

Safeguarding Adults at Risk Policy

Access Community Trust's Commitment

Access is committed to safeguarding all adults at risk of harm. We believe that all adults have the right to live a life safe from harm, abuse and neglect and we are committed to protecting and promoting the welfare and safety of every adult we engage with.

We will ensure that we provide safe environments that protect and promote the welfare and safety of all, services that foster healthy relationships based on trust and respect. Services that allow **everybody's** voice to be heard.

We are committed to keeping safeguarding at the heart of all we do. Purpose

The purpose of this policy is to set out Access Community Trust's approach to safeguarding adults who are at risk of harm and will detail how we will seek to keep all adults at risk safe

The policy will ensure that everyone involved in Access is aware of:

- Their role and responsibility for safeguarding adults at risk
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult

Scope

Access recognises that all adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to be safeguarded from all types of harm.

All safeguarding actions taken by Access will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate, and that is person centred and includes and respects the voice of the adult concerned.

The definition of an Adult at Risk is any person who is aged 18 or over at risk of harm, abuse or neglect who is unable to protect themselves due to their individual care and support needs.

This policy applies to everyone working for or on behalf of Access Community Trust including paid staff, volunteers and the Board of Trustees. We believe that safeguarding is everyone's business.

This policy should be read in conjunction with the Access Policies listed in appendix 1

Legal Framework

The Care Act 2014 sets out clear principles and the legal framework for how adults at risk of abuse or neglect should be protected.

The Mental Capacity Act 2005 & Deprivation of Liberty Safeguards 2009 provide the framework to protect and support people who do not have the assessed ability to make decisions for themselves. It also provides guidance to support people who need to make decisions on behalf of someone else to ensure the rights, best interests and wellbeing of all is protected.

Procedure

Safe Recruitment - Access are committed to safe recruitment procedures and all required checks will be undertaken and fully assessed prior to and during employment.

Training - Access will provide mandatory and supplementary safeguarding training to all staff, paid and unpaid, so they are able to competently recognise the signs of abuse and be clear on how to report any concerns.

Supervision & Support - Access will support safeguarding practice across the organisation by regular supervision, case management, appraisal and training.

Designated Safeguarding Leads- Access will ensure that there are comprehensively trained Designated Safeguarding Leads across the organisation to support staff in promoting the welfare and safety of all adults we engage with

Empowerment - We will share information about safeguarding and good practice and we will listen to and value all of our customers contributions, thoughts and feelings. We will encourage and empower all to have a voice that is heard.

Partnership Working - Access recognises that effective safeguarding is achieved by working in partnership and will approach all safeguarding in a multi-agency approached way. We are committed to building and fostering relationships with a wide range of partners in order to ensure our safeguarding response is comprehensive and robust.

Development - Access will continuously promote and embed a reflective learning culture which places safeguarding at the heart of all we do we are committed to practice that protects all.

Recognising Abuse

Abuse can take many forms and the list below and definitions detailed in appendix 2 are not exhaustive:

- Physical Abuse
- Psychological Abuse
- Financial or material abuse
- Sexual Abuse
- Neglect and acts of omission
- Self-neglect
- Domestic Abuse Modern
- Slavery
- Discriminatory abuse
- Organisational abuse
- Grooming
- Cuckooing/County Line
- Radicalisation

There may be many other forms of abuse or mistreatment that give you concern for a **adult's** safety, wellbeing and welfare. All concerns should be discussed with your line manager and an Access Designated Safeguarding Lead and referred to other appropriate agencies when necessary

Responding to Abuse

Safeguarding is everyone's responsibility and all staff, volunteers and trustees at Access Community Trust are expected to recognise that they have an individual duty of care to safeguard.

When assessing adults at risk of abuse, it is important to remain alert and responsive to the Mental Capacity of individuals and operate in accordance with the Mental Capacity Act 2005 to protect their rights, best interests and wellbeing

All staff and volunteers are required to take all concerns seriously and must take all necessary actions to protect and safeguard all adults at risk. The assumption must never be that someone else will take responsibility.

If a member of staff or volunteer has knowledge or suspicion of abuse, neglect or exploitation taking place this information must be reported to their line manager and designated safeguarding lead at the earliest opportunity

If an adult discloses information that may indicate they are experiencing or are at risk of experiencing abuse, exploitation or neglect, action must always be taken and the following approach should be followed:

Listen listen carefully to what the adult at risk is saying and take it seriously.

