

# Safeguarding Adults Policy

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# 1.0 Introduction

## 1.1 Purpose

Settle is committed to promoting the welfare of adults to ensure that they feel safe and are protected by effective interventions if they are thought to be suffering, or at risk of harm.

The purpose of this policy is to provide a framework that informs procedures related to Settle's duty to protect adults at risk, as defined by relevant legislation. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

We will always ensure we work in compliance with safeguarding and data protection legislation. Our safeguarding policies and procedures should be reviewed at least every year.

In the event of a serious safeguarding incident or breach, this policy will be reviewed.

## 1.2 Scope

This policy applies to all staff and others who work in direct contact with adults in the course of Settle's activities or endeavours. Abuse may take place both outside and inside of Settle's programmes. Everyone who is part of the Settle community is responsible for safeguarding, promoting and protecting the welfare of adults.

## 1.3 Principles

Our safeguarding policy and procedure is based on the following principles:

- An ethos that promotes a positive, supportive and secure environment where adults can feel valued and develop and fulfill their potential and where their welfare is paramount
- Liaison and cooperation with statutory services, including Local Authorities and Police, to safeguard an adult
- All allegations and suspicions of abuse taken seriously, and responded to swiftly and appropriately wherever and whenever it takes place.

There are five main elements to the policy:

1. Practice the safe recruitment of staff and volunteers
2. Provide safeguarding training & awareness raising for staff, trustees and volunteers
3. Follow Settle's policy and procedures for identifying and reporting safeguarding concerns

4. Effectively supporting Settle participants where there is a safeguarding concern
5. Establishing a safe environment for participants to engage in Settle's programmes

## 1.4 Legal Framework

Safeguarding Adults comes under the Care Act 2014, which places a general duty on Local Authorities to promote the wellbeing of individuals when carrying out care and support functions.

This provides a framework for good practice in safeguarding that makes the well-being of the adult at risk a priority of any intervention. It also emphasises the importance of person-centred safeguarding.

The Mental Capacity Act provides a framework for making decisions on behalf of adults who can't make decisions for themselves.

Settle has a duty, under the Safeguarding Vulnerable Groups Act 2006, to ensure they have in place safe recruitment practices to prevent people deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.

The law provides a framework for organisations to share information and cooperate to protect adults at risk. This policy should be read in conjunction with other relevant Settle policies and procedures, including Data Protection.

## 1.5 Definitions

### 1.5.1 Adult at risk

For adult safeguarding purposes, section 42 of the Care Act identifies 'an adult at risk.'

An adult at risk of abuse or neglect is defined as someone aged 18 years and over 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

### 1.5.2 Safeguarding:

The Care Act statutory guidance defines adult safeguarding as:

'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.'

The definition of wellbeing includes:

- Personal dignity including treating individuals with respect
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over day-to-day life
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal relationships
- Suitability of living accommodation
- The individual's contribution to society

*(Department of Health, 2014)*

The six principles of safeguarding embedded in the Care Act are:

- Empowerment  
*People being supported and encouraged to make their own decisions and informed consent*
- Prevention  
*It is better to take action before harm occurs*
- Proportionality  
*The least intrusive response appropriate to the risk presented*
- Protection  
*Support and representation for those in greatest need*
- Partnership  
*Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse*
- Accountability  
*Transparency in safeguarding practice*

The concept of person centred safeguarding means engaging the person in conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm.

Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

### 1.5.3 Mental Capacity and Decision Making

UK law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proven that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

The law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, mental health needs, acquired brain injury and physical ill health.

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change.

If an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

### 1.5.4 Abuse:

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

There are ten types of abuse outlined in the Care Act 2014 that adult abuse may form part of.

The list of possible indicators below are not an exhaustive list and people may be subject to a number of abuse types at the same time.

