

## WFDA Adult Safeguarding and Procedure Policy

### Policy Statement

WFDA is committed to practice which protects adults at risk from harm. Volunteers and tutors in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause adults at risk harm. WFDA works with adults over 18 years old

### This policy is informed by:

The 'Care Act 2014', and 'The Mental Capacity (Amendment) Act 2019' which is the legal framework which protects people who may lack capacity to make decisions for themselves.

In addition legislation derived from the Mental Capacity Act 2005 which is the 'Office of Public Guardian (OPG)' (update 11 Jan 2023) who investigate complaints or concerns about the actions of [deputies](#), registered [attorneys](#) and people acting under an order of the Court of Protection and who work with other agencies to recognise and manage suspicions, allegations and findings of abuse of adults and children at risk, who are within the Public Guardian's remit

### This policy is based on the following principles:

- The welfare of the adult at risk is paramount
- All adults at risk, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) have a responsibility to report concerns to the Designated Person with responsibility for the adult at risk protection.
- Staff/volunteers are **not** trained to deal with situations of abuse or to decide if abuse has occurred.

### Definition of a "adults at risk"

Anyone aged 18 years or over who may need support..

### Abuse can include:

- physical,
- financial,
- material,
- sexual,
- psychological,
- discriminatory,
- emotional
- neglect.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone. Volunteers, staff and Trustees have a duty to identify abuse, record and report it.

### **We will aim to safeguard adults at risk by:**

- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers.
- Sharing information about safeguarding and good practice with service users including adults at risk, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving vulnerable adults appropriately.
- Carefully following the procedures for recruitment and selection of staff and volunteers.

### **1. Support and Training**

We are committed to ensuring that all our relevant team members undertake safeguarding training.

### **2. Supervision of activities**

Before any activity starts, the Designated Person shall ensure that adequate service user protection procedures are in place.

### **We will aim to protect adults at risk from abuse and our team members from false allegations by adopting the following guidelines:**

#### **Adults at Risk Protection:**

- Our team members will record any unusual events on the accident/incident form or in the daily diary if not confidential.
- As our work is sometimes on a one-to-one basis with some adults at risk. Therefore it may be necessary to be alone with that person. All trustees and personnel working with adults at risk should have an enhanced DBS check.
- However our staff and volunteers are absolutely discouraged from touching in circumstances where an adult at risk is alone.
- All team members should treat all adults at risk with dignity and respect in their attitude, language and actions.

#### **Concerns about suspected abuse**

- Any suspicion that an adult at risk may be abused by either a member of staff or a volunteer should be reported to the designated lead person, who will take such steps as considered necessary to ensure the safety of the vulnerable adult in question the designated person will refer the allegation to the WFDA safe guarding team.
- If the designated lead person is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or Chair who will refer the allegation to the appropriate services, such as the charity safe guarding team.

### **3. The Procedure**

#### **What to do if you suspect that abuse may have occurred**

**You must report the concerns immediately to the designated lead person.**

The role of the designated lead person is to:

- Obtain information from staff, volunteers, adults at risk who have safeguarding concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- The designated person should make a referral to a statutory vulnerable adult protection agency or the police without delay or the charity safeguarding team

**Suspicions will not be discussed with anyone other than those nominated above.**

**It is the right of any individual to make direct referrals to adults at risk protection agencies.** If for any reason you believe that the designated persons have not responded appropriately to your concerns, then it is up to you to contact the adult at risk protection agencies directly.

#### **If an adult at risk makes a disclosure of abuse**

- Make notes as soon as possible (ideally within 1 hour of being told). You should write down exactly what the adult at risk has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered).
- You should record the dates, times and when you made the record. All hand written notes should be kept securely.
- You should report your discussion with the designated person as soon as possible. If this person is implicated you need to report to the second designated person.
- You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.
- After an adult at risk has disclosed abuse the designated persons should carefully consider whether or not it is safe for an adult at risk to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

#### **Allegations of physical injury or neglect**

**If an adult at risk has a symptom of physical injury or neglect the designated person will:**

Contact multi agency teams in cases of deliberate injury or concerns about the safety of the vulnerable adult. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the charity safe guarding team of any suspicions of abuse.

## **Allegations of sexual abuse**

### **In the event of allegations or suspicions of sexual abuse the designated person will:**

Under no circumstances is the designated person to attempt to carry out any investigation into the allegation or suspicions of sexual abuse. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

### **Responding to an adult at risk making an allegation of sexual abuse**

- Secrets- it is important not to make promises that you may not be able to keep. Do not say that you will keep what the adult at risk is about to tell you as confidential, before the person has confided in you, as you may have a duty to share it with others.
- Stay calm, listen carefully to what is being said. Always take what they say seriously and make them feel that you believe what they say
- Find an appropriate early opportunity to explain that it is likely that the information will need to be share with others-do not promise to keep secrets.
- Allow the adult at risk to continue at his/her own pace.
- Ask questions for clarification only and at all time avoid asking questions that suggest a particular answer.
- Under no circumstances should a question be led
- Reassure the adult at risk that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the person's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

Any safeguarding concerns which also arise during remote working and face to face should be dealt with and referred to the Designated Leads of WFDA

### **THE DESIGNATED PERSONS ARE:**

**Adult Safeguarding lead: Marcia Brissett- Bailey**

**Charity safeguarding lead: Carol Newnham**

### **Key organisations are:**

Waltham Forest Adult Social Care

<https://www.walthamforest.gov.uk/adult-social-care/protecting-vulnerable-adults> Tel: 020 8496 3000 (anytime) or email: [WFDLiaison@walthamforest.gov.uk](mailto:WFDLiaison@walthamforest.gov.uk)

Waltham Forest Muliti-Agency Risk Assessment Conference (MARAC) Team. Telephone: 07789 480 655 or email: [JCMailbox-.MARAC@met.pnn.police.uk](mailto:JCMailbox-.MARAC@met.pnn.police.uk) (secure email)