



Safeguarding Adults at Risk Policy

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.

All staff, trustees and volunteers of Derbyshire Mind are required to comply with the Derbyshire and Derby Safeguarding Adults Policy and Procedures.

All staff will have access to the current version and should ensure they are familiar with them. Policy and Procedures and referral forms can be found at

<https://www.derbyshiresab.org.uk/home.aspx>

<http://derbysab.org.uk/>

All staff and volunteers of Derbyshire Mind will receive Safeguarding Adults training, at a level appropriate to their role, every two years. The appropriate level for individual roles is outlined within Derbyshire Mind's safeguarding handbook.

All staff and volunteers can access the Organisational safeguarding handbook which provides further detail and procedure relating to safeguarding.

Who do the procedures apply to?

Under the Care Act 2014, the safeguarding adults procedures apply to anyone aged 18 or over who:

- is in need of care and support and
- is at risk of, or is experiencing abuse or neglect and
- is unable to keep themselves safe because of their care and support needs.

The adult concerned does not have to be a client of Derbyshire Mind's services.

What do we mean by 'abuse'?

Abuse is a violation of a person's rights or dignity by someone else and includes physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and acts of omission and self-neglect.

Find out more about the different types of abuse here:

<https://www.derbyshiresab.org.uk/what-is-abuse/types-of-abuse.aspx>

Abuse can take many forms and the circumstances of the individual case should always be considered. Incidents may be a one off or multiple, and affect one person or more.

Radicalisation

Vulnerabilities can make some people more susceptible to supporting or promoting extreme ideologies. Radicalisation can take place via the internet, social networks, print media, meetings, or a person acting alone.

The Prevent Strategy was launched in 2007, and seeks to stop people becoming terrorists or supporting terrorism. The current threat from terrorism and other violent extremism requires us all to look out for activity or behaviour which strikes us as out of place in normal day to day life and to report it to the police.

If you have concerns about anyone displaying an extreme view which might put them or others at risk, you must speak to a manager immediately.

The message is: 'If you suspect it, report it'

Call Derbyshire Police tel: 101 or the confidential anti-terrorist hot line tel: 0800 789 321.

Responding to Safeguarding Concerns

DO

Listen carefully to the information given

Reassure the person that they have a right to be safe

Tell the person what you are going to do and why (unless by doing so would increase the risk of harm to them or others).

Ask the person if there is anything else they want you to do or anyone they want to contact

Make detailed notes of your conversations or what you saw that concerns you

Immediately report to an appropriate manager

DO NOT

Make negative comments about the abuser

Trivialise or minimise any aspect of abusive behaviour

Speculate, judge or make assumptions about the information or circumstances

Make promises you cannot keep eg, promising to keep the information confidential

Ask leading questions or probe for information – you are not responsible for investigating the allegation

Consent

Where possible ask the person what they want to happen and whether they want support from the Local Authority or other appropriate services.

This policy requires you to escalate a safeguarding concern whether the person consents or not if there is a concern about their safety or the safety of others.

Where possible explore the reasons they do not want you to report it. Explain to them what will happen and offer to support them through the process.

Record clearly whether the concern is being reported with or without the person's consent.

Escalation Procedure

Report your concerns to the appropriate manager immediately.

Record your concerns on the client management system and on an internal incident form which can be found on Sharepoint.

The manager will make the final decision on whether to report the concern. If a safeguarding alert is made the Safeguarding Lead or CEO should be notified by phone or email as soon as practicable afterwards.

If the decision is taken to report the issue as a safeguarding concern, this action will be completed by the member of staff or volunteer.

The staff member or volunteer must notify the Local Authority immediately in accordance with the joint Derby and Derbyshire Safeguarding Policy and Procedures.

If you cannot contact a manager within Derbyshire Mind you should not delay raising your concern and should follow the local authority reporting procedures

If the person is in imminent danger or in need of urgent medical attention do not delay - contact the Police or Ambulance Service by phoning 999.

Follow Up

The staff member or volunteer should record the name and contact details of the person in the Local Authority taking the referral

The member of staff or volunteer should update the person at risk of any action that has been taken.

The member of staff or volunteer should request information on the outcome of their referral from the Local Authority and should follow this up where it is not received.

The outcome of the safeguarding referral should be reported to the appropriate service manager for monitoring purposes.

The number of safeguarding alerts will be monitored on a 6 monthly basis and findings and/or any concerns will be reported to the Derbyshire Mind Board of Trustees.

Recording

All completed internal incident forms relating to safeguarding alerts will be kept securely in electronic files on the organisation's secure server.

Information Sharing

Derbyshire Mind is a partner to the Information Sharing Agreement which is an agreement between all agencies working together under the remit of the Derbyshire Safeguarding Adults Board to ensure the health, well-being and safeguarding of adults in Derbyshire who are in need of care and support.

This agreement aims to facilitate the lawful and secure sharing of information between partner agencies and designated workers working to safeguard adults, children and young people.

Where there is specific information or concern that an adult with care and support needs are being neglected, abused or exploited or there is a risk of neglect or abuse, information will be shared between the partners. It will be used to investigate the concerns and prevent the risk of neglect or abuse.

Only relevant, accurate and proportionate information will be disclosed to help partners to carry out Safeguarding duties for which the data is required.

The full Information Sharing Agreement can be found here:

<https://www.derbyshiresab.org.uk/site-elements/documents/pdf/dsab-information-sharing-agreement.pdf>

Whistleblowing

A staff member or volunteer concerned about safeguarding issues should always report to their line manager. If they do not feel that the manager is following correct procedures, or if they feel there are safeguarding concerns within the organisation, they should refer to the Derbyshire Mind Sharing Concerns (“Whistleblowing”) Policy which can be found on Sharepoint.

Contacts - External

Derby City Multi-Agency Safeguarding Hub (MASH)

01332 642855 (office hours) or **Careline** on **01332 786968** (outside of office hours).

or

Call Derbyshire on **01629 533190**. **Out of Hours number: 01332 532600** where there is an option to speak to an out of hours worker.

Appropriate Managers

Safeguarding Lead – Jenny Hotchkiss

Mental Health and Wellbeing Services – Alex Bunn (Business & Operations Manager)

Senior Manager – Jenny Hotchkiss, CEO

Board of Trustees Safeguarding Lead – Lucy Fitzpatrick