

Salamander Trust

Safeguarding Adults Policy

October 2018



Salamander Trust

ON THE RIGHT(S) TRACK

Salamander Trust is a UK-registered charity and company limited by guarantee. We work for the protection and promotion of good health, particularly in those marginalised by societies worldwide as a result of their gender, HIV status or sexual or reproductive health. Much of our work focuses on the rights and priorities of women living with HIV, and many of our volunteers and associates are women living with HIV. Salamander Trust programmes such as 4M Mentor Mothers, Stepping Stones and Stepping Stones with Children, as well as our consultancy and collaborative work with partner organisations, may bring some trustees, volunteers, associates and consultants into contact with vulnerable adults. This safeguarding adults policy ensures that all Salamander Trust representatives understand their duties and responsibilities to ensure that all our work safeguards those we are working with.

Salamander Trust will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps Salamander Trust will make to safeguard an adult with care and support needs if they are deemed to be at risk or vulnerable to risk. This policy sets out the roles and responsibilities of Salamander Trust in promoting the adult's welfare and safeguarding them from abuse and neglect.

Salamander Trust will ensure that decisions made will support adults to make their own choices and include them in any decision-making. Salamander Trust will also ensure that safe and effective working practices are in place.

This policy is intended to support trustees, volunteers, associates and consultants working within Salamander Trust to understand their role and responsibilities in safeguarding adults. All trustees, volunteers, associates and consultants ('Salamander Trust representatives' for the purpose of this policy) are expected to follow this policy.

The key objectives of this policy are for all Salamander Trust representatives to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

Salamander Trust is registered in the UK. As such, this policy is based on:

- The UK Care Act 2014 and the Care and Support statutory guidance
- London Safeguarding Adults policy and procedures
- Islington Safeguarding Adults Board's local procedures and appendices

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect. <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

What is safeguarding?

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.' Care and Support Statutory Guidance, UK Department of Health, updated February 2017

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but may be unable to do so because of an accident, disability, frailty, addiction or illness.

Salamander Trust adheres to following the six key principles that underpin safeguarding work:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Salamander Trust representatives will ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. Salamander Trust will ensure that the safeguarding action agreed is the least intrusive response to the risk. Salamander Trust will be transparent and accountable in delivering safeguarding actions.

What is Making Safeguarding Personal (MSP)?

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

Salamander Trust will ensure that adults are involved in their safeguarding arrangements and each individual's situation is dealt with on a case by case basis. As adults may have different preferences, histories and life styles, the same process may not work for all.

Who do adult safeguarding duties apply to?

The UK Care Act 2014 sets out that adult safeguarding duties apply to any adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

Who do I go to if I am concerned?

The named responsible person for safeguarding duties for Salamander Trust is Alice Welbourn, alice@salamandertrust.net.

Salamander Trust Associate Longret Kwardem will act as an alternative contact for safeguarding concerns relating to the 4M project.

Salamander Trust representatives should contact Alice Welbourn (or Longret Kwardem for concerns relating to the 4M project) for any concerns/queries they have in regards to safeguarding adults. A record must be kept of the concern.

Alice Welbourn will be responsible for decisions about notifying adult social services if required and consider alternative actions, where necessary. She will also ensure that the safeguarding adults policies and procedures are in place and up to date, that safeguarding training is kept up to date for Salamander Trust representatives, and a safe environment is promoted for Salamander Trust representatives and for adults accessing Salamander Trust services, workshops and training programmes.

Raising a safeguarding concern

If you are informed or become aware of possible abuse or neglect:

Gather information:

- How does the adult wish for the concern to proceed?
- What changes/support would they like as a result of this concern being raised?

Respond:

Take action to ensure the immediate safety and welfare of the adult (and any other person/child at risk). Consider:

- Does medical attention need to be organised? (in the UK, dial 999)
- Is urgent police presence required? (in the UK, dial 999)

Report:

Has a crime been committed? If so, does it need to be reported? (in the UK, dial 101 unless there is an immediate risk, in which case dial 999). Preserve forensic evidence (if any).

Refer:

Decide whether to raise a safeguarding concern, and if so, take action. Do this:

- Immediately where the concern is urgent and serious.
- Within the same working day for any other concerns.

Record:

Document the incident and any actions or decisions taken.

Refer:

Ensure key people are informed. For example, safeguarding lead, relatives as appropriate.

Support:

Provide support or feedback for the person identifying the safeguarding concern.

The safeguarding lead will keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

What are your roles and responsibilities?

All Salamander Trust representatives are expected to report any concerns to the safeguarding lead. If the allegation is against a Salamander Trust representative, seek advice from Salamander Trust's safeguarding lead, Alice Welbourn. If the allegation is against the safeguarding lead, seek advice from a relevant outside body, such as the safeguarding lead of the relevant local authority.

Alice Welbourn will be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The relevant local authority will decide on who will lead on a safeguarding enquiry, should it progress to that stage. The named organisation should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

Complaints procedure

Salamander Trust promotes transparency and honesty if things go wrong.

If a trustee or volunteer or any other member of the organisation is unhappy with Salamander Trust's decision about the safeguarding concern, refer them to the Salamander Trust board of trustees.

Salamander Trust is committed to ensuring that trustees, volunteers, associates and consultants who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

The UK Mental Capacity Act 2005 is to be used when decisions are made on behalf of those adults with care and support needs who are unable to make some decisions for themselves. You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

Confidentiality and information sharing

Salamander Trust expects all Salamander Trust representatives to maintain confidentiality at all times. In line with Data Protection law, Salamander Trust does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Recruitment and selection

Salamander Trust is committed to safe volunteering and employment. Salamander Trust representatives who facilitate and support vulnerable adults (ie Salamander Trust representatives facilitating mentor mother workshops with women living with HIV in the UK), will be required to have current enhanced DBS checks.

Training, awareness raising and supervision

Salamander Trust ensures that Salamander Trust representatives receive the Salamander Trust Safeguarding Adults Policy, and, if their role involves facilitating and supporting vulnerable adults, receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to Salamander Trust representatives who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required.

Similarly, Salamander Trust representatives may encounter concerns about the safety and wellbeing of children. For more information about children's safeguarding, refer to Salamander Trust's Children's safeguarding policy.

Prevent

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If Salamander Trust representatives are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see: <https://www.gov.uk/government/publications/prevent-duty-guidance>

Appendix 1

What are the types of safeguarding adults abuse?

The UK Care and Support statutory guidance sets out 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

What are the possible signs of abuse?

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly
- The person never seems to have money
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms)
- The person has signs of a pressure ulcer
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

Who abuses and neglects adults?

Abuse can happen anywhere, even in somebody's own home. Most often, abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- partners;
- other family members;
- neighbours;
- friends;
- acquaintances;
- local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals; and
- volunteers and strangers