**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-1)‘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.’*

**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**

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| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Job title** | **Telephone** | **Email** |
| Harley Scott | Designated Safeguarding Lead | Community Support Manager | 07935615689 | harley.scott@emmaus.org.uk |
| Gemma Beckett | Deputy Safeguarding Lead | Business Development Manager | 07785611504 | gemma.beckett@emmaus.org.uk |
| Chloe Sykes | Designated Safeguarding Person | Support Worker | 07551632838 | chloe.sykes@emmaus.org.uk |
| Duncan Lewis | Designated Safeguarding Person | CEO | 07384890138 | duncan.lewis@emmaus.org.uk |
| Michelle Hart | Trustee Safeguarding Lead | Trustee |  | michelle.hart@emmaus.org.uk |
| Heather Hurford |  | Trustee |  | heather.hurford@emmaus.org.uk |

**Local Authority Hertfordshire**

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| **Department** | **Telephone** | **Email** |
| Adult Safeguarding Team | **0300 123 4042** | n/a |
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1. *Care and Support Statutory Guidance, Department of Health, February 2017* [↑](#footnote-ref-1)