



Safeguarding Adults Policy

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You are advised that a printed version may not be the latest available version. The latest version, which supersedes all previous versions, is available on the shared drive. Those to whom this policy applies, are responsible for familiarising themselves with the latest version and for complying with the policy requirements at all times.

Table of Contents

Section	Title	Page
1	Safeguarding Adults Policy Statement	3
1.1	Statement	3
1.2	Purpose and Definitions	3
1.3	Scope and Implementation	6
1.4	Legislative Framework and Other Associated WECIL Policies	7
1.5	Background on Recruiting Suitable Staff	8
1.6	Principles	9
2	Responsibilities	10
2.2	General Responsibilities for All Staff	10
2.3	Leadership	12
2.4	Designated Safeguarding Lead for Adults	12
2.5	Chief Executive Officer	14
2.6	Trustees	15
2.7	Chair of Trustees	16
2.8	Designated Lead Trustee (DST) for Safeguarding	16
3	Complaints	18
4	Confidentiality	18
5	Mental Capacity	19
6	Making Safeguarding Personal	20
7	Whistleblowing	20
8	Escalating Concerns	22
9	Monitoring and Review	23
10	Key WECIL Contacts	23

Appendix 1: Safeguarding Code of Conduct
Appendix 2: Definitions of Abuse and Safeguarding Issues
Appendix 3: Safeguarding Procedures
Appendix 4: Key Contacts and Further Guidance
Appendix 5: Reporting Flow Chart

1. Safeguarding Adults Policy Statement

1.1 Statement

WECIL seeks to enable people to live in safety without fear of abuse, and is committed to the protection of all children, young people and adults who use its services. This policy relates specifically to Adults at Risk but should be considered alongside WECIL's Child Protection Policy.

Safeguarding is far wider than just protecting adults and children who are at risk. It is about promoting the well-being and positive health of staff, volunteers and people who use our services, taking preventative action, and empowering them to make the choices they need to keep safe. It is about individuals and organisations working together to prevent abuse and neglect, and also to create a safe space where the views, wishes, beliefs and concerns of those at risk are taken into account.

1.2 Purpose and Definitions

1.2.1 This Policy is aimed at ensuring all employees and volunteers understand their responsibilities under the Care Act 2014, other safeguarding legislation and local policy with regard to protecting Adults at Risk. This includes the procedures to take if abuse of an adult with care and support needs is suspected, occurring or about to occur.

1.2.2 There are 10 defined areas of abuse of Adults:

- Physical Abuse
- Domestic Abuse
- Sexual Abuse
- Psychological /Emotional Abuse
- Financial and Material Abuse
- Modern Slavery
- Discriminatory Abuse
- Organisational Abuse
- Neglect or Acts of Omission
- Self-Neglect

1.2.3 Government legislation on the safeguarding of adults is mainly designed to protect those already known to the social care or health sector, and who are considered to be 'at risk'. Under the Care Act 2014, specific safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of these 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.

Previously this group was called 'vulnerable adults', but they are now usually referred to as 'Adults at Risk' as it is recognised, they are not inherently 'vulnerable'.

1.2.4 'Care and Support' needs are caused by physical or mental impairment or illness when, as a result of these needs, the person is unable to achieve two or more specified outcomes and there is likely to be a significant impact on the person's well-being.

Needs are assessed under Section 9 of the Care Act 2014 and the outcomes assessed are:

- managing and maintaining nutrition;
- maintaining personal hygiene;
- managing toilet needs;
- being appropriately clothed;
- maintaining a habitable home environment;
- being able to make use of the home safely;
- developing and maintaining family or other personal relationships; accessing and engaging in work, training, education or volunteering; making use of necessary facilities or services in the local community including public transport and recreational facilities or services;
- carrying out any caring responsibilities the adult has for a child.

NB: It is not your job to assess care and support needs. Care and Support needs do not have to have been assessed before a safeguarding response is activated, they can be assessed as part of the Safeguarding response

1.2.5 In line with the principles of Safeguarding Adults under the Care Act guidance, WECIL aims to raise awareness and promote an environment where abuse is less likely to occur as a result of increased understanding, effective preventative measures and appropriate action when abuse is suspected or alleged.

