**Bromsgrove Independent Design Centre (IDC) CIC**

**Adult Safeguarding**

**Policy for Community Groups**

**Introduction:**

This policy is to make sure that Bromsgrove IDC CIC has all the right things in place to protect and safeguard adults.

Bromsgrove IDC CIC believes in protecting an adult’s right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of CIC in working together in promoting the adult’s welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers will be made aware of how this policy can be accessed.

This policy and related procedures are applicable to the Board of Directors, and volunteers of CIC. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the CIC.

**Care Act 2014 Definition of an Adult at Risk of Abuse:**

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

(a) has needs for care and support (whether or not the authority is meeting any of those needs),

(b) is experiencing, or is at risk of, abuse or neglect, and

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Key Principles of Adult Safeguarding:**

In the safeguarding of adults, CIC are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. CIC aims to demonstrate and promote these six principles in our work:

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

**Recognising the signs of abuse:**

Employees, trustees and volunteers are well-placed to identify abuse the adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the CIC should understand what to do, and where to go to get help, support and advice.

**Types of Abuse:**

The Care Act 2014 defines the following ten areas of abuse. Self-neglect may also be considered as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

* **Physical abuse -** Including assault, hitting, slapping, pushing, misuse or withholding of medication, restraint or inappropriate physical sanctions.32
* **Domestic Violence/ Domestic Abuse -** Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
* **Exploitation-** Including sexual and/or criminal exploitation
* **Sexual abuse -** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or 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 or 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, or the misuse of misappropriation of property, possessions or benefits.
* **Modern slavery -** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
* **Discriminatory abuse -** Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
* **CICal abuse -** 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 long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within a care provider.
* **Neglect and acts of omission -** 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.
* **Self-neglect -** This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Radicalisation to Terrorism:**

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

* Being in contact with extremist recruiters.
* Articulating support for violent extremist causes or leaders.
* Accessing violent extremist websites, especially those with a social networking element.
* Possessing violent extremist literature.
* Using extremist narratives to explain personal disadvantage.
* Justifying the use of violence to solve societal issues.
* Joining extremist groups.
* Significant changes to appearance and/or behaviour.

**Reporting Concerns:**

Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with their supervisor /or with the CIC’s Designated Safeguarding Officer. **If the adult requires immediate protection from harm, contact the police by telephoning 999 and Adult Social Care (Worcestershire County Council) on 01905 843189.**

Further information can be found online at <https://www.worcestershire.gov.uk/info/20363/safeguarding_adults>

**You might have concerns about abuse and neglect for yourself or someone you know.**

* if it is an emergency dial [999](tel:999)
* to report a crime or potential crime to the Police you can phone the non-emergency number [101](tel:101)
* to report a safeguarding concern please call [01905 768053](tel:01905 768053)
* if you would like safeguarding advice please phone the Adult Safeguarding Team on [01905 843189](tel:01905 843189) (note this number does not accept referrals)
* professionals can complete an [online form to report concerns about abuse or neglect](https://capublic.worcestershire.gov.uk/AdultsSafeguardingConcern/) here <https://capublic.worcestershire.gov.uk/AdultsSafeguardingConcern/?_ga=2.142340658.1239963562.1676314275-87716036.1675767390>

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

**Safe Recruitment & Selection:**

CIC is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Bromsgrove CIC has policies and procedures that cover the recruitment of all Board Members and volunteers.

**Social Media:**

All employees and volunteers should be aware of CIC social media policy and procedures at Bromsgrove IDC CIC and the code of conduct for behaviour towards the adults we support.

**Training and Awareness:**

CIC will ensure an appropriate level of safeguarding training is available to its Board Members and Volunteers and any relevant persons linked to the CIC who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have training that enables them to:

* Understand what safeguarding is and their role in Safeguarding Adults.
* Recognise an adult potential in need of safeguarding and take action.
* Understand how to report a safeguarding Alert.
* Understand dignity and respect when working with individuals.
* Have knowledge of the Safeguarding Adults Policy.

Similarly, Board Members and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children’s safeguarding, refer to Bromsgrove IDC CIC Children and Young People’s Safeguarding Policy.

**Mental Capacity:**

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

* Understand information given to them about a particular decision
* Retain that information long enough to be able to make the decision
* Weigh up the information available to make the decision
* Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. Bromsgrove IDC CIC will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Worcestershire Adult Social Care should anyone have concerns regarding an adult’s capacity.

**Confidentiality and Information Sharing:**

TheCIC expects all employees, volunteers and directors to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police on 999 if they are in immediate danger, or a crime has been committed**.

**Recording and Record Keeping:**

**Any concern or allegation concerning an adult should be raised with the Designated Safeguarding Officer immediately and referred to the DSL promptly.**

**The Board of Directors must be informed of any such concern, maintaining confidentiality as far as is possible but considering the safety of those concerned.**

A confidential written record must be made and kept about any concern regarding an adult with safeguarding needs. This must include details of the person/s involved, the nature of the concern and **the actions taken, decision made and why they were made**. Written records will be held securely in a locked cabinet at the CIC office.

A written record of a concern or disclosure should be made as soon as possible, not later than the end of the same day.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

**Whistleblowing:**

Bromsgrove IDC CIC is committed to ensuring that Board Members and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

**Important Contacts:**

(The Designated Safeguarding Officer)

Sharon Pogson 07779 363176 Designated Safeguarding Lead

**Worcestershire County Council**

* to report a safeguarding concern please call [01905 768053](tel:01905 768053)
* if you would like safeguarding advice please phone the Adult Safeguarding Team on [01905 843189](tel:01905 843189) (note this number does not accept referrals)

**Police**  
Emergency – 999  
Non-emergency – 101

Telephone: 0808 2000 247

<https://www.nationaldahelpline.org.uk/>

Signed by The Chair of The Board

Annual Review Date: 24.3.24

Next review due: 24.3.25