

Policy & Procedure:
Safeguarding (Adults and Children)

1. Introduction

- 1.1. This policy outlines the process for safeguarding individuals at risk of abuse or neglect.
- 1.2. Our organisation has a responsibility to children, young people, adults and families, including pregnant women and the unborn child, who may be coming into contact with our service.

2. Definition

- 2.1. Safeguarding is about protecting individuals who are deemed vulnerable from abuse and neglect. It promotes their right to live in safety, free from harm. This policy ensures we work together to:
 - a) Prevent abuse and neglect from happening.
 - b) Stop abuse and neglect if it is occurring.
 - c) Promote the wellbeing of adults at risk.

3. Scope

- 3.1. This policy applies to any individual (children, young people, adults and families, including pregnant women and the unborn child) who may be unable to protect themselves from abuse or neglect because of:
- 3.2. has needs for care and support (whether or not the local authority is meeting any of those needs);
- 3.3. is experiencing, or at risk of, abuse or neglect; and
- 3.4. 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

4. Types of Abuse

- 4.1. Abuse can take many forms and the circumstances of the individual should always be considered. There are various forms of abuse, and they can be physical, emotional, sexual, financial, or neglect.

Further detail in appendix 1.

5. Recognising Signs of Abuse

- 5.1. Being aware of potential signs of abuse is crucial. Some indicators may include:

- a) Unexplained injuries, bruises, or burns.
- b) Withdrawn behaviour, fear, or anxiety.
- c) Depression or changes in mood.
- d) Poor hygiene, malnutrition, or dehydration.
- e) Damaged or missing belongings.
- f) Financial difficulties.
- g) Inappropriate relationships with carers.

6. Key Roles

- 6.1. Every member of staff and volunteer has a responsibility to act on concerns of possible abuse and must inform the organisation's Safeguarding Concerns Manager.
- 6.2. Safeguarding Concerns Manager: The Safeguarding Concerns Manager has the responsibility to decide whether it is appropriate to Raise a Safeguarding Concern with the local authority on behalf of the organisation or to respond to the concerns in an alternative manner.
- 6.3. The role also includes:
- a) ensuring that immediate safety issues are addressed, other parties notified (such as the regulator) and that staff are supported.
 - b) ensuring that they are kept informed when a member of staff (or volunteer) has raised a concern
 - c) establishing the desired outcomes of the adult at risk

6.4. Neurodiversity Assessment has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for workers to consult with.

6.5. The named person(s) for Safeguarding within Neurodiversity Assessment is:

Eli Joubert	Safeguarding Concerns Manager
Lesia Joubert	Deputy Safeguarding Concerns Manager

7. Reporting Concerns

- 7.1. If there arises any potential concerns about someone at risk, we will, at the earliest possible opportunity, engage with the appropriate lead person within the local authority (Social Services), ICB and/or the Police depending on the type of concern and nature of the concern.
- 7.2. If the concern appears to involve a crime, the Police will be contacted as soon as possible.
- 7.3. Full cooperation will be given to the agency leading on, or investigating, the concern. A record must be kept of all observations, actions and discussions.
- 7.4. In all circumstances staff must consider whether emergency action may be necessary for the protection of children at risk of immediate serious harm.
- 7.5. In the event of an emergency situation or hostile event - Inform the Police as soon as possible by telephone.

8. Confidentiality

- 8.1. Confidentiality is a fundamental part of the relationship between service users and clinician. We will treat all safeguarding information confidentially, sharing it only on a need-to-know basis. However, the safety of the individual at risk will always be our primary concern.
- 8.2. Clinicians will use their judgement when making decisions about what information to share with authorities.

9. Legislation and Guidance

- 9.1. This policy adheres to relevant legislation and guidance on safeguarding adults and children, including:
- 9.2. the Care Act 2014, Section 42 - Safeguarding adults at risk of abuse or neglect;
- 9.3. the Mental Capacity Act 2005;
- 9.4. Children Act 1989;
- 9.5. Children Act 2004;
- 9.6. Children and Social Work Act 2017.

10. Safe Employment

- 10.1. We are committed to providing a safe and supportive working environment for all employees. We will take all steps to ensure that our employees protected from harm.
- 10.2. We are committed to achieving best practice in respect to the safe recruitment of employees.
- 10.3. We are committed to working within best practice as established by the Disclosure and Barring Scheme (DBS).
- 10.4. We have procedures in place to deal with allegations of abuse made against members of staff.
- 10.5. All employees and volunteers will be provided with regular supervision and support.
- 10.6. Employees are actively encouraged and supported to report any concerns or suspicions of abuse or neglect.
- 10.7. Employees may be provided with access to confidential counselling services.

11. Approval

- 11.1. This policy has been approved by the undersigned and will be reviewed at least annually.

Name	Eli Joubert
Signature	
Approval Date	1 November 2024
Review Date	1 November 2025

Appendix 1 – Types of abuse

This is not an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse including:

- Assault
- Hitting
- Slapping
- Pushing
- Misuse of medication
- Restraint
- Inappropriate physical sanctions

Domestic violence including:

- Psychological
- Physical
- Sexual
- Financial
- Emotional abuse
- So called 'honour' based violence

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
- Sexual assault
- Sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse 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 supportive networks

Financial or material abuse 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

Discriminatory abuse including forms of:

- Harassment
- Slurs
- Discrimination on the basis of protected characteristics such as:
 - Race
 - Gender and gender identity
 - Age
 - Disability
 - Sexual orientation
 - Religion