

Protection of Vulnerable Adults (PoVA) Safeguarding Policy

Date Policy Agreed: March 2023

Date to be reviewed: March 2024

The S&P Sephardi Community's commitment to providing a safe environment for all is embodied in this Policy and in the following organisational documents and Policies:

- S&P Sephardi Community Safeguarding Children Policy
- Personal Harassment Policy and Procedure
- S&P Sephardi Community's Safer Recruitment Policy for Education
- Whistleblowing Policy
- Health, Safety, Welfare and Hygiene Policies
- Equal, Inclusion and Diversity Policy
- Complaints Policy

Aims

THE S&P SEPHARDI COMMUNITY will not tolerate the abuse of adults in any of its forms and is committed to safeguarding *vulnerable adults with care and support needs* from harm.

This policy outlines the steps THE S&P SEPHARDI COMMUNITY will make to safeguard an *adult with care and support needs* if they are deemed to be at risk. This policy sets out the roles and responsibilities of THE S&P SEPHARDI COMMUNITY in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

THE S&P SEPHARDI COMMUNITY will ensure that decisions made will allow adults to make their own choices and include them in any decision making. THE S&P SEPHARDI COMMUNITY will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within THE S&P SEPHARDI COMMUNITY to understand their role and responsibilities in Safeguarding Adults. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all employees and volunteers of THE S&P SEPHARDI COMMUNITY to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an *adult with care and support needs* is deemed to be at risk

This policy is based on:

The Domestic Abuse Act 2021

The Care Act 2014 and the Care and Support statutory guidance

The Mental Health Act 2005

London Safeguarding Adults policy and procedures

The Human Rights Act 1998, states that everyone has the right to live free from abuse and neglect.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

Copies of this policy are available on request. THE S&P SEPHARDI COMMUNITY will not tolerate the abuse of adults in the organisation. Staff and volunteers should be made aware of how this policy can be accessed.

Safeguarding Adults

All adults should be able to live free from fear and harm.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

THE S&P SEPHARDI COMMUNITY adheres to following the six key principles that underpin Safeguarding work (as set out in Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

THE S&P SEPHARDI COMMUNITY will not tolerate the abuse of adults. Staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained.

THE S&P SEPHARDI COMMUNITY should ensure that the safeguarding action agreed is the least intrusive response to the risk.

THE S&P SEPHARDI COMMUNITY should be transparent and accountable in delivering safeguarding actions.

Making Safeguarding Personal (MSP), means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

THE S&P SEPHARDI COMMUNITY will not tolerate the abuse of adults and will ensure that adults are involved in their Safeguarding arrangements and each individual is dealt with on a case-by-

case basis. As adults may have different preferences, histories and lifestyles, the same process may not work for all.

Adult Safeguarding Duties

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

Raising a Safeguarding Concern

The named responsible person for Adult Safeguarding duties for THE S&P SEPHARDI COMMUNITY is EMMA ROCHE – wellbeing@sephardi.org.uk (07961 425495).

All staff and volunteers should contact Emma Roche for any concerns or queries they have regarding Safeguarding Adults. A log of the concern must be kept.

Emma Roche will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

Emma Roche will also ensure that the Safeguarding Adults policies and procedures are in place and up to date. She will ensure a safe environment is promoted for staff and volunteers and adults accessing the service.

Emma Roche will ensure they are up to date with their Safeguarding Adults training.

THE S&P SEPHARDI COMMUNITY staff and volunteers who have any adult Safeguarding concerns should:

Respond

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention and dial 999 for the emergency services.
- Get brief details about what has happened and what the adult would like done about it but must not probe or conduct a mini-investigation.
- Seek consent from the adult to act and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

Report

- Report to Emma Roche who is the Adult Designated Safeguarding Lead.

Record

- THE S&P SEPHARDI COMMUNITY record details about the incident in a log of Safeguarding concerns which is kept by the organisation's Safeguarding Lead and/or on the service user case file. Only the Safeguarding Leads shall have access to the information unless it is necessary to inform the CEO/Trustees or any external regularity body.
- Records should be written contemporaneously, dated, and signed.
- Records about Safeguarding concerns are confidential and must be kept securely and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.
- Refer any concerned individuals to THE S&P SEPHARDI COMMUNITY 's Data Protection Policy.

