

# Haxey Parish Council

## Safeguarding Adults Policy and Procedure

Name of Organisation: Haxey Parish Council  
Address: Foreman Carter Centre Westwoodside North Lincolnshire  
Date Policy Agreed: April 26<sup>th</sup>, 2022  
Signed: D Hotson - Deb Hotson Clerk to Haxey Parish Council

### 1. Statement

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

### 2. Introduction

Haxey Parish Council is involved through its involvement as Sole Trustee of Westwoodside Playing Fields Association 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.

The organisation and charity has obligations 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

<b>Physical abuse</b>	Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
<b>Domestic abuse</b>	Including psychological, physical, sexual, financial, emotional abuse, so called 'honour' based violence
<b>Sexual abuse</b>	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, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
<b>Psychological abuse</b>	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks
<b>Financial or material abuse</b>	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits
<b>Modern Slavery</b>	Encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal or coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
<b>Discriminatory abuse</b>	Including, harassment, slurs or similar treatment: because of race; gender and gender identity; age; disability; sexual orientation; religion
<b>Organisational abuse</b>	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 ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation
<b>Neglect and acts of omission</b>	Including, ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

## 5. The Six Safeguarding Principles

The following six principles underpin all adult safeguarding work :

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

## 6. Making Safeguarding Personal (MSP)

The adult at risk and/or their representative should be as involved as possible and to the extent to which they would 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

In any organisation, there should be adult safeguarding policy and procedures. These should reflect the statutory guidance and are for use locally to support the reduction or removal of safeguarding risks, as well as to secure any support to protect the adult and, where necessary, to help the adult recover and develop resilience. Such policies and procedures should assist those working with adults how to develop swift and personalised safeguarding responses and involving the adult at risk. This, in turn should encourage proportionate responses and improve outcomes for the people concerned.

Paid staff and volunteers have a responsibility to be aware and alert to signs of abuse or neglect, or suspected abuse or neglect. 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. 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 10. All action must proceed urgently and without delay.

## 9. 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 his or her line manager or another member of the management team.

## **10. Action on disclosure of abuse / Making a referral**

There should always be the opportunity to discuss concerns with and seek advice from colleagues, managers 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
- The Adult Protection 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 line manager / supervisor
- Any staff member may report a concern to the Adult Protection Team irrespective of the opinion of other staff

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.

## **11. Preventing Abuse by Staff and Volunteers**

It is important that any staff or volunteers who are likely to be working alone with vulnerable people are thoroughly vetted before being employed. At Haxey 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 a worker to report a concern about a colleague to a line manager 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.

## **12. Contact Information**

Contact Details for your Organisation – Haxey Parish Council (details below)

Protection Person for your Organisation

– Deb Hotson, Tele: 0784 220 1877

Deputy Designated Protection Person for your Organisation

– David Knowles, Tele: 07907 852 090

North Lincolnshire Adult Protection Team - 01724 297000

Police Non Emergency - 101

Police Emergency - 999