Remember they might be worried and scared about the consequences or think that nobody will believe them. They may have told someone before and nothing was done to help. Sometimes they might not know what is happening is abuse

Reassure the adult at risk should be provided with reassurance that they have done the right thing by telling. Reassurance should also be given about their right to be protected and kept safe. Explain to the adult at risk of any actions you are going to take next, reassure them that you are doing this to help protect them and keep them safe

Record all information should be clearly recorded ensuring that it is factual and focused on the voice of the adult. Also record any further actions or conversation you may have undertaken

Report – act on your duty of care and report and concerns you have following the guidance set out below and in appendix 3

Reporting

In an emergency	Call 999 and ask for the police
If the concern needs immediate attention	<p>Suffolk</p> <p><u>Alerts can be made on 0800 917 1109</u></p> <p>Or make referral online through the Suffolk Portal</p> <p><u>https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/adultsa#h1</u></p> <p>Norfolk</p> <p><u>Alerts can be made on 0344 800 8020</u></p> <p>Or make referral online through the Norfolk Portal</p> <p><u>https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern</u></p>
Further Guidance Needed	

Where the concern is not i and further guidance is nee should be sought either int through the Access Design Safeguarding Team or exte through the relevant profes consultation lines	Norfolk – Professional Consultation <u>MASH consultation line 0344 800 8020</u> Suffolk Professional Consultation <u>MASH consultation line 0345 606 1499</u>
Prevent All concerns regarding an Adult at risk of radicalisation must be reported	Norfolk Norfolk Police Prevent Team 01953 423905 or 01953 423896 Email ChannelPanel@norfolk.gov.uk Suffolk Police 101 or 0800 789321

Any external referral made must also be reported to your line manager and the Access Designated Safeguarding Team

Access Designated Safeguarding Team

All concerns and referrals must be reported through to REDACTED Trustwide Safeguarding Manager:-

Phone:- REDACTED

Email:- safeguarding@accessct.org Or REDACTED

Zone Standard:- through the Incident/Safeguarding Tab

In the Safeguarding managers absence, all concerns must be addressed to

REDACTED
CEO
REDACTED

REDACTED
Designated Safeguarding Lead
REDACTED

Concerns or allegations regarding a member of staff or volunteer

If you have concerns or an allegation has been made about a member of staff or volunteer working with Adults at Risk then you must speak to a manager or someone from the Access designated safeguarding team immediately in line with Access

Community Trusts Public Interest Disclosure (Whistleblowing) Policy.

All staff will be encouraged to report any such concerns without any fear of

recriminations

Access recognises that allegations can arise for many different reasons and there may be many factors to consider and assess. We will deal with all concerns regarding staff and volunteers very seriously but will use a fair, supportive and sensitive approach to investigating these matters.

When assessed as necessary allegations and concerns of this nature will be discussed/reported to the relevant agency including the police, local MASH and the DBS Disbarring Service

Recording and Reporting

All concerns and referrals will be recorded and held on a central safeguarding register. They will be regularly reviewed, monitored and audited by the Safeguarding Manager and will be presented to the Board of Trustees annually.

Supplementary Policies (appendix 1)

The Adults at Risk Policy should be read in conjunction with the following Access policies:-

- Competence & Training
- Conduct & Standards
- DBS Employment checking procedure
- Domestic Abuse
- Equal Opportunities & Diversity
- Gifts, Wills & Bequests
- Gross Misconduct
- Health & Safety
- Information Sharing & Confidentiality
- Mental Capacity Act
- Missing Person
- Professional Boundaries
- Public Interest Disclosure
- Safe Recruitment
- Safeguarding Children & Young People

Recognising Abuse (appendix 2)

Physical Abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions

Psychological Abuse - all forms of emotional abuse including threats or harm or abandonment, deprivations of contact, humiliation, blaming, controlling, intimidation, coercions, harassment, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse involves taking control of another individuals money or resources and can include theft, fraud, internet scamming and coercion. It can affect all areas of an **adult's** financial affairs and arrangements including wills, property, inheritances and other financial transactions and often results in the misuse or misappropriation of property, possessions or benefits.

