**Safeguarding Adults Policy and Procedures**

 **Emmaus Hertfordshire**

**1. Policy Statement:**

Emmaus Hertfordshire is committed to creating and maintaining a safe and positive environment and accepts its responsibility to safeguard the welfare of all adults in accordance with the Care Act 2014.

Emmaus Hertfordshire safeguarding adult’s policy and procedures apply to all individuals involved in Emmaus Hertfordshire. For the purposes of this policy all Emmaus Companions should be considered as adults at risk.

Emmaus Hertfordshire will encourage and support partner organisations, including suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults’ policy and procedures.

**1.1 What is Safeguarding:**

*[[1]](#footnote-2)‘Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances.’*

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| --- | --- |
| Developed by: | EUK |
| Date signed off by Board:  |  |
| Review Date:  |  |

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**2. Quick Reference Safeguarding Flow Chart:**

**Safeguarding is everyone’s responsibility. Do you have concerns about an adult? Do you consider you have been or are being subject to abuse?**

If you have concerns about your own or an adult’s safety and or wellbeing you

must act on these concerns. It is not your responsibility to decide whether an adult has been abused. It is however your responsibility to act on any concerns.

You are concerned that either yourself or another adult is subject to alleged abuse, poor practice, or wider welfare issues.

Do you or the adult you are concerned about need immediate medical attention?

Seek medical attention on site or contact emergency services on 999.

Speak to a member of the safeguarding team (details on next page) and report your concerns.

If you are a companion or volunteer the Designated safeguarding Person (DSP) or Designated Safeguarding Lead (DSL) will ask you what you would like to happen and make notes accordingly

If you are a staff member reporting a concern, make notes and complete an Incident Report Form (Appendix 1), submit it to the Designated Safeguarding Person or Designated Safeguarding Lead.

Yes

No

**2.1 Safeguarding contacts**

**Emmaus Hertfordshire**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designated Safeguarding Persons** | **Job title** | **Telep****hone** | **Email** |
| Jarrod Saxby | Support worker |  | Jarrod.saxby@emmaus.org.uk |
| Chloe Sykes | Support worker |  | Chloe.sykes@emmaus.org.uk |
| Gemma Beckett | Business Development Manager |  | Gemma.beckett@emmaus.org.uk |
|  |  |  |  |
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| --- | --- | --- | --- |
| **Designated Safeguarding Lead** | **Job title** | **Telephone** | **Email** |
| Duncan Lewis | CEO |  | Duncan.lewis@emmaus.org.uk |

|  |  |  |  |
| --- | --- | --- | --- |
| **Trustees** | **Role** | **Telephone** | **Email** |
| Heather Hurford | Chair |  | Heather.hurford@emmaus.org.uk |
| Michelle Hart | Safeguarding Lead |  | Michelle.hart@emmaus.org.uk |

**Local Authority Hertfordshire**

|  |  |  |
| --- | --- | --- |
| **Department** | **Telephone** | **Email** |
| Adult Safeguarding Team | **0300 123 4042** | n/a |
|  |  |  |
|  |  |  |

**EUK Safeguarding contact**

|  |  |  |
| --- | --- | --- |
| **Name & Role** | **Telephone** | **Email** |
| Ellis Burgin |  | Ellis.burgin@emmaus.org.uk |
| Development Advisor |  |  |

**3. Introduction & Background**

3.1 Purpose and Commitment

Emmaus Hertfordshire is part of the International Emmaus movement. We support formerly homeless people – companions, by giving them a home for as long as they need it in our community, with food, clothing and a small weekly allowance. Living in a community offers the friendship and support that many people who have experienced homelessness have lost.

Companions contribute their time to supporting our social enterprises, undertaking meaningful work experience which builds confidence and grows skills. Our social enterprise work includes collecting donated furniture and household goods, refurbishing them and selling them in our shops. By contributing to our social enterprise, companions may learn new skills or use their existing skills and by contributing to the community, companions can see that their efforts make a real difference, both to their own life, and the lives of others.

We offer training and a range of wellbeing activities as well as meaningful support to contribute to addressing the root causes of homelessness, improve mental and/or physical health and increase employability.

Having a home, work and a sense of belonging and community can be the key to helping someone to take stock and to regain a sense of control and stability in their lives. Companions can address the issues they might have or re-establish relationships with loved ones and find ways out of homelessness.

We work with adults (18+) only, these adults come from a range of diverse backgrounds but who have been affected by homelessness. Whilst children do not live in our community homes, many of our companions do have children or have contact with children.

Emmaus Hertfordshire is committed to ensuring that all companions that use our services, as well as our staff, volunteers, trustees, partners and the public are safe and that their wellbeing is promoted. We believe that abuse is unacceptable, and we are committed to preventing any form of abuse, including bullying, harassment, victimisation and unlawful discrimination. Whether it is preventative action or taking action to protect someone, we each have a part to play, and we believe that safeguarding is everyone’s responsibility.

3.2 Think Family Approach

This policy relates to adult safeguarding as Emmaus works with people aged 18 years and over.

However, we understand the importance of thinking broadly about how safeguarding concerns may become apparent and where we may need to consider the safety and wellbeing of children or other adults. This is called a ‘think family’ approach which we will take in all of our work. For example:

 • a safeguarding concern about an adult who is a parent may lead to worries about the safety of their child.

 • we may discover that someone who abused a companion we are working with when they were a child, currently has access to children or another adult who is vulnerable.

 • An adult we are working with has issues which lead to concerns about the welfare of the children for whom they care for or see regularly. This could include current, acute mental health problems, misuse of substances or alcohol, or being in a violent relationship.

3.3 Policy and Procedure Objectives

The intention of this document is to set out:

 • our commitment to creating an environment where we work together respectfully, where we listen and respond to concerns and where people who suspect abuse are able to speak out.

 • our commitment to safeguarding and how we meet our responsibilities to provide effective systems and processes to manage safeguarding, in line with our legal obligations. This includes providing these procedures which set out how to identify and handle safeguarding concerns and training in safeguarding.

 • procedures for staff, volunteers and Trustee’s including how they are expected to take seriously and deal proactively with any safeguarding concerns, however they may emerge, whilst recognising the importance of confidentiality.

 • procedures about dealing with any allegations against staff: for staff, volunteers and Trustee’s and training for those who are in roles where they need to deal with such allegations.

