

Safeguarding Over 18s (Vulnerable Adults) Policy

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Our Charity's Aims

Our Charity (Life Chance Trust) is committed to transforming the life chances of young people aged 16-25 who have experienced social, emotional, behavioural, or educational difficulties as a result of adverse childhood experiences (ACEs) and childhood trauma.

We will seek to break inter-generational cycles of deprivation and worklessness by providing therapeutic support, mentoring, training and advice, research, and advocacy to enable young people to make a successful transition from childhood to adulthood and to lead happy, healthy, and safe lives.

We will do this in three main ways:

1. Enabling young people to access education, training, and employment for public benefit, including through therapeutic and mentoring support and, where required, financial assistance, and to take part in community activities in the interests of social welfare.
2. Placing young people's voices and experiences at the heart of the Trust, empowering young people to shape their own futures, and providing opportunities for active participation in and co-production of the Trust's activities, and as advisers or Trust Board members.
3. Growing understanding of trauma among young people themselves, their families and in our communities, by sharing insights from trauma-informed practice. Engaging in research and advocacy to help the Trust's stakeholders to better understand the lifelong impact of ACEs and thereby seek to reduce the impact of childhood trauma on future generations.

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Definitions and Glossary

Adult	A person who has reached their 18 th birthday.
Child, Children	Legally, a child is anyone up to and including the age of 17. This definition extends to unborn children in terms of the right to protection from harm. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Young Person / Young People	Life Chance Trust considers all of the 16–25-year-olds we aim to support to be ‘young people’, but we acknowledge the different statutory context, principles, and approaches to safeguarding children and adults, and so for Safeguarding purposes, when we refer to young people in our policies and procedures, we mean those young people who are 18 or older and therefore legally adults.
Adult At Risk	<p>A legal definition referring to any person over the age of eighteen who:</p> <ul style="list-style-type: none"> ▪ Has needs for care and support (whether or not their local authority is meeting any of those needs) and; ▪ Is experiencing, or is at risk of abuse, or neglect (including self-neglect); and; ▪ As a result of those care and support needs is ▪ Unable to protect themselves from either the risk, or ▪ The experience of abuse or neglect. <p>The Local Authority has a responsibility to support to prevent them from experiencing Refugee or asylum-seeking status</p> <ul style="list-style-type: none"> ▪ Drug And Alcohol Misuse ▪ History Of Abuse ▪ Homelessness ▪ In Or Leaving Care ▪ Sexual Exploitation ▪ Financial Exploitation ▪ Young Offenders And Ex-Offenders ▪ Gangs ▪ Radicalisation ▪ Victim Of Forced Marriage ▪ Modern Slavery, Trafficking ▪ FGM <p>Adults may also be at risk due to social factors.</p>
Vulnerable	A broader term referring to a range of social and other risk factors being faced by a child or young person at a point in time.
Abuse	A violation of a person’s physical, emotional, or mental integrity by any other person, including actions taken by one person towards another that cause harm or distress. For details of the different types of abuse, see below.
Abuse Of An Adult	<p>Abuse of an adult is a violation of an individual’s human and civil rights by any other person(s) who has power over the life of the dependent individual or an adult in need of support or care who is unable to protect themselves from abuse, self-neglect, or neglect because of those needs, regardless of the person’s capacity to make decisions</p> <p>For Adults Aged 18+, There Are Ten Types Of Abuse Set Out:</p> <ol style="list-style-type: none"> 1. Physical 2. Sexual 3. Psychological (Including Controlling, Belittling) 4. Neglect / Acts Of Omission 5. Financial Or Material Abuse 6. Modern Slavery 7. Domestic Violence 8. Self-Neglect

