

# **SAFEGUARDING ADULTS WITH CARE AND SUPPORT NEEDS - POLICY AND PROCEDURE VERSION 4**

**VS 4 Approved November 2018**

**THE DESIGNATED PERSON FOR SAFEGUARDING ADULTS WITH CARE AND  
SUPPORT NEEDS IS:**

**Simon Adams**  
**Chief Operating Officer**  
Healthwatch Worcestershire  
The Civic Centre,  
Queen Elizabeth Drive,  
Persore  
WR10 1PT  
Tel: 01386 550264.

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1.1	Circulation to COO - updates on prevention, training and policy review	MR	26/11/2015
1.2	Circulation to COO and Directors - feedback from Director lead on Mental Capacity	MR	1/12/2015
<b>2</b>	<b>Approved</b>		
2.1	Review of policy - incorporating feedback from WCC and learning from experience	MR	3/11/17
<b>3</b>	<b>Approved</b>		
3.1	Review of Policy - additional wording added on Mental Capacity & Consent	MR	18/10/2018
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## Summary of procedure for responding to adult safeguarding concern

There are some key responsibilities and actions for anyone who identifies the possibility of abuse or neglect. Further information about each can be found in Section 17 below. **These responsibilities must be addressed on the same day as the concern is recognised.**

**i. Immediate Action** - take any immediate actions to safeguard anyone at immediate risk of harm, including contacting the police and summoning medical assistance by calling 999 immediately (see 17.2 below). If an adult is identified as being at risk of harm, refer to Adult Social Care 01905 768053 or Out of Hours on 01905 768020 as soon as possible.

**ii. Speak to the adult** - Where the adult has actively disclosed abuse to you speak to the adult wherever it is safe to do so (See 17.3 below). Remember it is inappropriate to give assurances of complete confidentiality as in all cases the COO must be informed. **In all other circumstances of disclosure decisions regarding speaking to the adult concerned will be the responsibility of the COO.**

**iii. Detection & Prevention of crime.**

Where there is evidence a criminal offence has taken place, or a crime may be about to be committed, contact the Police immediately (dial 999) (see 17.4 below)

**iv. Record & Preserve evidence.**

Preserve evidence through recording (see 17.5 below), and take steps to preserve any physical evidence (see 17.6 below).

**v. Report & Inform.**

Inform the Chief Operating Officer as soon as possible. **Tel 01386 550264** and complete an Incident Record Form (see Appendix 2)

In situations where informing the COO will involve delay in a high-risk situation you should report to Police (999) / Adult Social Care immediately using the professional pathway for reporting safeguarding concerns that meet the criteria for S42 Enquiry (see Appendix 3). Adult Social Care can be contacted on 01905 768053 or Out of Hours on 01905 768020. Advice on adult safeguarding can be sought from the Adult Safeguarding Team 01905 843189 (note this number does not accept referrals)

**vi. Management Action**

The Chief Operating Officer will be responsible for deciding on next steps including if necessary reporting the concern to Adult Social Care using the professional pathway for reporting safeguarding concerns that meet the criteria for S42 Enquiry (see 17.7 and Appendix 3).

# SAFEGUARDING ADULTS WITH CARE AND SUPPORT NEEDS - POLICY AND PROCEDURE

## POLICY STATEMENT

### 1. SCOPE OF THIS POLICY

Healthwatch Worcestershire (HWW) expects its Directors, staff, volunteers and any contracted agents, whether purchasers or providers, to conform to this policy, principles and procedures for safeguarding adults with care and support needs (referred hereafter in this policy as the adult).

Healthwatch Worcestershire (HWW) is fully committed to participate in the multi-agency approach to safeguarding adults with care and support needs and this policy and procedure reflects the approach set out in:

- Worcestershire County Council - [Recognising and Responding to the Abuse or Neglect of Adults with Care and Support Needs Guidance](#) Vs 6
- [West Midlands Adult Safeguarding Policy and Procedures](#)
- Statutory Guidance to the Care Act 2014

### 2. WHAT IS ADULT SAFEGUARDING

Safeguarding means protecting an adult with care and support needs 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.

### 3. THE AIMS OF ADULT SAFEGUARDING

The aims of adult safeguarding are 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;
- promote an approach that concentrates on improving life for the adults concerned;
- raise awareness of adult safeguarding within HWW so that we can, alongside professionals and as part of a multi-agency approach, play our part in preventing, identifying and responding to abuse and neglect;
- provide information and support in accessible ways to help everyone at HWW (Directors, Staff and Volunteers) understand the different types of abuse, and what to do to raise a concern about the safety or well-being of an adult

#### **4. THREE STAGE TEST FOR ADULT SAFEGUARDING CONCERNS THAT MEET THE CARE ACT CRITERIA**

When deciding whether a concern should be addressed as a safeguarding issue under Section 42 of the Care Act 2014, the following three stage test should be applied:

1. Person has needs for care and support (whether or not those needs are being met)
2. Is experiencing, or is at risk of, abuse or neglect; and
3. As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

#### **5. DEFINITION OF ADULTS WITH CARE AND SUPPORT NEEDS**

This describes adults aged 18 or over who need extra help to manage their lives and be independent. This may include people with:

- a learning disability or physical disability;
- mental health needs;
- sensory needs;
- cognitive needs e.g. acquired brain injury;
- a short- or long-term illness.

