



Safeguarding Policy: Adults at Risk

This policy sets out HUMEN's values in relation to safeguarding and details the roles and responsibilities of the team. It also highlights what is not HUMEN's responsibility and who to contact if safeguarding issues arise. HUMEN's Safeguarding Policy: Adults at Risk will be used in conjunction with its Crisis Plan.

Definitions

Space refers to any HUMEN Space - online or in-person.

Space volunteer refers to any volunteer involved in the running of a Space whether permanently or temporarily.

Space attendees refers to any individual who attends a Space, whether as a one-off, or on a regular basis.

Team member any person carrying out a role for HUMEN (including Space volunteers) whether paid or unpaid, temporarily or permanently.

Safeguarding means protecting a person's right to a safe environment, free from abuse or neglect, or fear of abuse or neglect. Safeguarding is the responsibility of local authorities, and organisations providing activities for individuals have a duty of care to safeguard them from harm and the risks of harm. This includes having regard for their views, wishes, feelings and beliefs, as well as their physical and psychological safety.

Care and Support which may also be referred to as simply care, or social care, is help provided to people in need of practical support due to illness, disability, old age or low income¹. It can include, but is not limited to, having a care professional help around the home, getting to and from work or the shops, or cooking meals. It can also mean having structural changes made to the home to help a person manage. Local authorities have a statutory responsibility to provide care and support to residents within their area.

Adult refers to anybody over the age of 18 years.

Adult at Risk (historically referred to as a vulnerable adult) refers to a person - as described by The Care Act 2014² - whom:

- a. has need for care and support
- b. is experiencing, or is at risk of, abuse or neglect, and
- c. as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of any abuse or neglect.

¹ <https://www.nhs.uk/conditions/social-care-and-support-guide/>

² <http://www.legislation.gov.uk/ukpga/2014/23/contents>

HUMEN recognises that by providing a Space for the local community, it has a duty of care to protect attendees from harm. HUMEN maintains the following values in safeguarding its team members and Space attendees:

1. All team members have a right to contribute to HUMEN's work, free from abuse or neglect, or fear of abuse or neglect.
2. All Space attendees have a right to participate in Space activities, free from abuse or neglect, or fear of abuse or neglect.
3. All team members and Space attendees have the right to be provided with a safe environment with adequate health and safety procedures in place.
4. All team members and Space attendees have the right not to be discriminated against for any personal characteristic, including, but not limited to their age, gender, sexuality, ethnicity or skin colour.
5. All team members and Space attendees have the right to have any allegation of abuse or neglect, or any reported fear of abuse or neglect, taken seriously and acted upon without delay.

HUMEN Safeguarding Contacts

Safeguarding issues - as outlined in this policy - should be reported to the following contacts without delay:

Safeguarding Contact (SC): River Hawkins

SC Tel: 07979 383805

SC Email: river@wearehuman.org

Safeguarding Contact (SC): Stephanie Bruce

SC Tel: 07484 829 821

SC Email: steph@wearehuman.org

Are Space attendees considered at Risk?

A Space attendee is considered at risk only if they fit the definition of an adult at risk, as defined by the Care Act 2014, which provides a legal framework for delivering care services and safeguarding. Most Space attendees live their lives independently, without the need for care or support to carry out their daily tasks and activities; they are not experiencing or at particular risk of abuse or neglect and they are able to protect themselves.

HUMEN will take care to protect all team members and Space attendees from abuse or neglect, and sets out the following procedure for doing so.

What constitutes abuse?

Types of abuse vary. An individual can be abused verbally, physically, psychologically or financially. Abuse can happen as a result of action, or as a result of a failure to act. It can happen when an adult at risk is wrongly influenced to carry out a sexual or financial exchange that they do not, cannot, or are not able to consent to.

Abuse can lead to a violation of a person's human and civil rights and can occur in any relationship or environment. It might result in a person being hurt or exploited. Sometimes the abuse is illegal and the adult at risk is protected by law, as everybody else is. Abuse is always wrong and does not just happen to adults at risk. It is a wrongful use of power and can come in any of the following forms:

Physical e.g. hitting, restraining, pushing or pulling.