 • our commitment to work collaboratively with other agencies to ensure our companions are safeguarded. This includes the local authority, Police, where there are criminal matters, and other agencies as needed.

 • links to all other relevant policies, procedures, protocols and systems which collectively work together to safeguard our companions and all of us who work at Emmaus Hertfordshire and to preserve the reputation of our organisation.

3.4 Scope

Safeguarding is everyone’s responsibility. This policy and procedure apply to everyone working for or with Emmaus Hertfordshire, on or off site. That includes Trustee’s, the leadership team, paid staff, volunteers, and agency workers. Hereafter all will be called ‘staff’ in this policy and procedure.

It is expected that this policy and procedure will be read, understood and applied by all staff. The policy and procedure will be made available at induction. A copy will be available in each of our premises and be placed on Emmaus Hertfordshire website. It will also be available on our shared drive to which all staff have access. When there are updates to the policy and procedure, they will be re-issued to staff.

Whilst we are all responsible for being vigilant about safeguarding concerns and proactively addressing them in line with this policy and procedure, certain people will have additional safeguarding responsibilities at Emmaus Hertfordshire. The Trustees lead on the governance of safeguarding and are ultimately responsible for safeguarding arrangements with the support of the senior leadership team.

There are three main roles concerning safeguarding in your communities and groups, they are:

**DSP** - The Designated Safeguarding Persons

If a DSP is in place, they will be responsible for addressing individual safeguarding concerns.

**DSL** - The Designated Safeguarding Lead will be responsible for the strategic aspects of safeguarding for Emmaus Hertfordshire, assisted by other staff.

* In communities and groups without a DSP role the Designated Safeguarding Lead will be responsible for supporting all individual safeguarding concerns

**The Trustee Lead** - has particular responsibilities for Safeguarding.

3.5 Equality and Diversity

The welfare of all of our companions is paramount and all have a right to equal protection from all types of harm or abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, identity, or any other difference,

Many of our companions have additional vulnerabilities or experience additional hurdles in their lives. This may be due to the impact of their previous experiences including homelessness, their family or environmental situation or their personal characteristics. Many have experienced abuse or neglect and the effect of this on their physical, emotional or social well-being as well as their relationships, including parenting.

3.6 Legislation and Guidance

Our safeguarding policy and procedure are underpinned by law and statutory guidance and includes the documents listed below. It is not necessary to have a detailed understanding of the law in order to use these procedures or to pass on safeguarding concerns.

Human Rights Act 1998 - Charity Commission Safeguarding Guidance 2018 - Data Protection Act 2018 and the GDPR 2018 - Safeguarding Vulnerable Groups Act 2006 - Protection of Freedoms Act 2012 - Rehabilitation of Offenders Act 1974 - Mental Capacity Act 2005 - Sexual Offences Act 2003 - Serious Crime Act 2015 - Female Genital Mutilation Act 2003 - Modern Slavery 2015 - Counter Terrorism and Security Act 2015 - Public Interest Disclosure Act 1990

3.7 Alignment with Other Policies

Safeguarding is a broad concept and Emmaus Hertfordshire has a number of policies and procedures which are linked and work together to offer safeguards throughout the organisation. They should be read in conjunction with this policy and procedure, and they include:

* Complaints Policy
* Data Protection Policy
* Anti-Harassment and Bullying Policy
* Equal Opportunities Policy
* Drug and Alcohol Policy
* Social Media Policy
* Disciplinary and grievance policies
* Professional boundaries policy

We also work closely with other organisations as well as within local authority area multi-agency arrangements. In addition, as part of the Emmaus UK Federation, we liaise with and adopt good practice from the EUK Safeguarding Lead

3.8 Review

We will review and update this safeguarding policy and procedure at least annually. We may update the policy more frequently in light of learning from experience or significant changes in law, guidance or practice requirements.

**4. Roles and Responsibilities at Emmaus Hertfordshire**

4.1 Everyone

Everyone working at or for Emmaus Hertfordshire is responsible for safeguarding. Staff who interact regularly with our companions are much more likely to encounter safeguarding concerns, and it is important that we are all aware of how to recognise and respond. For all of us, this includes:

• reading and applying this safeguarding policy and procedure and our Code of Conduct

• being mindful of our own actions and behaviour, ensuring we are promoting safeguarding and being aware of our position of trust and duty to companions

• being vigilant to potential indicators of abuse or neglect and alert to the risks which individual abusers, or potential abusers may pose

• responding to any safeguarding concerns, however small they may appear. Speaking with colleagues and supervisors to clarify any safeguarding queries or concerns and sharing information so that a proper decision can be made to safeguard companions. Ensuring that safeguarding reports are made to the local authority and police using these procedures as and when required.

Some people at Emmaus Hertfordshire have specific responsibilities for safeguarding as detailed below.

4.2 Designated Safeguarding Persons (DSP)

The DSPs are Support Workers. These roles have operational responsibilities for safeguarding across Emmaus Hertfordshire.

Their responsibilities include:

• promoting a safeguarding and listening culture across our services.

• keeping abreast of changes in safeguarding both for Emmaus Hertfordshire and local multiagency arrangements for safeguarding.

• being available to staff and providing advice and support on safeguarding matters to them

• managing individual safeguarding cases including making decisions about individual cases, taking any immediate actions to ensure the safety of everyone at Emmaus Hertfordshire, seeking specialist advice, reporting to police or social care when necessary, working with external agencies on safeguarding cases, escalating concerns if required and managing record keeping using Emmaus Hertfordshire systems.

• alerting the Designated Safeguarding Lead (DSL) to any safeguarding concerns relating to allegations against staff; poor practice concerns, staff training needs or any other matters relating to the management of safeguarding at Emmaus Hertfordshire.

• deputising for the DSL including contributing to the broader safeguarding work at Emmaus Hertfordshire, e.g. policy development, data collection, safer recruitment, induction and training of staff.

4.3 Designated Safeguarding Lead (DSL)

The DSL is the CEO who has strategic responsibilities for safeguarding across Emmaus Hertfordshire. The Business Development Manager is the deputy DSL. The DSL may delegate parts of the role to the deputy DSL, whilst retaining overall accountability.

The DSL role includes:

• promoting a safeguarding and listening culture across Emmaus Hertfordshire.

• keeping abreast of changes in safeguarding across Emmaus Hertfordshire.

