



Warwickshire Pride

Registered Charity Number: 1162449

Safeguarding Adults Policy

Safeguarding Vulnerable Groups (Barred Lists)

The Disclosure and Barring scheme is designed to give greater protection to vulnerable groups. As a care provider, we are obliged to check that potential new workers are not on the Barred List before allowing them to work for us. We are unable to employ anyone in a care capacity who is on this list.

We also have a duty to refer any worker to the Disclosure and Barring Service where we suspect any case of abuse. The Barred Lists are now managed by the Disclosure and Barring Service.

Safeguarding Adults at Risk Policy

The purpose of this policy is to outline the duty and responsibility of staff and volunteers working on behalf of the organisation in relation to safeguarding adults at risk.

All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

Abuse of an adult at risk may consist of a single act or repeated acts. It may occur as a result of a failure to undertake action or appropriate care tasks. It may be an act of neglect or an omission to act, or it may occur where a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not, or cannot, consent.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the individual. Concerns about abuse may be raised and reported to the regulatory body as a result of a single incident or repeated incidents of abuse.

Anyone who has concerns about poor care standards and neglect in a care setting may raise these within the service, with the regulatory body and/or with the social services agency.

The Role of Staff and Volunteers

All staff and volunteers working on behalf of the organisation have a duty to promote the welfare and safety of adults at risk. Staff and volunteers may receive disclosures of abuse and observe adults who are at risk. This policy will enable staff/volunteers to make informed and confident responses to specific adult protection issues.

It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously. This procedure must be followed whenever

an allegation of abuse is made or when there is a suspicion that an adult at risk has been abused.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information. This must include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the adult who it is alleged has been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Lead or senior manager on that working day where possible.

The nominated member of staff shall telephone and report the matter to the appropriate body/agency. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority adult social services department within 24 hours.

The Role of the Designated Safeguarding Lead

The role of the designated safeguarding lead is to deal with all instances involving adult protection that arise within the organisation. They will respond to all adult at risk protection concerns and enquiries.

The designated safeguarding lead for the organisation is **Daniel Browne**. Should you have any suspicions or concerns relating to adult protection, contact **Daniel Browne** at dan@warwickshirepride.co.uk or by calling **07816181428**.

Training will be provided, as appropriate, to ensure that staff are aware of these procedures. Specialist training will be provided for the member of staff with vulnerable adult protection responsibilities.

Support within Warwickshire Pride

All staff and volunteers should raise all safeguarding concerns with the designated safeguarding lead in line with the procedures at the end of this policy. If the designated safeguarding lead is not available, the person raising the safeguarding concern must inform one of Warwickshire Pride's other trustees. If none of Warwickshire Pride's trustees are available, advice must be sought directly from the

Multi-Agency Safeguarding Hub (MASH). If staff or volunteers are in any doubt they must always seek guidance from MASH.

Principles

The following principles are key for all staff and volunteers:

- The interests of vulnerable adults is paramount.
- In cases of suspected abuse, all staff and volunteers have a responsibility to take action in the ways set out in this procedure.
- Immediate action, to refer or consult, is required where there is suspicion of abuse.
- Investigation is the responsibility of the relevant Warwickshire Social Care Department and the Police. These agencies have to balance the necessity for action to protect children, young people and adults with the potential adverse effects of an investigation on the family and/or others.
- Record keeping is essential at each stage and all documents should be kept to the highest standards.
- This procedure also covers disclosures made in electronic communications (e-mail or text messaging).

Training

All staff and volunteers must attend safeguarding training annually. To meet the requirements of Warwickshire Pride, the board of trustees will ensure that single agency and multi-agency training on safeguarding and promoting welfare is provided in order to meet local needs. This covers both the training provided by single agencies to their own staff, and multi-agency training where staff from different agencies train together. The partner agencies will support Warwickshire Pride in evaluating the quality of this training, ensuring that it is provided within individual organisations, and checking that training is reaching the relevant trustees, staff and volunteers.

Training will be organised and delivered in accordance with the requirements of Warwickshire Pride. The designated safeguarding lead will monitor attendance at relevant training to ensure all staff and volunteers are aware of the procedures and have received relevant training. Attendance at training events will be reported to Warwickshire Pride's board of trustees.

Safeguarding During Pride Event

Warwickshire Pride hosts an annual Pride Festival and wishes to ensure that during this event the safety and wellbeing of everyone is considered as part of the risk management strategy for the event.

A Lost and Found Child and Vulnerable Adults Procedure will be included within the Warwickshire Pride Event Plan. A relevant policy will be detailed and a clearly signposted Lost and Found Child and Vulnerable Adult Point will be marked on the Site Plan Layout.

The designated safeguarding lead will assume the role of Designated Lead for Lost and Found Persons during the event, unless unable to attend, in which case an alternative person will be identified and documented within the Event Plan.