Psychological e.g. emotional abuse or the deprivation of a person's contact with another.

Sexual e.g. inappropriate looking or touching, taking sexual photos or rape.

Financial e.g. theft or putting pressure on somebody to carry out a financial transaction.

Modern slavery e.g. forced labour.

Discriminatory e.g. insults, harassment or harm because of a person's skin colour, sexuality, ethnicity, gender or identity.

Neglect e.g. ignoring emotional or physical needs.

Self-neglect e.g. a person not caring for their own personal hygiene or health.

The above serve as examples only and do not constitute an exhaustive list. Some instances of abuse do not fit neatly into the above or any category and some may cross several categories.

If you have reason to believe an individual or group is being abused or neglected you must act immediately, and in line with this policy.

If you believe an individual is at immediate risk of serious harm you must act in accordance with the HUMEN Crisis Plan, and/or **call 999**.

Remember, an abuser can be *anybody* and a person abusing an adult at risk might be at risk themselves. This is still abuse and should be dealt with in line with this policy.

HUMEN's role in safeguarding adults at risk

HUMEN recognises that, from time to time, adults at risk might join the team, attend a Space or use the organisation's other services. The following responsibilities will be carried out by HUMEN to ensure the robust safeguarding of adults at risk, team members and Space attendees.

HUMEN's safeguarding procedures follow a Prevent > Report > Record pattern in all cases.

Prevent:

1. HUMEN's risk assessments will be regularly reviewed and will include an assessment of safeguarding for adults at risk, including mitigation strategies.
2. All team members will be given an induction that includes understanding this safeguarding policy, HUMEN's crisis plan and the risk assessment for any activities they will be involved with.
3. All team members will be carefully recruited and any working unsupervised with adults at risk will be subject to a Disclosure and Barring Service (DBS) check.
4. Health and safety procedures will be regularly reviewed by HUMEN's Board of Trustees to ensure minimal risk to team members and service users.
5. Any adult at risk wishing to join a HUMEN Space - or other HUMEN service - will be reviewed and a judgement will be made by HUMEN's Senior Management Team or Board of Trustees as to whether the individual needs professional support at each visit to safeguard them and other users from harm, or allegation of harm.
6. If at any time HUMEN introduces services specifically for adults at risk, where no professional support worker is supervising, the organisation will seek written advice from the Local Authority Adult Social Care department and arrange safeguarding training and DBS checks for all team members involved.
7. All recorded information relating to safeguarding will be stored securely and will be accessible only to those who need the information in order to protect adults at risk, team members or other service users.

Remember, an adult at risk should never be left alone with an untrained person who has not had the relevant checks.

Report:

Although every effort will be made to prevent instances of abuse or harm, if you witness an incident, or have concerns about an adult at risk, you should:

1. take **all** suspicions or allegations of abuse seriously
2. report risks and incidences **quickly** using the form in Appendix B, providing every element of detail, leaving nothing out.
3. submit the form to a Safeguarding Contact (SC) **without delay**.
4. **call 999 immediately** if you have a serious concern or believe an individual may be being harmed, or has been harmed, do not wait for contact with the SC.

On receipt of the completed form the SC will:

1. seek help from the relevant Local Authority Adult Social Care department (detailed in Appendix A), or call the police if they believe a crime may be being committed.

2. will (if the concern is considered minor and nobody is immediately at risk of harm) speak with those involved / HUMEN's Senior Management Team as appropriate to ensure all efforts are in place to protect the person e.g. they are supervised or activities the subject is involved in are group-based.
3. never take action to resolve a serious allegation of abuse or neglect themselves. It could make things worse.