However, it is important to note that inclusion in one of the above groups does not necessarily mean that a person is implicitly unable to protect themselves from abuse or neglect. Sometimes a person might choose to live in a situation that we think is dangerous or unsuitable. Although we may not personally agree with their lifestyle, they do not necessarily need our help to protect them from harm. Safeguarding means balancing people's rights to freedom of choice with the (potential) risk they are facing.

The Care Act guidance 2014 describes "care & support" as-

"The mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent - including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support includes assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include care home, home care, personal assistants, day services, or the provision of aids and adaptations."

#### **6. PRINCIPLES UNDERPINNING ADULT SAFEGUARDING**

HWW has adopted the following key principles which underpin adult safeguarding In line with the multi-agency approach to adult safeguarding set out in the Care Act Statutory Guidance. The principles are not in order of priority, they are all equally important.

<b>Principle</b>	<b>I statement</b>
Empowerment - People being supported and encouraged to make their own decisions and informed consent.	<i>"I am consulted about what I want as the outcomes from the safeguarding process and these directly inform what happens."</i>
Prevention - It is better to take action before harm occurs.	<i>"I am provided with easily understood information about what abuse is, how to recognise the signs and what I can do to seek help."</i>
Proportionality - The least intrusive response appropriate to the risk presented.	<i>"I am confident that the responses to risk will take into account my preferred outcomes or best interests."</i>
Protection - Support and representation for those in greatest need.	<i>"I am provided with help and support to report abuse. I am supported to take part in the safeguarding process to the extent to which I want and to which I am able."</i>
Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.	<i>"I am confident that information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation."</i>
Accountability - Accountability and transparency in delivering safeguarding.	<i>"I am clear about the roles and responsibilities of all those involved in the solution to the problem."</i>

## 7. DEFINITION OF ABUSE OR NEGLECT

Abuse is any mistreatment which results in harm and it includes neglect, where a person fails to take action needed to keep another person safe and well or where an adult with care and support needs is persuaded to enter into a financial or sexual transaction to which they have not, or cannot consent.

Abuse can take different forms and different types may occur simultaneously. Abuse may be a 'one off' or it might be repeated. Abuse may involve more than one victim or abuser and may be an ongoing pattern of behaviour on the part of the abuser/s. A lot of abuse will also be a criminal offence.

The Care Act guidance identifies the following types of abuse or neglect:

- **Physical abuse** - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

- **Domestic violence** - including psychological, physical, sexual, financial or emotional abuse; so called 'honour' based violence.
- **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, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **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.
- **Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **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.
- **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. The Worcestershire Safeguarding Adults Board has published [Guidance on Self Neglect](#)

This list is not exhaustive.

Further Information on each of these, together with possible indicators of abuse can be found in the [West Midlands Adult Safeguarding Policy and Procedure](#)

## 8. LOCATION OF ABUSE

Abuse can take place anywhere. For example:

- the person's own home, whether living alone, with relatives or others;
- day or residential centres;
- supported housing;
- work settings;
- educational establishments;

- care homes;
- clinics hospitals;
- prisons;
- other places in the community.

## **9. WHO MIGHT ABUSE**

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the adult with care and support needs. A wide range of people may harm adults. These include:

- a spouse/partner;
- an adult with care and support needs;
- other family members;
- neighbours;
- friends;
- local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals: and
- volunteers and strangers.

## **10. PREVENTATIVE MEASURES TAKEN IN RELATION TO ADULT SAFEGUARDING**

### **10.1 Creating a Safe Environment**

HWW recognise that everyone in the organisation has a responsibility to ensure that safeguarding concerns are recognised and reported. All HWW volunteers will receive a copy of the “Safeguarding is Everyone’s Business” leaflet. This is attached as Appendix 1. It is written to make this policy and the reporting requirements accessible to volunteers. Healthwatch Worcestershire’s Adult Safeguarding Policy is also posted on our website

In all work situations involving vulnerable adults we will:

- Treat all people with respect.
- Not make racist, sexist or any other remark which could upset or humiliate
- Act to prevent the abuse of vulnerable adults by other adults present through aggressive or other inappropriate behaviour, bullying, cruelty or any other forms of humiliation.
- Be appropriately trained and qualified to ensure the safe provision of services, use of equipment, activities undertaken, etc.

