

Milton Parish Council Safeguarding Adults Policy and Procedure for Regular Contact with Adults at Risk

Introduction

The characteristics of adult abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others.

Milton Parish Council when working with adults will ensure that they 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 they became aware of any signs / incidents of abuse and neglect.
- Ensure employees (of Milton Parish Council) 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 irregular and low intensity 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
- 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 Parish Council will appoint a named person responsible for this policy. That person is The Clerk to Milton Parish Council, currently Sarah Corder

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 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
- Where appropriate, sign up to Cambridgeshire County Council's Safeguarding Adults Policy and Procedures

Milton Parish Council 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.

Guidance Notes

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?

An at risk adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. Some adults are more at risk of being abused than others, such as:

- is elderly or frail
- has a mental illness including dementia
- people with a visual or hearing impairment
- people with a physical or sensory disability
- people with learning disabilities or mental health problems
- has a severe physical illness
- people living with HIV or AIDS who have care and support needs
- is a substance misuser
- is homeless

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 or 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.
- **Personal exploitation** – involves denying an individual their rights or forcing them to perform tasks that are against their will.
- **Violation of rights** – preventing an individual speaking their thoughts and opinions.
- **Institutional abuse** – failure to provide a choice of meals or failure to ensure privacy or dignity.

Recording and documenting your concerns

If the allegation or suspicion of abuse is discovered then the Chairman of the Staffing Committee should be informed as soon as possible.

If a staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the client to make a referral.

However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

- What you are concerned about/Scale of abuse
- 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
- Any physical marks
- The risk of harm to others
- The capacity of the client 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.

In emergency situations (e.g. where there is the risk or occurrence of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Any written documentation about a safeguarding concern must be signed, dated, stored and shared in line with confidentiality and data protection procedures.

Behaviour Standards for Employees and Volunteers

Milton Parish Council values the contribution of employees and volunteers and recognises them as an integral part of the services we provide. All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

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

Whistleblowing

Cambridgeshire County Council and Milton Parish Council are dedicated to the highest standards of operation, probity and accountability. In line with this commitment, employees and others with serious concerns about any aspect of their work are encouraged to come forward and voice those concerns.

The Whistleblowing Procedure has been designed to assist, encourage and enable employees to make serious concerns known within the Council and its Partners.

If you suspect wrong doing you can seek confidential advice on how to Whistleblow and who to contact from the following organisations:

Protect-advice.org.uk (was Public Concern at Work) - 020 3117 2520

Department of Health Whistleblowing Helpline - 08000 724725

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