#### 1.5.4.1 Physical abuse:

This may involve:

- assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- rough handling
- scalding and burning
- physical punishments
- suffocating
- drowning
- Poisoning
- Misuse of medication
- Forced feeding or withholding food

Indicators may include:

- broken bones, bruises, marks on the body, bite, burn or scald marks
- frequent injuries with unexplained/inconsistent account of what happened
- signs of malnutrition
- missed medical appointments or medical conditions left untreated

#### 1.5.4.2 Domestic abuse:

This can be defined as abuse between two people over 16 years of age and who are, or who have been, intimate partners or family members.

It encompasses the following behaviours:

- controlling
- coercive
- threatening
- Violent

Possible indicators of abuse, including:

- physical signs of violence - broken bones or bruising
- psychological - isolated from friends and family, low self esteem, blaming themselves for the abuse or humiliation in front of others, fear of outside intervention
- sexual
- financial - limited access to money and damage to home and property
- honour-based - such as forced marriage

#### 1.5.4.3 Psychological / emotional abuse:

This may involve:



- conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- enforced social isolation-preventing them from seeing friends and family or accessing external services
- not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- serious bullying (including cyberbullying), causing them to feel frequently frightened or in danger, or the exploitation or corruption of an individual
- intimidation, coercion, harassment, use of threats, humiliation, swearing or verbal abuse
- threats of harm or abandonment
- Failure to respect privacy

Possible indicators of abuse, including:

- low self esteem, withdrawal or change in emotional state
- changes in appetite, weight loss or gain
- insomnia
- tearfulness and other signs of distress, including anger in some cases
- fearfulness or silence when a particular person is around

#### 1.5.4.4 Sexual abuse:

This may include:

- rape, attempted rape or sexual assault
- inappropriate touch anywhere
- non-consensual masturbation of either or both persons
- any sexual activity that the person lacks the capacity to consent to
- inappropriate looking, sexual teasing or innuendo or sexual harassment
- sexual photography or forced use of pornography or witnessing of sexual acts
- indecent exposure

Possible indicators of abuse, including:

- Bleeding, pain, itching or sores around the genitals
- Pain when walking or sitting
- Bruising, especially on the thighs, buttocks, upper arms and neck
- Torn, bloody or stained clothing
- Sexually transmitted infections
- Sleeping difficulties, self harm, withdrawal, poor concentration, apprehension about relationships or reluctance to be left alone with a certain person
- Explicit use of sexual language or changes in attitude and behaviour towards sexual activity

#### 1.5.4.5 Financial or material abuse:

This may include:

- theft of money or possessions
- fraud, scamming (online or in person)
- preventing a person from accessing their own money, benefits or assets
- undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- someone moving into a person's home and living rent free without agreement or under duress
- false representation, using another person's bank account, cards or documents
- exploitation of a person's money or assets e.g. unauthorised use of a car
- rogue trading -e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Possible indicators of abuse, including:

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Rent arrears and eviction notices
- Unnecessary property repairs
- People showing an unusual interest in the individual's finances and assets

#### 1.5.4.6 Modern slavery

This may include:

- human trafficking -including criminal exploitation
- forced labour
- domestic servitude
- sexual exploitation, such as escort work, prostitution and pornography
- debt bondage -being forced to work to pay off debts that realistically they'll never be able to

Possible indicators of abuse, including:

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Unknown people using the person's home,

#### 1.5.4.7 Discriminatory Abuse

This can occur when an individual or group is treated unequally because they possess one of the protected characteristics outlined by the Equality Act 2010.

This may include:

- Derogatory comments, jokes or slurs
- Denying access to services
- Hate crime
- Ignoring someone's views, unfair treatment

Possible indicators of abuse, including:

- Behavioural changes, including an individual becoming withdrawn, isolated, angry, frustrated, fearful and anxious
- A lack of support for an individual's needs
- An individual beginning to reject their own cultural background, personal beliefs, sexual preferences or lifestyle choices

#### 1.5.4.8 Organisational or institutional abuse

This is where an organisation prioritises their own needs over those of their service users and people they support. It can include neglect and poor care practice.

