A Bit of a Break

SAFEGUARDING ADULTS POLICY AND PROCEDURES

Safeguarding Adults Policy Statement

ABOAB facilitates short breaks for people who are receiving palliative care.

This policy seeks to ensure that ABOAB undertakes its responsibilities regarding the protection of adults at risk and will respond to concerns appropriately. This policy will enable ABOAB to demonstrate its commitment to keeping safe the adults for whom a service is provided. ABOAB acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

The policy statement and procedures have been drawn up for ABOAB to enable it to:

a) Implement processes which enable it to meet the requirements of the relevant local authority's Safeguarding Adults Policy and Procedures.

b) Ensure that any allegations, disclosures of abuse or suspicions are dealt with appropriately.

A Bit of a Break (ABOAB):

- Will ensure that all trustees, staff and volunteers are familiar with this policy.
- Will work with other agencies within the framework of the relevant local authority's Safeguarding Adults Policy and Procedures.
- Will act within the relevant local authority's confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- Will inform service users that where a person is in danger, a child is at risk, or a serious crime has been committed then a decision may be taken to pass information to another agency without the service user's consent.
- Will make a referral to the relevant local authority's adult safeguarding team as appropriate.
- Will ensure that the designated trustee understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Adult social care)

Definitions:

"Adult at Risk" (more familiar term, previously used, "Vulnerable adult")

The Care Act 2014, specifically section 42, defines an adult at risk as someone who is 18 or over, has needs for care and support, is experiencing or at risk of abuse or neglect, and is unable to protect themselves as a result of those needs.

"Adult safeguarding"

"Adult safeguarding" is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.' – Care Act 2014

Safeguarding duties apply to an adult who:

- Has needs for care and support (whether the local authority is meeting any of those needs) and;
- Is experiencing, or is at risk of, abuse or neglect; and;

- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

"Abuse"

The Care Act 2014 lists ten specific categories of abuse and neglect. These are: neglect, self-neglect, physical abuse, sexual abuse, psychological or emotional abuse, financial and material abuse, organisational abuse, discriminatory abuse, modern slavery and domestic abuse.

Responsibilities

All trustees, staff and volunteers have the responsibility to follow guidance laid out in this policy and related policies and to pass on any welfare concerns.

Additional Specific Responsibilities

ABOAB has a designated trustee who is responsible for dealing with any Safeguarding concerns. In their absence, direct advice will be sought from the appropriate Local Authority Designated Officer (LADO)

The role and responsibility of the designated trustee is:

- To ensure that the policy is in place, it is appropriate and implemented
- To ensure that all trustees, staff and volunteers are aware of what they should do and who they should go to if they have concerns that someone may be experiencing, or has experienced, abuse or neglect
- To ensure that concerns are acted on, clearly recorded and referred to Adult Social Care and/or police
- To reinforce the utmost need for confidentiality and to ensure that trustees, staff and volunteers are adhering to good practice with regard to confidentiality and security.
- To cooperate with safeguarding investigations carried out under the relevant local authority's Safeguarding Adults Policies and Procedures.

Safe Recruitment

ABOAB is committed to safer recruitment policies and practices for volunteers and trustees. ABOAB ensures safe recruitment through the following processes:

- All volunteers are recruited in line with ABOAB's Volunteer policy
- Role description for all roles involving contact with service users will contain references to safeguarding responsibilities
- Enhanced Disclosure and Barring Service (DBS) disclosures for trustees, staff and volunteers, who have contact with service users. Carry over DBS checks from another employer will not be deemed sufficient.

Disclosing and Barring service

ABOAB commits resources to providing DBS checks on all trustees, staff and volunteers who are in contact with service users. ABOAB maintains and reviews a list of those involved in direct contact with service users. A three-year rolling programme of rechecking for all holders of all identified posts who work with service users will be maintained.

Reporting – Responding to people who have experienced or are experiencing abuse

ABOAB recognises that it has a duty to act on reports of, or suspicions of, abuse or neglect and to pass them on appropriately to the Safeguarding Adults team at the relevant local authority, following the process outlined in the safeguarding Adults Reporting Procedures for the relevant Local authority. The safety of the individual(s) concerned is paramount and if thought of being at immediate risk of significant harm the police should be notified.

ABOAB recognises its duty to report concerns or allegations against trustees, staff and volunteers within ABOAB or by a professional from another organisation.

Where a trustee, member of staff or a volunteer is thought to have committed a criminal offence the police will be immediately informed. If a crime has been witnessed the police should be contacted immediately.

Recording and Managing Confidential Information

ABOAB is committed to maintaining data protection and confidentiality and information around Safeguarding Adults should be shared only with those who need to know.

If an adult has capacity and no other person or child is at risk and that person does not wish to take the matter further ABOAB will try to respect their decision. However, there will be occasions when confidentiality cannot be guaranteed, for example, if there is a risk of significant harm to themselves and/or others.

All allegations / disclosures / concerns will be recorded.

Monitoring Reviewing Policies and Procedures

ABOAB will monitor Safe recruitment practices, DBS checks and references of all new trustees and volunteers.

ABOAB will ensure that the Safeguarding Adults policy and procedures are reviewed annually by the Board of Trustees and when there are changes in legislation. The designated trustee for Safeguarding adults will be involved in this process and can recommend changes. It may be appropriate to involve another appropriate professional in the review.

The designated trustee for Safeguarding adults will also ensure that any changes are clearly communicated to the trustees and volunteers.

Key Legislation and Legal Framework:

The Care Act 2014
Safeguarding Vulnerable Groups Act 2006
GDPR & Data Protection Act 2018

Policy adopted: September 2019
Last review: February 2026
Next review: February 2027