

Policy Name	SAFEGUARDING ADULTS POLICY
Responsible Officers	Chair (safeguarding lead) Vice Chair and Secretary (deputy safeguarding lead) All Committee Members
Approved by Management Committee	JANUARY 2024
Review Date	JANUARY 2025

SAFEGUARDING ADULTS POLICY

Runnymede YZ Aims and Policy Scope

This policy supports all of the aims which are set out in the Runnymede YZ Constitution:

- To provide opportunities for local adults in their 20s and 30s to connect and network in fun, informal and regular ways.
- To work in partnership with other organisations to volunteer in the local community within Runnymede.
- To support the health and wellbeing of young adults across the Borough of Runnymede.

All members of Runnymede YZ must be 18 years of age or older, so this policy covers safeguarding adults only. Runnymede YZ has no responsibility for safeguarding children.

Policy Overview

Runnymede YZ 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 Runnymede YZ will take to safeguard an adult with care and support needs if they are deemed to be at risk or at risk. This policy sets out the roles and responsibilities of Runnymede YZ in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

Runnymede YZ will ensure that decisions made will allow adults to make their own choices and include them in any decision making. Runnymede YZ will also ensure that safe and effective working practices are in place.

This policy is intended to support committee members working within Runnymede YZ to understand their role and responsibilities in safeguarding adults. All committee members are expected to follow this policy.

The key objectives of this policy are for all committee members of Runnymede YZ 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

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>

Copies of this policy should be available on the Runnymede YZ website.

What is Safeguarding adults?

'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, 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 maybe unable to do so because of an accident, disability, frailty, addiction or illness.

Runnymede YZ adheres to following the six key principles that underpin safeguarding work:

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

Runnymede YZ will not tolerate the abuse of adults and committee members should 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.

Runnymede YZ should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. Runnymede YZ should 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.

Runnymede YZ will ensure that each individual 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 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?

All members should contact the Safeguarding Lead for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

The Safeguarding Lead for Runnymede YZ is:

Sam Jenkins - Chair
samforeghamtown@gmail.com
07539 478951

The Deputy Safeguarding Lead for Runnymede YZ is:

Serina Tatham - Secretary
serinatatham@hotmail.com
07454 208100

The Safeguarding Lead will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

The Safeguarding Lead will also ensure that the safeguarding adults policies and procedures are in place and up to date. They will ensure a safe environment is promoted at all Runnymede YZ activities and events.

What should I do if I am concerned?

Any committee members who become aware of a potential safeguarding concern should:

1. Respond
 - Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services.
 - Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation.
 - Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

2. Report

- Committee members should make a report to the Safeguarding Lead immediately. If the safeguarding concern involves the Safeguarding Lead, or if the Safeguarding Lead is unavailable, the report should be made to the Deputy Safeguarding Lead.

3. Record

- Any safeguarding concerns should be reported verbally in the first instance if possible, followed by a written statement.
- As far as possible, records should be written contemporaneously, dated and signed.
- All safeguarding reports will be stored confidentially by the Safeguarding and Deputy Safeguarding Leads in accordance with GDPR.

4. Refer

In making a decision whether to refer or not, the Safeguarding Lead should take into account:

- (1) the adult's wishes and preferred outcome
- (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
- (3) the safety or wellbeing of children or other adults with care and support needs
- (4) whether there is a person in a position of trust involved
- (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the Police if a crime has been committed and/or
- The Mental Health Crisis Line (if applicable) and/or
- Surrey Multi Agency Safeguarding Hub (MASH) for possible safeguarding enquiry
- family/relatives as appropriate (seek advice from MASH)

The Safeguarding Lead should 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. Committee Members 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 YZ members and committee officers are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Runnymede YZ's committee members, seek advice from either the Chair. If the allegation is against the Chair, the Vice Chair will seek advice from MASH.

The designated safeguarding lead should 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 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.

Complaints procedure

Runnymede YZ promotes transparency and honesty when things go wrong. All committee members should apologise and be honest with YZ members and other relevant people when things go wrong.

If a YZ member is unhappy with Runnymede YZ's decision about the safeguarding concern, refer them to MASH.

Runnymede YZ is committed to ensuring that members who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

Why is it important to take action?

It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

Confidentiality and information sharing

Runnymede YZ expects all committee members to maintain confidentiality at all times. In line with Data Protection law, Runnymede YZ 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>

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 committee members 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>

What are the types of safeguarding adults abuse?

The Care and Support statutory guidance sets out the 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. For more information, read section 14.17 of the Care and Support Statutory Guidance.

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 disclosure of suicidal thoughts / 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

Training and Support for Runnymede YZ Committee Members

All Runnymede YZ committee officers are required upon election to participate in a mandatory training programme to ensure that they are equipped to handle safeguarding issues. This programme consists of:

- Beginner's Guide to Safeguarding Vulnerable Adults e-learning course
- Safeguarding Quiz
- Autism Awareness and Inclusive Practices e-learning course

Each committee member is required to sign a form confirming that they have undertaken all aspects of the training and read this policy document.

All committee members will be provided with a basic DBS check which RunnymedeYZ will fund through its volunteering budget.

Key External Contacts

Police / Emergency Services - 999

Surrey Mental Health Crisis Line - 0800 915 4644

Surrey Multi Agency Safeguarding Hub - 0300 470 9100
surreysab.org.uk/concerned-about-an-adult/