Safeguarding Policy: Adults at Risk

This policy applies to anyone working on behalf of WinACC including senior managers and the Trustees, paid staff, contractors and volunteers, sessional workers, agency staff and students – summarised as "staff and volunteers".

Why do we have a policy?

We have a policy in order to:

- stop abuse and neglect where possible
- prevent harm and reduce the risk of abuse and neglect
- provide staff and volunteers, as well as the adults we work with, with the overarching principles that guide our approach to safeguarding

It is important we have a policy because we provide services to a range of adults in different contexts. Our safeguarding guidelines and procedures will ensure that we are all able to deal appropriately with these situations. We are committed to:

- having sound recruitment practices
- ensuring all staff and volunteers have an understanding and awareness of adult safeguarding
- ensuring all staff and volunteers know how to raise safeguarding concerns and feel confident doing so

Before any new activity is taken on it should be reviewed in the context of safeguarding and our policy.

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect adults at risk, which include the Care Act 2014 (England) and the Social Services and Wellbeing (Wales) Act 2014. A summary of the key legislation is available at knowhow.ncvo.org.uk/safeguarding. The intention of this legislation is to:

- stop abuse or neglect wherever possible
- prevent harm 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.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Safeguarding Procedure
- WinACC's Code of Conduct for staff and volunteers
- Anti-bullying

- Complaints
- Whistleblowing
- Health and safety

Who is protected by this policy?

Adult safeguarding is about preventing and responding to concerns of abuse, harm or neglect of adults at risk, over the age of 18. An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living

We apply this policy equally to all adults who come into contact with WinACC, regardless of age, race, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, religion and belief, sex and sexual orientation. We will support adults by:

- valuing, listening to and respecting them
- appointing a nominated Safeguarding Lead, and a lead Trustee/Board Member for safeguarding
- adopting safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that adults know where to go for help if they have a concern
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for everyone, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where everyone treats each other with respect and is comfortable about sharing concerns.

Developing new activities

All new activities will take account of the need to safeguard adults. This may be achieved by:

- risk assessment of proposed activities
- agreeing safeguarding measures with partner organisations
- review screening requirements on a case-by-case basis (Disclosure & Barring Service checks or DBS)

Nominated Safeguarding Lead

Name: Leona Mani

Phone: 01962 827083 (w) / 07885 606013 (h)

Email: Leona.mani@winacc.org.uk

Trustee Lead for Safeguarding

Name: Sarah Gooding

Phone: 01962 870496 (h)

Email: safeguarding@winacc.org.uk

Appendix 1: Safeguarding behaviours for working with adults

Staff and volunteers at WinACC will demonstrate their understanding and awareness of safeguarding by exhibiting the following behaviours and standards:

- Staff and volunteers will never transport an adult at risk in their own car, alone, unless prior arrangements have been made and approved by the Safeguarding Lead or in the case of a medical emergency.
- Staff and volunteers will never make any comments with sexual overtones, even in humour, with an adult at risk.
- Staff and volunteers will not lend money to or borrow money or possessions from an adult at risk of or experiencing abuse or neglect. They will not agree to make any purchases, or undertake any financial transactions, on behalf of the client.
- Staff and volunteers will not allow or engage in inappropriate touching of any form.
- Staff and volunteers will not allow an adult at risk of or experiencing abuse or neglect to use inappropriate language unchallenged.
- Staff and volunteers will not make sexually suggestive comments about or to an adult at risk of or experiencing abuse or neglect, even in fun.
- Staff and volunteers will not let allegations that an adult at risk of or experiencing abuse or neglect makes go unchallenged or unrecorded.
- Staff and volunteers will not do things of a personal nature for an adult at risk of or experiencing abuse or neglect that they can do themselves.
- Photographs of adults at risk will only be taken if appropriate consent has been obtained.

We are committed to reviewing our policy and accompanying procedures annually.

Approved by trustees 11 May 2022