### **10.2 Signposting Service**

Information received by HWW signposting service will be considered in the light of the information contained in this policy about Adult Safeguarding, and in particular the definitions of abuse as set out in 7 above.

The person who is in receipt of the information via the Signposting Service will be the person to carry out the procedures set out in this policy unless it is agreed that

the responsibility should be passed on to another member of the team. This decision would usually be made in consultation with the Chief Operating Officer.

The S42 duty relates to an individual. However, there are processes in place to gather and share information in order to consider whether concerns about a provider service may need to be considered as organisational abuse (see section on organisational abuse in section 7).

**Concerns about provider services should be reported to the Chief Operating Officer who will share these as appropriate** with Worcestershire County Council Care Quality Team, Worcestershire's Clinical Commissioning Group, the Care Quality Commission and/or the Adult Safeguarding Team.

### **10.3 Enter and View**

HWW Authorised representatives undertaking Enter and View visits will be reminded about HWW Adult Safeguarding policy and reporting protocols during E&V planning meetings. Discussions are held about safeguarding during E&V training.

The process for reporting safeguarding concerns is reiterated at the beginning of each Enter and View visit.

Providers are informed at the start of an Enter and View visit that any safeguarding concerns identified during the visit will be explained to the manager, any immediate action required to safeguard adults will be taken and that where appropriate the visit will be terminated and the reporting process set out in this document will be followed.

We also inform providers about how to raise any safeguarding or other concerns that they may have about the behaviour or attitude of our Enter and View teams during our visits.

## **11. RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS**

All reasonable steps will be taken to ensure unsuitable individuals are prevented from having any involvement with Healthwatch Worcestershire.

Staff/volunteers will be required to have appropriate qualifications; they will be subject to references and, where appropriate, an enhanced DBS disclosure.

Any issues arising from a DBS disclosure will be dealt with in accordance with the Recruitment and Selection policy, which states that "Where a preferred candidate fails the referencing and checking procedure, consideration should be given whether to fall back to the second choice candidate"

Job Descriptions for posts will make reference to safeguarding responsibilities as appropriate.

## 12. TRAINING OF STAFF AND VOLUNTEERS

HWW will ensure that:-

- mandatory Adult Safeguarding Basic Awareness training is put in place for staff and volunteers where this is appropriate to their role.
- more advanced training in recognising, responding, enquiring and reporting is available to staff as appropriate to their role

We will liaise with the County Council and other bodies as appropriate to ensure that the training reflects the multi-agency approach in place across Worcestershire.

The training will ensure that staff and volunteers are made aware of and understand their professional boundaries in respect of safeguarding and that their practice reflects this.

In order to ensure that all staff and volunteers have an awareness of Safeguarding we have produced a straightforward version of this policy which will be given to all volunteers. See Appendix 1.

Safeguarding training will be refreshed every three years.

## 13. ROLES AND RESPONSIBILITIES IN RESPECT OF ADULT SAFEGUARDING

### a. Duty to Report

All Directors, staff and volunteers working with Healthwatch Worcestershire have a **duty to report** any allegations, concerns, or suspicions, that an adult with care and support needs is being, or is at risk of being, abused

Concerns about provider services should be reported to the Chief Operating Officer who will share these as appropriate with Worcestershire County Council Care Quality Team, Worcestershire's Clinical Commissioning Group, the Care Quality Commission and/or the Adult Safeguarding Team.

### b. Designated Person

The Chief Operating Officer is the designated member of staff for Safeguarding Adults and will be responsible for:

- Monitoring and recording concerns.
- Making referrals to Adult Social Care
- Liaison with other agencies.

In the event of any concerns regarding an adult at risk, **the Chief Operating Officer must be informed at the earliest available opportunity.**

Simon Adams, Chief Operating Officer, Healthwatch Worcestershire, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT (Tel: 01386 550264)
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In the absence of the COO the person with responsibility for the above is the lead Director for Adult Safeguarding (John Taylor 01386 550264)

#### **14. ALLEGATIONS OF ABUSE ABOUT A DIRECTOR, CO-OPTEE, STAFF MEMBER OR VOLUNTEER AT HWW**

HWW has a Whistleblowing Policy.

**All Directors, co-optees, staff and volunteers** have a duty to raise concerns immediately, where they exist, about the attitude or actions of colleagues.

Concerns about the behaviour of Directors, Co-optees, staff and volunteers must be referred to the **Chief Operating Officer**, who will investigate and take appropriate action.

If your concern is about the Chief Operating Officer it should be reported to the Vice Chair of the Healthwatch Board:

Vice Chair of Healthwatch - Jo Ringshall Tel. 01386 550264
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Any concerns will be dealt with in accordance with the HWW disciplinary policy and procedure

#### **15. SAFEGUARDING COMPLAINTS OR CONCERNS EXPRESSED BY PEOPLE IN CONTACT WITH HWW OR OUR REPRESENTATIVES**

Due to the nature of Healthwatch Worcestershire's functions it is rare for us to have ongoing contact with a specific individual or "user group". However as an organisation we believe safeguarding is everyone's responsibility and we ensure that wherever appropriate we help to raise awareness and emphasise the importance of relevant processes and responses.

