MILTON PARISH COUNCIL

Safeguarding Adults at risk of harm, abuse and neglect

Policy
And Procedure

Milton Parish Council is committed to safeguarding adults.

Milton Parish Council employs a Community Care Warden to assist elderly residents in the village.

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.

Policy Statement

Milton Parish Council when working with adults will ensure that they will:

- Promote their health and welfare and ensure their welfare is of paramount importance
- Respect and promote their rights. Implement procedures to safeguard adults at risk of harm, whatever their age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, or sexual orientation
- Work in a way which safeguards the wellbeing of each adult and protect them from abuse and neglect
- Take appropriate steps if they become aware of any sign / incidents of abuse and neglect. Communicate and refer any appropriate child protection or adult at risk concerns to the appropriate services at Cambridgeshire County Council.
- Make an immediate referral to the Police where a criminal offence may have taken place.
- Ensure employees of the 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 / assess 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 support them to feel confident to pass their concern on.
- To know how to obtain timely, professional advice

- To refer concerns to relevant specialists

- To protect themselves from false accusations of abuse

- To identify where there may be a problem

To achieve this, the Parish Council will appoint a named person responsible for this policy. That person is the Clerk to the Parish Council, currently Sarah Corder.

Roles and Responsibilities

Safeguarding is everyone's responsibility

Milton Parish Council is committed to safeguarding and promoting the welfare of adults at risk of harm. We take our responsibilities seriously and expect all our staff to share this commitment to recognise the signs and indicators of abuse and respond accordingly.

Community Care Warden will:

- Be made aware of this policy and service safeguarding procedures
- Undertake safeguarding training identified for their post or specialist role
- Not undertake any unsupervised regulated activity involving access to adults prior to receiving a satisfactory Disclosure & Barring Service (DBS) Certificate
- Be aware of appropriate and inappropriate behaviour for staff working with adults at risk of harm and the signs of potential abuse
- Observe any physical marks
- Observe any non-verbal clues, body language or behavioural issues
- Report any concerns, disclosures, actual or suspected cases of adult abuse, however small to the Parish Council Clerk as soon as possible
- Report any concerns of inappropriate behaviour or bad practice to the Clerk

The Parish Council Clerk will:

- Promote safeguarding and support staff to undertake their responsibilities
- Ensure staff are aware of and understand this policy and service safeguarding procedures
- Ensure people they engage to undertake duties on the Parish Council's behalf (e.g. contractors, volunteers), which involves contact with adults, understand and comply with this policy and service safeguarding procedures
- Adhere to the safeguarding procedures in contract procurement and management
- Ensure they and their staff complete appropriate safeguarding training for their post and report all safeguarding concerns
- In an emergency situation contact the Police and Social Services
- Report suspicions to the Chairman of Staffing Committee as soon as possible
- Ensure DBS checks and references that refer to the candidates' suitability to work with adults are taken up for all appropriate posts
- Ensure safeguarding is part of the induction programme for all new staff

Parish Councillors will:

- Be informed and made aware of this policy and procedures
- Undertake and/or attend safeguarding training / briefings
- Not undertake any unsupervised activity involving access to adults at risk of harm
- Be aware of appropriate and inappropriate behaviour towards adults at risk of harm and the signs of abuse

- Report any concerns, disclosures, actual or suspected cases of abuse
- Report any concerns of inappropriate behaviour or bad practice

If the Parish Council Clerk has a concern:

- If it is an emergency call 999
- Out of hours, if someone is in danger and unable to protect themselves, or cannot remain in the community without immediate intervention, telephone: 01733 234724 (Cambridgeshire County Council out of hours Duty Team)
- During office hours or for non-emergency cases, you can report or discuss a concern with the Safeguarding Leads: adult.safeguarding@cambridge.gov.uk or domesticabuselead@cambridge.gov.uk

Safeguarding Adults

All adults should be able to live free from fear and harm and have their rights and choices respected. It is recognised that an adult may be vulnerable at any point in their life. However, some adults are less able to protect themselves than others and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse and in need of protection.

Safeguarding duties should apply to an adult who has needs for care and support, is at risk of abuse or neglect and is in need of care and support.

An adult at risk is a person who may be unable to take care of themselves or protect themselves from harm or from being exploited.