• setting the safeguarding policy and procedure direction in line with statutory guidance, ensuring annual reviews are undertaken and taking responsibility for its implementation.

• monitoring the effectiveness and compliance with safeguarding policy and procedures as well as related procedures such as Code of Conduct, Disciplinary and Whistleblowing.

• ensuring effective safeguarding systems and processes are in place, including secure recording and retrieval systems; appointing DSP’s and ensuring that safeguarding responsibilities are stated in all staff job descriptions.

• setting out required safeguarding training, including induction, and providing training and updates as per staff members roles and responsibilities. Maintaining a record of staff attendance at safeguarding training.

• assisting and overseeing the work of the DSP’s and quality assuring management of safeguarding cases, including decisions made.

• overseeing the management of safeguarding allegations against staff.

• briefing Trustees on a regular basis about safeguarding activity and issues (data, gaps, themes and risks), maintaining a risk register and providing an annual report on safeguarding.

4.4 Trustees

The Trustees are ultimately responsible for the governance of safeguarding at Emmaus Hertfordshire, ensuring that the organisation is legally compliant and delivering services safely.

Their responsibilities include ensuring:

 • a culture of safeguarding is promoted whereby staff and companions can raise concerns and feel supported.

• there is a staff Code of Conduct and Whistleblowing policies in place to support safeguarding across the organisation.

• a Safeguarding Policy and Procedure is in place (which includes allegations against staff) and reviewed annually and which is available to and understood by staff.

• safeguarding concerns are managed effectively; there are systems and processes in place for its management; there is sufficient resourcing of safeguarding including for training; DSL and DSP (where used) roles are appointed, and their safeguarding duties are stated in their job description.

• a Lead Safeguarding Trustee is nominated who maintains regular contact with the DSL

• they receive and review regular feedback on safeguarding activity, issues (such as gaps, threats, risks), oversee a risk register and understand remedial actions required from the CEO and senior leadership team and that they track progress.

• Chair of Trustee’s undertakes enquiries in the event of an allegation being made against the CEO.

• compliance with the Charity Commission serious incident notification requirements, and other relevant bodies such as regulators, commissioners, grant-makers, insurance companies.

**5. Responding to Safeguarding Concerns**

5.1 Responding to Someone Making a Disclosure

There may be times when a companion tells us that they have previously experienced or are currently experiencing harm, sometimes this is referred to as ‘making a disclosure’ or making an ‘allegation’.

People may approach an individual member of staff because they have a rapport with them and trust them or because they are available and supportive. It is important to be clear about the limitations of our role when someone speaks about abuse or neglect, they have experienced:

• The matter may need to be reported to another agency and there may be criminal or safeguarding inquiries that commence. How this first disclosure was handled may well be subject to later scrutiny and it is important that this conversation is managed properly.

• We are not responsible for, nor trained in undertaking investigations into allegations of abuse. Therefore, the person hearing a disclosure should not begin to make extensive enquiries or begin detailed questioning – and in fact this could be detrimental to any future investigations.

• We are not counsellors or therapists. Where such support is needed, this should be provided by people who are trained and skilled in this type of work.

Offering a supportive and listening response whilst working within our role may seem complicated, and therefore this list of ‘Do’s’ and ‘Don’ts’ may be helpful.

**DO…**

• Make time and space to listen carefully and understand what is being said.

• Actively listen, without interruption (as long as they are safe) and allow the person to recall significant events.

• If the time and place is tricky, try and adjust rather than stop people talking.

• Show that you are taking the matter seriously.

• Respond naturally, with compassion and empathy.

• If needed. reassure the companion that they are right to tell you/someone and tell them that you believe them.

• Show through your body language and behaviour that you are calm and ‘neutral’.

• Where you need to ask questions, use open questions, such as those starting ‘who’, ‘when’, ‘where’, ‘how’ (avoid asking ‘why’ questions). Questions such as ‘tell me more about that’ are open questions that can support people to speak and use their own words.

• Adapt your language and communication style to be in line with the person. Summarise or feedback using the person’s own words.

• When you have enough information to work out what action is needed, you can bring the conversation to a close.

• Explain what will happen next, who you have to tell, that you have guidelines to follow.

• Consult immediately with the Designated Safeguarding Person (or DSL if no DSP).

• Record the conversation immediately on the Incident Form (see Appendix 1).

 **DON’T…**

 • Push the person to tell you more than they wish or directly question them about the details of the incident.

• Ask leading questions (questions that presume an answer) as these could impact on further investigations by the local authority or police.

• Show reactions or feelings such as shock, denial.

• Speculate or blame anyone.

• Ask to look at injuries, especially if it entails them lifting/removing clothing.

• Ever promise confidentiality or make other promises such as ‘it will all be okay now’.

• Say you know how they feel, you know people who have been through similar etc.

• Give advice about what they should do.

**It is important to:**

• Secure and preserve anything you believe might be evidence

• Keep an open mind about what you see and hear.

• Take the matter seriously, but it is not for any staff at Emmaus to make a judgement as to the reliability and validity of a safeguarding allegation, that is for the local authority and police to decide after inquiries have been made.

• Explain to the individual any actions to be taken in a way that is appropriate to their age and understanding

• Not promise to keep anything confidential or make any other promises

• Remember that reporting concerns is not a betrayal of trust but may feel that way to someone making a disclosure

5.2 Responding to a disclosure from EUK

There are occasions where safeguarding disclosures are made directly to EUK.

EUK have in place an internal policy **‘Safeguarding Reporting Policy and Procedure’** that sets out EUK’s requirements when dealing with a safeguarding disclosure.

When a disclosure is received, the EUK safeguarding lead collects the details of the initial disclosure and contacts the DSL in the relevant community or group.

Details of the disclosure and involved persons are then sent directly to the DSL where you should conduct any investigation as per section 6 of this policy.

At the time of the notification from EUK they will forward details of the timeline required by their policy for response to EUK. It is important to note that the timeline for replying to EUK’s disclosure must not conflict with the timeline set out in this policy for dealing with safeguarding allegations. The timelines set out in this policy will always take precedent.

5.3 Information Sharing and Confidentiality

**Sharing Internally within Emmaus** **Hertfordshire**

It is expected that information about companions will be shared internally with colleagues/supervisors at Emmaus Hertfordshire on a ‘need to know’ basis. This will be for example, for purposes such as registering companions on our database, supervising the work undertaken with them and managing any concerns. All information will be securely managed, in line with our Data Protection Policy and the GDPR.