Sexual Abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual act, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Neglect and acts of omission including the support agency or care giver ignoring medical, emotional or physical care needs of an individual that needs support and care. Failure to provide access to appropriate health, care, support and educational services. The withholding of basic needs such as adequate nutrition, shelter, heating and clothing

Self-neglect this covers a wide range of behaviours that individuals present with that results in self-neglect of that individuals personal hygiene, health or surroundings and includes hoarding

Domestic Abuse:-including psychological, physical, sexual, financial, emotional abuse; to include Honour Based Violence (HBV), Forced Marriage and Female Genital Mutilation (FGM) and Coercive Control

Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, drug manufacturing and cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice

Discriminatory abuse including forms of harassment, slurs, isolation & exclusion or similar treatment; because of race, gender, gender identity, age, disability, sexual orientation or religion

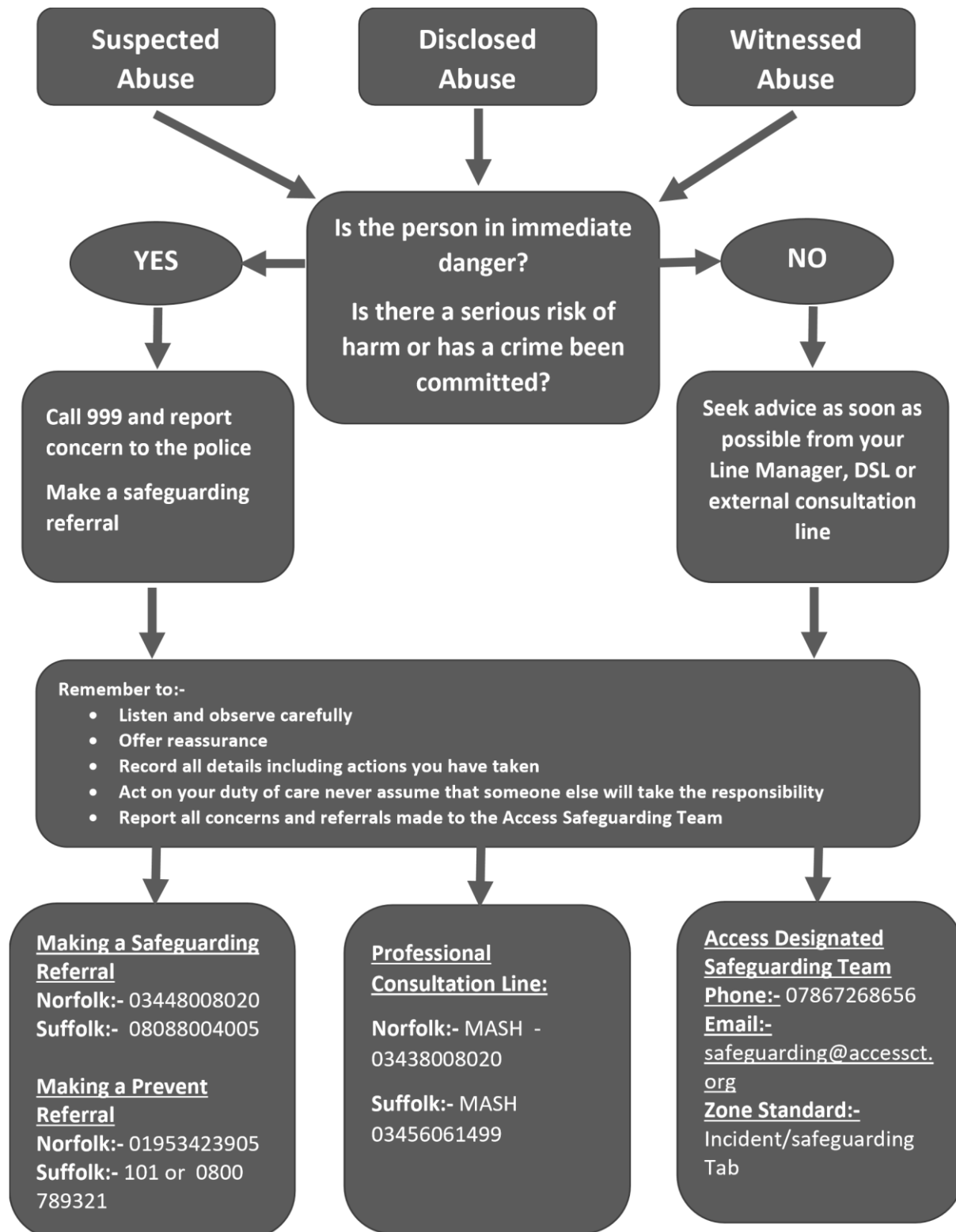
Organisational abuse including neglect and poor care practice within an institution or specific care settings such as a hospital or care home or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice.