Adults at more risk are more likely to be:

- Elderly or frail
- Have a mental illness including dementia
- People with visual or hearing impairment
- People with a physical or sensory impairment
- People with learning disabilities or mental health problems
- Have a physical illness
- A substance misuser

Adult Abuse

It is not the responsibility of the Community Care Warden to decide that abuse is occurring but it is their responsibility to act on any concerns by reporting any suspicions they have.

Allegations: Where a specific action has been observed or said to have happened, these require thorough action and investigation

Mental Capacity: means being able to make your own decisions, with reasonable support or guidance. It is assumed that someone has mental capacity unless it's proved otherwise. People who cannot make their own decisions are said to 'lack capacity'. This might be due to injury, a learning disability, mental health problem or a condition such as dementia that may affect the way a person's brain makes decisions. An individual may have the capacity to make some decisions, but not other more complex ones and it is important to remember that someone with capacity can still make unwise decisions.

Suspicion**:** Where a representative observes some behaviour or exchange which causes them concern for an adult, these should be discussed with the Clerk and are usually logged internally and monitored but can be referred if felt appropriate.

Forms of Abuse

The Domestic Abuse Act 2021 outlines the following behaviours as abuse:

- physical or sexual abuse
- violent or threatening behaviour
- controlling or coercive behaviour
- financial / economic abuse
- psychological, emotional, or other abuse

The categories of abuse which apply to adults:

- Abuse: Physical, Sexual, Psychological, Financial or Material, Discriminatory
- Domestic abuse
- Neglect and Acts of Omission
- Modern slavery
- Self-Neglect

There are different types of abuse, and a person may suffer from more than one type.

Physical Abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to an adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in an adult.

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.

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.

Discriminatory abuse: including the unequal treatment of an individual based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.
Discriminatory abuse can include suffering insulting language, harassment, or ill-treatment due to these personal characteristics.

Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, or sexual acts to which the adult has not consented or was pressurized into consenting.

Hate crimes are any criminal acts that are targeted at a person because of hostility or prejudice towards a person's disability, race and ethnicity, religion or belief, sexual orientation, and gender identity.

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. Individuals' mental

capacity will be considered and the rights of people with capacity to exercise what might be considered to many as unwise lifestyle choices.

Confidentiality & Data Protection

Effective sharing of information between employees and key organisations is essential for early identification of need, assessment, and service provision to keep adults at risk of harm safe.

The Community Care Warden may become party to information which is personal and/or that may raise concerns about the welfare of the adult. The following principles will apply:

- Every effort will be made to ensure that confidentiality is maintained for all concerned.
- The Warden has an obligation to report disclosures and concerns and therefore will always reserve the right to report adult safeguarding issues.
- Information will be handled and disseminated according to agreed protocols between agencies and on a 'need to know' basis as well as in the best interests of the adult who may be at risk.
- Information will be accurate, regularly updated, relevant and stored securely with limited access to nominated officers, in line with current Data Protection Regulations and Human Rights legislation.
- In regard to adult safeguarding, the consent of the adult to share a disclosed concern with the relevant public agency will be sought. However, if the person appears to lack capacity or is at risk of significant harm, the Warden will seek the guidance of the Parish Council Clerk to act in the best interests of the person concerned. In some cases, the Warden may need to disclose a person's basic details in order for a suitably qualified health professional to make a capacity assessment for that individual.

Staff Recruitment and Engagement Procedures

The Parish Council will take all reasonable steps to deter unsuitable applicants from applying for positions and ensure unsuitable people are prevented from working with adults at risk of harm by:

Using the Safer Recruitment, Selection and Supervision guidance produced by the C&PSPB.

Undertaking safer recruitment practices, including carrying out DBS and DBS Adult First checks as appropriate for those posts undertaking regulated activity.

Training

The Council will take reasonable steps to ensure that all staff and managers who are likely to come into contact with adults at risk or harm as a regular part of their job will be provided with appropriate safeguarding training.

Monitoring and Review

This policy is subject to review every three years and refreshed sooner if there are changes to legislation or Council operations.

The Community Care Warden and Parish Council Clerk will meet regularly to ensure that awareness of the policy is raised and reviewed in the light of legislative changes and developing best practice.

October 2026