#### 1.5.4.9 Neglect and acts of omission

This can occur when somebody who has responsibility for the care of an adult fails to provide the amount and type of care that person requires. It can include mistreatment, such as delivering care in a way a person dislikes, ignoring or isolating them and ignoring their specific care needs. Neglect may be a result of deliberate mistreatment, but it may also be an unintended consequence of somebody not having the ability to care for someone.

#### 1.5.4.10 Self Neglect

This may include:

- lack of self care to an extent that it can threaten personal health and safety
- neglecting to care for one's personal hygiene, health or surroundings

- inability to avoid self-harm
- failure to seek help or access services to meet health and social care needs
- inability or unwillingness to manage one's personal affairs

There are many reasons for self-neglect, the individual may face difficulties with their mental health, struggle with addiction or lack the mental capacity to care for themselves.

Possible indicators of abuse, including:

- Poor personal hygiene and an unkempt appearance
- Lack of essential food, clothing or shelter
- Poor living conditions, including living in unsanitary conditions, neglecting household maintenance or hoarding
- Malnutrition and or dehydration
- Unwillingness to take medication, treat illnesses or injuries or comply with health or care services

## 2.0 Safeguarding at Settle

### 2.1 Responsibilities

#### 2.1.1 Adult services responsibilities in relation to children

Where a professional working with adults has concerns about the parent's capacity to care for the child and considers that the child is likely to be harmed or is being harmed, they should immediately refer the child to the police or local authority children's social care, in accordance with their agency's child protection procedures.

#### 2.1.2 The Board of Trustees

Safeguarding is a key governance priority for all charities. The Board of trustees are responsible for protecting everyone that comes into contact with the organisation from harm (Charity Commission 2019). They are responsible for ensuring that:

- A lead trustee for safeguarding is appointed
- Settle has up to date and fit for purpose safeguarding policies and procedures to respond effectively to safeguarding concerns
- Respond to any concerns that arise regarding Settle's approach to safeguarding

### 2.1.3 The Chief Executive Officer

Has the following responsibilities:

- Accountability for Settle's compliance with safeguarding adults legislation and best practice guidance
- Ensure a Designated Safeguarding Lead has been appointed and is trained and supported in their role
- To suspend any member of staff or volunteer who is accused of abuse pending investigation. The Chief Executive Officer will inform the Management Committee immediately.

### 2.1.4 The Designated Safeguarding Lead

Settle's Designated Safeguarding Lead is Aimee Hardaker, Head of Delivery. She has the following responsibilities:

- Establish the organisational approach to safeguarding adults and children at Settle - taking into account current best practice to promote the well-being of adults and person-centred safeguarding
- Review and update Settle's safeguarding adults policy and procedures in line with new legislation and best practice, as a minimum on an annual basis
- Review and update Settle's safeguarding children policy and procedures in line with new legislation and best practice, as a minimum on an annual basis
- Ensure an effective safeguarding training and development strategy is in place for all staff, trustees and volunteers
- Conduct frequent reviews of safeguarding data and disseminate the findings and learnings across the organisation
- Oversight and responsibility for managing all safeguarding concerns reported by staff, managers and volunteers at Settle
- Oversee liaison with external statutory agencies in relation to concerns of abuse, including Local Authorities and Police
- Receive reports and manage investigations for any member of staff or volunteer accused of abuse
- Provide ongoing support to staff dealing with challenging safeguarding concerns, and where appropriate signpost staff to EAP or other external support available

Contact details of our Designated Safeguarding Lead, Aimee Hardaker

[aimee.hardaker@wearesettle.org](mailto:aimee.hardaker@wearesettle.org)

07491914445

## 2.1.5 Senior Programme Manager and Programme Manager

The Senior Programme Manager and Programme Manager are responsible for risk assessing referrals as they are received, raising areas of concern to the DSL when appropriate.

## 2.1.6 All Staff and Volunteers

All staff who come into contact with adults in their everyday work have a duty to safeguard and promote their welfare. Staff will be trained to understand their responsibilities. Failure to comply with these responsibilities will be seen as a serious matter which may lead to disciplinary action.