Grooming when a person builds a false relationship with an adult at risk so they can abuse them and manipulate them into doing things. The abuse is usually sexually and/or financially exploitative but can also include other illegal acts.

Cuckooing/County Lines the practice of taking over the home of a vulnerable person in order to establish a base for storing and dealing drugs and can also include the facilitation of sex work. This practice is typically perpetrated by organised criminal gangs as part of a County Lines operation.

Radicalisation - is the process adults at risk can be converted to support terrorism and extremism. Adults at risk can be exposed to these risks and groomed into holding extremism beliefs either through family, friends or faith leaders or groups and by strangers online. Radicalisation is seen as a form of harm and abuse and is a safeguarding matter. All concerns of radicalisation should be reported to the police

Responding to Abuse Adults at Risk (appendix 3)



Safeguarding Children and Young People Policy

Access Community Trust's Commitment

Access is committed to safeguarding all Children and Young People at risk of harm. We believe that all children and young people have the right to live a life safe from harm, abuse and neglect. We are committed to protecting & promoting the welfare and safety of every child and young person that we directly or indirectly come into contact with.

We will ensure that we provide safe environments that protect and promote the welfare and safety of children and young people, services that foster healthy relationships based on trust and respect. Services that allow children's and young people's voices to be heard.

We are committed to keeping safeguarding at the heart of all we do. Purpose

The purpose of this policy is to set out Access Community Trust's approach to safeguarding any child or young person who is at risk of harm.

The policy will ensure that everyone involved in Access is aware of:

- Their role and responsibility for safeguarding all children and young people
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child or young person

Scope

Access recognises that all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to be safeguarded from all types of harm.

This policy applies to everyone working for or on behalf of Access Community Trust including paid staff, volunteers and the Board of Trustees. We believe that Safeguarding children and young people is everyone's business.

This policy applies to children and young people - defined as anyone that has not reached their 18th birthday but also extends to young people up to the age of 21 if they have been a Looked After Child and up to the age of 24 if they have been a Looked After Child who is still in full time education.

This Policy should be read in conjunction with the Access Policies listed in appendix 1

Legal Framework

The Children's Act 1989 & The Children Act 2004 both provide the legislative framework for Child Protection in England and set out the duty to work in partnership

Working Together to Safeguard Children 2018 places statutory duties on the Police, Local Authorities and Health to safeguard children and also recognises the contribution of voluntary and private sector organisations to safeguard children

Procedure

Safe Recruitment - Access are committed to safe recruitment procedures and all required checks will be undertaken and fully assessed prior to and during employment

Training - Access will provide mandatory and supplementary safeguarding training to all staff, paid and unpaid, so they are able to competently recognise the signs of abuse and be clear on how to report any concerns

Supervision & Support - Access will support safeguarding practice across the organisation by regular supervision, case management, appraisal and training.

Designated Safeguarding Leads - Access will ensure that there are comprehensively trained Designated Safeguarding Leads across the organisation to support staff in promoting the welfare of all children and young people.

Empowerment - We will widely share information about keeping safe, to children and their parents. We will listen to and value all children's and young people's contributions, thoughts and feelings and will empower them to have a voice that is heard.

Partnership Working - Access recognises that effective safeguarding is achieved by working in partnership and will approach all safeguarding in a multi-agency approached way. We are committed to building and fostering relationships with a wide range of partners in order to ensure our safeguarding response is comprehensive and robust.

Development - Access will continuously promote and embed a reflective learning culture which places safeguarding at the heart of all we do we are committed to best practice that protects all.

Recognising Abuse

Abuse can take many forms and the list below and definitions detailed in appendix 2 are not exhaustive:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Domestic Abuse
- Grooming
- Child Sexual Exploitation (CSE)
- Child Trafficking
- Criminal Exploitation & Gangs
- County Lines
- Radicalisation
- Bully & Cyber Bullying
- Female Genital Mutilation (FGM)

There may be many other forms of abuse or mistreatment that give you concern for a child's or young person's safety or wellbeing. All concerns should be discussed with your line manager and an Access Designated Safeguarding Lead and referred to other appropriate agencies when necessary

Responding to Abuse

Safeguarding is everyone's responsibility and all staff, volunteers and trustees at Access Community Trust are expected to recognise that they have an individual duty of care to safeguard

All staff and volunteers are required to take all concerns seriously and must take all necessary actions to protect and safeguard all children and young people. The assumption must never be that someone else will take responsibility.

If a member of staff or volunteer has knowledge or suspicion of abuse, neglect or exploitation taking place this information must be reported to their line manager and designated safeguarding lead at the earliest opportunity

If a child or young person discloses information that may indicate they are experiencing or are at risk of experiencing abuse, exploitation or neglect action must always be taken and the following approach should be followed:

Listen carefully to what the child or young person is saying and take it seriously.

Remember they might be worried and scared about the consequences or think that nobody will believe them. They may have told someone before and nothing was done to help. Sometimes they might not know what is happening is abuse

Reassure the child or young person should be provided with reassurance that they have done the right thing by telling. Reassurance should also be given about their right to be protected and kept safe. Explain to the child or young person what you are going to do next for a younger child explain you are going to speak to someone who will be able to help for an older child or young person explain you need to report the abuse to someone who can help. Reassure them you are doing this to help protect them and keep them safe

Record all information should be clearly recorded ensuring that it is factual and focused on the voice of the child or young person. Also record any actions or conversation you may have undertaken.

Report – act on your duty of care and report any concerns you have following the guidance set out below and in appendix 3

Reporting

In an emergency	Call 999 and ask for the police
If the concern needs immediate attention	Suffolk

		<p>can be made on 0808 800 4005</p> <p>(24 hours) Alerts can be made on 0808 800 4005</p> <p>Or make a referral online through the Portal Reporting a Child at Risk of Harm, or Neglect - Report to www.suffolk.gov.uk/children-abuse-and-learning/keeping-children-reporting-a-child-at-risk-of-harm-or-neglect-safeguarding-safe/reports</p> <p>Norfolk (24 hours) Alerts can be made on 0344 800 2021</p>
Further Guidance Needed	<p>Where the concern is not immediate and further guidance is needed should be sought either internally through the Access Design Safeguarding Team or externally through the relevant professional consultation lines</p>	<p>Norfolk Professional Consultation Children's Advice and Duty Service – 0344 800 2021</p> <p>Suffolk Professional Consultation MASH consultation line 0345 606 1499</p>
Prevent All concerns regarding a child or young person at risk of radicalisation reported	<p>Child or young person must be reported</p>	<p>Norfolk Norfolk Police Prevent Team 01953 423905 or 01953 423896 Email ChannelPanel@norfolk.gov.uk</p> <p>Suffolk Police 101 or 0800 789321</p>

Any external referral made must also be reported to your line manager and the Access Designated Safeguarding Team

Access Designated Safeguarding Team

All concerns and referrals must be reported through to REDACTED Trustwide Safeguarding Manager:-

Phone:- REDACTED

Email:- safeguarding@accessct.org Or REDACTED

Zone Standard:- through the Incident/Safeguarding Tab

In the Safeguarding managers absence, all concerns must be addressed to

REDACTED
CEO
REDACTED

REDACTED
Designated Safeguarding Lead
REDACTED

Concerns or allegations regarding a member of staff or volunteer working with children and young people.

If you have concerns or an allegation has been made about a member of staff or volunteer working with children and young people then you must speak to a manager or someone from the Access designated safeguarding team immediately in line with Access Community Trusts Public Interest Disclosure (Whistleblowing) Policy.

All staff will be encouraged to report any such concerns without any fear of recriminations

Access recognises that allegations can arise for many different reasons and there may be many factors to consider and assess. We will deal with all concerns regarding staff and volunteers very seriously but will use a fair, supportive and sensitive approach to investigating these matters.

When assessed as necessary allegations and concerns of this nature will be discussed/reported to the relevant agency including the police, LADO, MASH and the DBS Disbarring Service

Concerns or allegations regarding staff can be reported to LADO (Local Authority Designated Officer)
Suffolk

Phone: 03001232044 Email:

LADO@suffolk.gov.uk Referral

Form:

https://static1.squarespace.com/static/62ea37b2f412d231ae2c2f35/t/636d6d5a406a7f1b012bfb32/1668115802962/lado_referral_form.pdf

Norfolk

Email:- LADO@norfolk.gov.uk Referral/Consultation Form:

<https://www.norfolklscb.org/people-working-with-children/how-to-raise-aconcern/local-authority-designated-officer-lado/>

Recording and Reporting

All concerns and referrals will be recorded and held on a central safeguarding register. They will be regularly reviewed, monitored and audited by the Safeguarding Manager and will be presented to the Board of Trustees annually.

Supplementary Policies (Appendix 1)

The Safeguarding Children & Young People Policy should be read in conjunction with the following Access policies:-

- Competence & Training
- Conduct & Standards
- DBS Employment Checking Procedure
- Domestic Abuse
- Equal Opportunities & Diversity
- Gifts, Will & Bequests
- Gross Misconduct
- Health & Safety
- Information Sharing & Confidentiality
- Mental Capacity Act
- Professional Boundaries
- Public Interest Disclosure
- Safe Recruitment
- Safeguarding Adults at Risk

Recognising Abuse (Appendix 2)

Physical Abuse physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. Children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse emotional abuse is the ongoing emotional maltreatment of a child. It is sometimes referred to as psychological abuse and can cause long term damage to a child's emotional health and development. Emotional abuse can take many different forms ranging from deliberately trying to scare or humiliate a child or isolating or ignoring them. It may involve conveying to a child that they are worthless, inadequate and unloved. Emotional abuse can also be inflicted by a child seeing or hearing the illtreatment of another. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse – A child is sexually abused when they are forced or persuaded to take part in any type of sexual activity. There doesn't have to be physical contact and it can happen online. Sexual abuse can be perpetrated by men, women and other children. Children might not understand that what is happening to them is abuse and may not even understand that it is wrong

Neglect Neglect is the continued failure to meet a child's basic needs. Neglect can occur in pregnancy as a result of maternal substance misuse and once born neglect may involve a child being left hungry or dirty, without adequate clothing, shelter, supervision, and with limited or no access to medical or health care. Not protecting a child from physical or emotional harm is a form of neglect alongside a primary caregiver being continually unresponsive to a child's basic emotional needs. Neglect is a serious form of abuse and can cause serious long term damage

Beyond the four main categories the following types of harm and abuse should also be considered when assessing and monitoring the welfare and safety of children and young people

Domestic Abuse - a child who is living with and witnessing domestic abuse is now considered to be a victim of this abuse

Grooming when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate exploit or abuse them. Anybody can be a groomer, no matter their age, gender or race. Grooming can take place face to face or online

Child Sexual Exploitation Child Sexual exploitation is a form of sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or younger person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and or (B) for the financial advantage or increased status of the perpetrator or facilitator. The child is often groomed into thinking they are in a relationship so may think that the activity is consensual. Child sexual exploitation may include non-contact activities which may involve getting children to look at sexual images or take images of themselves.

Child Trafficking Human trafficking can involve anyone being recruited, harboured or brought into a situation of exploitation through the use of violence, deception or coercion and can be forced to work against their will. It is a form of modern slavery.

When children are trafficked, no violence, deception or coercion needs to be involved simply them being brought into an exploitative condition constitutes trafficking and is abuse

Criminal Exploitation & Gangs criminal exploitation is child abuse. Children and young people are groomed manipulated and coerced into committing crimes. This can be by organised criminal gangs that run county lines who recruit and traffic children and young people in relation to the moving, selling and manufacturing of drugs. Children and young people can also become involved in street gangs for whom crime and violence is accepted and promoted as an integral part of the gangs identity

Radicalisation is the process by which children and young people come to support terrorism and extremism. Children and young people can be exposed to these risks and groomed into holding extremism beliefs either through family, friends or faith leaders or groups and by strangers online. Radicalisation is seen as a form of harm and abuse and is a safeguarding matter. All concerns of radicalisation should be reported to the police

Bullying & Cyber Bullying Bullying is a behaviour that hurts someone else such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It's usually repeated over a long period of time and can hurt a child both physically, financially and emotionally. It can happen anywhere at school, at home or online. Bullying that happens online, using social networks, games and mobile phones is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night

Female Genital Mutilation Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM however FGM is child abuse. FGM is dangerous and a criminal offence.

Responding to Abuse Children & Young People (Appendix 3)