	<p>9. Discriminatory Abuse (<i>based on one or more protected characteristics i.e., race / gender identity / age / disability / sexuality / religion</i>).</p> <p>10. Organisational Abuse (<i>e.g., within a care home where there is a culture extending beyond one individual</i>)</p>
Abuse Of A Child Or Young Person	<p>Abuse of children is any action that could cause them significant harm. There are four categories enshrined in English law:</p> <ol style="list-style-type: none"> 1. Physical 2. Sexual 3. Emotional 4. Neglect
Harm	Damage done to a person's wellbeing.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g., Local Authority, Police and Health.
Mental Capacity	The ability to consider relevant information, make and communicate a decision.
Safeguarding	<p>Safeguarding means protecting people's health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect.</p> <p>Safeguarding Children and promoting their welfare includes:</p> <ul style="list-style-type: none"> ▪ Protection from harm ▪ Preventing further impairment to health or child development ▪ Ensuring children grow up safely and are cared for ▪ <u>Taking action</u> to ensure the <u>best outcomes</u> for each child <p>Safeguarding Adults includes:</p> <ul style="list-style-type: none"> ▪ Protecting their rights to live in safety, free from abuse and neglect ▪ People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening ▪ Making sure people's wellbeing is promoted, taking their views, wishes feelings and beliefs into account.
Safeguarding Adult Team	A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.
Child Protection	This is how we respond to harm posed to a child, and therefore part of the safeguarding process.
Safeguarding Adults Board (SAB) (England And Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g., a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district.
Programme, Activity	An event or intervention organised or delivered by The Trust, with, for, or to children and/or young people. This may be in person or online, in a group or 1:1, and includes mentoring and therapies.

DCFP	The Devon Children And Families Partnership https://www.dcfp.org.uk/
DSCB	Devon Safeguarding Children's Board
MASH	Multi-Agency Safeguarding Hub
MACSE	The Missing And Child Sexual Exploitation Forum
PSHE	Personal, Social, Health And Economic Education
DBS	Disclosure And Barring Service
DAF	Devon Assessment Framework
REACH	Reducing Exploitation And Absence From Care Or Home
DfE	Department Of Education
FGM	Female Genital Mutilation
CSE	Child Sexual Exploitation
ICPC	Initial Child Protection Conference
FE	Further Education
SLT	Senior Leadership Team
LADO	Local Authority Designated Officer
DSL	Designated Senior Lead

Statement of Intent

1. Life Chance Trust believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.
2. Life Chance Trust is committed to creating and maintaining a caring, positive, safe, and stimulating environment where young people are respected and valued, and an open, listening culture where people feel able to share concerns without fear of retribution.
3. We are alert to the signs of abuse and neglect and follow our procedures to ensure that young people receive effective support, protection, and justice.
4. Life Chance Trust acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults and children: for 16- and 17-year-olds, please refer to our separate Safeguarding and Child Protection policy for under 18s¹.
5. This Safeguarding Young People (Vulnerable Adults) Policy sets out Life Chance Trust's approach to safeguarding of adults at risk of harm, abuse or neglect who use or are connected to our services. It also outlines our commitment to working collaboratively with Local Authorities and other partners to effectively safeguard vulnerable people.
6. The aim of the policy is to provide effective guidance for anyone at Life Chance Trust to be able to identify potential safeguarding issues, and for us to investigate and refer cases where necessary
7. Life Chance Trust recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.
8. We recognise that all adults, including employees, volunteers, and trustees, have a full and active part to play in safeguarding young people, and have an equal responsibility to act on any suspicion or disclosure that may suggest a vulnerable adult is at risk of, or subject to, abuse or neglect.
9. Life Chance Trust is committed to creating a culture of vigilance, and of zero-tolerance of harm to adults which necessitates:
 - a) The recognition of adults who may be at risk and the circumstances which may increase risk.
 - b) Knowing how adult abuse, exploitation, or neglect manifests itself; and
 - c) Being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

10. We have developed this policy using guidance from the Department of Health's Care and Support Statutory Guidance 2017 issued under the Care Act 2014.
11. Responsibility for this Safeguarding Vulnerable Adults Policy rests with the Life Chance Board of Trustees.

