

Love's Farm House

Safeguarding Adults Policy

Definitions

Abuse: The *Care and support statutory guidance* identifies 10 main types of abuse:

- Physical abuse;
- Domestic violence;
- Sexual abuse;
- Psychological abuse;
- Financial or material abuse;
- Modern slavery;
- Discriminatory abuse;
- Organisational abuse;
- Neglect and acts of omission;
- Self-neglect.

These categories should not limit your view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered.

For further information on the types of abuse please see Appendix 4.

Adults at Risk: Any adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs); AND
- is experiencing, or is at risk of, abuse or neglect; AND
- as a result of those care and support needs, is unable to protect themselves from either risk of or the experience of abuse or neglect.

Children and Young People: anyone under the age of 18.

Safeguarding Designated Person: a named person who is available to support and advise on safeguarding related matters and who will maintain confidential safeguarding records when appropriate.

Statement of Intent

The Trustees of Love's Farm House are committed to safeguarding and promoting the wellbeing of everyone who comes into contact with the services provided by Love's Farm House, and expect all staff and volunteers to share this commitment. Everyone who uses Love's Farm House has the right to safety from abuse and neglect.

Aims of the policy

- To ensure that all staff, trustees and regular volunteers of Love's Farm House are clear about their safeguarding responsibilities and aware that it is part of their duty of care to be alert to signs of abuse;

- to ensure that Love's Farm House is a safe environment for Adults at Risk and that any potential risks are assessed and minimised or eliminated;
- to ensure that prompt and appropriate action is taken where there is any concern;
- to ensure that there is an easily accessible route for voicing concerns;
- to ensure that decisions made under this policy will allow Adults at Risk to make their own choices and include them in any decision making.

Objectives of the policy

- To ensure that all Love's Farm House (LFH) staff, trustees and regular volunteers have an overview of what adult safeguarding involves and are clear about their responsibility to safeguard Adults at Risk.
- To ensure that all hirers of Love's Farm House are aware of their responsibility to safeguard Adults at Risk.
- To ensure that all LFH staff, trustees and regular volunteers report any safeguarding concerns to the Designated Person.
- To ensure that records of safeguarding concerns are maintained and securely stored and that appropriate confidentiality is maintained.

What Does Safeguarding Adults Mean?

The Care and Support Statutory Guidance states that:

Safeguarding means protecting an adult's right 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.

All adults should be able to live free from abuse and neglect, but some may find it difficult to get the help and support they need to stop abuse.

Who do the Safeguarding Duties Apply to?

The Safeguarding duties apply to Adults at Risk, as defined in the Care Act 2014. Adults at Risk are adults who have care and support needs and are experiencing or are at risk of abuse or neglect and as a result of their care and support needs are unable to protect themselves from either the risk of or the experience of abuse or neglect.

An adult may have care and support needs if, for example, they are in ill health or frail, they have a physical disability or cognitive or sensory impairment, they have a learning disability or a mental health condition, or they have a substance or alcohol addiction.

If you have concerns about the safeguarding of Children and Young People, please refer to Love's Farm House's *Safeguarding Children and Young People Policy*.

What are my Responsibilities in relation to Safeguarding Adults?

All LFH staff, trustees and regular volunteers are expected to report any concerns relating to an adult who may be at risk to the Safeguarding Designated Person, using the procedure in Appendix 1 of this policy.

In all interactions with an Adult at Risk (or who they think may be at risk), LFH staff, trustees and regular volunteers must follow the "Making Safeguarding Personal" approach. This means that the adult should be involved in identifying how best to respond to their own safeguarding situation by being given choice and control over how to improve their quality of life, wellbeing and safety.

All LFH hirers are expected to have their own procedures in place for the safeguarding of any Adults at Risk who may attend their sessions. They must also act in accordance with LFH's Safeguarding Adults Policy at all times while using the building. In order to ensure that hirers take their safeguarding responsibilities safely, a duty to safeguard Adults at Risk is included in the Love's Farm House Terms and Conditions of Hire, which form part of the hire contract.

Monitoring

This policy will be reviewed on an annual basis by Trustees, or more frequently in the event of changes in legislation or any other significant change or event.

Appendix 1

Procedure in cases of abuse or neglect / suspected abuse or neglect of someone you suspect may be an Adult at Risk

Respond

Abuse may come to your notice in a number of ways:

- someone tells you something has happened
- a third party tells you of their concerns
- you observe unexplained or unusual injury or changes in behaviour
- an innocent remark or enquiry receives an unusual or aggressive response
- you directly observe an incidence of abusive behaviour

If someone is at an **immediate** risk of harm or in need of urgent medical attention you should call 999 to alert the emergency services and inform the Designated Person of the action you have taken. If there is no immediate risk of harm, you should follow the Respond, Record, Report procedure in this Appendix 1. You should not take any action to investigate the situation yourself.