Refer

In deciding whether to refer or not, the designated Adult Safeguarding Lead should consider:

- the adult's wishes and preferred outcome
- whether the adult has mental capacity to make an informed decision about their own and others' safety
- the safety or wellbeing of children or other *adults with care and support needs*
- whether there is a person in a position of trust involved
- whether a crime has been committed

The Adult Designated Safeguarding Lead should initially inform the CEO to consider the information and decide to notify the concern to the following people if relevant:

- the police if a crime has been committed
- the Local Authority Adult Social Services Multi-agency Safeguarding Hub (MaSH)
- relevant regulatory bodies such as the Care Quality Commission, Ofsted, the Charities Commission
- service commissioning teams
- family/relatives if appropriate

The Adult Designated Safeguarding Lead should keep a record of the reasons for referring the concern, or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

All THE S&P SEPHARDI COMMUNITY Staff, Management, Trustees and Volunteers are expected to report any concerns related to adults to the named person for Safeguarding Adults. If the allegation is against one of THE S&P SEPHARDI COMMUNITY Members, Volunteers, Trustees or

Directors, seek advice from the Adult Designated Safeguarding Lead. If the allegation is against the Safeguarding Lead, seek advice from relevant Adult Social Services Safeguarding services.

The Adult Designated Safeguarding Lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the Police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The Local Authority will decide who will lead on a Safeguarding enquiry should it progress to that stage. The named organisation should not conduct its own Safeguarding enquiry unless instructed to do so by the local authority.

Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their Safeguarding enquiry ensuring a person-centred approach is adopted.

Complaints Procedure

THE S&P SEPHARDI COMMUNITY promotes transparency and honesty when things go wrong. Staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.

If a staff or volunteer or any other member of the organisation is unhappy with THE S&P SEPHARDI COMMUNITY's decision about the Safeguarding concern, refer to THE S&P SEPHARDI COMMUNITY's Complaints Policy.

THE S&P SEPHARDI COMMUNITY is aware that decisions on behalf of *adults with care and support needs* and unable to make decisions for themselves, will require consideration of The Mental Capacity Act 2005: refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.

An advocate will need to be appointed if the person lacks capacity to make decisions about the Safeguarding concern. It may be difficult for *adults with care and support needs* to protect themselves and to report abuse.

Confidentiality and Information Sharing

THE S&P SEPHARDI COMMUNITY expects all Staff, Volunteers and Trustees to always maintain confidentiality. In line with Data Protection law, THE S&P SEPHARDI COMMUNITY does not share information if not required. It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm.

Recruitment and Selection

THE S&P SEPHARDI COMMUNITY is committed to safe employment. Safer recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing Adults with care and support needs to people unsuitable to work with them.

Training

THE S&P SEPHARDI COMMUNITY ensures that all staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around Safeguarding Adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about THE S&P SEPHARDI COMMUNITY 's commitment to Safeguarding Adults.

Appendix 1: Types of Abuse

The Care and Support statutory guidance sets out the main types of abuse:

Physical abuse	Discriminatory
Neglect or self-neglect	Organisational
Sexual abuse	Domestic violence
Psychological	Modern Slavery
Financial abuse	

Appendix 2: Possible Signs of Abuse

The following are possible signs of abuse and neglect:

Depression, self-harm, or suicide attempts

Difficulty making friends

Fear or anxiety

The person looks dirty or is not dressed properly,

The person never seems to have money,

The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest, and arms),

The person has signs of a pressure ulcer,

The person is experiencing insomnia

The person seems frightened or frightened of physical contact.

Inappropriate sexual awareness or sexually explicit behaviour

The person is withdrawn, changes in behaviour and communication

Abuse can happen anywhere, and most often takes place by others who are in a position of trust and power.

Appendix 3: The Process for Raising a Safeguarding Concern

If you are informed or become aware of an adult Safeguarding concern, immediately inform THE S&P SEPHARDI COMMUNITY 's Adult Safeguarding Lead, Emma Roche in person or by email on wellbeing@sephardi.org.uk The subject of the email should be SAFEGUARDING CONCERN.

The Adult Safeguarding Lead will gather information and check if the person involved wishes to proceed.

The Adult Safeguarding Lead will take immediate action to ensure the safety and welfare of the person and consider if they need medical help or will call the Police if a crime has been committed.

The Adult Safeguarding Lead will decide whether to raise a safeguarding concern with relevant authorities and document the incident and any decisions taken.

The Adult Safeguarding Lead will ensure key people are informed including CEO and Trustees and if appropriate family members, the CQC or other authorities as appropriate.