**Sharing Externally with Other Agencies**

When sharing information about companions with external agencies, the law on confidentiality and information sharing must be applied. The general principle is that companions have a right to expect that their personal information will not be shared with other agencies and that their consent is obtained before sharing. This principle is important to support companions to develop trusting relationships with us and to help them to engage openly when using our services.

In adult safeguarding work, we must make decisions with the person themselves about their circumstances, to share information with their informed consent or empower them to make their own decisions about information sharing.

When seeking consent to share a companion’s safeguarding information, it is important to engage with them and ensure their wishes and feelings are taken into consideration. Seeking their consent will involve having a clear and supportive conversation which explains:

 • why information needs to be shared, and with whom

• how the information will be used

• what information will be passed on

• how and when it will be passed on

• if there are any implications of the companion not giving consent

There are important exceptions to the general principle of confidentiality. Confidentiality is not offered absolutely, and we have a duty to make reports and share information in certain circumstances when it is in the public interest.

The law does not prevent the sharing of information without consent in these circumstances:

• there is a genuine emergency whereby life is at risk

• an adult at risk has experienced serious abuse/neglect and/or the level of risk to them is considered high

• other people are at risk, including children

• seeking consent could place the individual or others at risk, for example, the adult at risk is likely to be threatened or coerced into silence or the carer or family member is identified as the alleged abuser

• the alleged abuser is a vulnerable adult and needs support

• the adult at risk lacks capacity (see ‘Mental Capacity’ below) to consent or make decisions

• it is in the public interest, a serious crime has been committed or the risk has been posed by paid carers or professionals

• important evidence would be destroyed/lost

• the alleged perpetrator is a member of staff

• it is unsafe not to do so

The DSP (or DSL if there is no DSP) at Emmaus will decide whether it is appropriate to seek consent from the companion or if a report can be made whilst overriding their consent. The DSP can seek advice from Social Services without disclosing the identity of the person.

Where information is shared – with or without consent, what is shared must be only that which is necessary, proportionate, relevant, adequate, accurate, timely and that it is shared securely.

If information is not shared because consent has not been given and it is judged that it cannot be shared, advice, signposting and guidance can be offered to support the companion. Further opportunities to discuss matters, including concerns about safeguarding and to share information in future should be given.

A record of the decision about sharing information must be kept which includes the reasons for the decision. If information has been shared, record what has been shared, with whom and for what purpose. If a companion’s consent to share information is overridden, this must be thoroughly recorded, with notes to include:

• the reason for proceeding without consent

• that social services are informed that the adult has not given their permission

• that the companion has been told that a report has been made despite their wishes.

Mental capacity is a legal concept set out in The Mental Capacity Act 2005. It refers to the ability of person at a point in time to understand, retain, use and communicate information to make an informed decision on a specific issue and understand the consequences.

Adults are presumed to have mental capacity until it has been assessed (by specifically trained persons) that they do not. All practicable steps must be taken to help the person make the decision. Presumption of mental capacity also means that adults can make what may be seen as unwise decisions (everyone has the right to make “wrong” decisions). Anything done for, or on behalf of, a person who lacks mental capacity must be in their ‘best interests’ and the ‘least restrictive’ of their rights and freedoms.

The Social Care Institute for Excellence (SCIE) have produced a more detailed guide called Safeguarding Adults: Sharing Information (2019) which is available here: <https://www.scie.org.uk/safeguarding/adults/practice/sharing-information>

 5.4 Recording

Recording is a key task in safeguarding practice which includes recording of concerns, allegations, interventions, decisions, actions and reasoning. Records may be used in future legal proceedings and be accessed by all parties to proceedings and be scrutinised. The following checklist provides some good practice tips in recording of safeguarding concerns.

Records:

 • can be made during the discussion with the companion or immediately afterwards. They must be written as soon as possible after the event/incident and at the latest within 24 hours

• as far as possible, you should use the companion’s own words and phrases.

• should be as objective as possible and not over emphasise or under play what has been said.

• should differentiate between fact and professional opinion or observations, hearsay and third-party information.

• must be in plain language, free from jargon, clear, accurate, concise and up to date

• should be legible and avoid acronyms or initials unless these are properly explained and unambiguous

• must state the date, time, place and who is present.

• must state the reasons for the decisions made, including decisions to take no further action.

• state what actions are to be taken, and by whom.

• be made only on Emmaus Hertfordshire secure systems and be held by Emmaus Hertfordshire. Records should never be kept at home or in places outside of Emmaus Hertfordshire, nor be made on personal equipment such as phones or paper records.

• be accessed only by those who are authorised and, on a need-to-know basis.

• must never be amended. Additional information or corrections of fact must be written as a separate record and explaining why the additional note is being made.

**The Safeguarding Incident Report Form is at Appendix 1.**

**6. Managing Safeguarding Concerns Procedure: Companions & Public**

It is not our responsibility to decide whether an adult has been abused, but we are responsible for responding to and reporting concerns in accordance with this procedure. Reports must be made immediately or as soon as possible after the concern comes to light and within the day. It should not be assumed that someone else will make the report or that other agencies are already aware and will deal with the issue.

When possible, the member of staff at Emmaus Hertfordshire will contact one of the DSPs (or DSL if there is no DSP) and discuss the concern with them or seek advice. The DSP (or DSL if there is no DSP) will keep a record of the conversation and make the decisions on behalf of Emmaus Hertfordshire, manage any immediate actions and if necessary, contact external agencies, e.g. social services or Police. This course of action may not always be possible, and the staff member may need to contact external agencies directly, for example in an exceptional circumstance where:

 • it is an emergency situation and contacting the DSP or DSL will result in undue delay.

• there is no DSP available, the DSL is not available and nor is any other manager available.

• the DSP and/or the DSL have not taken the action to make a report that the staff member thinks is necessary. The member of staff will be responsible for this decision and will need to follow up with both the external agency and with the DSP (or DSL if there is no DSP) at Emmaus Hertfordshire (see Paragraph 6.2 below for the steps to be taken).

**See page 4 of this policy for all names and contact details of DSP’s and DSL. See Appendix 2 for the flowchart for managing concerns about safeguarding adults.**

**See Appendix 1 for the Safeguarding Incident Report Form**

In all situations, thorough and ongoing records must be maintained.