1.2.6 We will also work to promote the well-being of everyone who uses a WECIL service, and this might include protection from abuse and neglect, but also wider issues of:

- personal dignity (including treatment of the individual with respect).
- physical and mental health and emotional well-being.
- control by the individual over day-to-day life (including over care and support or support, provided to the individual and the way in which it is provided).
- participation in work, education, training or recreation.
- social and economic well-being.
- domestic, family and personal relationships.
- suitability of living accommodation.
- the individual's contribution to society.

1.2.7 To develop good practice, WECIL will introduce lower-level Wellbeing Plans for those who Adult Social Care will not pick up as technically 'at risk' according to their thresholds, but who we feel need to be monitored and supported to ensure their situation does not deteriorate. WECIL would use Wellbeing Plans to encourage members and those supporting them to consider what the organisation can do in terms of advocacy, advice, referrals and signposting to:

- Reduce isolation/improve social networks
- Reduce poverty/hunger
- Improve physical & mental health
- Ensure safe place to sleep/live

- Find meaningful activity, i.e. volunteering/work/ classes etc
- Other specialist advice services required e.g. debt/housing/careers

1.3 Scope and Implementation

1.3.1 The policy applies to all employees, volunteers, people who use services, visitors and anyone else in the WECIL community who may come into contact with Adults at Risk.

1.3.2 Implementing this policy is the responsibility of everyone who works at, manages, volunteers for, or visits WECIL. The Designated Safeguarding Lead for Adults (DSL) will bring this policy to the notice of everyone throughout their time at our organisation, in a way that is most accessible to them, so that they fulfil their duties to co-operate with this policy. We deliver services at various venues, and this policy will apply in all these contexts.

1.3.3 We will also ensure that the partner organisations we work with have safeguarding procedures in place. We will ensure that adults engaged in WECIL services are informed of this policy on our website, and through leaflets and briefings and other means if appropriate.

1.3.4 All staff will receive this policy and a briefing in safeguarding during their induction within the first three months of their employment, along with the Staff Handbook, and the Bullying and Harassment, Data Protection, Equalities, Health and Safety and Whistleblowing policies. No staff or volunteers will work unsupervised with children or adults who use services before they are trained.

1.3.5 All staff that come into contact with Adults at Risk as part of their job shall be provided with up to date safeguarding training at least annually, as well as updates as necessary (for example, via email, e-bulletins and staff meetings) to provide them with relevant skills and knowledge to safeguard Adults at Risk effectively including:

- Safeguarding Adults (which includes FGM and Prevent) policy and process.
- Diversity awareness.

- First Aid (where appropriate); and
- Procedures on working with Adults at Risk.

1.3.6 All staff will receive regular supervision and appraisals to ensure they understand, and are supported individually, with their safeguarding responsibilities. A record of staff training will be kept on each member of staff's individual continuing professional development record (utilising CitrusHR software) and on the Single Central Record. WECIL will provide at least an annual update on safeguarding issues, which may include on-line training should significant changes to legislation or best practice be identified.

1.3.7 Any breach of policy or procedures will be treated seriously and could result in disciplinary action; this includes failure to report and maintain records, as well as inappropriate conduct.

1.3.8 Some members of staff and trustees involved in recruitment will receive Safer Recruitment training from an accredited trainer. Every recruitment panel will include at least one person who has received Safer Recruitment training.

1.3.9 The DSLA and the Deputy DSLA will undertake advanced training for DSLs at least every 2 years.

1.4 Legislative Framework and Other Associated WECIL Policies

1.4.1 WECIL is committed to complying with the requirements of the law and good practice in this area. As such, this procedure has been produced in accordance with:

- The Care Act 2014 (Replaced No Secrets (2000) in April 2015 as main English statute on Safeguarding Adults)
- Multi-agency Safeguarding Adults Policy (2019)
(Care Act compliant Policy for Bristol and 4 neighbouring authorities
<https://bristolsafeguarding.org/media/42651/20190>)
- Independent Safeguarding Authority Guidance
- Sexual Offences Act 2003 (re consent)

- Health & Social Care Act 2008
- Safeguarding Vulnerable Groups Act 2006
- Public Interest Disclosure Act 1998
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards 2009
- Human Rights Act 1998
- Equality Act 2010
- GDPR 2018
- Care Standards Act 2000
- Protection of Freedom Act 2012 (DBS and ISA functions)
- Domestic Violence, Crimes and Victims Act 2012
- The Serious Crime Act 2015 (offence of coercion and control)

