
- d) Financial or material exploitation e.g. theft or exerting pressure to hand over money or goods.
- e) Discriminatory abuse e.g. racial, sexual or religious.
- f) Personal exploitation e.g. involves denying an individual his/her rights or forcing him/her to do things that are against his/her will
- g) Acts of neglect or omission e.g. failure to provide for medical or care needs or access to such care. Withholding the necessities of life such as adequate heating and nutrition
- h) Institutional abuse e.g. may occur repeatedly within services and may be reflected in preventing an individual giving his/her thoughts and opinions or making known their needs; or failure to ensure privacy or dignity is respected.
- j) Self neglect e.g. noticing behaviours which suggest someone isn't caring for themselves such as issues with their personal hygiene, health or surroundings.

Other safeguarding concerns:

### Self-harm/ expressing suicidal thoughts

In addition to the above concerns, self-harming or expression suicidal thoughts must be treated as a safeguarding issue.

### Prevent: Vulnerable To Radicalisation (Vtr) Or Influenced By Extremism

Staff may notice a change in a child or young person behaviour that may suggest they are vulnerable to violent extremism.

The VTR guidance, available at [www.suffolkscb.or.uk](http://www.suffolkscb.or.uk), uses existing collaboration between local authorities, the Police and statutory partners such as Children's Services, Adult Social Services and the local community to:

- Identify individuals at risk of being drawn into violent extremism
- Assess the nature and extent of that risk
- Develop the most appropriate support for the individuals concerned

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a Vulnerable To Radicalisation (VTR) referral form is to be completed and sent to the MASH and relevant CYPS team if under 18. The MASH will notify Special Branch to carry out deconfliction checks and an initial assessment of the VTR prior to any further information gathering on the individual.

### The Channel Programme

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity.

For urgent safeguarding concerns call Customer First 03456 066 167

**UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL**

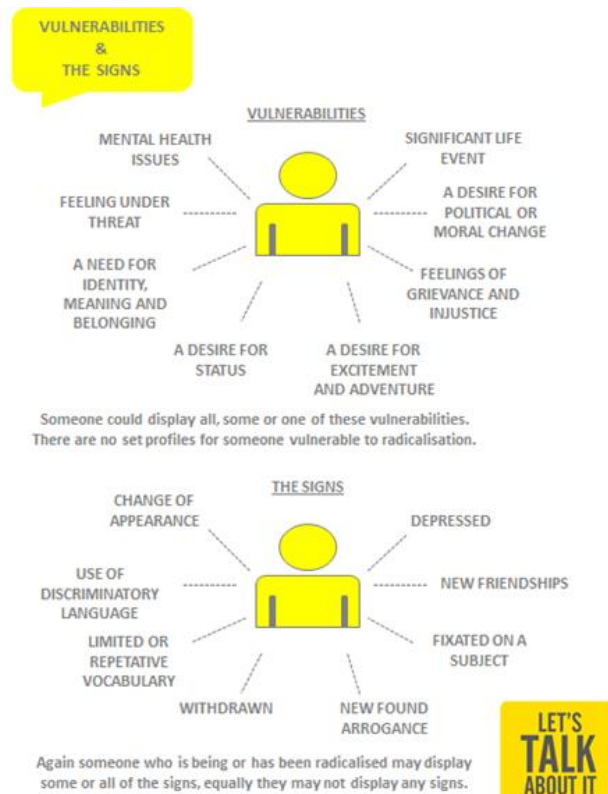
### GUIDANCE NOTES FOR RECOGNISING VTR

#### Who Is Vulnerable To Radicalisation?

People who are vulnerable to radicalisation come from all walks of life, genders, ages and social groups, income levels, professions etc.

*There is no profile for someone who could be drawn into terrorism.*

Extremism is any form of extremism; this includes extreme right wing views, animal rights issues as well as religious views. It is unhelpful to have a narrow view of who can be VTR. It is important to keep an open mind. Looking at the factors associated with a person who becomes vulnerable to it can be helpful to look at. They include;



This guide is to help you refer concerns about an individual who may be vulnerable to being drawn into terrorism. Below are questions which may help you to quantify and structure your concerns. The list is not exhaustive and other factors may be present but they are intended as a guide to help communicate your professional judgement about what has led you to make a referral.

#### Faith / ideology

- Are they new to a particular faith / faith strand?
- Do they seem to have naïve or narrow religious or political views?
- Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting?
- Have there been specific examples or is there an undertone of " Them and Us " language or violent rhetoric being used or behaviour occurring?
- Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?
- Are there particular grievances either personal or global that appear to be unresolved / festering?
- Has there been an increase in unusual travel abroad without satisfactory explanation?

#### Personal / emotional / social issues

- Is there conflict with their families regarding religious beliefs / lifestyle choices?
- Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration? Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?
- Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?
- Have they got / had extremist propaganda materials ( DVD's, CD's, leaflets etc.) in their possession?
- Do they associate with negative / criminal peers or known groups of concern?
- Are there concerns regarding their emotional stability and or mental health?
- Is there evidence of participation in survivalist / combat simulation activities, e.g. paint balling?