6.1 Responding to an Adult Safeguarding Emergency

In an emergency where an adult at risk has been seriously hurt or is in imminent danger of being harmed or a criminal offence against an adult at risk has occurred, you should:

 **i.** take any immediate action to protect the individual from abuse and prevent harm to the individual or others. This should be done without putting yourself in danger or in harm.

 **ii**. inform a DSP (or DSL if there is no DSP) immediately if the nature of the incident allows for this to be done first.

 **iii.** if the DSP (or DSL if there is no DSP) is not immediately available, ring 999 and ask for the emergency service required - police and/or ambulance

 **iv**. if a DSP (or DSL if there is no DSP) is not aware that emergency services have been contacted, then inform a DSP (or DSL if there is no DSP) after having made the emergency referral. Thereafter the procedure set out below in the paragraph ‘Responding to a Safeguarding Concern about an Adult’ must be followed by the DSP (or DSL if there is no DSP.

6.2 Responding to a Safeguarding Concern about an Adult

For any other safeguarding concerns, follow these steps:

**Stage 1**: Speak to a DSP (or DSL if there is no DSP) about your concern. This should be done on the same day (or as soon as possible) that you identify the concern.

**Stage 2**: Record all relevant details on the Safeguarding Incident Report Form (Appendix 1) and pass this to the DSP (or DSL if there is no DSP) as follows:

* Open the blank Safeguarding Incident Report Form on the shared drive: Support\companion paperwork master copies\Safeguarding Adults Incident formHerts.docx
* Save a copy, renaming the document by adding the date e.g. Safeguarding Incident Report 20/03/2023
* Password protect the form: Go to File > Info > Protect Document > Encrypt with Password. Enter a password and click ok. Re-enter the password and click ok again.
* Complete the report and save again.
* Send an email to the DSP (or DSL if there is no DSP) confirming that you have completed the report and providing the password.
* Upon receipt the DSP (or DSL if there is no DSP) will review the form, seek any clarification required from the member of staff, and change the password on the report form, to ensure security of the information. The DSP (or DSL if there is no DSP) will provide the new password to the DSL who will record it on the Safeguarding Incident Reports Log, access to which is restricted to the DSL.
* All subsequent actions and decisions must be recorded, adding continuation pages to the Safeguarding Incident Report as necessary. All entries must be dated.

**Stage 3**: The DSP (or DSL if there is no DSP), having listened and understood any relevant background, will make decisions about the next steps to take. In so doing, the DSP (or DSL if there is no DSP) will:

• consider if advice from others is needed, e.g. from people within Emmaus Hertfordshire or externally (e.g. Social Services). Seeking advice from an external agency does not constitute making a report, which is a decision that remains with the DSP (or DSL if there is no DSP). Seeking advice should never delay taking action that is required to protect an adult at risk.

• ensure that the safeguarding concern has been discussed with the service user to obtain their view of what they would like to happen and tell them of our duty to pass on our concerns if this is thought to be necessary.

• clarify matters regarding consent to share information have been addressed properly.

• establish whether there are others that are affected and for whom safeguarding actions should also be considered. This could be children in the family or other adults at risk (think family) or it may be companions or staff at Emmaus Hertfordshire.

• thereafter the DSP (or DSL if there is no DSP) will make decisions accordingly within 24 hours of the concern being alerted to them.

If there is any difference of opinion between the staff member and the DSP (or DSL if there is no DSP) about the decision that is to be taken, then the matter must be referred to the DSL to decide. If the difference of opinion is between the staff member and the DSL then the staff member will need to decide whether or not to contact any external agencies. (see Paragraph 6 above).

The DSP (or DSL if there is no DSP) may make any of these decisions:

**i.** There is no further action to take. This is because there are no safeguarding concerns.

**ii**. The threshold has not been met to report onwards. There may be concerns but they are of a degree and nature that do not meet the need for a referral to police or social services, or that the adult at risk does not give consent to report and their right to confidentiality cannot be breached. Emmaus Hertfordshire will continue to provide support to the companion or support by signposting the individual to other sources of help including helplines, counselling or other avenues of external support. It may involve ongoing monitoring of safeguarding for the person.

**iii**. a referral is made to social services to request an assessment of potential care and support needs for a companion.

**iv**. Report is made to Social Services if there is reasonable cause to suspect that the person has experienced or is at risk of abuse or neglect or there are serious concerns about the wellbeing of the person.

Information sharing with other agencies should be in line with the principles set out in this policy and procedure.

The referral must be made immediately by the DSP (or DSL if there is no DSP) using the forms and protocols of social services or by telephone (all telephone reports must be followed up in writing within 24 hours).

**Page 4 of this policy lists the contact details of social services including office hours and out of office hours for emergency reports. The report is made to the local authority social services where the safeguarding concern has occurred.**

The referral must include accurate identifying details of the companion, reasons for making the safeguarding report, clear details about consent for information sharing and/or reasons for overriding consent. The Safeguarding Incident Report Form at **Appendix 1** contains the template which should be completed as fully as possible (without delaying making the report) and can be forwarded to Social Services or Police in addition to the social services report form.

Social Services should acknowledge within 7 working days that the report has been received and of their decision. If this is not done, the DSP (or DSL if there is no DSP) must follow this up with Social Services.

Having made the report, ongoing work may well be required by the DSP (or DSL if there is no DSP), including providing further reports or attendance at meetings, in line with the multi-agency procedures and making sure that the adult at risk is supported and updated throughout the process.

If a referral is not accepted by Social Services or it is re-directed to other sources of support or there are delays that impact on the safety of the individual, Social Services should give feedback and reasons for their decision and provide information and advise the DSP (or DSL if there is no DSP) accordingly. If the DSP (or DSL if there is no DSP) remains concerned, they should be proactive in pursuing further discussions, escalating via line management with Social Services and/or Police.

**v**. Refer to the Police or other Emergency Services if there is an emergency situation requiring immediate action.

At any time, the DSP (or DSL if there is no DSP) can seek advice from one or more of the following: the DSL, Social Services Police or any of the specialist providers in the local authority area or nationally **(see agencies listed on page 4 of this policy).**

**Stage 4**: In all cases, records must be kept of all conversations, observations and reasons for decisions. A decision to take no further action or monitor a situation is as serious as a decision to act or make a report.

