



Safeguarding Adults at Risk of Abuse

Designated Safeguarding Lead (DSL):
DSL Email Address:
DSL Phone Number:

Megan Taylor
Safeguarding@ShepshedDolphins.org.uk
07518792349

Should DSL be unavailable, or the concern is regarding the DSL, the Deputy DSL is:

Samantha Taylor

If the DSL is not available to receive Safeguarding documents, please hand post them, in a sealed envelope, address to the DSL to the following address:

26 Moorfield Place. Shepshed. LE12 9AW

If there is an immediate danger, please call 999 and complete the relevant Safeguarding Documents once the immediate threat has been eradicated.

SDSG provides services to a wide range of individuals and we recognise that many of our clients are adults at risk of abuse. An adult, being aged 18 years or over, may be considered to be at risk of abuse if that person:

- receives personal care, or nursing, or support to live independently in their own home, or a care home
- receives any health or social services
- has a substantial learning or physical disability
- has a physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs, or
- a substantial reduction in physical or mental capacity due to advanced age or to illness.

All staff members and volunteers of the SDSG group play an important part in promoting the safety and protection of all the members with whom the charity works. This policy aims to ensure that adults that are at risk of abuse are protected and kept safe from harm while they are in receipt of services from the group. In addition to this policy, the group has a framework of policies which are designed to ensure the emotional and physical safety of service users, Staff and volunteers which includes: -

- Recruitment of ex-offenders
- Equal opportunities and diversity
- Safeguarding of Children and Young People

Key Principles

1. Recognising Concerns

Staff and volunteers must be aware of the signs of abuse or neglect. All Staff and volunteers must be competent with numbers 1–3 of the Core Safeguarding Competences, as listed in the Leicestershire and Rutland Safeguarding Board's Safeguarding Adults Framework. They must also understand how to respond appropriately if concerns are raised by an individual or observed in practice.



Early recognition and intervention are critical in preventing harm to those at risk of harm. SDSG will provide Safeguarding updates and refreshers to all Staff and Volunteers as and when they occur, at least annually, to ensure we maintain competency levels.

a. **CORE COMPETENCIES**

- i. Understand what the term 'Safeguarding Adults' means. The definition of an adult who may be 'at risk', is defined in the LLR Multi-Agency Policy and Procedures 2018, Care Act 2014; **Safeguarding duties apply to an adult who:**
 1. **has the needs for care and support (whether or not the local authority is meeting any of those needs) and;**
 2. **is experiencing, or at risk of, abuse or neglect; and**
 3. **as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.**
- ii. Understand your role as defined within the multi-agency and internal policy and procedures, including how to report concerns of abuse of either adults or children, including historical abuse, using appropriate systems; included in this policy.
- iii. Know and explain what to do if abuse of an adult is suspected; including how to raise concerns within local whistle blowing policy procedures.

2. **Reporting Concerns**

Any concerns about an adult at risk of harm should be reported immediately to the our Designated Safeguarding Lead, or Social Services. This ensures that concerns are addressed promptly and the necessary actions are taken to protect the individual. Volunteers and Staff must not ask questions about their suspicions and must complete a Safeguarding Form located in the designated Safeguarding Folder. Once completed, this should be sealed into one of the provided envelopes and handed to our Designated Safeguard Lead. If they are not available, it must be hand posted to the address listed at the start of this policy, labelled for the attention of the DSL only. The matter should not be discussed with anyone except the DSL or other relevant interested Professional, such as the allocated Social Worker or Police Officer.

3. **Following Up**

Once a concern has been raised, it is essential that reports are followed up in a timely manner. This includes monitoring the situation and taking further action where necessary to ensure the safety and wellbeing of the individual. The DSL will complete their role as per their training. Volunteers and Staff must not attempt to follow up any investigation themselves. Once they have completed the necessary forms, and handed it to the DSL, they are not to pursue the matter further; should they be required to further assist, they will be contacted by the DSL or relevant professionals.

4. **Learning and Reflecting**

It is important that Staff and volunteers reflect on the safeguarding process, including what has been learned from experiences, to improve their practices. This also includes



recognising the importance of self-care in ensuring personal wellbeing while safeguarding others.

5. **Understanding the Law**

Staff and volunteers must be familiar with the legislation that governs safeguarding, including the **Safeguarding Vulnerable Groups Act 2006**, which provides the framework for vetting and barring unsuitable individuals from working with vulnerable groups. **The Mental Capacity Act 2005** outlines how to assess whether an adult is able to make decisions for themselves, however, this is not for the Staff and volunteers at SDSG to determine. Should the individual attend with a carer who is speaking on their behalf, please be aware that mental capacity should be assumed until proven otherwise.

6. **Understanding the Individual**

People at risk should be allowed as much autonomy and independence as possible. The safeguarding process must take into account the preferences and wishes of the individual, particularly when it comes to decision-making. Individuals will be assumed to have capacity as much as is practically possible; accompanying individuals may provide assistance where necessary, unless it is deemed unsafe, or a risk of further harm, to do so.

The following are guidelines on immediate action to be taken following a reporting of abuse by an adult deemed at risk of harm.

- React calmly to avoid frightening them or deterring them.
- Reassure them that you are glad they told you, and that it is not their fault.
- Don't promise to keep it to yourself; at the earliest opportunity, remind them of our confidentiality policy and explain what it means.
- Explain that you need to ensure they are safe and may have to pass the information to someone trusted to handle it appropriately.
- Listen carefully to what they say and take them seriously.
- Allow them to tell you what happened in their own words.
- It is important to clarify what you have heard and to establish the basic facts. However avoid leading questions and do not ask them specific questions about explicit details.
- If possible, make brief notes during the initial disclosure, explaining why you are doing this. If not possible to do at the time, make notes as soon as possible afterwards. All notes should be dated and signed by the staff member or volunteer taking them. The information recorded should include:
 1. The nature of the suspicion or allegation.
 2. A description of any visible injury.
 3. Dates and times and any other factual information.
 4. The distinction between fact, opinion or hearsay.

GOOD PRACTICE GUIDELINES FOR WORKING WITH MEMBERS.

- Service users should never be given access to the home address or telephone number of any volunteer or staff member of the group. Service users' contact details should never be disclosed to anyone outside of the group without their explicit consent.



- Members of Staff and volunteers should not usually be alone with a service user, should they find themselves in this position they must make moves to change this as soon as practically possible.
- Staff and Volunteers are not to attend any member's home address or meet members outside our swimming sessions, meetings, or social events.

Chairperson _____

Signed _____

Date _____