

# Amcotts Parish Council Safeguarding

## Adults Policy and Procedures

<b>Name of Organisation</b>	<b>Amcotts Parish Council</b>
<b>Correspondence Address</b>	<b>29 Eastoft Road, Crowle, North Lincolnshire DN17 4LR</b>
<b>Registered Charity No.</b>	
<b>Date Policy Agreed</b>	<b>05.09.23</b>
<b>Date of Next Review</b>	<b>04.09.24</b>
<b>Signature of Chair</b>	<i>Kevin J Bird</i>
<b>Name of Designated Person responsible for Adult Safeguarding, phone and email</b>	KEVIN BIRD 01724 <del>777</del> 601017 birdhouse60@hotmail.co.uk
<b>Name of Deputy Designated Person responsible for Adult Safeguarding, phone and email</b>	AMY-LOUISE OGMAN amyogman@gmail.com
<b>Contact number of Clerk</b>	<b>07561618128</b>

### 1. Statement

Amcotts Parish Council considers that it is the duty of staff and volunteers to protect adults at risk with whom they come into contact from abuse and/or neglect.

### 2. Introduction

Amcotts Parish Council is involved in providing services for a wide range of people. Some of these people are likely to be adults at risk. This policy is based on The Care Act 2014, the national Care and Support Statutory Guidance.

Amcotts Parish Council has an obligation to strive to protect adults who it believes to be abused or at risk of abuse and/or neglect. The policy and procedures have been developed to assist staff and volunteers in acting on reported or suspected abuse. Depending upon the nature of particular services or requirements of particular commissioners or partner agencies, the policy and procedure may be supplemented by local procedures.

### 3. Definitions

The safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- 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

Abuse and neglect

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

### 4. Categories of abuse and neglect –

There are different types and patterns of abuse and neglect, and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern:

**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.

**Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Domestic Abuse and coercive control** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

**Discriminatory Abuse** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

**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.

**Physical Abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

**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 and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

**Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection to wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Not included in the Care Act 2014 but also relevant:**

**Cyber Bullying** – cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

**Forced Marriage** – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both party's consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

**Mate Crime** – a 'mate crime' as defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been

a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

**Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

## 5. The Six Safeguarding Principles

The following six principles underpin all adult safeguarding work

**Empowerment** – People are 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 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 preventing, detecting and reporting neglect and abuse

**Accountability** – Accountability and transparency in delivering safeguarding

## 6. Making Safeguarding Personal

The adult at risk and/or their representative should be involved as soon as possible and to the extent to which they'd like. MSP should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation, in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

MSP is about seeing people as experts in their own lives and working alongside them.

## 7. Responsibilities of staff and volunteers

Amcotts Parish Council will appoint a designated person to act and liaise on safeguarding matters and also a deputy designated person. If an adult at risk is volunteering for the organisation, careful consideration needs to be given to how best to support the individual to reduce or remove safeguarding risks. These measures should be proportionate rather than restrictive and encourage the development of resilience and improved outcomes for vulnerable people.

Paid staff and volunteers have a responsibility to be aware of and alert to signs of abuse or neglect, or suspected abuse or neglect. They should always act upon it by talking to the designated person to see if there is a need to raise a safeguarding concern.

However, they are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

## **8. Signs and indicators of abuse and neglect**

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending when they usually attend and it is unusual for them to not do so.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.

## **9. Disclosure of abuse**

If an adult at risk discloses to you that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should continue as in Section 11. All action must proceed urgently and without delay.

## **10. Suspicion of abuse**

There may be circumstances when a volunteer or member of staff suspects that an adult at risk is being abused or neglected.

It is vital that anyone who suspects an adult at risk is being neglected or abused discusses the situation immediately with the designated person or deputy designated person.

## **11. Action on disclosure of abuse/Making a referral and maintenance of records**

There should always be the opportunity to discuss concerns with and seek advice from colleagues and other agencies, but;

- Never delay emergency action to protect an adult at risk
- Where possible always involve the adult at risk and/or their representative
- Always record any concerns and / or action taken in the language used by the vulnerable person
- The North Lincolnshire Safeguarding Adults Team should be notified and a safeguarding concern submitted within 24 hours of the occurrence taking place
- You should always discuss the concern with your Designated Person or Deputy Designated Person.

- Any member of Amcotts Parish Council may report a concern to the NorthLincolnshire Safeguarding Adults Team irrespective of the opinion of others.

It is important for staff and volunteers to make written records of any incidents or concerns as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult using the same language especially names of body parts or sexual acts.

Amcotts Parish Council has clear guidelines for the retention, storage and destruction of records where these relate to welfare concerns or concerns about possible risks posed by employees (whether paid or voluntary). Records are kept in line with our data protection policy. For concerns regarding staff or volunteers they should be kept on their personal file until retirement age 67 years old or for 10 years whichever period is longer. Paper records will be stored in a locked cabinet accessible only by the Designated Person and Deputy; electronic files will be password protected and accessible only by the two aforementioned persons.

All paper records will be destroyed appropriately:

- Paper Records: will be shredded or pulped
- Electronic or machine readable records; contents of digital files and the desktop trash emptied.

## 12. Preventing Abuse by Staff and Volunteers

It is important that any staff or volunteers who are likely to be regularly working alone with adults at risk are thoroughly vetted before being employed. At Amcotts Parish Council this means as well as references being checked there will be a requirement for offences to be declared and a Disclosure and Barring Services (DBS) check undertaken.

It may be very hard for an individual to report a concern but, as with all other difficulties people will come across, the safety and protection of an adult at risk must be the priority in any decision that is made.

## 13. Whistle Blowing Procedures

Amcotts Parish Council follows North Lincs Council policies and procedures; North Lincs Council are the registered body for whistle blowing. Anyone raising concerns they believe to be true will be treated fairly and confidentially. Any adult or young person with concerns about an adult in a position of trust with Amcotts Parish Council can "whistle blow" by contacting the North Lincs Council numbers below:

### CONTACT INFORMATION

Name of Designated Person responsible for Adult Safeguarding, phone and email	KEVIN BIRD 01724 601017 budhouse60@hotmail.co.uk
Name of Deputy Designated Person responsible for Adult Safeguarding, phone and email	AMYLOUISE OGMAN amyogman@gmail.com

<b>North Lincolnshire Council</b>	<b>The Safeguarding Adults Team</b> Email: <a href="mailto:adultprotectionteam@northlincs.gov.uk">adultprotectionteam@northlincs.gov.uk</a> Telephone: 01724 297000
<b>Police</b>	<b>Emergency 999</b> <b>Non-Emergency 101</b>