HWW will publish our safeguarding policy on our website.

Any complaint or expression of concern by people in contact with HWW or their representatives will be listened to and acted upon in order to safeguard the wellbeing and welfare of an adult.

A complaint or concern may be made directly, either in writing or orally, to the designated member of staff:

Simon Adams, Chief Operating Officer, Healthwatch Worcestershire, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT (Tel: 01386 550264)
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In the absence of the COO contact the lead Director for Adult Safeguarding (John Taylor 01386 550264) who will be responsible for the completion of the above actions

Individuals and/or their representatives will be provided with details of the progress of the complaint or concern and action taken where appropriate.

People in contact with HWW or their representatives will be provided with contact details of the County Council's Adult Safeguarding reporting procedure (see below) if they wish to raise a concern or complaint directly.

## 16. DEALING WITH DISCLOSURES OF ABUSE BY AN ADULT

The possibility of abuse can come to light in various ways, for example:

- an active disclosure of abuse by the adult;
- a passive disclosure of abuse where someone's attention is drawn to the symptoms of the abuse;
- a growing awareness that "something is not right";
- an allegation of abuse by a third party,
- a complaint or concern raised by an adult or a third party who doesn't perceive that it is abuse.

### 16.1 Good Practice Guide - Responding to disclosures

It is often difficult to believe that abuse or neglect can occur. Remember, it may have taken a great amount of courage for the person to tell you that something has happened and fear of not being believed can cause people not to tell.

- Accept what the person is saying - do not question the person or get them to justify what they are saying - reassure the person that you take what they have said seriously.
- Don't 'interview' the person; just listen calmly to what they are saying. If the person wants to give you lots of information, let them. Let the person tell you in their own words and at their own pace what happened. Try to remember what the person is saying in their own words so that you can record it later.
- You can ask open questions to establish the basic facts, but try to avoid asking the same questions more than once, or asking the person to repeat what they have said- this can make them feel they are not being believed. Do not ask leading questions or prompt.
- Don't promise the person that you'll keep what they tell you confidential or "secret". Explain that you will need to tell another person but you'll only tell people who need to know so that they can help.

Reassure the person that they have done nothing wrong and that the abuse was not their fault. Tell them that you will treat this information seriously and that you will speak with your line manager to decide together what action needs to be taken to keep them safe from further abuse.

## 17. RESPONDING TO ADULT SAFEGUARDING CONCERNS - SUMMARY OF PROCEDURE TO BE FOLLOWED.

### 17.1 SUMMARY of procedure for responding to adult safeguarding concern

There are some key responsibilities and actions for anyone who identifies the possibility of abuse or neglect. Further information about each can be found below. **These responsibilities must be addressed on the same day as the concern is recognised.**

**i. Immediate Action** - take any immediate actions to safeguard anyone at immediate risk of harm, including contacting the police and summoning medical assistance by calling 999 immediately (see 17.2 below). If an adult is identified as being at risk of harm, refer to Adult Social Care 01905 768053 or Out of Hours on 01905 768020 as soon as possible.

**ii. Where the adult has actively disclosed abuse to you** speak to the adult wherever it is safe to do so (See Section 16 above). Remember it is inappropriate to give assurances of complete confidentiality as in all cases the COO must be informed. **In all other circumstances of disclosure decisions regarding speaking to the adult concerned will be the responsibility of the COO.** (see 17.3 below)

**iii. Detection & Prevention of crime.**

Where there is evidence a criminal offence has taken place, or a crime may be about to be committed, contact the Police immediately (dial 999) (see 17.4 below)

**iv. Record & Preserve evidence.**

Preserve evidence through recording (see 17.5 below), and take steps to preserve any physical evidence (see 17.6 below).

**v. Report & Inform.**

Inform the Chief Operating Officer as soon as possible. **Tel 01386 550264** and complete an Incident Record Form (see Appendix 2)

In situations where informing the COO will involve delay in a high-risk situation you should report to Police (999) / Adult Social Care immediately using the professional pathway for reporting safeguarding concerns that meet the criteria for S42 Enquiry (see Appendix 3). Adult Social Care can be contacted on 01905 768053 or Out of Hours on 01905 768020. Advice on adult safeguarding can be sought from the Adult Safeguarding Team 01905 843189 (note this number does not accept referrals)

**vi. Management Action**

The Chief Operating Officer will be responsible for deciding on next steps including if necessary reporting the concern to Adult Social Care using the professional pathway for reporting safeguarding concerns that meet the criteria for S42 Enquiry (see 17.7 and Appendix 3).

