



Adult Safeguarding & Prevent Policy & Procedure

Version:	V1	Date Approved by Trustees:	May 2022
Date Issued:	May 2022	Date of Next Review:	May Annually

1 Policy Statements

- 1.1 This policy has been developed in accordance with the following legislation: Adult Safeguarding Vulnerable Groups Act 2006 (SOVA) and the Protection of Vulnerable Adults Act 2012 (POVA) and informed and updated by all appropriate Acts including Equality Act, Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges 2018 Children Act 2004 Care Act 2014 Section 175 Education Act 2002) 'No Secrets' (Dept. of Health 2000), Working Together to Safeguard Children Guidance 2015 (DCSF), Making Safeguarding Personal for Adults Guidance 2014/15, The Female Genital Mutilation (FGM) Act 2003 as amended by the Serious Crime Act 2015 and the requirements of the Prevent Duty within the Counter Terrorism and Security Act 2015.
- 1.2 The organisation takes seriously its responsibility under the Education Act 2002 and 2011 to safeguard and promote the welfare of clients. In line with the Information Sharing Guidance 2008, they will work together with other agencies to ensure there are adequate arrangements within RETAS to identify, support and refer individuals who are at risk and/or have been subject to harm and/or abuse
- 1.3 Safeguarding is about preventing and responding to concerns of abuse, harm or neglect of individuals. We recognise that all staff and volunteers have a full and active part to play in protecting our clients from harm and that their welfare is our paramount concern. We aim to promote and provide a, caring, positive environment enabling clients to feel safe
- 1.4 This policy covers all clients, including the children, family members and friends of service users which service users may disclose concerns relating to.

2.0 Definitions



- 2.1 For the purpose of this policy the term **staff members** is defined as any employee of RETAS working in a service capacity that would bring him or her into contact with a service user.
- 2.2 For the purpose of this policy the term **volunteer** is defined as any person not employed with RETAS who has been approved in line with our Volunteer Policy to undertake unpaid work in any service which would bring them into contact with service users, or has been permitted to do such work pending approval.

2.3 Who is an adult at risk?

For the purpose of this policy, an adult at risk is an adult who:

- is aged 18 years or more, and
- has a learning, physical disability and or impairment
- has needs for care and support (whether or not these are currently being met), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- Lacks mental capacity to make particular decisions and is in need of care and support
- Misuses substances and alcohol
- is an older person who is frail due to ill health, physical disability or cognitive impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness or health condition

2.4 What is abuse?

Abuse can take many forms and the circumstances of the individual should always be considered. It may consist of a single act or repeated acts. The following are examples of issues that would be considered as a safeguarding concern.

Types of abuse are listed as follows:

- **Physical abuse**, such as being hit, kicked, being locked in a room or inappropriate restraint
- **Sexual abuse**, such as being made to take part in a sexual activity when the adult has not, or is not able to give their consent.



- **Psychological abuse**, such as being shouted at, ridiculed or bullied, as well as being made to feel frightened.
- **Financial or material abuse**, such as stealing someone's money or belongings, or misusing them for someone else's benefit
- **Neglect** involves the failure to provide care or support which results in someone being harmed.
- **Discriminatory abuse**, involves treatment or harassment based on age, gender, sexuality, disability, race or religious belief.
- **Modern Slavery** includes human trafficking, forced labour, and domestic servitude.
- If any of these forms of abuse are caused by an organisation, it is sometimes called **organisational abuse**.
- When abuse occurs between partners or by a family member, it is often called **domestic violence and abuse**.
- **Self-neglect** - covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

3.0 Objectives

- 3.1 Provide information and support in accessible ways to help clients understand the different types of abuse, how to stay safe and what to do to raise a concern about somebody's safety or well-being.
- 3.2 To provide an environment in which all clients feel safe, secure, valued, respected and feel confident, resulting in them knowing how to access help if they are in difficulties.
- 3.3 To raise the awareness of all staff and volunteer regarding Safeguarding through regular updates and training, specifically their responsibilities in identifying and reporting possible cases of harm, abuse, radicalisation and extremism.
- 3.4 Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse including FGM, neglect, general intolerance, radicalisation and extremism.
- 3.5 To provide a systematic means of monitoring clients known or thought to be at risk of harm, and contribute to assessments of need and support plans for these service users as appropriate.
- 3.6 To provide and support effective and appropriate communication between all members of staff & volunteers in relation to safeguarding
- 3.7 To develop a structured procedure which will be followed by all members of staff & volunteers in cases of suspected harm, abuse, radicalisation and extremism.



- 3.8 To develop effective working relationships with organisation and other agencies involved in safeguarding children, young people, and adults.
- 3.9 To ensure that all staff have undergone suitability checks for their role(s).
- 3.10 To be informed, understand and communicate the changes and trends in Safeguarding issues and practices, such as the prominence of the use of technology.