Record:

The SC who receives the report, and any team member or individual who witnesses any incident of abuse, will:

1. listen or read carefully, giving full attention and never directly questioning the adult at risk unless the report comes from them in person.
2. allow the reporter to provide a spontaneous account without interrupting or questioning them when they are recalling events.
3. make an accurate record of the information, taking care not to miss any details, however insignificant they may seem at the time.
4. use the reporter's own words where possible and appropriate.
5. explain that they cannot promise not to share the information with other appropriately selected people or authorities - never offering false confidentiality.
6. reassure the reporter that they did the right thing in raising the issue.
7. explain what they will do next and that they will need to get help to keep the adult at risk safe.
8. never ask the reporter to repeat the account to anybody, except in the case where the reporter is a witness and needs to speak to the police or other legal authority.

Appropriate Safeguarding

This policy sets out the safeguarding measures that HUMEN is committed to carrying out to protect its team members and any adults at risk involved in its services. Not all of the responsibilities will apply at all times, but they describe the actions HUMEN may carry out, depending on the assessed level of risk to individuals at any time.

If HUMEN is not providing its services to any adults at risk, then it may suffice that team members and volunteers are required only to understand this policy to enable them to recognise adults at risk in future and act appropriately.

HUMEN recognises that its team members are not care professionals and that an adult at risk wishing to join in with any of its services may need professional support to do so. Where there is any doubt whatsoever as to whether this is the case, HUMEN will get written confirmation from the appropriate Local Authority Adult Social Care department.

Whilst HUMEN wants its services to be accessible to everybody, it recognises that safety is the most important factor and the nature of an activity may at any time

mean that not everybody is able to attend. HUMEN will seek advice from the appropriate Local Authority Adult Social Care department where there is any doubt.

HUMEN recognises that safeguarding is not a one-off exercise and this policy, the procedures within it and the documents it refers to will be regularly reviewed and updated as appropriate.

When HUMEN cannot act

HUMEN is a charity and not a professional care organisation. It therefore recognises that help will need to be sought for any instance or allegation of abuse towards an adult at risk. Local Authorities take the lead in safeguarding, and in providing care to adults at risk in their area and should always be the first point of contact, unless the situation is deemed an emergency or crime, at which point the police should be contacted without delay.

Policy created: 29 June 2020 (in replacement of previous policy)

Policy updated: 27 April 2023

Next policy review: 27 April 2024

HUMEN commits to reviewing this policy annually to ensure it reflects best practice and the needs and activities of the organisation and its beneficiaries.

Signed: River Hawkins

A handwritten signature in black ink, appearing to read 'River Hawkins', with a stylized flourish at the end.

Date: 27/4/2023

Appendix A. Local Authority Adult Social Care dept. details

If you think there is an emergency or somebody is in immediate danger **call 999**

London	Manchester	Cardiff	Edinburgh
Camden Adult Social Care dept.	Manchester City Council Care	Cardiff Council Safeguarding dept.	City of Edinburgh Social Care Direct
020 7974 4000	0161 234 5501	029 2233 0888	0131 200 2324
Dublin	Brighton	Bristol	Belfast
Social Work Section	Brighton & Hove City Council Access Point	Care Direct	Adult Protection Gateway Service
222 2233	01273 29 55 55	0117 922 2700 (or report here)	028 9504 1744
Leeds	Nottingham	Birmingham	Norwich
Leeds City Council Adult Social Care	Nottinghamshire County Council	Birmingham City Council Adults and Communities	Norfolk County Council Adult Social Services
0113 222 4401	0300 5008090 (or report here)	0121 303 1234	0344 800 8020

Appendix B. Incident Reporting Form

This form will be used to record disclosures or suspicions of abuse. Completed forms will be used to report incidences to relevant authorities, where appropriate.

Your name:		Tel no:	
The adult at risk's details, if known			
Name:		Tel no:	
D.O.B:			
Other relevant details about the adult, if known e.g. <i>home circumstances</i> :			
Carers details, if known:			
Details of the allegations/suspicions			
Are you recording (highlight as appropriate):			
Disclosure made directly to you by the adult			
Disclosure or suspicions from a third party			
Your suspicions or concerns			
Date and time of disclosure:			
Date and time of incident:			
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the person's own words as much as possible:</i>			
Action taken so far:			
Signed:		Date:	