¹ *In time, we may combine these policies into one overarching Trust safeguarding policy, but still reflecting the differences in legislative context, definitions, consent, and reporting procedures.*

Key Principles

The following key principles apply to safeguarding Adults:

12. We will apply this policy to all adults at risk regardless of age, disability, gender reassignment, marriage and civil partner status, pregnancy and maternity, race, religion and belief, sex, and sexual orientation
13. We will aim to prevent, detect, and report significant harm to adults at risk from abuse or other types of exploitation, whilst supporting individuals in maintaining control over their lives and making informed decisions
14. We will follow the Department of Health's six key safeguarding principles when working with adults at risk – **Empowerment, Protection, Prevention, Proportionality, Partnership And Accountability.**
15. We will assume that adults have mental capacity to make informed choices about their own safety and how they live their lives (*for more detail on this, see below*). The Mental Capacity Act 2005 is central to decisions and actions in safeguarding adults
16. We will ensure the wishes of the adult at risk will be taken into account at all times and if a person does not have the capacity to make informed decisions, judgements of what is in their best interests will be made, where appropriate, through discussions with relatives, carers and other agencies.
17. Where a Life Chance Trust representative observes or has concerns about a young person's welfare or receives a safeguarding disclosure, the incident will be treated seriously and immediately responded to in accordance with Life Chance Trust's Safeguarding procedures.
18. We will record and refer all concerns, suspicions or allegations of abuse, harm (including female genital mutilation) or neglect where there is consent from the adult at risk, unless there is a public interest consideration; or where there is immediate risk of harm; or where the adult requires urgent medical attention; or where there is a duty of care; or there is clear professional evidence of lack of capacity.
19. Actions taken by Life Chance Trust will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.
20. We will share relevant personal information about adults at risk with lead agencies where there are safeguarding concerns in line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018
21. We will have in place arrangements which set out clearly the processes and timescales for sharing information with lead agencies and Local Adult Safeguarding Board.

Links To Other Policies

22. Other internal policies that are relevant to this policy are:
- a) Staff and Volunteer Code of Conduct
 - b) Trustee Code of Conduct
 - c) Disciplinary Policy
 - d) Whistleblowing Policy
 - e) Health & Safety Policy
 - f) Social Media Policy
 - g) Data Protection Policy

Statutory / Legislative Basis

23. Safeguarding Adults in England is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:
- The Human Rights Act 1998
 - The Data Protection Act 2018
 - General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance in England:

- a) The Care Act 2014
- b) Care and Support Statutory Guidance (especially chapter 14) 2014
- c) Many other pieces of UK legislation also affect adult safeguarding. These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:
 - Murder/Attempted Murder
 - Physical Assault
 - Sexual Offences
 - Domestic Abuse/Coercive Control
 - Forced Marriage
 - Female Genital Mutilation
 - Theft And Fraud
 - Modern Slavery And Human Exploitation
 - Hate Crime
 - Harassment
 - Listing And Barring Of Those Unsuitable To Work With Adults With Care And support needs

England also has legislation (the Mental Capacity Act 2005) about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves.

There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g., wilful neglect and wilful mistreatment.

Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission, or ignorance. There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Safeguarding Adults Legislation in England (Care Act 2014) defines categories of adult abuse and harm as follows.

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect And Acts Of Omission
- Financial Or Material Abuse
- Discriminatory
- Organisational / Institutional
- Self-Neglect
- Domestic Abuse (Including Coercive Control)
- Modern Slavery

Abuse can take place in any relationship and there are many contexts in which abuse might take place, e.g., Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams.

Abuse can take place anywhere, and all Life Chance Trust employees, mentors, volunteers, and trustees must remain vigilant at all times in the course of their work with young people. Abuse or neglect could be carried out by:

- A spouse, partner, or family member
- Neighbours or residents
- Friends, acquaintances, or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

Signs and Indicators of Abuse and Neglect

A young person aged 18 or over may confide in their mentor or another Life Chance representative that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case. There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include, but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant has repeatedly failed to attend and is not responding to reminders
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e., a disclosure.