Staff are expected to:

- Safeguard and promote the welfare of adults
- Attend safeguarding training as required (refresher training for all members of staff every two years)
- Familiarise themselves with and follow Settle's adult safeguarding policy and associated procedures and
- Alert the Designated Safeguarding Lead (DSL) and their manager if they have safeguarding concerns about an adult involved in Settle's programmes

Staff should consider their safeguarding responsibilities alongside Settle's Lone Working and Code of Conduct policy that outline how staff can keep themselves safe in a variety of situations.

## 2.2 Transitional safeguarding

### 2.2.1 The Practice Problem

Settle works with young people aged 18-25 and safeguarding young people from extra-familial risks or harm is complicated as binary notions of childhood and adulthood continue to prevail in society and within our care systems. It is important when Settle staff are supporting Settle participants they consider the following:

- Adolescents have distinct safeguarding needs compared to younger children. Risks, harms and routes to protection are often not only intra-familial but also contextual and extra-familial, underpinned by complex social and developmental factors;
- The transition to adulthood involves a whole host of changes within young people's lives, making this a particularly challenging and vulnerable time;

- Children's services' and systems of safeguarding and support usually end at 18, experiences of harm and trauma during childhood, youth and early adulthood may continue to affect people across their life course, with unmet needs requiring complex interventions later in life;
- The public services safeguarding systems for children and adults are based on different conceptual, legal and procedural frameworks. The divergence between these systems creates 'gaps' through which adolescents and young adults may fall. Neither system has been designed with attention to adolescents' developmental needs or behaviours, nor do they reflect the evidence that transitioning into adulthood is a process that extends well into the twenties.

### 2.2.2 Definition of transitional safeguarding

The term Transitional Safeguarding describes the need for, “an approach to safeguarding adolescents and young adults fluidly across developmental stages which builds on the best available evidence, learns from both children's and adult safeguarding practice and which prepares young people for their adult lives”<sup>1</sup>

## 2.3 Procedure

### 2.3.1 Procedure for all staff

Key points for all staff to remember for taking action are:

- In an emergency take the action necessary to help an adult in immediate risk, for example, call 999
- Where you have a safeguarding concern, follow the Settle Safeguarding Procedure
- If the DSL is unavailable follow the procedure for these circumstances which outlines who to contact in their absence
- Follow internal case recording procedures for documenting a safeguarding concern on Settle's CRM system InForm, including actions agreed, outcome of those actions and ongoing updates

### 2.3.2 Suspecting an adult is at risk of harm

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<sup>1</sup> Holmes, D. and Smale, E. (2018) 'Mind the Gap: Transitional Safeguarding – Adolescence to Adulthood.' Dartington: Research in Practice. <https://www.researchinpractice.org.uk/all/publications/2018/august/transitional-safeguardingadolescence-to-adulthood-strategic-briefing-2018/>

- In some situations it is not always clear that an adult is experiencing abuse. If you have any concerns, for example changes in behaviour or particular indicators of abuse, follow the Settle safeguarding procedure

### 2.3.3 If an adult at risk discloses information to you

- It takes a lot of courage for someone to disclose that they are being abused. They may feel ashamed, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault
- It is important to reassure them that you are listening and taking this seriously
- If an adult discloses something that puts their safety or well-being at risk it is important to be clear that you will need to follow Settle's safeguarding procedures and share the information with the DSL and your manager. The point at which you do this is a matter for professional judgement. If you jump in immediately they may think that you do not want to listen, if you leave it till the very end of the conversation, they may feel that you have misled them into revealing more than they would have otherwise
- Explain that Settle takes a person-centred approach to safeguarding. Ask them what action they would like to be taken. However it is important not to make any promises about what will or won't happen

### 2.3.4 Sharing information without consent

In some circumstances Settle may need to share information without the adult's consent, the DSL will provide direction in these situations, reasons may include those where:

- It is not safe to contact the adult to gain their consent -i.e. it might put them or the person making contact at further risk
- You believe they or someone else is at risk, including children
- You believe the adult is being coerced or is under duress
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed
- The adult doesn't not have the mental capacity to consent to information being shared about them
- The person causing harm has care and support needs

When information is shared without consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.