#### Risk / Protective Factors

- What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? E.g; mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.
- Is there any evidence of others targeting or exploiting these vulnerabilities or risks?
- What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? E.g. positive family ties, employment, mentor / agency input etc.

#### Managing Allegations Against People In Positions Of Trust (Pot)

The Care Act statutory guidance (March 2016, 14.120 to 14.132), sets out the responsibilities of the Safeguarding Adults Board, its partners, and those providing universal care and support services, when managing allegations in relation to 'people in positions of trust' who may pose a risk to adults with care and support needs.

This procedure replaces the Local Authority Designated Officer (LADO) role within Adult and Community Services Safeguarding Service which set out a formal mechanism by which safeguarding allegations made against professionals who work with adults at risk of abuse were dealt with.

An employee, volunteer, or student (paid or unpaid) working with an adult with care and support needs will be referred to hereafter as a 'person in a position of trust'.

Whilst the focus of safeguarding adults work is to safeguard one or more identified adults with care and support needs, there are occasions when incidents are reported that do not involve an adult with care and support needs, but indicate, nevertheless, that a risk may be posed to adults with care and support needs by a person in a position of trust.

It is the responsibility of employers, student bodies and voluntary organisations to have their own procedures regarding people in a position of trust when allegations are made against them. Legal advice should be sought by employers, student bodies and voluntary organisations when appropriate.

This procedure must be followed when there is an allegation that a person who works with adults with care and support needs in a position of trust has:

- A. Behaved (or alleged to have behaved) in a way that has harmed, or may have harmed an adult with care and support needs and it becomes apparent that they have another role working with adults with care and support needs

- B. Behaved (or alleged to have behaved) in a way that indicated that they pose a risk to adults with care and support needs. This could possibly be a criminal offence even if the offence does not relate to a person with care and support needs.
- C. Behaved in a way towards children which means they may pose a risk of harm to adults with care and support needs.

Examples of the above include:

- A. A formal safeguarding Section 42 enquiry is undertaken in relation to a carer working at a residential care home and during that enquiry information is received that they also work for a care at home provider (domiciliary care provider)
- B. A person is subject to police investigation for domestic abuse to a partner, and undertakes voluntary work with adults with care and support needs
- C. A person who is allegedly failing to protect a child (subject to formal proceedings under the Children Act 1989) and is undertaking professional training to work with adults with care and support needs.

If you are concerned that a member of staff is becoming a person Vulnerable to Radicalisation (VTR) or being Influenced by Extremism ensure a VTR referral form is completed.

Raising a concern

In Suffolk, these concerns will need to be reported via the Suffolk Position of Trust Concerns (POT) Form.

To make a POT email [positionoftrust@suffolk.gov.uk](mailto:positionoftrust@suffolk.gov.uk) and ask for a POT form. Alternatively contact the MASH Consultation line who will forward a POT form.

When a person's conduct towards an adult may impact on their suitability to work with or continue to work with children, this must be referred to the Local Authority's Designated Officer (LADO)

Resignations and "COMPROMISE AGREEMENTS"

The fact that a person tenders his or her resignation or ceases to provide their services must not prevent an allegation from being followed up in accordance with these procedures and a conclusion reached.

A so called "compromise agreement" by which a person agrees to resign, the employer agrees not to pursue disciplinary action and both agree a form of words to be used in any future reference must not be used in situations which are relevant to these procedures.

In any event, such an agreement will not prevent a thorough police investigation where appropriate.

Wherever possible the person should be given a full opportunity to answer the allegation and make representations about the allegation. The investigation should continue to a conclusion even if the person refuses to cooperate.

Grooming and criminal behaviour.

Any concerns regarding an individual who may be at risk of being groomed for illegal or dangerous activity must be reported and treated as a safeguarding issues. This would include

disclosure of criminal behaviour such as gang membership. (will be linked to Confidentiality policy at some point)

#### Abusers

Abusers can be anyone: relatives, friends, professional staff, other participants/service users, employers, neighbours, volunteers, or strangers.

The abused may sometimes become the abuser.

#### Inside Out Community will

- Ensure all staff (trustees, programme director, project leaders, workshops leaders and volunteers) working with participants/members have been subject to a DBS check and thereafter checked every three years and that they will have two satisfactory references prior to undertaking any work or volunteering with Inside Out.
- Ensure safeguarding policies and procedures are available to all staff and volunteers.
- Create opportunities for training and updating for staff and volunteers in safeguarding Adult at Risk
- Promote a culture of safety, warm acceptance and respect, in which diversity is valued, within the service Inside Out provides
- Ensure that Inside Out Participants agree to the Inside Out Code of Conduct and that if they do not agree to the Code of Conduct they can not take part in Inside Out workshops or activities.
- Ensure that all participants are aware of Inside Outs 'no toleration' policy towards abusive or violent behaviour, being intoxicated, or the consumption of illicit substances or alcohol during Inside Out sessions.
- Regularly review the safeguarding policy to ensure it is up-to date and compliant with legislation
- Have in place clear procedures for reporting abuse.
- It is not the role or responsibility of Inside Our Community to investigate allegations of harm or risk of harm.

