



INTERIM's Adult Safeguarding Policy and Strategy

This policy sets out the key definitions, various roles and responsibilities, and most importantly, how to recognise and report your concerns whilst maintaining confidentiality.

We are determined to prevent and reduce the risk of significant harm from abuse (or other types of exploitation) to users of our services. Safeguarding is about protecting those at risk of harm. It involves identifying actual abuse and abusive practices; and acting appropriately whenever someone is being harmed or at risk of being harmed.

All staff and volunteers (including Trustees), even those who do not come into direct contact with users of our services must raise their concerns if abuse/harm or a safeguarding issue arise, without delay. We must ensure that the dignity, safety and well-being of the vulnerable adult or child are the priority at all times. Any suspected abuse must take into consideration the wishes of the person being abused.

Adults have a general right to independence, choice and self-determination including control over information about themselves. In the context of adult safeguarding these rights can be overridden in certain circumstances. Emergency or life-threatening situations may warrant the sharing of appropriate information with the relevant emergency services without consent. The law does not prevent the sharing of sensitive, personal information within organisations. If the information is confidential, but there is a safeguarding concern, sharing it may be justified. The law does not prevent the sharing of sensitive, personal information between organisations where the public interest served outweighs the public interest served by protecting confidentiality – for example, where a serious crime may be prevented.

The General Data Protection Act (1998) and GDPR (2018) enables the lawful sharing of information. An individual employee/volunteer working for INTERIM cannot give a personal assurance of confidentiality. It is good practice to try to gain the person's consent to share information. As long as it does not increase risk, practitioners should inform the person if they need to share their information without consent. Staff and volunteers, those who directly

interface with anyone involved with our services, and those with no direct contact, have a responsibility to: recognise, report and prevent abuse wherever possible; give urgent care or first aid where required, accurately record the facts surrounding the incident or issue once immediate care or first aid has been given and **immediately report your concern to the Chief Executive or the Safeguarding lead Trustee. They will manage and support those involved and are responsible for informing the Police, local Safeguarding Board (LSB) and the Charity Commission.**

It is not your responsibility to decide if the allegation is true or not

You will also be expected to co-operate with any further investigations.

Safeguarding Strategy

Safeguarding is a term we use to describe how we protect individuals from abuse or neglect. It is an important shared priority of many public services, and a key responsibility of local authorities. Safeguarding is about protecting certain adults, children and young people who may be in vulnerable circumstances. These individuals may be at risk of abuse or neglect due to the action (or lack of action) of another person.

Safeguarding means protecting an individual's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

Abuse is a misuse of power and control that one individual has over another. Where someone is dependent on another, there is the possibility of abuse or neglect unless enough safeguards are put in place.

Whilst some forms of abuse can be due to ignorance, a lack of understanding or a lack of capacity, sadly many types are inflicted deliberately. The responsible person may be well known to the individual suffering this abuse. They may be a family member or friend or a care worker. It is important to remember that abuse can occur in any setting and in any context.

The person who is responsible for this abuse may be known to the individual and may for example, be:

A paid carer or volunteer, a relative, friend or neighbour, an occasional visitor or someone who is providing a service, someone who deliberately exploits a vulnerable individual.

Abuse can fall into the following categories:

Physical: this includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

Domestic: this includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.

Sexual: this includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.

Psychological: this includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial or material: this includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.

Modern slavery: this covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

Discriminatory: this includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

Organisational: this includes neglect and poor care in an institution or a care setting such as a care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.

Neglect and acts of omission: this includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

Self-neglect: this covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

Abuse can take many forms. It might not fit comfortably into any of these categories, or it might fit into more than one. Abuse can be carried out by one individual at risk towards another. This is still abuse and should be dealt with.

Our overall aim through the implementation of this strategy is to keep users of our services safe; and it is a key priority in the delivery of all our services to them.

We are informed by the independent reviews of Safeguarding and the recently commissioned Local Government Report as well as national policy reviews and research. It is important there is a clear understanding between partner organisations and staff/volunteers within the organisations that safeguarding is everyone's responsibility, and that this function is not something separate from everyday preventative practice.

Safeguarding Adults The No Secrets (2000) guidance defines: 'A vulnerable adult as a person aged 18 years or over, who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.' 'That Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable adult person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.' (No secrets 2000)

INTERIM makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Our activities bring us into contact with children, young people and vulnerable adults. This policy seeks to ensure that INTERIM undertakes its responsibilities with regard to protection of children, young people and vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support staff and volunteers (including Trustees) in their practices and clarifies the charity's expectations.

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children, young people and vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise. It is the Trustees responsibility to ensure safeguarding is embedded within INTERIM

Therefore the scope of this Safeguarding Policy is broad ranging and in practice, is implemented via a range of policies and procedures within the charity's governance. These include:

- Whistleblowing - ability to inform on other staff/volunteers practices within the charity
- Grievance and Disciplinary procedures - address breaches of procedures/policies
- Health and Safety policy, including lone working procedures, mitigating risk to staff/volunteers and patients
- Equal Opportunities policy – ensure safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensures the safeguarding policy and procedures are not discriminatory
- Data Protection (how records are stored and access to those records)
- Confidentiality - ensuring service users are aware of our duty to disclose
- Recruitment - 'recruitment is done in line with safe recruitment practices'
- Staff/volunteer induction and training
- Gaps in employment are explored with the individual.
- Job or role descriptions for all roles involving contact with children and/or vulnerable adults will contain reference to safeguarding responsibilities.
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- Disclosure and Barring Service (DBS) checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults.
- Portable/carry over DBS checks from another employer will not be deemed to be sufficient.
- It is a criminal offence for individuals barred by the Independent Safeguarding Authority (ISA) to work or apply to work with children or vulnerable adults in a wide range of posts.

No formal job offers are made until after checks for suitability are completed (including DBS (if appropriate) and two references).

Trustees will seek to manage and minimise the risk of further incidents happening as far as this is reasonably possible and make any necessary changes to policies, procedures and

work practices. Please also refer to our governance policies and procedures and particularly, the Safeguarding Children and Young People Policy and Safeguarding Strategy.