If an adult speaks to you in confidence:

React calmly. Allow the discloser to speak and do not interrupt, make sympathetic sounds, suggest words or finish a sentence. Most particularly do not hug, cuddle or make any kind of physical contact. However difficult this might be, in the eyes of the law, the information needs to be direct and free from possible contamination.

Do not attempt to investigate or seek confirmation of what has been disclosed.

Seek support from your line manager or the Designated Person if you are distressed by the disclosure. Do not discuss what you have heard or seen with friends or family.

Record

Record the incident(s) which gave rise to your concern in the format set out at Appendix 2 and give this to the Designated Person, along with your notes of any conversation with the Adult at Risk.

When your concerns arise from a conversation with or disclosure by the Adult at Risk, you should make notes as soon as possible after the disclosure. Ideally you should ask the person for permission to take notes during the conversation so they are as contemporaneous as possible. Wherever possible you should record the exact words used in quotation marks. You should also record any non-verbal cues, body language, changes in behaviour or physical marks. Your notes should be kept securely and handed to the Designated Person when you make your report.

Report

Any disclosure or suspicion of abuse or neglect should be reported to the Designated Person as soon as possible, who will then take appropriate action. If you believe that

action has not been taken the matter should be referred to the Chair of the Trustees. **You should never take action on your own behalf except to contact Police or Social Services in an emergency.**

Refer

The Designated Person should decide whether to make a referral to Cambridgeshire County Council and / or the police. In so doing they should comply with the Making Safeguarding Personal approach, taking into account the following:

- the adult's wishes and preferred outcome;
- whether the adult has the mental capacity to make a decision;
- whether there is any risk to the safety or wellbeing of Children and Young People or other Adults at Risk;
- whether there is a person in a position of trust involved; and
- whether a crime may have been committed.

The Designated Person should keep a record of their reasons for referring or not referring the concern.

Contact information

Please refer to the separate contact information document.

Appendix 2

Format for recording concerns or reports of suspected abuse

Date:

Name of Child/Young Person/Adult at Risk

Age/Date of birth (if known)

Home address (if known)

Parents or guardians (if relevant)

Is the person making the report expressing their own concerns or passing on those of someone else?

What has prompted the concern? If possible record dates and times of specific incidents.

Has anyone else witnessed the abuse, heard the allegation, been consulted?

Has the Child/Young Person /Adult at Risk been spoken to? By whom? What was said?

Who will this be passed on to? e.g. Designated Person, police, social services.

Appendix 3

Protecting Staff, Volunteers and other Users of Love's Farm House

Incidences of false allegations are rare but do occur. Sometimes actions can be misinterpreted, for example a sufferer may accuse someone less close to them in an attempt to stop the abuse but maintain their own family life. Occasionally an allegation of abuse is made as an angry reaction to perceived unfair treatment.

Any allegation against staff or volunteers should be reported to the General Manager of Love's Farm House and the Designated Person or the Chair of the Trustees, who will follow national allegation management procedures. It is not their responsibility to investigate the incident.

Adults using Love's Farm House in any capacity should try to avoid being alone in a private space with any Child, Young Person or Adult at Risk. Physical contact should never be instigated by an adult.

A report should be made to the Designated Person if you accidentally hurt a Child, Young Person or Adult at Risk, or if you believe that any of your actions or comments may have been misinterpreted.

Use of images

Activities at Love's Farm House may provide an opportunity for images of Children, Young People or Adults at Risk to be taken. All groups should be vigilant and any concerns should be reported to the Designated Person.

Recruitment and Training of Staff and Volunteers

The Trustees acknowledge that they bear a responsibility to staff, volunteers and users of Love's Farm House to apply appropriate recruitment procedures.

Prior to taking up employment or a volunteer role at Love's Farm House, the employee or volunteer should be sent a copy of the Safeguarding Policy and the Equality Policy. All employees and volunteers should be asked to read these policies and sign to indicate that they understand and agree with the principles and procedures.

All staff and volunteers who work with Children, Young People and Adults at Risk, who will have unsupervised contact with them, will be checked by the Disclosure and Barring Service (DBS).

Appendix 4 - Definitions and Indicators of Abuse and Neglect

Abuse and neglect: There are different types and patterns of abuse and neglect and different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern. Abuse and neglect can take many forms and the circumstances of each individual case should always be considered.

Physical abuse, including:

- Assault
- Hitting
- Slapping
- Pushing
- Misuse of medication
- Restraint
- Inappropriate physical sanctions

Domestic violence, including:

- Psychological
- Physical
- Sexual
- Financial
- 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
- Sexual assault
- 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
- 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
- The misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- Slavery
- Human trafficking
- Forced labour and domestic servitude
- Traffickers and slave masters using 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
 - religion

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, 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. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point where they are no longer able to do this, without external support.

Source - Care and Support Statutory Guidance, updated 2 September 2022

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support->

[statutory-guidance#safeguarding-1](#)