#### Inside Out Community Staff will

(Staff includes: trustees; programme leader/lead artist; project leaders; workshop leaders and volunteers)

- Agree to DBS checks being carried out before commencing work for Inside Out and every three years thereafter and that two satisfactory reference are checked prior to employment.
- Make themselves familiar with Inside Out's essential policies such as safeguarding Adult at Risk policy, confidentiality, data protection and health and safety policies and show that they understand and will abide by the policy by signing the policy during their induction.
- Engage in safeguarding Adult at Risk training, where applicable.
- Deal sensitively and appropriately with abusive behaviour should it occur within an Inside Out session (see guidelines for minimising risk/ Code of Conduct)
- Respond supportively to indications of increased vulnerability in participant/members (see guidelines for minimising risk).
- Listen to and take seriously reports of abuse by participants/members, whether occurring within or outside the context of Inside Out.
- Follow Inside Out's reporting procedure should any observed or reported abuses occur involving other participants/members, staff, or volunteers.
- Report abuse as soon as possible on a need to know basis even if abuse is reported confidentially



- Confidentiality- the duty to safeguard Adult at Risk and share information about Adult at Risk safeguarding concerns takes priority over all other considerations, including the confidential nature of the staff- participant relationship. Inside out fully participates in multi-agency working, in line with government guidance, in order to share information and safeguard Adult at Risk.
- Staff members or volunteers who are themselves subject to abuse by a participant/member, or colleague, should report the incident as soon as possible (See guidelines for safeguarding staff )

### Making Safeguarding Personal

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances and lifestyles.

In order to evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. It may be that even after careful scrutiny of the legal framework, staff will conclude that they have no power to gain access to a particular adult at risk. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

In these extremely difficult circumstances, staff will be expected to continue to exercise as much vigilance as possible.

Safeguarding Managers will give full support to staff over problems when handling cases



of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed;
- Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk;
- Legal advice has been obtained and acted upon
- And ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation.

Key six key principles that underpin safeguarding adults work\*

1. Empowerment – People being supported and encouraged to make their own decisions and informed consent
2. Prevention – It is better to take action before harm occurs
3. Proportionality – The least intrusive response appropriate to the risk presented
4. Protection – Support and representation for those in greatest need
5. Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
6. Accountability – accountability and transparency in delivering safeguarding

\*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

#### Capacity, Consent and Decision Making

The consideration of capacity is crucial at all stages of Safeguarding Adults procedures. For example determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

1. A presumption of capacity - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;
2. The right for individuals to be supported to make their own decisions - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;
3. That individuals must retain the right to make what might be seen as eccentric or unwise decisions;
4. Best interests - anything done for or on behalf of people without capacity must be in their best interests; and
5. Least restrictive intervention - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

#### Reporting Procedures

Immediate action should be taken when a safeguarding disclosure is made. The following processes must be adhered to.

- The staff member should explain to the participant that they will have to report the disclosure as a safeguarding concern. If there is an immediate risk of harm the emergency services should be contacted immediately.
- The staff member should make accurate notes as soon as possible following the disclosure outlining only the facts, where possible these notes should be added directly to the Inside Out incident form.
- The staff member should make a referral to Suffolk County Council Adult Care Portal. If the matter is urgent because the adult at risk is in immediate danger phone 999. If you are concerned about an adult and unable to use the Portal, you can call Customer First (Suffolk County Council, Safeguarding Team) - 0808 800 4005
- The staff member must notify their line manager as soon as possible that a safeguarding referral has been made.
- If an incident form has not yet been completed this should be done and sent to the chairperson.
- Any safeguarding referrals should be discussed with the Board of Trustees
- THE ORG Safeguarding Lead: Matthew Morris, Chair
- THE ORG Safeguarding Deputy Lead: Peter Watkins, Trustee

If you would like to discuss whether or not a referral is required, call the Professional Consultation Line on 03456 061 499 to speak with a MASH social worker.

In emergency situations (e.g. where there is the risk or occurrence of physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services and safeguarding services must be contacted.

#### Important numbers

- Emergency services 999
- Police- non-emergency 101
- NHS-111
- Customer First (Suffolk County Council, Safeguarding Team) - 0808 800 4005

#### Responsibilities

All members of staff have a responsibility to be aware of this policy and have a duty of care under common to law to act with due diligence, doing all that could be considered 'reasonable' in response to reports or suspicions of abuse.

Inside Out Community has a legal obligation to protect Adult at Risk from people who have committed serious offences. Applicants who are offered paid or volunteer posts and work directly with members/participants will be subject to a criminal check via the Disclosing and Barring Service. This will include details of caution, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.



UK Registered Charity No: 1136104  
Toppesfield Mill House/Tinkers La, Hadleigh, Ipswich IP7 5NG

We require all members of staff, committee members, workshop leaders and volunteers to hold a satisfactory DBS certificate not more than 3 years old.

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Adopted by Inside Out Community Board of Trustees

Date:

Signed:

To be reviewed on: