**St. Martin’s Day Centre Safeguarding Adults Policy and Procedure for working with Adults at Risk**

The aim of this policy is to ensure the safety of adults accessing **ST. MARTINS DAY CENTRE**.

**ST. MARTINS DAY CENTRE,** when working with adults will ensure that we will:

* Promote their health and welfare.
* Respect and promote their rights.
* Work in a way which safeguards the wellbeing of each adult and protect them from abuse and neglect.
* Take appropriate steps if we become aware of any signs / incidents of abuse and neglect.
* Ensure employees **ST. MARTIN’S DAY CENTRE** are made aware of their responsibilities when working alone or unsupervised with adults who may be at risk, or to attend to their personal needs.
* Ensure that employees and volunteers are provided with appropriate safeguarding training that relates to their involvement with adults who may be at risk.

**Policy Aims**

* To promote good practice and ensure that employees and volunteers are able to work in an environment where there is regular and irregular contact with adults with confidence
* To provide adults who may be at risk with appropriate safety and protection whilst in the company of participating employees or volunteers
* To allow employees and volunteers to make informed and confident responses to specific Safeguarding Adults issues
* Monitor the level of employee and volunteer contact with adults at risk, and request/access DBS checks where necessary, following DBS guidance (see
* Appendix 5 for recruitment guidance and procedure)
* To ensure that adults at risk and their carers (if appropriate) are aware of what to do if they have a concern and that they would feel confident to pass their concern on.

**To achieve this, the DAY CENTRE MANAGEMENT COMMITTEE will appoint a named person responsible for this policy. That person is ANDREW DRURY (DAY CENTRE MANAGER)**

 **They will:**

* Ensure that the welfare of adults at risk is given the highest priority by the organisation, its management, employees and volunteers
* Promote good practice and ensure that employees and volunteers are able to work with adults at risk with confidence
* Ensure that this Practice Guidance and Procedures is enacted and monitored including the briefing, training and gathering feedback from employees and volunteers
* Monitor contact with adults at risk to ensure that the frequency and intensity of contact is consistent with the DBS threshold levels, for employees and volunteers.
* Act as the main contact for disclosing information around safeguarding adults at risk concerns
* Ensure that the concerns of adults at risk are heard and acted a upon
* Be responsible for reporting incidents or concerns to appropriate authorities
* Attend appropriate training relevant to the level of engagement with adults at risk to ensure all employees/volunteers remain up to date with current practice and legislation
* Ensure employees and volunteers have access to further appropriate information
* Sign up to Cambridgeshire County Council’s Safeguarding Adults Policy and Procedures

**ST. MARTIN’S DAY CENTRE** will follow practice laid out in Section 42 – 46 of the Care Act 2014. This will be achieved by following the guidance and procedures found at:

* Cambridgeshire County Councils Safeguarding Policy and Procedures <http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures>
* Cambridgeshire County Councils Policy guidance for voluntary and community organisations <http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures/2>

**In practise, this policy you are reading is based on information and templates contained in the above links.**

**ST. MARTIN’S DAY CENTRE** is committed to supporting the right of adults at risk to be protected from abuse and neglect and to making sure all staff and volunteers work together, in line with the Cambridgeshire County Councils Safeguarding Adults Policy, and act promptly when dealing with allegations or suspicions of abuse or neglect.

**We think that:**

* **SAFEGUARDING IS EVERYBODY’S BUSINESS** - Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the adult at risk comes before anything else – our group, other service users, our colleagues and the person’s friends and family.
* **DOING NOTHING IS NOT AN OPTION** - If we know or suspect that an adult is being abused, we will do something about it. Following our procedures in the attached **Guidance Notes** we will report to**:**

**Customer Services**

Cambridgeshire County Council PO Box 144, St Ives. PE27 9AU

Tel: 0345 045 5202

Email: referral.centreadults@cambridgeshire.gov.uk

**In an out of hours emergency:** The Emergency Duty Team on 01733 234 724

**Signature of chair: Date adopted: 4th October 2017**

**Date that next review is due: October 2018 Date policy reviewed:**

**Appendix 1**

**Guidance Notes on Safeguarding of Adults at Risk of abuse**

**Safeguarding Adults aims to:**

* Stop abuse or neglect wherever possible
* Prevent and reduce the risk of abuse or neglect to adults with care and support needs
* Safeguard adults in a way that supports them in making choices and having control about how they want to live
* Promote an approach that concentrates on improving life for the adults concerned
* Address what has caused the abuse or neglect

**Who is an adult at risk?**

Some adults are more at risk of being abused than others, such as:

* older people
* people with a visual or hearing impairment
* people with a physical disability
* people with learning disabilities or mental health problems
* people living with HIV or AIDS who have care and support needs

**Local Authorities have safeguarding duties which will apply to an adult who:**

* **has needs for care and support (whether or not the local authority is meeting any of those needs), and**
* **is experiencing, or at risk of, abuse or neglect; and**
* **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.**

***(Section 42 -The Care Act 2014)***

**How to spot if an adult is at risk?**

* **Physical abuse -** Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
* **Domestic violence -** Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
* **Sexual abuse -** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
* **Psychological abuse -** Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
* **Financial or material abuse -** Including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.
* **Modern slavery -** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
* **Discriminatory abuse -** Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
* **Organisational abuse -** Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example 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 as a result of the structure, policies, processes or practices within an organisation.
* **Neglect and acts of omission -** Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
* **Self-neglect -** This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Appendix 2**

**Procedure if abuse is suspected**

* Any concerns of suspected, alleged or actual abuse of a member of the Day Centre, including allegations made against any Day Centre employee or volunteer, should be raised with the Day Centre Manager, or in his/her absence with the most senior member of staff on duty.
* The Day Centre Manager or his/her representative is responsible for ensuring the safety of the vulnerable person e.g. is it safe for the vulnerable person to go home.
* The Day Centre Manager or his/her representative will record in writing all concerns raised and the action taken on a Safeguarding Concern Form (Appendix 3). A copy will be filed in the personal file of the Day Centre member.
* Medical attention should be sought if appropriate and details of injuries also documented on the Safeguarding Concern Form.
* The Day Centre Manager must then contact Cambridgeshire County Councils Customer Services Team who will refer concerns to the most appropriate health or social care team, who will review the concern raised. If out of hours, then contact the Emergency Duty Team.

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A call should be expected back within 48 hours to confirm that the concern has been received. In some instances, if a concern has been reported on another person’s behalf, there is no entitlement to know what else is being done to support that person.

Contact Customer Services over any concerns about the referral.

For more advice about safeguarding adults visit [www.cambridgeshire.gov.uk/careandsupport](http://www.cambridgeshire.gov.uk/careandsupport)

The Day Centre Manager should inform the Chair of the Day Centre Management Committee at the earliest convenience of all of the above.

The Day Centre Manager and Chair of the Day Centre Management Committee should be informed at the earliest opportunity of all of the above if the Day Centre Manager is absent at the time of allegations.

Allegations made against the Day Centre Manager must be passed on the Chair of the Day centre Management Committee who must follow the procedure detailed above for recording and reporting the suspected abuse.

Where an allegation is made against any Day Centre employee or volunteer that person will be immediately suspended from duties while the matter is investigated. The Disciplinary Procedure for staff will be followed.

The police would normally be contacted by health or social services if the suspected abuse is thought to be potentially of a criminal nature.

**Appendix 3**

**Safeguarding Concern Form** (please follow the instructions below)

Please enter

Date of this log (include day/month/year)

Full name of person about whom you are concerned

Address of person about whom you are concerned

Then record below, overleaf and on any additional paper as accurately as possible the following information:-

* What you are concerned about
* What the adult said or disclosed to you
* What you said

(Use exact words or phrases used in quotation marks and clearly attribute them to the person that said them)

* What you observed such as any non-verbal cues, body language or changes in behaviour
* Note any physical marks

Then end with recording the name of person voicing concerns

and the name of person recording information (if different from above)

Date the document

This information should be stored securely in the Day Centre’s Safeguarding file in the lower safe in the Day Centre Office. It will be passed on to County Council safeguarding officers or the police, if requested by them.

**Appendix 4**

**Behaviour Standards for Employees and Volunteers**

**ST. MARTIN’S DAY CENTRE** values the contribution of employees and volunteers and recognises them as an integral part of the services we provide.

Following these behaviours will give you the reassurance that you are providing a safe and high standard of service and the confidence to challenge others who are not. These standards aim to protect our employees and volunteers, people involved in the running of our organisation and people that use our services.

* Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use our services
* Uphold and promote equality, diversity and inclusion
* Work in collaboration with colleagues to ensure high quality, safe and compassionate delivery of service, care and support
* Communicate in an open and effective way to promote the health, safety and wellbeing of people who use our services, other volunteers and visitors
* Respect a person’s right to confidentiality
* Act in a professional and appropriate manner when responding to any concern about an adult’s welfare

**Appendix 5**

 **Appointment of volunteers and employees at St. Martin’s Day Centre**

* Careful selection, induction and supervision procedures should apply to all Day Centre appointments, whether they are for paid staff or volunteers.
* Applicants should complete an application form and have an interview or focused conversation with the Day Centre Manager or delegated person about the role being taken on, and the individual’s suitability for it.
* Along with the application form, applicants should be asked to fill in the Diocese of Ely’s confidential declaration form. This asks for two referees, one of whom should, if possible, be the current employer or someone in a managerial or supervisory role outside the church who can comment on suitability.
* **ALWAYS check references rigorously and carefully.**
* If the decision is made to appoint, the appointment should be confirmed in writing. All appointments are subject to the appropriate and satisfactory Disclosure and Barring Service (DBS) disclosure \* and a probationary period.
* A written letter of appointment should make it clear whether the role is paid or voluntary. If a satisfactory DBS is needed, the successful candidate should not begin work until a response is received from the DBS and permission is given by Ely Diocese for the person to start.
* Once a satisfactory disclosure, if needed, has been obtained from the DBS, the candidate should be formally commissioned and may start work. S/he should be issued with a copy of the Day Centre’s safeguarding policy and guidelines for working with vulnerable groups.

**\*** a) A DBS (Disclosure and Barring Service) **basic check** is required for all staff and

 Volunteers 16 years and over whose work brings them into regular contact with

 Day Centre members.

 b) A DBS **enhanced check with adults barred list check** is required for all staff and

 volunteers 16 years and over who are involved with helping Day Centre members

 with eating, personal care.

 c) A DBS **enhanced check with adults barred list check** is required for any one who is

 managing staff covered in b) above, and also for all members of the Day Centre

 Management Committee