## **17.2 Immediate Protection - Address any immediate safety and protection needs**

- Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Where appropriate, call 999 for emergency services if there is a medical emergency, other danger to life or risk of imminent injury, or if a crime is in progress. Where you suspect a crime has been committed, leave things as they are wherever possible.
- Summon urgent medical assistance from the GP, or other primary healthcare service if there is a concern about the adult's need for medical assistance or advice. You can call the NHS 111 service for urgent medical help or advice when it's not a life-threatening situation.
- If a child is identified as being at risk of harm, refer to Children's services as soon as possible. Worcestershire Children's Services - 01905 822666.
- The adult may feel frightened, so you can ascertain whether they want you to arrange for someone they feel comfortable with to stay with them.
- Consider if there are other adults with care & support needs who are at risk of harm and take appropriate steps to protect them.
- Consider supporting and encouraging the adult to contact the Police if a crime has been or may have been committed.
- Take steps to preserve any physical evidence if a crime may have been committed and preserve evidence through recording.
- If you have not already done so contact the Chief Operation Officer (Simon Adams, tel 01386 550264 ) or in their absence the lead Director for Adult Safeguarding (John Taylor 01386 550264)

## **17.3 Speak to the adult who is experiencing, or is at risk of, abuse or neglect**

Decisions regarding speaking to the adult concerned will be the responsibility of the COO. The only exception to this is when an adult has made an active disclosure of abuse to a member of staff or volunteer (See Section 16 above)

From the very first stages of concerns being identified, the views of the adult should be gained. This will enable the person to give their perspectives about the potential abuse or neglect concerns that have been raised, and what outcomes they would like to achieve. These views should directly inform what happens next.

There will be occasions where speaking to the adult could put them at further or increased risk of harm. This could be, for example, due to retaliation, or a risk of fleeing or removal of the adult from the local area, or an increase in threatening or controlling behaviour if the person causing the risk of harm were to know that the adult had told someone about the abuse or neglect, or that someone else was aware of it.

The safety of the adult and the potential for increasing the risk should always be considered when planning to speak to the person. Any such situations where there is the potential for endangering safety or increasing risk should be assessed carefully and advice taken from the Chief Operating Officer.

## Capacity & Consent

All adults have the right to choice and control in their own lives. As a general principle, no action should be taken for, or on behalf of, an adult without obtaining their consent.

At the concern stage, the most common capacity & consent issues to consider will usually be-

- whether the adult has the *mental capacity* to understand & make decisions about the abuse or neglect related risks, & any immediate safety actions necessary, and;
- whether the adult *consents* to immediate safety actions being taken, & whether the adult *consents* to information being referred / shared with other agencies.

The key principles of the Mental Capacity Act (2005) are that every adult (aged 16 or over) has the right to make his or her own decisions and must be assumed to have capacity to make them unless it is proved otherwise. A person must be given all practicable help before anyone treats them as not being able to make their own decisions. Just because an individual makes what might be seen as an unwise decision, they should not be treated as lacking capacity to make that decision

If it is felt that the adult may not have the mental capacity to understand the relevant issues and to make a decision, it should be explained to them as far as possible, given the person's communication needs. They should also be given the opportunity to express their wishes and feelings.

Anything done, or any decision made on behalf of a person who lacks capacity must be done in their best interests and should be the least restrictive of their basic rights and freedoms.

Decisions must be fully recorded. It is important that an individual's mental capacity is considered at each stage of the adult safeguarding process.

### When speaking to the adult:-

Get the views of the adult on the concern or incident and see what they would like to happen next. Listen to what they have to say, and ensure they are given the support they need.

- Speak to the adult in a private and safe place and inform them of the concerns. The person alleged to be the source of the risk should not be present in all but the most exceptional of circumstances,
- Get the adult's views on the concern and what they want done about it,
- Give the adult information about the adult safeguarding process and how that could help to make them safer,
- Explain confidentiality issues, how they will be kept informed and how they will be supported,
- Identify communication needs, personal care arrangements and access requests
- Discuss what could be done to make them feel safer.

## Reporting without consent

If there is an overriding public interest or vital interest, or if gaining consent would put the adult at further risk, the concern *must* be reported. This includes situations where:

- there is a risk or harm to the wellbeing and safety of the adult or others,
- other adults or children could be at risk from the person causing harm,
- it is necessary to prevent crime or if a crime may have been committed,
- the person lacks capacity to consent.

The adult would normally be informed of the decision to report and the reasons for this, unless telling them would jeopardise their safety or the safety of others.

The key issues in deciding whether to report a concern without consent will be the harm or risk of harm to the adult, and risks to any other adults who may have contact with the person causing harm or with the same organisation, service or care setting. If unsure whether to report, contact the Adult Safeguarding Team for advice.

Disclosure without consent needs to be justifiable and the reasons recorded in each case.

If there are concerns about a carer in this situation who may require support, then please discuss this with the Chief Operating Officer.