E-Safety

Adults can be vulnerable to exploitation or abuse through the medium of information technology (IT). It is important that trustees, staff and volunteers are alerted to potential risks individuals may be exposed to, and that steps have been taken to mitigate the risk of this occurring, with specific reference to:

- Content – E.G. Exposure to age inappropriate material (E.G. Pornography), inaccurate or misleading information, socially unacceptable material (E.G. inciting violence, hate or intolerance) and illegal material (including images of child abuse).
- Contact – E.G. Grooming using communication technologies leading to inappropriate behaviour or abuse.
- Commerce – E.G. Exposure to inappropriate advertising, online gambling, identity theft and financial scams.
- Culture – E.G. Bullying via websites, mobile phones or other communication technologies, or inappropriate downloading of copyright materials (i.e. music, films, images), exposure to inappropriate advertising, online gambling and financial scams.

Addressing these issues through training for staff and volunteers, and awareness raising with service users, or members of the community, will be undertaken by the charity. If there is any indication that an adult is experiencing difficulties in this area (for instance if they are reported to be spending long periods of time using a PC on their own or if they appear unnecessarily defensive, secretive or anxious about their PC use), then this must be taken seriously.

Allegations

Concerns for the safety and wellbeing of adults at risk could arise in a number of different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made.

If you believe there to be a safeguarding issue directly relating to an employee or volunteer working for Warwickshire Pride, the designated safeguarding lead must be informed. All such allegations or concerns should be referred to and discussed with the designated safeguarding lead. The matter will be investigated and the appropriate action taken. The designated safeguarding lead should inform the Local Authority Designated Officer (**01926 743433** or **lado@warwickshire.gov.uk**) who will advise of next steps.

In the event that an allegation is made in relation to staff, volunteers or service users, the following principles must be observed:

- If a safeguarding allegation is made in relation to staff, volunteers or service users, the designated safeguarding lead should be informed.
- All known material in relation to the allegation should be provided to the designated safeguarding lead via the completion of a safeguarding form.
- If there is a necessity to secure statements from impacted parties in relation to the safeguarding matter, any meetings or correspondence in relation to the matter should include a minimum of two Warwickshire Pride trustees.
- In the case of meetings with any impacted parties, one Warwickshire Pride trustee should be designated as note-taker in order to capture and distribute minutes from the meeting.
- If it is deemed that an investigation is necessary in relation the incident, all impacted parties must desist from participating in any Warwickshire pride events, meetings, groups or social occasions until the investigation has concluded.
- Any matters warranting further disclosure to an external body should be managed as per the safeguarding procedures section which can be found below.
- Records should be secured and will be strictly limited to relevant trustees, staff, volunteers, and external professionals on a need-to-know basis.
- Advice on the storage of all documentation must be sought from the designated safeguarding lead, who must ensure that access is strictly limited to relevant trustees, staff or volunteers, and external professionals on a need-to-know basis.

All safeguarding allegations, even those that appear less serious, need to be followed up and examined objectively by someone independent of the organisation or project concerned. All allegations will be considered by the designated safeguarding lead.

Incidents

Where an incident occurs during events coordinated by Warwickshire Pride that triggers a safeguarding concern, there are important additional considerations for staff and volunteers or to be aware of.

As in the case of allegations, it is essential to act quickly and effectively whilst demonstrating sensitivity and objectiveness regarding any party impacted by the incident.

Details of the incident may be captured on either a safeguarding form or an incident form, as is appropriate for the nature of the incident. However, this should be done as quickly as possible following the incident in order to capture relevant accuracy of what occurred during the incident for future reference.

The designated safeguarding lead must be informed and may engage with other trustees in determining the appropriate course of action. In most instances a risk-averse approach will be taken whereby incidents will be reported to the Warwickshire MASH, the Police and/or other agencies subject to the specifics of the incident.

As per allegations, in the case of a safeguarding incident the following principles should apply:

- If there is a necessity to secure statements from impacted parties in relation to the safeguarding incident, any meetings or correspondence in relation to the matter should include a minimum of two Warwickshire Pride trustees when gathered.
- In the following circumstances, the agency indicated below should be engaged to ensure that appropriate assistance is available.
 - Where there is an **immediate risk of physical harm**, the **police** must be informed via **999**, with the details of the location, potential victim and any details which will help with immediately locating the individual and preventing harm.
 - Where there is an **immediate risk of self-harm, health authorities** must be engaged, via **999** or by visitation of the **local A&E department**, in order to provide the necessary medical assistance.
 - Where there is a potential **future risk of harm (physical, emotional or self-harm)**, the Warwickshire MASH must be informed, via **01926 414144 during office hours** and **01926 886922 out of office hours**. This should be done via the designated safeguarding lead and the safeguarding procedures provide further guidance.
- If it is deemed that an investigation is necessary in relation the incident, all impacted parties must desist from participating in any Warwickshire pride events, meetings, groups or social occasions until the investigation has concluded.

- Records should be secured and will be strictly limited to relevant trustees, staff, volunteers, and external professionals on a need-to-know basis.

Monitoring Arrangements

The designated safeguarding lead will check that all charity procedures, including the use and storage of documentation, comply with child protection/safeguarding procedures. Where inconsistencies or shortcomings are identified, remedial action will be taken.

Signs of Abuse and Neglect

The following list is a guide and not an exhaustive list of signs.