4.0 Procedures

- 4.1 Our procedures for safeguarding will be in line with the Local Safeguarding Partnerships arrangements. We will ensure that:
 - 4.1.1 The organisation understands and fulfils its safeguarding responsibilities and will appoint a named trustee lead with Safeguarding responsibilities.
 - 4.1.2 A senior member of the leadership team will be the Designated Lead for Safeguarding.
 - 4.1.3 Individuals from the management team will substitute for the Designated Lead for Safeguarding when required and will have received training and have been suitably briefed in this role.
 - 4.1.4 All new members of staff & volunteers will complete essential Safeguarding training which includes Prevent as part of their induction programme. Refresher training will be completed by all staff & volunteers every three years.
 - 4.1.5 All members of staff & volunteers know how to respond to a client who discloses a safeguarding concern and the procedure to be followed in appropriately sharing this information.
 - 4.1.6 All clients are made aware of the organisations responsibilities in regard to Safeguarding procedures through publication of this policy and inclusion in learner's inductions and one to one advice sessions.
 - 4.1.7 Pre-employment checks to determine staff & volunteer suitability will be undertaken for all staff & volunteers recruited and appointment will not be confirmed unless satisfactory checks have been completed. These checks will include references and eligibility checks including relevant DBS checks in line with our recruitment policy.
 - 4.1.8 Our procedures will be reviewed and updated annually, or sooner in response to new guidance.



5.0 Responsibilities

- 5.1 We have a Designated Lead for Safeguarding who is responsible for:
 - 5.1.1 Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending all required essential training provided by the appropriate body.
 - 5.1.2 Acting as a focal point for staff & volunteer concerns and liaising with other agencies and professionals.
 - 5.1.3 Ensuring that detailed and accurate written records of concern are kept and all such records are confidential and secure.
 - 5.1.4 Making referrals and or signposting if there are concerns about the welfare of a clients the Local Adult or Children's Safeguarding Partnership (whichever is relevant to the case) using the stipulated referral procedure as soon as possible within the working day. Any person identified as being at risk of radicalisation is referred to the Channel programme through the Local Authority Prevent Co-ordinator.
 - 5.1.5 Seek guidance, support and notify any relevant parties, such as Adult Learning Safeguarding Lead.

6.0 Supporting clients

- 6.1 We will support clients by:
 - 6.1.1 Encouraging the development of self-esteem and resilience through our services.
 - 6.1.2 Promoting a caring safe and positive environment.
 - 6.1.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of service users.
 - 6.1.4 Notifying Social Care or Prevent Co-ordinators as soon as there is a significant concern.

7.0 Confidentially

- 7.1 We recognise that all matters relating to safeguarding are confidential.
- 7.2 We will disclose personal information regarding a concern, to other members of staff & volunteers on a need to know basis only. However, all staff & volunteers must be aware that they have a professional responsibility to share information with other agencies in order to safeguard service users effectively.



- 7.3 All staff & volunteers must be aware that they cannot promise a client to keep secrets which might compromise their safety or well-being or that of another.
- 7.4 We will always undertake to share our intention to refer a client to Social Services with them and/or their parents/carers unless to do so could put the client at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with relevant agencies such as Social Services/Police

8 Supporting Staff & Volunteers

- 8.1 We recognise that staff & volunteers who have become involved with a service user who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support such staff & volunteers by providing an opportunity to talk through their anxieties with the Designated Lead for Safeguarding and to seek further support. This could be provided by, for example, GP, counselling service, Occupational Health as appropriate.
- 8.2 We understand that staff & volunteers should have access to advice on the boundaries of appropriate behaviour. For example, the document "Guidance on Safer Working Practice for Adults who work with Children and Young People in Education (revised July 2015) gives advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse which is relevant to working with children and/or adults.
- 8.3 We recognise that designated staff &volunteers should have access to support (as in 8.2 above) and appropriate workshops courses or meetings as organised by RETAS.

9.0 Allegations Against Staff

- 9.1 All staff & volunteers should take care not to place themselves in a vulnerable position in respect of their behaviour or communication with a client. It is always strongly recommended that 1-2-1 activity with individual clients, be conducted in open view of others. (see also 6.3 above)
- 9.2 If a client makes an allegation against a member of staff or volunteer, the member of staff or volunteer receiving the allegation will immediately inform the Designated Safeguarding Lead or the most senior member of staff if the Designated Safeguarding Lead is not present.
- 9.3 The Designated Safeguarding Lead on all such occasions will discuss the content of the allegation with the Chief Executive.
- 9.4 We recognise that the designated staff or volunteer should have access to support (as in 8.2 above) and appropriate training.



- 9.5 If the allegation made to a member of staff or volunteer concerns the Designated Safeguarding Lead, the person receiving the allegation will immediately inform the Chair of Trustees who will consult as in 9.3 above, without notifying the Designated Safeguarding Lead first.
- 9.6 We will follow the appropriate national and local procedures and guidance for managing allegations against staff & volunteers.
- 9.7 Suspension of the member of staff or volunteer against whom an allegation has been made needs careful consideration and we will consult (as in 9.3 above) in making this decision.

10.0 Whistleblowing

- 10.1 We recognise that clients cannot be expected to raise concerns in an environment where staff & volunteers fail to do so.
- 10.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they can speak to the Chair of Trustees or the Designated Lead for Safeguarding in the strictest of confidence.