### 17.4 Detection & Prevention of crime.

Where there is evidence a criminal offence has taken place, or a crime may be about to be committed, contact the Police immediately (dial 999)

### 17.5 Record & Preserve evidence.

As soon as possible on the same day, use the Incident Record Form (Appendix 2) to make a written record of what you have seen, been told or have concerns about. Try to make sure anyone else who saw or heard anything relating to the concern of abuse also makes a written report.

## Recording - Good Practice Guide

The report will need to include:

- when the disclosure was made, or when you were told about/witnessed this incident/s,
- who was involved, any other witnesses including service-users and other staff,
- exactly what happened or what you were told, person's own words, keeping it factual and not interpreting what you saw or were told,
- any other relevant information, e.g. previous incidents that have caused you concern.
- Decisions and actions taken with time and date clearly noted
- Give the form to the Chief Operating Officer

Remember to:

- include as much detail as possible,
- Ensure that you have the following information:
  - name(s), address of adult
  - name of the person said to be involved
  - names of any witness to the incident (if appropriate)
- make sure the written report is legible and of a photocopiable quality,
- make sure you have printed your name on the report and that it is signed and dated,
- keep the report/s confidential, storing them in a safe and secure place until it will be needed.

### 17.6 Preserving Physical Evidence

In cases of physical or sexual abuse, **contact the Police immediately**. Ask their advice about what to do to preserve physical evidence.

#### Good Practice Guide

- Where possible leave things as and where they are. If anything has to be handled, keep this to an absolute minimum;
- Do not clean up. Do not touch anything you do not have to. Do not throw anything away which could be evidence;
- Do not wash anything or in any way remove fibres, blood etc.;
- Preserve the clothing and footwear of the victim;
- Preserve anything used to comfort or warm the victim, e.g. a blanket;
- Note in writing the state of the clothing of both the victim and alleged perpetrator. Note injuries in writing. As soon as possible, make full written notes on the conditions and attitudes of the people involved in the incident;
- Take steps to secure the room or area where the incident took place. Do not allow anyone to enter until the Police arrive.

In addition, in cases of sexual assault -

- Preserve bedding and clothing where appropriate, do not wash;
- Try not to have any personal or physical contact with either the victim or the alleged perpetrator. Offer reassurance and comfort as needed, but be aware that anyone touching the victim or alleged perpetrator can cross contaminate evidence.

### 17.7 Taking management action to respond to the concern

The **Chief Operating Officer** will decide on the most appropriate course of action without delay following a report of an adult safeguarding concern.

Simon Adams, Chief Operating Officer, Healthwatch Worcestershire,  
Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT (Tel: 01386 550264)

The actions to be taken by the COO should include-

- Check & review actions already taken and decisions made.
- If not already done so-
  - Make an evaluation of the risk to the adult.
  - Wherever it is safe, speak to (or decide who is the best placed person to speak to) the adult to gain their views about the concern and what they would like to happen next,
  - Take reasonable and practical steps to safeguard the adult.
  - Consider referring to the police if the suspected abuse is a crime.
  - If the matter is to be referred to the police, discuss risk management and any potential forensic considerations with the police.
  - Arrange any necessary emergency medical treatment. Note that offences of a sexual nature will require expert advice from the police.
  - If the person alleged to have caused the harm is also an adult with care & support needs, arrange for a member of staff to attend to their needs.
- Make sure that other people are not at risk.
- If a child is identified as being at risk of harm, refer to Children's Services as soon as possible. Worcestershire Children's Services - 01905 822666.
- Report to Adult Social Care - using the professional pathway for reporting safeguarding concerns that meet the criteria for S42 Enquiry (see Appendix 3). This should be done as soon as possible, and in all circumstances on the same day as the concern is recognised. Adult Social Care can be contacted on 01905 768053 or Out of Hours on 01905 768020. Advice on adult safeguarding can be sought from the Adult Safeguarding Team 01905 843189 (note this number does not accept referrals)
- Consider and take required actions under employment vetting schemes e.g. the DBS scheme.
- Make a RIDDOR report if the incident falls under the criteria for a reportable accident, dangerous occurrence or case of disease under the RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (See [www.riddor.gov.uk](http://www.riddor.gov.uk)).
- Take action in line with the organisation's disciplinary procedures, as appropriate, if a member of staff is alleged to have caused harm.
- Ensure that records are made of any concerns, and that decisions are clearly recorded with the rationale for the decisions explained.

In the absence of the COO contact lead Director for Safeguarding (John Taylor 07813 139008) who will be responsible for the completion of the above actions.

