

Hertfordshire

Safeguarding Adults Board

Working together to prevent abuse

Hertfordshire Safeguarding Adults Board (HSAB) Model Policy for Voluntary, Community and Faith Groups in Hertfordshire-



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Aims

<Insert Organisation> is committed to:

- Ensuring that the welfare of adults is paramount at all times.
- Maximising people's choice, control and inclusion and protecting their human rights.
- Working in partnership with others in order to safeguarding adults at risk
- Ensuring safe and effective working practices are in place.

Introduction

This guidance sets out the roles and responsibilities of <Insert Organisation> in working together with other professionals and agencies in promoting adults' welfare and safeguarding them from abuse and neglect.

This guidance is intended to support staff working within <Insert Organisation>

Scope

This guidance applies to all staff (permanent, seconded, temporary or voluntary) of <Insert Organisation> as well as all people who work on behalf of <Insert Organisation>.

Definition of a adults at risk

The definition is set out in the Care Act 2014 and the safeguarding duty applies to a person over 18 years who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and
- Is experiencing, or is at risk of, abuse or neglect and
- As a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

Thus all adults who meet the above criteria may be defined as adults at risk.

Who is at risk of being abused?

Any adult aged over 18 years who:

- has needs for care and support
- is experiencing, or at risk of abuse or neglect
- is unable to protect themselves against significant harm or exploitation

Types of Abuse:

Physical abuse

Domestic violence abuse

Sexual abuse

Psychological or Emotional abuse

Financial or material abuse

Modern slavery

Discriminatory abuse

Organisational abuse

Neglect and acts of omission

Self-Neglect

Who can abuse:

Spouses/partners

Other family members

Neighbours

Acquaintances

Local residents

Friends

Paid staff or professionals

Volunteers

Strangers

Other people with care and support needs

People who deliberately exploit adults they perceive as vulnerable



Types and indicators of abuse and neglect:

The **Care Act 2014** and the **Care and Support Statutory Guidance** define the categories of abuse but emphasises that organisations should not limit their view on what constitutes abuse.

The main forms of abuse are listed below. The list is not exhaustive but an illustration as to the behaviours that could give rise to a safeguarding concern.

Type of Abuse	Description of Abuse
Physical abuse	Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions
Domestic violence/ abuse	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 and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting, sexual exploitation.
Psychological abuse	Including emotional abuse, threats of harm or abandonment, radicalisation, 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 or misappropriation of property, possessions or benefits
Modern slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to 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 of race, gender and gender identity, age, disability, sexual orientation or religion.
Organisational 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 on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation
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

Responsibilities of <Insert Organisation>

- To take action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure staff are aware of their opportunities to attend training and to support staff in accessing these events.
- Ensuring that the organisation has a dedicated staff member with an expertise in safeguarding adults.
- Ensure that all employees who come in contact with adults with care and support needs have a DBS check in line with the requirements of the Disclosure and Barring Service.

Responsibilities of all staff

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of an adult at risk.
- Participate in safeguarding adults training and maintain current working knowledge as appropriate.
- Discuss any concerns about the welfare of an adult at risk with their line manager.
- Contribute to actions required including information sharing and attending meetings.
- Work collaboratively with other agencies to safeguard and protect the welfare of people who engage with the service.
- Remain alert at all times to the possibility of abuse.

Training

All staff should receive a safeguarding adults awareness training at a level appropriate to their role.

The HSAB Adult Safeguarding Procedure can be found [here](#)

Reporting Abuse

What to do if you think an adult at risk may be subject to abuse or neglect

Step 1

Take immediate action to keep the person safe for example by calling an ambulance.

Where there is immediate danger to life, serious injury or a crime committed dial 999 OR 111

Step 2

Consult with your Line Manager or Designated Safeguarding Lead

Step 3

Make a referral to Adult Safeguarding using the [Safeguarding Portal](#)

Useful contact numbers:

Police:

Immediate danger to life, risk of injury or crime being committed **dial 999**

No immediate risk to life or property but police response is required as soon as practicable due to the seriousness of the incident or potential loss of evidence **dial 101**

Adult Care Services: 0300 123 40 42

www.hertfordshire.gov.uk/adults

Hertfordshire Partnership University NHS Trust (HPFT): 0800 6444 101

www.hpft.nhs.uk

If you are concerned about a child call Children's Services on 0300 123 4043

Useful Documents:

- [Safeguarding Referral Pathway - November 2020](#) (PDF 272KB)
- [How to make a good safeguarding referral factsheet](#) (PDF 141KB)