Wellbeing Principle

The concept of 'wellbeing' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of wellbeing.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby '*What good is it making someone safe when we merely make them miserable?*' What Price Dignity? (2010)

For that reason any actions taken to safeguard an adult must take their whole wellbeing into account and be proportionate to the risk of harm.

Person Centred Safeguarding/ Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our wellbeing suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'What matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'Person Centred Safeguarding'/'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity, and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

In England, the Care Act 2014's key principles are:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- ↳ Understand information
- ↳ Remember it for long enough
- ↳ Think about the information
- ↳ Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their view.

Consent

Once a young person has turned 18, they are an adult under the law, and their consent must be gained before discussing any potential safeguarding issue with the Designated Safeguarding Officer, or raising an alert with the local authority.

It is therefore vital to talk to the young person from the start and ask them what they would like to happen / to be done about the situation.

Consent must be unambiguous, freely given, and may be withdrawn at any time.

Exceptions to this, where confidentiality should be broken and potential abuse reported, are where doing so is either 'in the public interest', **because a crime has been, or may be, committed**, or 'a public duty of care' because **others may be at risk if you don't report**. If coercion is suspected, there may also be grounds for reporting.

The Care Act 2014 describes when and how we can make decisions for people who are unable to make decisions for themselves.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g., to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else, then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food, and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement about how different types of decisions will be made on a day-to-day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity, and/or getting the person the support they need to make decisions.

There may be times when we need to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.
- Stopping them being in contact with the person causing harm.

Recording and Information Sharing

Life Chance Trust complies with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know. Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'.

This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are overriding reasons for sharing information.

As outlined above, the circumstances when we need to share information without the adult's consent include those where:

- **It is not safe to contact the adult to gain their consent – i.e. It might put them or the person making contact at further risk.**
- **You believe they or someone else is at risk, including children.**
- **You believe the adult is being coerced or is under duress.**
- **It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.**
- **The adult does not have mental capacity to consent to information being shared about them.**
- **The person causing harm has care and support needs.**

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

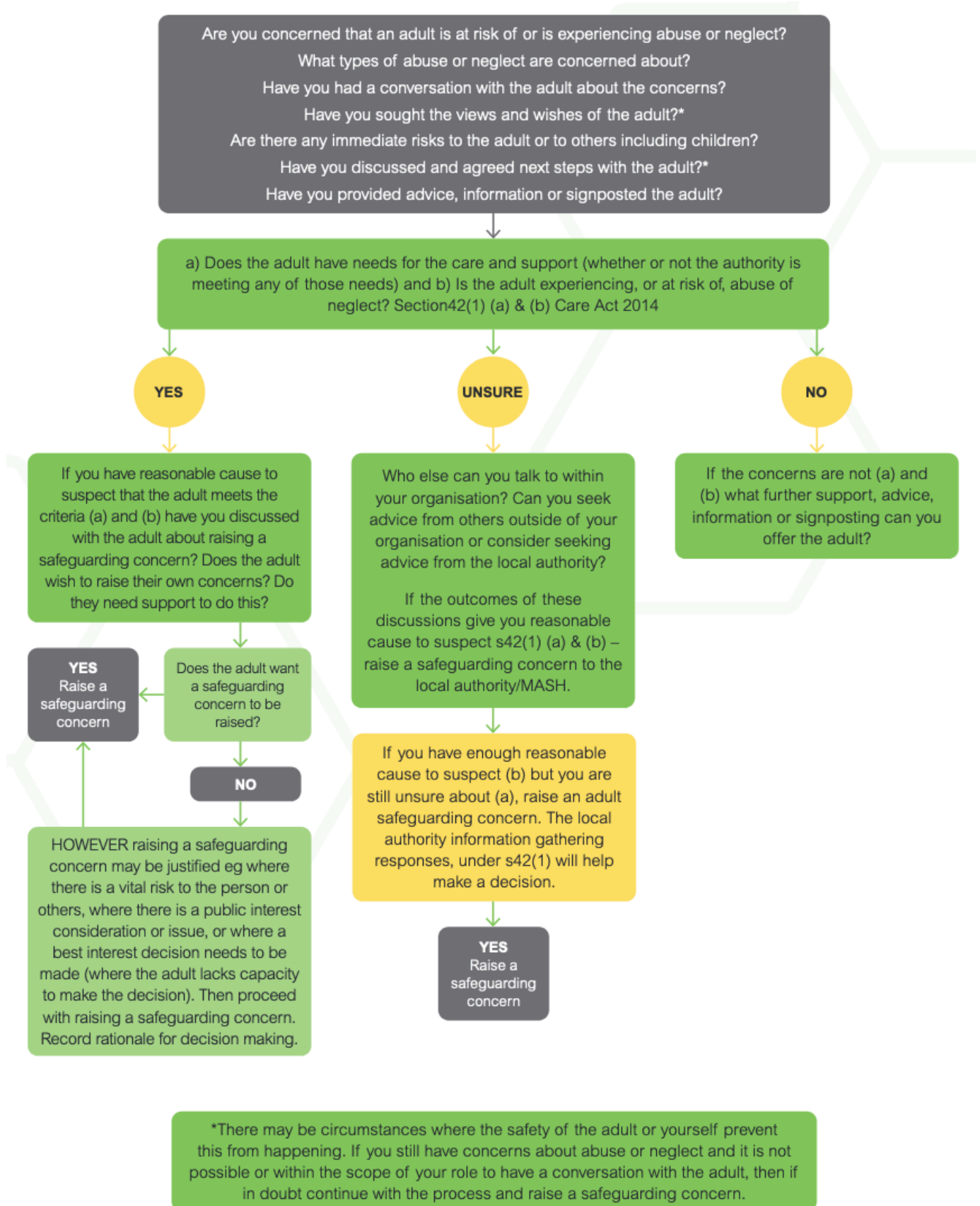
Life Chance Trust may need to cooperate with the Local Authority and the Police, including to:

- Provide more information about the concern raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their role in the organisation.
- .

Roles, Responsibilities and Commitment

All Staff	<ul style="list-style-type: none"> ▪ Maintain professional boundaries at all times (<i>see code of conduct</i>) ▪ Be aware of the different types and indicators of abuse. ▪ Be familiar with this policy and the supporting procedure ▪ Undertake any safeguarding awareness training, as appropriate to their role ▪ Identify any vulnerable adult or child at risk ▪ Provide support to the individual or signpost to appropriate agency ▪ If risk is apparent, raise an alert to the DSO (Head of Trust) ▪ Keep factual records of any incident/concern and raise any concerns they may have.
Mentors, Volunteers	<ul style="list-style-type: none"> ▪ Ensure they are familiar with Safeguarding Policy and Procedure ▪ Complete induction and regular ongoing training on safeguarding ▪ Adopt an open, inclusive approach to their activities, always listening, always vigilant. ▪ Discuss concerns with the DSO and support reporting where relevant.
Head Of Life Chance Trust / Designated Safeguarding Officer (DSO)	<ul style="list-style-type: none"> ▪ Promote a culture of safeguarding within Life Chance Trust, embedding the 'four Rs' into policy and practice at all levels, including through recruitment (e.g. role advertisements and DBS checks), induction, and regular and appropriate training for each person's role within the organisation. ▪ Ensure safeguarding is discussed at regular supervision, staff and Board meetings ▪ Ensure Life Chance Trust's safeguarding policies and procedures are kept up to date. ▪ Maintain good records, ensuring that concerns of abuse and or neglect are reported to the local authority MASH, and to the Life Chance Board of Trustees ▪ Ensure matters of consent and mental capacity are treated with due care and consideration ▪ Keep a training register: all staff, volunteers, and trustees should have level 2 training refreshed every 3 years as minimum (New joiners may be able to show certificates of past training in lieu but need to check it was at the appropriate level and covers all relevant content). ▪ Liaise with the local authority and other agencies where requested, raising alerts to adult social care ▪ Keep up to date with DSO training, refreshed annually, and local and national arrangements, including guidance documents/other resources.
Life Chance Board of Trustees	<ul style="list-style-type: none"> ▪ Ensure that safeguarding is considered independently of operations ▪ Set a culture behaviour and priorities with regard to safeguarding within the organisation ▪ Scrutiny and overview of the impact of safeguarding and ensure compliance with statutory duties

Decision Flowchart: escalating a safeguarding concern to the MASH2



² Taken from 'Understanding what constitutes a safeguarding concern and how to support effective outcomes: Suggested multi-agency framework to support practice, recording and reporting', Local Government Association / Association of Directors of Adult Social Services, September 2020

Relevant Resources for Safeguarding Adults

<p>Action on Elder Abuse</p> <p>A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research, and collecting and disseminating information.</p> <p>Tel: 020 8765 7000</p> <p>Email: enquiries@elderabuse.org.uk</p> <p>www.elderabuse.org.uk</p>	<p>Rape Crisis Federation of England and Wales</p> <p>Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.</p> <p>Email: info@rapecrisis.co.uk</p> <p>www.rapecrisis.co.uk</p>
<p>Stop Hate Crime</p> <p>Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential, and accessible reporting and support for victims, witnesses and third parties.</p> <p>24 hours service:</p> <p>Telephone: 0800 138 1625</p> <p>Web Chat: www.stophateuk.org/talk-to-us/</p> <p>E mail: talk@stophateuk.org</p> <p>Text: 07717 989 025</p>	<p>Suzy Lamplugh Trust</p> <p>The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal, and psychological.</p> <p>Tel: 020 83921839</p> <p>Fax: 020 8392 1830</p> <p>Email: info@suzylamplugh.org</p> <p>www.suzylamplugh.org</p>
<p>Respond</p> <p>Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.</p> <p>Tel: 020 7383 0700 or 0808 808 0700 (Helpline)</p> <p>Email: services@respond.org.uk</p> <p>www.respond.org.uk</p>	<p>Ann Craft Trust (ACT)</p> <p>A national organisation providing information and advice about adult safeguarding.</p> <p>Tel: 0115 951 5400</p> <p>Email: Ann-Craft-Trust@nottingham.ac.uk</p> <p>www.anncrafttrust.org</p>
<p>24 Hour Freephone Domestic Abuse Helplines</p> <p>Tel: 0808 2000 247</p> <p>www.nationaldahelpline.org.uk/Contact-us</p> <p>Men's Advice Line</p> <p>For male domestic abuse survivors</p> <p>Tel: 0808 801 0327</p> <p>National LGBT+ Domestic Abuse Helpline</p> <p>Tel: 0800 999 5428</p>	<p>Victim Support</p> <p>Provides practical advice and help, emotional support, and reassurance to those who have suffered the effects of a crime.</p> <p>Tel: 0808 168 9111</p> <p>www.victimsupport.com</p>
<p>Women's Aid Federation of England and Wales</p> <p>Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.</p> <p>www.womensaid.org.uk/information-support</p>	

Life Chance Trust Safeguarding Procedure

Everyone involved with the charity needs to be vigilant, recognise welfare issues and respond to them appropriately. **If anyone is in immediate danger, call 999 and ask for the police.**

1. If an allegation or suspicion of abuse is discovered by an employee or volunteer, they should inform the Head of Life Chance Trust as designated safeguarding officer as soon as possible.
2. Where an adult is seen to be at risk of serious/immediate harm, the Police must be contacted immediately by dialling 999. Information is to then be shared with the designated safeguarding officer as soon as possible.
3. Anyone can report abuse and complete a safeguarding concern. Life Chance Trust supports this practice, but asks that the designated safeguarding officer is consulted in advance, where possible. They may take on the responsibility of raising the concern with the relevant safeguarding team or may delegate this duty.
4. For our services based in Devon, all safeguarding concerns relating to young people who have reached their 18th birthday will be referred to the relevant team (Torbay, Plymouth, or rest of the county) within the Devon Safeguarding Adults Partnership.
5. Your role is to respond and record, unless specifically asked to do so you should not carry out an enquiry of the incident. This will be carried out by the relevant local authority's safeguarding team or Life Chance Trust's designated safeguarding officer, where directed by the local safeguarding team.
6. If the adult is suspected to have experienced physical abuse/harm and there are visible marks, bruises, scratches, cuts or any other signs of physical harm, these should individually be recorded. You should always discuss this with the adult and seek permission beforehand. You must only record what you see, and never ask an adult or child to remove clothing. You should give an accurate indication of where the marks are located and a description of what has been seen.
7. The person reporting the abuse should complete Life Chance Trust's Safeguarding form and share it with the designated safeguarding officer. The information provided will need to be accurate, as an edited version may be used in the event of criminal prosecution. The form will be stored securely, with the safeguarding risk register, by the designated safeguarding officer.
8. It is **not** Life Chance Trust's responsibility to decide whether abuse has taken place or not, however it is our responsibility to pass on information to the appropriate authority immediately, using this procedure.
9. Making and retaining records is important at all stages of the process. All records/notes must be retained. This includes any information obtained during an enquiry and copies of any information passed to outside authorities. All material will be kept in a secure file by the designated safeguarding officer.
10. Everyone should also be aware of the need to ensure that any relevant evidence is preserved. The written record of the abuse should be completed to the best of the person's knowledge. Do not interrogate the person concerned, but aim to document as much information as you can:
 - Known details including name, date of birth address and contact numbers
 - Whether or not the person making the report is expressing their own concerns or those of someone else
 - When, where and how often have incidents taken place? dates, times, places
 - What happened? *Precise details in person's own words*

- Did anyone else witness it? Their contact details?
 - Were the police called? Did the person go to hospital?
 - A description of any visible bruising or other injuries
 - Any indirect signs, such as behavioural changes
 - Does the person know the name of the person who assaulted or abused them?
 - Does the person have any learning impairment and if so, could this have affected their recollection?
11. You must make a distinction between fact, opinion or hearsay.
12. If a staff member/volunteer has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the vulnerable adult or child's guardian to make a referral to another agency. However, the gaining of the consent is not essential in order for information to be passed on.
13. Consideration needs to be given to:
- The scale of the abuse
 - The risk of harm to others
 - The capacity of the vulnerable adult or child to understand the issues of abuse and consent
 - If there is any doubt about whether or not to report an issue to Social Services, then it should be reported
 - Where the alleged abuser is a member of staff/volunteer, the Disciplinary procedure will be followed, with immediate removal in accordance to the Safeguarding Adults Policy and the fact that there is a risk to others.
14. Full details on the process of raising a safeguarding concern with a local authority can be found in the flowchart of this procedure.
15. Life Chance Trust operates a Safeguarding register, which is managed by the designated safeguarding officer. Every safeguarding concern/concern will need to be recorded in the register, including the outcome of the concern. The safeguarding register will be stored on the shared drive with restricted access, and can only be shared in line with our confidentiality and data protection policies.

Safeguarding Report Form

The report should include the following information:

1. Does the person at risk have care and support needs? If so, does this mean they are unable to protect themselves from abuse or neglect?
2. Have you informed them that you are thinking about reporting a safeguarding concern?
3. Does the person have the mental capacity to understand the safeguarding concerns, and have they given their valid and informed consent? or
4. They do not have the mental capacity to consent to this referral, but it is being made in their best interest? or
5. The person has the mental capacity but has not consented, but there is significant risk to life and limb or wider public interest?
6. If it is safe to do so, have you talked to the person about what has happened to them? If so, have you asked them what is important to them and what they want to happen?
7. Are there any other adults or children at risk in the situation?