### **17.8 Escalation Procedure**

A safeguarding concern should always be followed up if you are unhappy with the response

If you are unhappy with the response that you receive from the Chief Operating Officer, you should contact the lead Director for Adult Safeguarding (John Taylor Tel 01386 550264)

If you are unhappy about the response that you receive from HWW about your concern advice on adult safeguarding can be sought from the Adult Safeguarding Team 01905 843189 (note this number does not accept referrals). A referral can be made to Adult Social Care on 01905 768053 or Out of Hours on 01905 768020

## **18. THE PREVENT STRATEGY**

HWW is aware of the Government's PREVENT Strategy which is intended to prevent people from being drawn into terrorism.

It is unlikely that, due to the nature of HWW role, we will form ongoing relationships with an individual from which a judgement can be made about changes in an individual's behaviour that are indicative of radicalisation or terrorism.

Nevertheless as part of our commitment to adult safeguarding HWW will brief staff and volunteers about PREVENT as appropriate to their role.

Any concerns that may arise in respect of PREVENT should be reported to the COO, in line with procedure set out in section 17 of this policy.

The COO will decide whether these concerns should be reported to the PREVENT co-ordinator.

## **19. SUPPORT FOR DIRECTORS, CO-OPTees, STAFF AND VOLUNTEERS**

Directors, co-optees, staff and volunteers who are reporting or are in a situation of abuse, should be supported by their line manager, risk assessments undertaken and confidential counselling and support offered where appropriate.

## **20. FURTHER SOURCES OF INFORMATION AND ADVICE**

Please see Appendix 3 for Adult Social Care Reporting Pathway. This can be used if further support is required in respect of Adult Safeguarding.

If urgent support is required telephone the Worcestershire County Council Access Centre on 01905 768053

Advice on adult safeguarding can be sought from the Adult Safeguarding Team 01905 843189 (note this number does not accept referrals)

Adult Social Care can be contacted on 01905 768053 or Out of Hours on 01905 768020

See also: [WCC website](#)

## **21. REVIEW OF THIS POLICY**

There is a need to review documents regularly to ensure that they are up-to-date, suitable and still reflect best practice. The Safeguarding Adults Policy is a key document and will be recorded on the HWW Master Document Register (detailing

when it was last revised and when it's due for review) and will be reviewed as part of the Internal Audit and Management Review.

## **22. ARRANGEMENTS FOR THE DISSEMINATION OF POLICY AND ASSURANCE PROCESSES**

- All volunteers will receive a copy of “Safeguarding is Everyone’s Business” (Appendix 1)
- This policy will be disseminated to all staff.
- The COO shall make the team aware of any policies that have been revised and circulate accordingly.
- The policy will be made available on HWW website

## **Appendix 1**

### **SAFEGUARDING IS EVERYONE'S BUSINESS – INFORMATION FOR VOLUNTEERS**

#### **1. WHAT IS SAFEGUARDING?**

Safeguarding means protecting children and young people and adults with care and support needs right to live in safety, free from abuse and neglect.

##### **Safeguarding Children**

Safeguarding applies to children and young people up to 18 years of age or up to 25 years of age for young people with disabilities and complex needs, or who are Looked After by the Local Authority

##### **Safeguarding Adults with Care and Support Needs**

Adult safeguarding applies when an:

1. Adult has need for care and support (this may be because they are disabled or ill or older, and may need extra help to manage their lives and be independent)
2. Is experiencing, or is at risk of, abuse or neglect; and
3. As a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it

Sometimes an adult may choose to live in a situation that we think is dangerous or unsuitable. For adults safeguarding means balancing people's rights to freedom of choice with the risk they are facing.

Whilst Healthwatch Worcestershire does not provide direct services to vulnerable adults and children we may, through the course of our work, see situations which raise concerns that a child or adult is at risk of, or is being abused. It is also possible that a child or adult may tell you (disclose) that they are being abused.

This leaflet sets out what you, as a Healthwatch Worcestershire Volunteer, should do in these situations

#### **2. WHAT IS ABUSE?**

**Abuse can take many forms, but is any mistreatment which results in harm. It includes neglect, where a person fails to take action needed to keep another person safe and well.**

Abuse may be a **single act or repeated acts**. It may be:

- **Physical** – e.g. hitting, shaking, kicking or pinching, misuse of medication or inappropriate physical sanctions
- **Emotional or psychological** – e.g. threatening, humiliating, bullying, swearing, frightening, constantly criticising or blaming - resulting in mental or physical distress
- **Sexual** – direct or indirect involvement in sexual activity without consent. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong

- **Child sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults.
- **Neglect and failing to act** – a person’s physical, psychological and emotional needs are ignored or so poorly met that it is likely to cause damage to their health and/or development. In the case of adults with care and support needs this includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or withholding of the necessities of life, such as medication, adequate nutrition and heating.

For adults abuse may also include:

- **Domestic violence** - including psychological, physical, sexual, financial or emotional abuse; so called ‘honour’ based violence.
- **Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude.
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **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.

This list is not exhaustive.

**ABUSE CAN TAKE PLACE ANYWHERE, AND BY ANYONE. IT IS NEVER ACCEPTABLE.**

### **3. HOW CAN YOU FIND OUT MORE ABOUT SAFEGUARDING?**

Healthwatch Worcestershire will provide training to volunteers on Safeguarding as part of the Volunteer Induction training.

This document is a part of Healthwatch Worcestershire’s:

- Safeguarding children policy and procedure
- Safeguarding adults policy and procedure

These policies provide a lot more detail about Healthwatch Worcestershire’s approach to Safeguarding.

The documents can be found on our website, or as hard copy at our Office, Pershore Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT

#### **4. WHAT SHOULD YOU DO IF YOU THINK THAT A CHILD OR VULNERABLE ADULT IS AT RISK OF, OR IS BEING, ABUSED?**

It **IS NOT** your responsibility to personally investigate suspected or actual abuse.

**IT IS YOUR RESPONSIBILITY** to report suspected or actual abuse following the procedure below:

**If a crime is being committed or may have been committed, or a person is at immediate risk of danger or harm contact the police immediately (999). If immediate medical assistance is required call 999  
Inform the Chief Operating Officer (COO) as soon as possible (01386 550264)**



**If a member of Healthwatch Staff or a Healthwatch Director is present:**  
**Inform them of your concern** – You can discuss your concerns, and will be asked to complete an Incident Record Form (attached)  
They will take responsibility for any further reporting or action.



**In all other instances:**  
**Inform the Chief Operating Officer as soon as possible (01386 550264)**  
You can discuss your concerns and will be asked to complete, with the COO, an Incident Record Form.  
The COO will take responsibility for any further reporting or action required.

#### **5. WHAT SHOULD YOU DO IF SOMEONE TELLS YOU (DISCLOSES) THAT THEY ARE BEING ABUSED?**

If someone tells you that they are being abused you should:

- Reassure them, tell them that they are right to tell you [do not promise to keep it a secret as it is your responsibility to inform others].
- Accept what you have been told - ask open questions to obtain basic facts but don't "interview" the person. Record as much information as possible in the persons own words
- Tell the person that you will have to pass the information on, but you will only tell people who need to know so that they can help.
- In the case of an adult, consent to passing information on should be sought. Any decision made to report a safeguarding concern without

consent must be made in the person's best interest and be a proportionate response. The COO will be responsible for further discussion with the adult involved and about any other action that may be taken.

- Ensure the person is safe - dial 999 if necessary, otherwise contact the COO
- Do not approach or contact the alleged abuser[s].
- Follow the reporting process above
- Complete the Incident Record Form as soon as possible after the event detailing what you and the person discussed.

## **6. WHAT SHOULD YOU DO IF YOU THINK THAT A HEALTHWATCH WORCESTERSHIRE DIRECTOR, CO-OPTEE, MEMBER OF STAFF OR VOLUNTEER MAY BE ABUSING OTHERS?**

All staff and volunteers have a duty to raise concerns, where they exist, about the attitude or actions of colleagues. Concerns about the behaviour of a Director /staff/volunteer must be referred without delay to the **Chief Operating Officer (01386 550264)**, who will investigate and take appropriate action.

If your concern is about the Chief Operating Officer it should be reported to the Vice Chair of the Healthwatch Board Jo Ringshall 01386 550264

## **7. CONFIDENTIALITY**

Please remember to maintain confidentiality on a "need to know" basis. This means that you do not discuss this incident with anyone other than as described in the reporting procedure above, or those who need to know (e.g. if the matter is referred to a child protection social worker).

Please take advice on this point from the Chief Operating Officer if you are uncertain.

## Appendix 2 - Incident Record Form Adult

Your Name:
Your Position:
Adult with Care and Support Needs Name:
Adults Address:
Representative's name and address (if different from above)
Date time and location of any incident or action prompting concerns;
What the adult said and what you said: Factual Record - who, what, where, when. <i>(Record actual details in the adult's own words where possible. Continue on separate sheet/s if necessary.)</i>

Your observations:

Action Taken so far:

**Police or Emergency Services informed?**

Yes / No

Time informed

Date informed

**Chief Operating Officer of Healthwatch Worcestershire informed:**

Yes / No

Time informed

Date informed

Record of discussion with COO

Has the Adult or their representative given consent to report the abuse or risk of abuse to Adult Social Care?

*NOTE - This section may be completed by the COO following further discussion with the adult or by the person reporting the abuse as appropriate*

Yes

No

**If No**

Please record why this incident is being reported without consent

Signature:

Print Name:

Date

**Confidentiality**

Please remember to maintain confidentiality on a “need to know” basis. This means that you do not discuss this incident with anyone other than as described in the reporting procedure above, or those who need to know (e.g. if the matter is referred to a social worker).

Please take advice on this point from the Chief Operating Officer Tel: **(01386 550264)** if you are uncertain.

**Professional pathway for reporting safeguarding concerns that meet the criteria for S42 Enquiry**

