**Safeguarding Adults Policy**

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| ***Organisation Name*** | *Date* |
| Named safeguarding lead |  |
| Contact detailsPhone numberEmail  |  |
| Review date |  |
| Signed  |  |

The purpose of this policy is to outline the duty and responsibility of staff, volunteers and trustees working on behalf of (insert organisation name) in relation to the protection of adults at risk from abuse

The key objectives of this policy are for all trustees, employees and volunteers of (insert organisation name) to:

* have an overview of adult safeguarding
* be clear about their responsibility to safeguard adults
* ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk.

All adults have the right to be safe from harm and should able to live free from fear of abuse, neglect and exploitation.

**Who do adult safeguarding duties apply to?**

Safeguarding adult duties apply to 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 at risk of, abuse or neglect; and

• 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

**What is abuse?**

Abuse is a violation of an individual’s human and civil rights by any other person or persons. It may also be a criminal offence. Abuse hurts people in many ways: it can cause fear suffering, injury or even death. Abuse can take many forms. It can be obvious but sometimes it is subtle.

Examples of abuse

• Physical: restraint, over medication, hitting or threatening to hurt someone.

• Financial: Pressure to change a will, share PIN number, taking or borrowing possessions without the owner’s consent, over charging, pressure selling.

• Psychological: name calling, discrimination, threats, humiliation, not listening to person wishes.

• Sexual: touching, marriage or sexual acts without a person’s consent, professionals involved in intimate relationships with their clients.

• Domestic abuse: controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member.

• Organisation abuse (previously known as institutional abuse): including neglect or poor care within an institution or specific care setting.

• Self- neglect: this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviours such as hoarding.

• Modern slavery: encompasses slavery, human trafficking, it could involve forcing adults into labour and/or domestic servitude.

Who abuses?

Anyone can become an abuser. Most abusers are known by the adult at risk. The abuse can happen anywhere – in the home, in the community, in day or residential care, in hospital or at college. Abusers can be a:

• family member

• friend

• neighbour

• a paid carer

• a health or care professional

• work colleague

**Who do I go to if I am concerned?**

The named responsible person for safeguarding duties for [Insert your organisation’s name] is [Insert safeguarding leads name and contact number/email]. [Consider providing an out of hours contact number should this apply to your organisation].

All staff and volunteers should contact [Insert responsible person name] for any concerns/queries they have in regards to safeguarding adults. [An alternative name can be provided if relevant for your organisation]. A log of the concern must be kept.

[Responsible person for safeguarding adults] will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

[Responsible person for safeguarding adults] will also ensure that the safeguarding adults policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and adults accessing the service (if relevant to your organisation). [Responsible person for safeguarding adults] will ensure they are up to date with their safeguarding adults training.

**What should I do if I’m concerned?**

Staff and volunteers at (insert organisations name) who have any adult safeguarding concerns should:

Always listen carefully

Seek consent from the adult to take action and report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people’s safety and wellbeing. If you decide to act against their wishes or without their consent you must record your decisions and the reasons for this.

Report concerns to the named designated safeguarding lead (see above)

Make a note of what happened or what you are worried about. As far as possible record should be written as soon as possible, dated and signed. Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record.

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

(1) the adult’s wishes and preferred outcome

(2) whether the adult has mental capacity to make an informed decision about their own and others’ safety

(3) the safety or wellbeing of children or other adults with care and support needs

(4) whether there is a person in a position of trust involved

(5) whether a crime has been committed

**Bolton Safeguarding Adults Team**

Referrals can be made via the form [here](https://bolton.portal.uk.empro.verintcloudservices.com/site/empro-bolton/request/as_safeguarding_referral)

01204 337000 – Number to be used by professionals and members of the public for all postcode areas

Or, via email on safeguardingadults@bolton.gov.uk

These professionals will have direct access to the on-line safeguarding policy and practice guidance and will support you to ensure that Bolton’s multi-agency Safeguarding Adults process is followed.