- No explanation for injuries or inconsistency with the account of what happened.
- Injuries are inconsistent with the person's lifestyle.
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps.
- Frequent injuries.
- Unexplained falls.
- Subdued or changed behaviour in the presence of a particular person.
- Signs of malnutrition.
- Failure to seek medical treatment or frequent changes of GP.
- Low self-esteem.
- Feeling that abuse is their fault when it's not.
- Physical evidence of violence – bruising, cuts, broken bones.
- Verbal abuse and humiliation in front of other people.
- Damage to home or property.
- Isolation from friends and family.
- Limited access to money.
- Torn, stained, or bloody underclothing.
- Bleeding, pain, or itching in the genital area.
- Uncharacteristic use of explicit language.
- General changes in attitude or behaviour.
- Self-harming.
- Poor concentration, withdrawal, and/or sleep disturbances.
- Reluctance to be along with a particular person.
- Silence when a particular person is present.
- Unexplained or sudden weight loss or gain.
- Signs of distress.
- Living in dirty, cramped, or overcrowded accommodation.
- Living and working at the same address.

- Always wearing the same clothes.
- Non-compliance with health or care services.

Safeguarding Procedures

Advice must first be sought from the designated safeguarding lead. However, this should not preclude a direct referral to Warwickshire's Social Care Team (or the relevant Local Authority if the individual has travelled from outside Warwickshire), particularly if there is any element of immediate risk.

In the event of concerns for an adult at risk within Warwickshire, the matter should be reported to the Adult Social Care Team on **01926 412080**. Consent must be gained, but consideration should be given to their mental capacity to give consent along with how at the risk the adult may be if additional support isn't sought.

Responding to a disclosure

If someone tells you that they, or someone they know, is being abused:

- Believe what the person is saying and take it seriously.
- Reassure the person who has made the disclosure to you that they have done the right thing.
- Give the person adult time to talk and do not probe or ask leading questions. Investigation is not your responsibility
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
- Explain to the person that you will share this information with the designated safeguarding lead, who will ensure the appropriate procedures will be followed.
- E-mails or text messages received detailing details of suspected abuse should be immediately responded to within 24 hours by contacting the adult by phone or face-to-face to obtain further information.
- Record the event in accordance with Warwickshire Pride's procedures on an incident report form.
- The designated safeguarding lead will support you in contacting MASH (telephone contact: **01926 414144 during office hours and 01926 886922 out of office hours**) to make the appropriate referral. Or Adult social care **01926 412080**. They will be familiar with the procedure and will be able to advise you.
- The timing of referrals must reflect the perceived risk and should normally be within one working day of recognition. If, for any reason, you cannot contact the trustee responsible for child protection and safeguarding, you should go ahead and contact MASH.

- When a referral is made to MASH, you must agree with them what the young person and parents will be told, by whom and when. Do not just leave messages. Always speak to someone. You must confirm verbal and telephone referrals in writing, within 48 hours (sometimes you will be asked to use a multi-agency referral form – MARF). Any early help assessment that has been undertaken should be attached to the referral. MASH should acknowledge your written referral within one working day of receiving it. Should you not have had a response within three working days, contact them again.
- Under no circumstances should you speak to, or confront, the abuser. Do not share suspicions or information with any other person other than the trustee responsible for child protection and safeguarding, MASH and the Police. Information given to MASH or the Police will be taken seriously, handled sensitively and shared only on a 'need to know' basis, wholly to protect the child, young person or adult at risk. However, in order to ensure that young people and adults at risk are safeguarded on the basis of proper evidence, the source of the referral cannot be kept anonymous.

Acting on concerns regarding an adult's behaviour

If you have any concerns about an adult's behaviour towards another adult (not an employee or volunteer working for the charity):

- Do not ignore it. Warwickshire Pride will take any concerns very seriously.
- You must discuss your concerns with the designated safeguarding lead, who will support you in liaising with the statutory agencies should any child protection matter arise.
- Do not confront the adult but seek the advice of the trustee responsible for child protection and safeguarding. If they are not available, seek advice from MASH.

Acting on a disclosure from an adult that they are involved in the abuse of an adult

If someone not employed by the charity discloses that they are involved in the abuse of an adult, you must take action:

- Believe what they are saying and take the allegation seriously.
- Record details of what you have been told as soon as possible on the appropriate pro forma document.
- Report it to the designated safeguarding lead, who will ensure the appropriate actions are taken, also explaining the limits of confidentiality.
- If for any reason you cannot immediately contact the trustee responsible for child protection and safeguarding, you must directly contact either MASH or

the Police. Your actions must be communicated to the designated safeguarding lead as soon as possible.

- If there is any concern about the immediate welfare of an adult, or if the information suggests that a criminal offence may have been committed, MASH and the Police should be informed immediately.

Useful Telephone Numbers

- Warwickshire's Multi-Agency Safeguarding Hub (MASH): 01926 414144 during office hours and 01926 886922 out of office hours
- Warwickshire Police: 01926 415000
- Warwickshire Adult Social Care: 01926 412080
- Warwickshire Safeguarding: 01926 410410
- Coventry Multi-Agency Safeguarding Hub (MASH): 02476 788 555

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Next review due: January 2027