**Stage 5**: The DSP (or DSL if there is no DSP) also has a role at Emmaus Hertfordshire to debrief staff and to offer support and supervision during and after any safeguarding incidents. The DSL will also be appraised.

**7. Procedure for Managing Allegations against Staff**

This procedure provides guidance to deal with any concerns or allegations of professional abuse or neglect and to ensure that all allegations made against staff or volunteers working with adults at risk are dealt with fairly, consistently and in a timely way.

Staff should not ignore safeguarding concerns about colleagues (staff and volunteers) whose behaviour may be causing harm to companion’s, other people in their private life (adults and children), the public or staff in our organisation. Behaviour that seems to be well-intentioned, but which breaches safe working practices, or our Code of Conduct is covered in this area as well as explicit abuse of others.

Safeguarding concerns can include where an individual may have:

**I**. behaved in a way that has – or may have - harmed an adult or a child or behaved in a way that could lead to an adult or child being harmed

**II**. possibly committed, or is planning to commit a criminal act to an adult or a child

**III**. behaved toward an adult or a child in such a way that it indicates that they could pose a risk of harm to companions or be unsuitable to work with companions or in any capacity

whether this has occurred whilst working at Emmaus Hertfordshire or elsewhere, including online.

Safeguarding concerns about staff may arise in various circumstances, for example:

• a companion or a third party makes an allegation

• concerns about someone’s behaviour emerge from another route e.g. a complaint or an enquiry

• someone is looking at abusive images of children online or using the internet to groom

• someone has breached this Safeguarding Policy and Procedure, or the Code of Conduct or they engage in poor working practices

• they no longer work at Emmaus and allegations come to light about them (historical or non-recent concerns)

• they are involved in something outside of their work at Emmaus, for example they have harmed their own children or another adult or they have harmed someone in another organisation where they volunteer, or they have accessed illegal online material that leads to concerns about their fitness to work

• someone has a child who is subject to child protection procedures; someone has care responsibilities for an adult at risk who has been harmed in their care

• someone is subject to criminal procedures that indicate they could be a risk to others

• new information is contained in a Disclosure and Barring List (DBS) renewal check.

These concerns may be unfounded, or the allegations may be false or malicious, but they may also be founded. The outcome cannot be known until a proper enquiry has been undertaken using this procedure. It is important that all allegations are taken seriously and not ignored. All allegations and concerns must be reported so they can be properly addressed in line with this procedure and outcomes recorded. The report must be made immediately or as soon as possible after the concern comes to light and within the day.

7.1 Responding to a safeguarding concern about staff

If a companion or anyone else needs immediate emergency care or support, call 999 straightaway and follow the steps set out in Paragraph 6.1 above 'Responding to an Adult Protection Emergency’.

Where there are safeguarding concerns about staff, follow the steps below. **(see also Appendix 3**)

Speak to a DSP (or DSL if there is no DSP) about your concern. The subject of the allegation should not be notified. The report should be made on the same day (or as soon as possible afterwards) that the concern is identified. If it is agreed that it is a safeguarding concern, the DSP (or DSL if there is no DSP) should contact the Designated Safeguarding Lead (DSL) immediately. If the situation is more urgent, contact the DSL directly.

If the concern is about the DSP, the DSL must be notified. If the concern is about the DSL, then the Trustee Safeguarding Lead must be notified.

Record all relevant details on the Safeguarding Incident Report Form **(Appendix 1)** following the process in 6.2 Stage 2 above. The DSL will ensure that all subsequent actions and decisions are recorded.

**Steps the DSL may take**

The DSL will follow the process for managing allegations against staff, dealing with matters quickly, fairly and consistently so that individuals are safeguarded, any actual or potential evidence is secured, and the staff member or volunteer is supported. This will involve working with others, both internally at Emmaus Hertfordshire including Trustee’s, and Emmaus UK, as well as external agencies including Police and Local Authority.

The Local Authority Designated Officer (LADO), now more often known as the Designated Officer for Safeguarding (DOS) is the nominated person in the local authority who is responsible for managing and monitoring safeguarding allegations about paid and unpaid staff including giving advice, information and guidance to employers about safeguarding allegations. There may be up to four strands in the management of any safeguarding allegation and any or all of them may be required depending on the circumstances.

1. Enquiries by social care about adult safeguarding where there is an identifiable person

2. A police investigation if a criminal offence may have been committed

3. Emmaus Hertfordshire internal process including considerations about disciplinary action

4. Referral to the Disclosure & Barring Service and/or referral to a professional registration body for professional misconduct.

An initial plan for the enquiry with proposed actions and timescales must be confirmed by the DSL within one working day. This should consider at least these areas:

 • which of the four stands of inquiry (see above list) are thought to be required at this stage (this may change as the enquiry progresses).

• making a referral to the local authority Designated Officer for Safeguarding (DOS). The DOS must be contacted within 24 hours of the incident occurring or becoming known. The DOS will advise and if the threshold for their involvement is met, will convene a meeting to ensure all the relevant reports and lines of inquiry are undertaken.

• if any immediate action is required to safeguard companions, other staff, the building or services

• if advice is to be sought or an immediate report is to be made to Social Services, Police or other agency

• what other information is required, how it will be sought, when, from whom

• securing or ‘locking down’ any records; removing equipment from the subject of the allegation (including devices which may contain evidence) or removing their access to parts of the building or shared drives etc.

• what information to share with the subject of the allegation and with any other known employer (if they work elsewhere) and when to do so; any arrangements to support the person

• decisions about temporary suspension without prejudice or altering duties of person subject to allegation

• what information to share, and when, with other staff and companions; what information do they already have; a plan to manage speculation, leaks and gossip.

• how to manage media interest if it should arise

• if the criteria are met for a serious incident report being made to the Charity Commission

**Enquiries by social care about adult safeguarding**

Adults who have been harmed as a result of staff behaviour must be protected from harm and provided with support. The immediate safety of an individual service user must be considered as well as the safety needs of all other companions (current or historical) and any others that the subject of the allegation may have encountered.

This will involve making referrals to Social Services as per the above ‘Managing Safeguarding Concerns Procedure: Companions & Public’.

A police investigation if a criminal offence may have been committed

A report must be made to the Police and a crime reference number obtained where:

• there has been a crime, or a crime is suspected

• allegations about staff/volunteers who are no longer working for Emmaus Hertfordshire must also be reported to the Police.