If there is any doubt about whether to share information, Settle will seek advice e.g. by contacting the Local Authority and explaining the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons for that decision making.

### 2.3.5 Multi-agency working

The lead responsibility for safeguarding adults sits with the Local Authority. However Settle has a role to play and must cooperate with statutory agencies including where appropriate:

- Providing more information about the concern raised
- Providing a safe space for the adult to meet with other professionals e.g. police/social workers/advocate
- Attend safeguarding multi-agency meetings
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies
- Share information about the outcomes of internal investigations

### 2.4 Safe recruitment of staff

Settle undertakes to ensure that its staff and volunteers are fit to work with their participants. It also reserves the right to refuse to employ staff whom it has a reasonable belief may pose a risk to participants.

Settle has systems in place to prevent unsuitable people from working with its participants and to promote safe practice. These systems apply to all new staff and require the following checks to be made on appointment:

- A minimum of two references, satisfactory to the organisation, one of which should be from a previous employer
- Documentary evidence checks of identity, nationality, residency and “right to work” status
- Standard or enhanced Disclosure and Barring Service Certificate-dependent on the nature of the job role and whether this involves regular contact with participants
- An adult’s barred list check
- Documentary evidence of qualifications (if essential for the role)
- Satisfactory completion of the probationary period (including suitability for working with young people)

In the case of a staff member starting work before an enhanced DBS check is in place, all previous employment references are thoroughly checked and written records kept. Staff for whom an enhanced DBS has not yet been received will not be permitted to work face to face unsupervised with participants until the enhanced DBS check has been received.

Staff members standard or enhanced Disclosure and Barring Service Certificates are then renewed at least every 3 years.

In addition to the above all members of staff that are working 1:1 with participants on a Settle Programme take part in a role play activity with a young person from a Settle Programme.

## 2.5 Staff Training and Development

A safeguarding training and development plan is in place which ensures that all trustees, staff and volunteers have the appropriate level of training and awareness of safeguarding at Settle. This takes into account training needs at the various stages of each individual's work with Settle, including onboarding, a change in role or responsibilities, changes to internal processes and procedures and regular refresher training (as a minimum every 2 years).

Settle has in place monthly external clinical supervision for the DSL. This is a reflective space to assess and learn from the response to specific safeguarding concerns, as well as seek external expertise and advice on the organisation's ongoing approach to safeguarding.

For staff working directly with Settle participants, there are development mechanisms in place for responding to and learning from safeguarding concerns.

- The DSL holds a regular safeguarding clinic -this is a space for staff and their manager to meet with the DSL and discuss potential concerns, reflect on progress relating to ongoing open safeguarding concerns or agree additional actions required / escalation of a concern with statutory partners
- Fortnightly programme team group supervision is a reflective space for frontline staff to share within the group, anonymous case scenarios and to reflect, learn and develop their practice together
- Where budget allows, group clinical supervision with an external clinical supervisor for frontline staff that work 1:1 with young people every 8 weeks as a minimum
- Where budget allows, external clinical supervision for managers that are supporting frontline staff that work 1:1 with young people every 8 weeks as a minimum

## 2.6 Support for staff

Settle is developing its approach to Trauma Informed Care. Settle recognises that the impact of managing safeguarding concerns can have an impact on the wellbeing of its staff, particularly in cases where a participant might disclose an experience/s of significant abuse. Staff have access to the reflective spaces detailed in section 2.4 as well as the following

- Weekly case supervision and a monthly 1:1 for frontline staff with their line manager. There is space within this to address the staff members own well being as well as review and monitor any open and ongoing safeguarding concerns and ensure actions are completed
- The DSL has weekly supervision and a monthly 1:1 with programme managers, which provides the space to address the line managers own well being as well as continually monitor and respond to any open and ongoing safeguarding concerns
- A package of staff wellbeing measures are in place, including the Employee Assistance Programme (EAP), access to the Headspace App and other well being measures to support staff and provide opportunities to manage and prioritise their own wellbeing

It is important that Settle staff feel able to seek support from their line manager and/or the DSL where required.