11.0 Supporting policies

Child Protection Policy
Children (Under 18) Policy
Code of Conduct
Confidentiality Policy
Data Protection Policy
Disciplinary Process
Equality & Diversity Policy
Financial Risk Management Policy
Grievance Procedure
Health & Safety Policy
Induction Policy & Program
Volunteer Policy
Recruitment & Selection Policy
Supervision Policy
Whistleblowing Policy

In the event of a Safeguarding concern:



Designated Safeguarding Lead is: (Name, position, contact no)	Sophia Naz Ulhaq, Learning Manager
RETAS Chief Executive is: (Name, position, contact no)	Roger Nyantou
RETAS Trustee Safeguarding Lead is: (Name, position, contact no)	Mike Baynham

12 Additional Support

Title	Description	Contact
West Yorkshire Police	Investigate criminal offences and protect public safety	If a person is in imminent danger ring 999 To report a crime ring 101
Leeds Adult Social Care: Contact Centre	Safeguarding adults concerns should be reported to Adult Social Care, who will work with the adult and partner agencies to support them to be safe.	Tel: 0113 222 4401
Children and Young People's Social Care	Receives safeguarding referrals in relation to children and young people (under 18 years of age)	Tel: 0113 222 4403
Leeds Adult Social Care: Emergency Duty Team	Receives safeguarding concerns for adults at risk, children and young people 'out of hours'	Tel: 07712 106 378 (Bank Holidays and all other times)



Title	Description	Contact
Leeds Safeguarding Adults Board, Strategy Unit	A strategic unit providing support for the Leeds Safeguarding Adults Board. The unit is non-operational and cannot take safeguarding referrals, these must be reported to Adult Social Care as listed above	Tel: 0113 37 89 455 LSAB@leeds.gov.uk
Advonet	Established to provide a support network of advocacy providers within Leeds. Their website provides details of advocacy services within Leeds, listed by the client group they serve and geographical area.	Tel: 0113 244 0606 www.advonet.org.uk
Anti-Social Behaviour Contact Centre	Access point for support in relation to anti-social behaviour.	Tel: 0113 222 4402 www.leeds.gov.uk
Care Quality Commission	Regulates care provided by the NHS, local authorities, private companies and voluntary organisations and protects the interests of people whose rights are restricted under the Mental Health Act.	Tel: 0845 015 0120 www.cqc.org.uk
Disclosure and Barring Scheme	The role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children. It replaces the Independent	DBS: Tel: 03000 200 190 Welsh Language: Tel: 03000 200 191 DBS minicom: Tel: 03000 200 192 www.gov.uk



Title	Description	Contact
	Safeguarding and Criminal Records Bureau.	
Domestic Violence	Leeds domestic violence 24 hour helpline which provides help for all victims of abuse in Leeds.	Tel: 0113 2460401 www.leeds.gov.uk
The Forced Marriage Unit	Part of the Foreign and Commonwealth Office, provides a wealth of information, multi agency practice guidelines and an advice line for victims, their friends, relatives and professionals.	Tel: 0207 008 0151 www.fco.gov.uk/forcedmarriage
Health and Safety Executive	Responsible for all health and safety regulations in the UK. It provides information about the regulations and provides guidance on how to improve the health and safety of staff and service users in a variety of establishments.	www.hse.gov.uk
Leeds Deprivation of Liberty Safeguards (DoLS) Helpline	Provides advices on issues relating to DoLS, for professionals, service providers and members of the public.	Tel: 0113 535 0004 (Mon-Fri 09:00 - 16:30)
Mencap Whistleblowing Helpline	The Whistleblowing Helpline is an independent, confidential, free phone service for staff and organisations working within the NHS and social care sector. It is commissioned by the Department of Health.	Tel: 0800 724725 www.mencap.org.uk



Title	Description	Contact
Modern Slavery	Information about modern slavery, how to seek advice and how to report concerns.	Helpline: 0800 0121 700 www.modernslavery.co.uk
Office of Public Guardian	Supports the functions of the Court of Protection. It can investigate the actions of a Deputy appointed by the Court of Protection or an attorney under a registered Enduring or Lasting Power of Attorney	Tel: 020 766 47734 www.justice.org.uk
Public Concern at Work	An independent authority on 'whistle-blowing', and the protection afforded by the Public Interest Disclosure Act. Provides an advice line.	Tel: 020 7404 6609 www.pcaw.co.uk
Stop Hate UK	Hate crime can be reported to Stop Hate UK, a voluntary organisation providing support for people affected by hate crime.	Tel: 0800 138 1625 (24hours) www.stophateuk.org
Trading Standards Services, West Yorkshire Joint Services	Serves to protect consumer rights, including prevention of door step crime. Provides an advice service.	Contact Consumer Direct: 08454 04 05 06 www.ts.wyjs.org.uk/
Victim Support Helpline	Victim Support is available to help anyone affected by crime, providing emotional support, information and practical help.	Tel: 0845 3030 900 www.victimsupport.org.uk