**Emmaus Hertfordshire Internal Process including Considerations about Disciplinary Action**

Internal investigations must be taken without delay, but these are secondary to reports being made to Police or Adults Social Care.

Internal enquiries should use Emmaus Hertfordshire HR policies and seek HR advice as well as consultation with other relevant colleagues and address these areas:

• maintaining confidentiality for the subject of the allegation during the investigation period.

• the subject of the allegation has a right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Advice may be sought from Police and DOS about what information can be disclosed to the subject of the allegation. They should have a named contact at Emmaus Hertfordshire and be signposted to external support, e.g. union or counselling services.

• decisions about suspension or allocating alternative duties during the investigation period.

Suspension should not be the default option and alternatives to suspension will always be considered. However, whilst inquiries are ongoing, the worker in question should preferably not be in contact with companions and be safeguarded from further allegations or with interfering with inquiries. Where suspension takes place, it is viewed as a neutral act which does not imply guilt.

Suspension should particularly be considered where:

* Police are investigating allegations
* the allegation is so serious that if it is substantiated, it would be grounds for dismissal
* the person against whom the allegation is made may put pressure on others who are witnesses
* the person against whom the allegation is made may pose ongoing risk which cannot be managed satisfactorily without suspension.

**Referral to Local Authority Designated Officer for Safeguarding (DOS)**

Once a referral is made to the DOS, a professional strategy discussion will take place involving the DOS, Police and any other appropriate agencies including Emmaus Hertfordshire. The strategy discussion will consider the background, risks and current safeguards, information sharing, next steps and if a professional strategy meeting is required.

A professional strategy meeting will be convened by the DOS when safeguarding allegations are made about a person in a position of trust. This meeting will manage the safeguarding inquiry, co-ordinating safeguarding, criminal and employment procedures; sharing relevant information; considering prevailing risks; planning further enquiries; deciding on actions that are required, managing media interest; making decisions about possible outcomes and making referrals e.g. to the Disclosure and Barring Service (DBS) and registering bodies of the professional involved.

Outcomes of the investigation may fall into these areas, based on the balance of probabilities:

* **Substantiated**: there is sufficient evidence to state that the allegation is substantiated and there has been harm to the service user. Where the concerns are substantiated, the Disclosure and Barring Service (DBS) and other relevant professional bodies must be contacted about the requirement for a referral to be made to them.
* **Unsubstantiated**: there is insufficient evidence to either prove or disprove the allegation and neither guilt nor innocence is implied.
* **Unfounded**: there is no evidence or proper basis which supports the allegation being made, e.g. due to a misinterpretation or being unaware of all the circumstances. The inquiry must have evidence to disprove the allegation.
* **Malicious**: there is sufficient evidence to disprove the allegation and say it is malicious, invented and made to deceive. Malicious allegations made by another member of staff/volunteer may result in disciplinary procedure against the referrer. Where police are involved, this may lead to charges of ‘wasting police time’ or ‘perverting the course of justice’.

The range of options open will depend on the circumstances of the case and consider the result of any Police investigation or criminal trial, any safeguarding enquiries about the adult as well as the organisation’s duty to safeguard the charity, its staff and companions. Options include:

• reintegrating the member of staff into the job role

• changes to the job description or working patterns

• invoking the disciplinary process

• dismissal

• alerting other known employers of the individual concerned

• referring to the DBS

• alerting the Charity Commission as well as commissioners, insurance company or professional regulating bodies of the subject of the allegation

• if there are any consequences for staff who have made malicious allegations. (There should be no consequence for staff who make allegations in good faith where those allegations are not substantiated or are unfounded).

Decisions must be implemented as soon as possible and in three working days of the decision by Emmaus Hertfordshire. The subject of the investigation must receive a letter within five working days of the conclusion of the investigation clarifying its outcome and any implications for their employment.

7.2 Refer to the Disclosure and Barring Service (DBS)

Emmaus Hertfordshire has a duty to refer to DBS any person engaged to work where the allegation has been substantiated or where there has been harm caused. DBS will consider whether the person should be barred from working with children or adults at risk.

Referrals to DBS will be made where we withdraw permission for a person to work in regulated activity with adults at risk, including moving them to do work that is not regulated activity. We will also refer to DBS where we would have taken this action, but the person was re-deployed, dismissed, resigned, retired, or left. The DBS referral can take place at any time during the allegations process and at the earliest stage possible.

Failure to report to DBS in these circumstances is an offence.

The referral process is outlined on the DBS website, and they can be contacted for advice if there is uncertainty as to what to do.

7.3 Other Considerations

**Lack of co-operation**

In all cases, the process of recording the allegation, identifying any supporting evidence and making a judgement as to whether it is substantiated should continue as far as possible. Full opportunity will be given to the person to respond to the allegation.

Every effort will be made to conclude all cases where allegations are made, even where:

• the person concerned refuses to cooperate, resigns or otherwise stops providing their services

• it is difficult to reach a conclusion

• the person is deceased.

**Managing communications**

The adult at risk should ideally be told about the allegation as soon as possible (if they do not know about it already). This will be dependent on the individual situation. They should be kept informed about the progress of the case and told of the outcomes where there is not a criminal prosecution. That includes the outcome of any disciplinary process.

All other companions may need to be advised about the allegation and the decisions about how this occurs and what is shared will be agreed by the DSL.

If there is media interest, this will be carefully considered by the leadership team and Trustees.

The person against whom the allegation is made should be kept appraised by the nominated person at Emmaus.

**Compromise Agreements, Settlement Agreements or Non-Disclosure Agreements**

These are agreements whereby a person agrees to resign with the agreement that the employer will not pursue disciplinary action, and where both parties agree a form of words to be used in any future reference.

These types of agreement must never be used in these cases nor can Emmaus Hertfordshire’s duty to report to DBS, where the criteria are met, be overridden.

**References**

Where allegations are considered to be false, unsubstantiated or malicious, these should not be included in employer references.

**Record Keeping**

Thorough records must be kept:

 • Details of allegations that are found to have been malicious should be removed from personnel records.

• For all other allegations, detailed and clear records of the allegation, how it was managed, actions taken, and decisions reached, is kept on the confidential personnel file of the subject of the allegation. The record should be kept at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

**Supervision, Support & Learning**

• The DSL will ensure that after any allegations against staff/volunteers, that staff/volunteers who have been involved in the issues surrounding the allegation are supported, supervised and effectively de-briefed.

• There may need to be a learning review arising from the experience of managing the allegation and practice changes made accordingly, if there are features of the organisation that have contributed to the occurrence of the harmful behaviour. In some circumstances an individual case review may be required to learn lessons and improve practices, amend policies and procedures or lead to staff training.

• This policy and procedure, or other policies at Emmaus Hertfordshire may need to be reviewed in relation to the learning from the allegation management. These amends / updates should be made at the time of learning rather than waiting for the next scheduled policy and procedure review.

**8. Organisational Learning & Development**

All staff should receive training and development opportunities commensurate with their role.

Everyone should be equipped with the knowledge and skills to recognise the possible signs of abuse, neglect, exploitation and radicalisation and to know what to do if they have a concern. Everyone should be familiar with this policy and procedure and be willing and able to apply it when required.

Designated Safeguarding Person’s and the Designated Safeguarding Lead and Trustee’s must be able to undertake their specific responsibilities supported by training.

*8.1 Staff Training*

Emmaus Hertfordshire offers learning opportunities about safeguarding as listed below and they may take place through face-to-face training, staff briefings, online, reading or other learning opportunities. Records will be kept of attendance.

Induction All new staff, volunteers and Trustee’s, at the time of their starting work at Emmaus Hertfordshire will receive this safeguarding policy and procedure and Code of Conduct. They are expected to read it and to agree to apply it if required.

**Safeguarding learning and development / training**; All staff, volunteers and Trustee’s will receive within 6 months of their starting their role, safeguarding learning and development which will help them to identify abuse and neglect and report it using this policy and procedure and statutory guidance. This training will then take place annually as a refresher/update.

**Safeguarding training for Designated Safeguarding Staff;** The Designated Safeguarding Person’s and the Designated Safeguarding Lead will receive training within 6 months of their role commencing and then refresher/update briefings every two years. This training will focus on managing adult safeguarding including making decisions about safeguarding, making referrals and reports, contributing to the inter-agency process that follows, consent, confidentiality and information sharing, staff support and promoting a safeguarding culture.

**Specialist Safeguarding training for Designated Safeguarding Leads & Trustee’s**; In addition, those senior staff and Trustees who may be required to undertake inquiries and manage allegations against staff will be required to undertake training in this area.

**Safeguarding Governance briefings**; Trustees will receive training to be able to fulfil their safeguarding governance responsibilities. This should take place for all Trustee’s and be updated every two years

EUK currently offers online courses in the following: **Basic safeguarding**, **Safeguarding for DSLs** and **Trustee responsibilities**. All course dates can be found on Emmmaus.net and booked via emailing training@emmaus.org

**Appendix 1**

**Safeguarding Adults Incident form**

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

|  |
| --- |
| **Section 1 –** details of adult at risk |
| Name of adult |  |
| Address |  |
| Date of Birth |  |
| Age if date of birth notKnown |  |
| GP practice (if known) |  |
| Contact number |  |
| **Section 2 –** your details |
| Name |  |
| Contact phone number(s) |  |
| Email address |  |
| Line manager or alternativeContact |  |
| Name of organisation  |  |
| Your Role in organisation |  |
| **Section 3 –** details of Concern |
| *Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)* |

|  |
| --- |
| **Section 4 -** Abuse type(s) – please tick as many as you feel may apply |
| Physical | Psychological | Financial |
| Sexual | Discriminatory | Organisational (formerlyinstitutional) |
| Neglect | Hate incident/crime | Mate Crime |
| Internet abuse | Modern slavery | Female genital Mutilation(FGM) |
| Forced Marriage | Domestic abuse | Radicalization |
| Self-Neglect |  |  |
| **Section 5 -** Have you discussed your concerns with the adult? What are their views,what outcomes have they stated they want (if any)? |
|  |
| Section 5A – Reasons for not discussing with the adult |
| Adult lacks capacity |  |
| Adult unable to communicate their views |  |
| Discussion would increase the risk |  |
| State why the risks would increase |
| Section 5B - Have you discussed your concerns with anyone else? What are their views? |
|  |

|  |
| --- |
| **Section 6 –** What action have you taken /agreed with the adult to reduce the risks? |
| Information passed to Safeguarding Officer, confirm details: | Referral to Social Care Confirm details: |
| Contact with the police Confirm details: | Referral to other agency – please confirm details: |
| Other – please state what |
| No action agreed – state why |
| **Section 7 –** Risk to others |
| Are any other adults at risk Yes/No – delete as appropriate |
| If yes state, why and what actions have been taken to address these? |
| Are any children at risk Yes/No Delete as appropriate |
| If yes state, why and what actions have been taken to address these? |
|  Signed: |
|  Date: |

|  |
| --- |
| **Continuation sheet**  |
| Continuation of section (insert section number) |
|  |
| Continuation of section (insert section number) |
|  |
| Continuation of section (insert section number) |
|  |
|  Further notes |
|  |

**Appendix 2**

**Flowchart: Managing safeguarding adult concern**

**(see policy and procedure for detailed guidance)**



**Appendix 3**

**Flowchart: Managing a safeguarding allegation against staff**

**(see policy and procedure for detailed guidance)**



**CONFIRMATION OF HAVING READ, UNDERSTOOD AND AGREEMENT TO APPLY SAFEGUARDING POLICY AND PROCEDURE BY STAFF, VOLUNTEERS AND STUDENTS**

TO BE COMPLETED DURING INDUCTION AND WITHIN TWO WEEKS OF NEW POLICY AND PROCEDURE BEING ISSUED ANNUALLY

**NAME:**

**DATE OF APPOINTMENT:**

**DATE POLICY AND PROCEDURE DISCUSSED IN SUPERVISION:**

I have read and I understand the Safeguarding Adults Policy and Procedure. I agree to adhere to the requirements of the Safeguarding Adults Policy and Procedure during my work at Emmaus Hertfordshire. **YES/NO** (circle as applicable)

I have had the opportunity to discuss the Safeguarding Adults Policy and Procedure with my line manager. **YES/NO** (circle as applicable)

**NAME OF WORKER:**

**SIGNATURE OF WORKER:**

**DATE:**

**NAME OF MANAGER:**

**SIGNATURE OF MANAGER:**

**DATE**

1. *Care and Support Statutory Guidance, Department of Health, February 2017* [↑](#footnote-ref-2)