## 2.7 Allegations against staff

Allegations of abuse, or concerns raised against members of Settle staff or volunteers will always be treated seriously. The allegation must always be referred to the Designated Safeguarding Lead who will follow the safeguarding procedure in the same way as for other safeguarding allegations. The Designated Safeguarding Lead will take the appropriate steps to ensure the safety of the adult making the allegation, and any others who may be at risk.

If the allegation or concern is against the Designated Safeguarding Lead, it should be reported to Rich Grahame the CEO.

Where there is a complaint against a member of staff there may also be criminal (police) investigations and/or an investigation by the Local Authority.

## 2.8 Reporting cases to the Disclosure and Barring Service

Where appropriate, Settle will make a referral to the Disclosure and Barring Service (DBS), providing relevant information where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or adults, or may have committed misconduct. The responsibility for reporting cases to the Disclosure and Barring Service lies with the CEO and DSL. DBS will then consider if they need to be added to a barred list(s).

## 2.9 Whistleblowing

Settle has a Whistleblowing procedure which is outlined in the Code of Conduct and Disciplinary Policy. This procedure enables staff to share, in confidence, concerns they may have about instances of suspected malpractice in the organisation. Malpractice can include concerns related to Safeguarding of adults. Settle takes the safeguarding of adults extremely seriously and will ensure that any allegations of malpractice are fully investigated.

## 3.0 Equality and Diversity and Safeguarding

All of Settle's participants have the right to be safeguarded from harm and exploitation whatever their age, disability, ethnicity, gender, religion or belief and sexual orientation, pregnancy and maternity, gender reassignment and marital status or civil partnerships.

Settle has an Equality and Diversity Policy and this Safeguarding Adults Policy should be read in conjunction with this.

## 4.0 Information Sharing and Data Protection

All staff will understand that safeguarding adults warrants a high level of confidentiality.

Settle has a Data Protection Policy and this Safeguarding Adults Policy should be read in conjunction with this.

## 5.0 Appendices

### 5.1 Settle Safeguarding Procedure

[Safeguarding Procedure Document](#) (Programme Officer)

[Safeguarding Procedure Document](#) (Programme Manager)

### 5.2 Settle Alternative Safeguarding Procedure

[Alternative Safeguarding Procedure-DSL unavailable](#) (Programme Officer)

[Alternative Safeguarding Procedure-DSL unavailable](#) (Programme Manager)

## 5.3 InForm Safeguarding Alert Form

### New Safeguarding Alert

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#### Information

\* Programme

\* Date of alert

\* Type

Status

#### Details

Safeguarding concern

#### More information

MARAC case

## 5.4 Key Contacts and References

### Police

In emergency call 999

### Local Authorities

Each Local Authority has their own Adult Safeguarding Board or Multi-Agency Safeguarding Hub with information on the local procedures for reporting concerns

### Community and voluntary sector contacts

#### Ann Craft Trust

Tel: 0115 951 5400

A national association working with staff in the statutory, independent and voluntary sectors in the interests of people with learning disabilities who may be at risk from abuse.

#### MIND infoline

Tel: 0845 766 0163

Information regarding mental health related issues. Help in finding out options and local services. Mon–Fri 9.15–5.15.

#### Parentline

A national Helpline for parents under pressure: 0808 800 2222

#### RESPOND

Tel: 020 7383 0700

Provides therapeutic intervention for people with learning disabilities who have been abused.

#### SANELINE

Tel: 0845 767 8000

National helpline for anyone coping with mental illness

#### Solace

Tel: 0808 802 5565

Solace Women's Aid offers free advice and support to women and children in London to build safe and strong lives.

#### Refuge

Tel: 0808 2000 247

National helpline for women and children experiencing domestic abuse.