It also complements other WECIL policies:

- Health and Safety
- Whistleblowing
- Bullying and Harassment
- Staff Handbook
- Communications and IT
- Complaints Policy and Procedure
- Safeguarding Children and Young People; and
- Data Security

1.5 Background on Recruiting Suitable Staff

1.5.1 In 2009, increased safeguards called the Vetting and Barring Scheme (VBS) were introduced to help protect children and Adults at Risk from harm by preventing those deemed to be 'unsuitable' from working with them. We will be vigilant to prevent known abusers gaining opportunities (as staff, volunteers, visitors or members) with us in order to access those whom we regard as vulnerable- whether or not they come under the formal definition.

1.5.2 Safeguarding regulations state that:

- A person who is barred from working with children or Adults at Risk will be breaking the law if they work or volunteer, or try to work or volunteer with those groups
- An organisation which knowingly employs someone who is barred to work with those groups will also be breaking the law

1.5.3 The VBS is just one part of a much bigger framework covering the use of information to support public protection.

1.6 Principles

1.6.1 Statutory guidance enshrines six principles of safeguarding to help guide all professionals working with safeguarding issues. The six principles are:

- **Empowerment** – presumption of person led decisions and informed consent
- **Prevention** – it is better to take action before harm occurs
- **Proportionality** – proportionate and least intrusive response appropriate to the risk presented
- **Protection** – support and representation for those in greatest need
- **Partnership** – local solutions through services working in their communities
- **Accountability** – accountability and transparency in delivering safeguarding

1.6.2 WECIL believes that:

- i. Every person has a right to live a life free from abuse, neglect and fear
- ii. Safeguarding Adults at Risk is everyone's business and responsibility
- iii. All reports or suspicions of abuse will be treated seriously
- iv. We have duties to protect users of WECIL services from all forms of abuse and to protect staff and volunteers from situations that may lead to the allegation of abuse
- v. WECIL believes that the empowerment of Adults at Risk should underpin all adult safeguarding work and helps to prevent abuse

- vi. The focus of adult safeguarding should always be to identify and endeavour to meet the desired outcomes of the adult at risk
- vii. Every member, volunteer and staff member should be able to access appropriate and accessible information about how to gain safety from abuse and violence
- viii. Accepts adult abuse is far from being a localised or isolated problem
- ix. Will aid workers in the recognition and reporting of abuse
- x. Will work together with other agencies including Adult Social Care and the Police in the prevention, identification, investigation and treatment of alleged, suspected or confirmed abuse
- xi. Will carry out Disclosure and Barring Service (DBS) checks as part of its recruitment process.

2. Responsibilities

2.1. Safeguarding Adults is everyone's responsibility. All staff, representatives and volunteers etc. must have an understanding of their role with regard to preventing, recognising and reporting abuse where an adult at risk is either the person on the receiving end of the abuse or the person undertaking the abuse.

2.2 General Responsibilities for All Staff

All staff at WECIL, regardless of their seniority or role, have a responsibility to safeguard the welfare of Adults at Risk. All staff should:

- Be aware of and understand this policy
- Receive appropriate safeguarding training which is regularly updated
- Receive and read safeguarding updates
- Ensure people they work with, or provide services to, are well informed about how to keep themselves safe and how to report any concerns
- Ensure that everyone that work with is aware that any disclosures of safeguarding concerns cannot be kept confidential.

- Be aware of indicators of abuse and neglect so that they are able to identify cases of Adults at Risk who may be in need of help or protection
- know what to do if a person tells them he/she is being abused or neglected and how to manage the requirement to maintain an appropriate level of confidentiality
- Promote so called 'British Values', challenge extremism, and identify people who may be vulnerable to radicalisation
- Be aware of the process for making referrals to local authorities and Channel
- Ensure that if, at any point, there is a risk of immediate serious harm to an adult at risk that they make a referral to the emergency services immediately
- Be able to record their safeguarding concerns clearly and appropriately
- Not assume a colleague or another professional will take action and share information that might be critical in keeping Adults at Risk safe
- Be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision and share information while maintaining an appropriate level of confidentiality
- Raise concerns about poor or unsafe practice and potential failures in the safeguarding regime using appropriate allegation and Whistleblowing procedures
- Maintain an attitude of 'it could happen here' where safeguarding is concerned
- Act in the best interests of Adults at Risk; and
- Always speak to the DSLA if they are unsure.

2.2.1 All staff have a key role in recognising any welfare concern they have about the adults they work with, including suspected abuse. Effective safeguarding means that all welfare concerns need to be taken seriously. If staff have any concerns about an adult's welfare, they should act on them immediately by recording and reporting to the DSLA. If the DSLA and other key managers cannot be contacted, the staff member should contact Adult

Social Care directly (see Section 12) or the Police if there is an immediate risk to someone's safety.

2.2.2 All employees and volunteers are accountable for adhering to this policy and have a responsibility to:

- a. Be aware of the indicators of abuse and to be alert to the possibility abuse may occur
- b. Understand the correct response to abuse and be able to take appropriate action to safeguard the person, preserve evidence where necessary and report any concerns, disclosures or allegations appropriately
- c. Co-operate with any enquiry
- d. Never prevent or persuade another person from expressing their concerns about abuse
- e. Respect the rights and wishes of adults with care and support needs whilst also considering their capacity to understand any particular risks that they may face

2.3 Leadership

2.3.1 The Designated Safeguarding Lead for Adults (DSL) is the Head of Community Services. The Designated Safeguarding Deputy (DSD) is the Head of Commercial and Social Enterprise. In the absence of the DSL and DSD, decisions will be made by the Chief Executive Officer or in his/her absence, the most senior member of staff on duty. There is also a Designated Trustee for Safeguarding (DST).

2.4 Designated Safeguarding Lead for Adult

2.4.1 Trustees are required to ensure that there is an appropriate, experienced member of staff designated to take lead responsibility for safeguarding, (the DSL). This person should have the status and authority to carry out the duties of the post, including access to needed resources and,

where appropriate, the ability to support and direct staff. Actions, but not overall responsibility can be delegated to the deputies.

2.4.2 The trustees of WECIL have designated two Safeguarding Leads – the Designated Safeguarding Lead for Children and Young People (DSL/CYP) and the Designated Safeguarding Lead for Adults (DSL/A).

2.4.3 The areas of responsibility for the DSL/A include:

- Referring cases where a crime may have been committed to the Police;
- Referring, and supporting staff to refer, cases of suspected abuse to the relevant local authority.
- Referring, and supporting staff to refer cases to the Channel programme where there is a radicalisation concern.
- Overseeing the management by relevant staff of Risk Assessments, including those undertaken for outings, First Aid, meeting medical needs, fire, lockdown and radicalisation.
- Liaising with staff on matters of safety and safeguarding, acting as a source of support, advice and expertise for all staff.
- Undergoing training to provide them with the knowledge and skills required to carry out the role, updated at least every two years.
- Ensuring their knowledge and skills are refreshed (via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments) at regular intervals as required, and at least annually.
- Understanding the assessment process for providing statutory intervention, including local criteria for action and referral arrangements.
- Being alert to the specific needs of Adults at Risk.
- Keeping detailed, accurate, secure written records of safeguarding concerns and referrals and if appropriate, share any information with other settings.

- Ensuring this Policy is known, understood and used appropriately, and that it is reviewed every two years (as a minimum).
- Ensuring the Safeguarding Adults policy is available publically (e.g. through the website) and is available in an accessible format for people who use services and other partners through the website etc.
- Linking with the local safeguarding partners.
- Being available for staff to discuss any safeguarding concerns (in person, phone, Skype or other such media) and arranging adequate and appropriate cover arrangements for any out of hours activities.
- Overseeing the budgetary allocations for safeguarding.
- Undertaking any safeguarding audits as necessary, including audits of the Single Central Record; and
- Ensuring that these duties can be carried out by the Deputy DSLs in their absence.

2.5 Chief Executive Officer

2.5.1 The CEO responsibilities include:

- Taking overall responsibility for the implementation of this Policy, and co-ordinating the Child Protection and Adult at Risk procedures, including implementation, regular review and updating, working with the Designated Leads as necessary
- Keeping up to date with developments in safeguarding children and young people and Adults at Risk, and attending training as required
- Ensuring that all staff, trustees and volunteers in WECIL receive regular training and briefings, and are kept up to date with safeguarding issues within WECIL, but also locally and nationally, and keeping records of this training
- Managing initial allegations and complaints about staff and liaising with the Local Authority Designated Officer (LADO), Local Authority Safeguarding Adults Boards, and other external agencies as and when

appropriate, including the Police and the Disclosure and Barring Service; as necessary

- Referring cases where a person is dismissed or left due to risk/harm to a child or adult at risk to the Disclosure and Barring Service as required
- Ensuring that all staff are aware of their legal duty to report safeguarding concerns to Children's or Adults' Social Care or the Police
- Reviewing safeguarding in WECIL on an annual basis and producing an annual report to Trustees highlighting any trends, serious cases and recommending changes to policies and practice
- Linking with the relevant Safeguarding Board to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Ensuring that all key stakeholders (people who use services, staff, volunteers, visitors, partner agencies) are aware of this Policy and relevant procedures, and that they are available on WECIL's website and in accessible formats as appropriate
- Managing the safer recruitment of staff, including risk assessments of any staff or volunteers who are not DBS checked.

2.6 Trustees

2.6.1 The WECIL Board of Trustees has overall responsibility for ensuring that there are sufficient measures in place to safeguard Adults at Risk within WECIL and having regard to their statutory duties. Trustees should:

- Appoint a Lead Trustee for Safeguarding (DST) each year after the Annual General Meeting
- Take reasonable steps to protect those connected with WECIL from harm.
- Ensure that there are a range of measures in place at WECIL to protect Adults at Risk from abuse and maltreatment of any kind
- Be alert to the possibility that people may use WECIL to deliberately gain access to Adults at Risk to abuse them
- Be aware that they may be held responsible for any possible breaches of trust or duties

- Ensure that all incidents or allegations of abuse and reports of safeguarding risks or procedural failures are handled appropriately
- Ensure there are effective and up to date systems in place to safeguard and promote Adults at Risk's welfare
- Make sure that people working in the charity know how to deal with safeguarding issues
- Set an organisational culture that prioritises safeguarding, so that it's safe for those affected to report incidents and concerns with the assurance that these will be handled properly
- Ensure that reports of incidents, allegations and risks, are recorded and stored securely
- Identify and manage risk (through the Risk Register)
- Ensure that reports are made where necessary to the police, Local Authorities and other agencies, and where the criteria are met, that a serious incident report is sent to the Charity Commission
- Make changes to reduce the risk of any further incidents
- Agree the safeguarding policy, make sure it is updated, in line with statutory national guidance and local practice and that it is available on the website (knowing that WECIL works with Adults at Risk and the risk of harm is higher)
- Prevent the charity from being abused for extremist purposes, including ensuring there are appropriate risk assessments in place
- Discuss, appraise and agree the annual safeguarding report for Trustees; and
- Be DBS certificated every 3 years.

2.7 Chair of Trustees

2.7.1 The Chair of Trustees has the responsibility of contacting the Local Authority Designated Officer (LADO) or Local Authority Safeguarding Adults Boards directly if there is an allegation of abuse made against the DSLCYP or DSLA.

2.8 Designated Lead Trustee (DST) for Safeguarding

2.8.1 The DST has the responsibility on behalf of the Trustees for

- Ensuring that WECIL has up to date policies and procedures and a staff code of conduct in place for protecting adults and children at risk that are reviewed annually
- Ensuring that WECIL has safer recruitment policies and that these are implemented in all recruitment activity
- Ensuring WECIL has Designated Safeguarding Leads in place, and that they have had the required training that is appropriate for their role
- Identifying possible risks to people who use services or anyone else connected with WECIL, taking into account local and national intelligence
- Continually reviewing the safeguarding culture in WECIL
- Ensuring that everyone involved in WECIL (staff and volunteers) knows how to recognise and report a safeguarding concern and has safeguarding training relevant to their role at least annually
- Continually reviewing and evaluating any safeguarding training to ensure it is current and relevant
- Ensuring that there is a process in place to ensure that all posts that need to be DBS checked are dealt with appropriately and that a risk assessment process is in place for staff who do not require a DBS check
- Ensuring that, as a Board, all trustees are aware of WECIL policies and procedures and receive at least annual briefings on safeguarding
- Receiving an annual safeguarding report
- Being aware of Serious Case reviews or other major incidents and ensuring that reviews are taken place to address any issues raised by Safeguarding Boards
- Checking the Single Central Record
- Ensuring that relevant incidents are reported to the Charity Commission

3. Complaints

3.1 If staff believe that WECIL has failed to implement its Safeguarding Adults Policy properly or believe they have been the subject of any form of discrimination, they should notify WECIL using the grievance procedure. Staff are reminded that any member raising a grievance in good faith, with reasonable grounds, has a right to be protected against victimisation for making such a grievance, even if the grievance is not upheld.

3.2 Users of WECIL services or members of the public should use our Complaints Policy and Procedure to raise concerns. We take all complaints seriously and we undertake to investigate complaints promptly and respond in accordance with the appropriate procedure.

4. Confidentiality

4.1 Caldicott guidelines (2013) in Care Act guidance (p.271) state that information will only be shared on a 'need to know' basis when it is in the interests of the person

4.2 Confidentiality must not be confused with secrecy.

4.3 Informed consent should be obtained but if this is not possible and other adults are at risk of abuse it may be necessary to override the requirement

4.4 It is inappropriate for agencies to give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in situations when other adults might be at risk
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/251750/9731-2901141-TSO-Caldicott-Government_Response_ACCESSIBLE.PDF

4.5 Whenever staff start to work with a new service user, they should refer to the Safeguarding Adults Policy and Procedures, and make it clear that if they raise any safeguarding concerns or if anyone believes they are at risk of harm, this information cannot be kept confidential and will have to be passed on.

4.6 Considerations of confidentiality which might apply to other situations should not be allowed to override the right of Adults at Risk to be protected from harm. The law does not allow anyone to keep concerns relating to abuse to themselves. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.

4.7 All information that has been collected on any Adult at Risk or young person will be kept locked and secure, and access will be limited to the appropriate staff, management and relevant agencies.

4.8 In the event of an investigation, it is essential that no information on Adult at Risk concerns are disclosed inappropriately. Any such leaks could have serious consequences for the person concerned and any investigation.

4.9 If uncertain about what information may be shared, take advice or refer to HM Government's Information Sharing, Advice for practitioners.

4.10 It is very important that only those who need to know particular safeguarding information, actually know, to avoid rumour and gossip that could affect the child/young person, parent/carer and the group.

5 Mental Capacity

5.1 People must be assumed to have capacity to make their own decisions and be given all practicable help before anyone treats them as not being able to make their own decisions. Where an adult is found to lack capacity to make a decision then any action taken, or any decision made for, or on their behalf, must be made in their best interests.

5.2 All professionals and other staff are required to work in accordance with the Mental Capacity Act 2005 ('MCA') and have regard to the relevant Code of Practice. The provisions of the Act are binding upon anyone seeking to make decisions for a person who may lack capacity.

5.3 When safeguarding concerns arise the mental capacity of the individuals involved – victims as well as those alleged to be responsible - is

central to the assessment and decision-making processes. It is essential that in any level of safeguarding enquiry the mental capacity of those involved is clarified at the outset.

5.4 However it is important to ensure that safeguarding decision-making and mental capacity best interests decision-making do not become confused. In essence this is because safeguarding procedures do not convey any authority to act on behalf of a person who may lack mental capacity. Where there are disputes about a person's mental capacity or the best interests of an adult deemed to be at risk and these cannot be resolved locally, legal advice should be sought about whether an application to the Court of Protection is required.

6. Making Safeguarding Personal

6.1 The Care Act 2014 requires organisations to make safeguarding personal. This means that practice should be person-led and outcome focused.

6.2 We need to look at what we know about people's wishes for independence, choice and control, and apply this to our safeguarding work. We should not be making decisions for people.

6.3 Disability equality principles should also underpin the way we do safeguarding e.g. 'Nothing about us without us'.

7. Whistle Blowing and Escalating Concerns

7.1 Whistle blowing is reporting a serious concern about another member of staff or volunteer or about the systems of the organisation. Reporting may be to a more senior member of staff or to an appropriate external organisation if necessary. The Public Interest Disclosure Act 1998 protects employees against detrimental treatment or dismissal as a result of any disclosure of normally confidential information in the interests of the public.

7.2 A serious concern may be:

- a criminal offence
- abuse or neglect of children
- bullying or victimisation of staff, volunteers or children
- financial malpractice
- a health and safety risk
- a failure to deliver appropriate standards of care

There may be other serious concerns, which do not fit into these categories.

7.3 All staff or volunteers are required to report serious concerns to the CEO as well as any concerns or allegations about WECIL practices or the behaviour of colleagues (including volunteers and trustees) which are likely to put children or young people or Adults at Risk of abuse or other serious harm. In the event of their unavailability, concerns should be reported to the Designated Safeguarding Lead Adults .

7.4 If it is felt necessary to consult outside the organisation, staff should speak in the first instance to the LADO (Local Authority Designated Officer) following the Whistle Blowing Policy.

7.5 Whistleblowing Procedure

- Any staff member or volunteer can report a serious concern.
- Concerns can be reported verbally or in writing.
- If the concern involves the management of the organisation and there is no one internally to report to safely, then a report should be made to an appropriate external organisation.
- Staff who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Public Concern at Work (PCAW). Their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.
- All reported concerns will be investigated.
- Verbal concerns will be recorded in writing.

- The person to whom the concern has been reported to will assess what action needs to be taken. This could be an internal enquiry or more formal enquiry, for example involving the Police.
- In some cases, the concern may be better addressed under another policy or procedure, such as Grievance and Disciplinary policy or Health and Safety.
- The person reporting the concern will be advised of the outcome as soon as possible, normally within 2 weeks of the date of their disclosure. Where a longer period is needed for investigation, the person will be informed in writing.
- Where a person is not satisfied with the outcome, they should put their concerns in writing to the person in charge of the organisation.
- If the staff member has needed to report their concerns externally in the first instance, then they should be guided by the external organisation in term of what will happen next.

8. Escalation and Professional Challenge

8.1 Occasionally situations arise when professionals feel that a safeguarding decision made by someone else is not safe. Disagreements could arise in a number of areas, but are most likely to arise around:

- Levels of need
- Roles and responsibilities
- The need for action; and
- Communication.

8.2 Staff at WECIL should feel able to challenge decision-making in regard to safeguarding and to see this as their right and responsibility in order to promote best practice. An escalation and professional challenge policy aims to provide workers with the means to raise concerns they have about decisions made by other professionals or agencies by:

- Avoiding professional disputes that put users of WECIL services at risk or obscure the focus on the Adult at Risk
- Resolving the difficulties within and between agencies quickly and openly; and

- Identifying problem areas in working together where there is a lack of clarity and to promote the resolution via amendment to protocols and procedures.

8.3 Effective working depends on an open approach and honest relationships between professionals. Problem resolution is an integral part of professional co-operation and joint working to safeguard Adults at Risk. The safety of individual adults is the paramount consideration in any professional disagreement, and any unresolved issues should be addressed with due consideration to the risks that might exist for them. Resolution should therefore be sought within the shortest timescale possible to ensure the person is protected. Disagreements should be resolved at the lowest possible stage, however if a person is thought to be at risk of immediate harm discretion should be used as to which stage is initiated.

8.4 If the disagreement is between a staff member or volunteer and their manager then the staff member should consider our Grievance Procedure.

9. Monitoring and Review

9.1 WECIL recognises our responsibility for monitoring safeguarding, and requires the CEO, informed by the DSLA, to present an annual report on safeguarding to be submitted to Trustees. We will carry out safeguarding audits as deemed necessary. Safeguarding will also be a standing agenda item for the Trustees and for all staff supervision sessions.

9.2 WECIL will regularly review the Safeguarding Adults Policy, practice and procedures in light of experience and changes to legislation and regulations. This policy and procedure will be reviewed at least every two years.

10. Key WECIL Contacts

Designated Safeguarding Lead Adults (DSLA):

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Designated Safeguarding Lead Children and Young People (DSL/CYP)

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Designated Safeguarding Trustee

Ruth Pickersgill

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Chief Executive Officer (CEO)

Dominic Ellison -

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