

Policy Document

Title	Safeguarding Vulnerable Adults
Agreed by	Board of Trustees
Date	12 March 2019
Signature	
Name	Claire McNamara
Next review process to be completed by	31 March 2020

This document will remain valid during the review process

Vulnerable adults, disabled and non-disabled, have the human rights to be safe from abuse and neglect, to be protected from harm, including bullying

The Safeguarding Vulnerable Adults' Policy should always be used when there is an allegation or suspicion that a vulnerable adult is being abused or neglected i.e. being caused significant harm by another person or group of people. In order to ensure that the welfare of vulnerable adults is safeguarded and promoted, it needs to be recognised that additional action is required. Research and inspection indicate that disabled children and vulnerable adults face an increased risk of abuse or neglect. Vulnerable adults can be abused and neglected in ways that others cannot.

KYRA's client group includes adults who are vulnerable to harm. Therefore, all staff and volunteers (hereafter 'colleagues') who work with us must be committed to the principles of safeguarding and key personnel will receive safeguarding training.

The Safeguarding Adults procedures apply to all young people aged 18 years and over. KYRA has a fundamental duty to ensure that this is the case.

Policy

1. KYRA has a legal duty to follow The [City of York Safeguarding Adults Policy](#) and Procedures.
2. All safeguarding work with adults should incorporate the principles of empowering adults, with a focus on meeting the desired outcomes of the adult.
3. KYRA enforces zero tolerance in regard to abuse and will treat all reports and allegations seriously.
4. This policy outlines KYRA 's key safeguarding principles and procedures, documents, training, people, meetings, and involved partners & agencies.
5. The Care Act 2014 and the Care Act guidance set out statutory requirements to develop and assess the effectiveness of safeguarding arrangements founded on six key principles:
 - ❖ Empowerment- people being supported and encouraged to make their own decisions.
 - ❖ 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.

Prevent

The Prevent agenda is part of the government's counter terrorist strategy, aiming to stop people becoming terrorists or supporting terrorism. KYRA staff need to be aware of safeguarding adults from radicalisation. Preventing people from being drawn into terrorism, extremism and radicalised ideology has never been more important.

KYRA will promote and reinforce values of openness and respect, tolerance, cohesion and equality of opportunity and treatment by:

1. Creating space for free and open debate; and by listening, valuing and respecting the members voice
2. Breaking down barriers and supporting inter-faith and inter-cultural dialogue and understanding and by engaging all Members in playing a full and active role in wider engagement in society
3. Making sure that KYRA is free from bullying, harassment and discrimination
4. Providing support for members who may be at risk by providing appropriate sources of advice and guidance
5. Making sure that staff, volunteers and members are aware of their roles and responsibilities in preventing violent extremism
6. Promoting British values
7. Volunteers know how to safeguard and support vulnerable individuals, whether they are Members or Volunteers, who they feel may be at risk of being radicalised by extremists
8. Appropriate systems are in place within KYRA for Volunteers or Members to raise concerns if they think this form of exploitation is taking place
9. KYRA promotes and operates a safe environment where extremists are unable to operate.

KYRA women's Project is committed to upholding these key principles.

KYRA's Designated Adult Safeguarding Manager is Frances Tunstall, via the KYRA office, to whom all concerns should be addressed in the first instance.

Definition of Safeguarding

1. Safeguarding adults can be defined as: "All work which enables an adult who is or may be eligible for community care services to retain independence, well-being and choice to access their right to live a life that is free from abuse and neglect." ADASS National Framework of Standards (2005).
2. The YCC Safeguarding Policy defines safeguarding as 'protecting an adult's right to live in safety, free from abuse and neglect.' Their policy states their aims are to:
 - Stop abuse or neglect wherever possible.

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals
- play their part in identifying and preventing abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult.
- Address what has caused the abuse or neglect

Types of abuse

The main categories of abuse as recognised by the Care Act 2014 are:

1. Physical abuse: examples include slapping, rough handling, twisting of limbs/extremities, misuse of medication, or inappropriate sanctions or restraint.
2. Sexual abuse: examples include rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting. Non-contact abuse such as voyeurism, involvement in pornography.
3. Psychological/Emotional Abuse: Examples include: verbal assault or intimidation, emotional abuse, deprivation of contact verbal abuse, threats of harm or abandonment, humiliation or blaming, overriding of consent, choices or wishes, feeling worthless, frightened or unloved. NB: Psychological/emotional abuse will usually occur in conjunction with other forms of abuse.
4. Financial Abuse: Examples include: theft, fraud, exploitation, and pressure in connections with wills, property, possessions or benefits.
5. Neglect and acts of omission: Examples include: ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
6. Discriminatory Abuse: This abuse is usually motivated by discriminatory and oppressive attitudes towards race gender, culture background, religion physical and/ or sensory impairment, sexual orientation and age.
7. Institutional abuse, neglect and poor practice: This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to persuasive ill treatment or gross misconduct.
8. Self-neglect: has been recognised within the Care Act 2014 as part of the safeguarding framework.

Key procedures

KYRA follows the guidance of the [City of York Safeguarding Adults Policy](#) and Procedure. The Care Act received Royal Assent on 14th May 2014 and for the

first time placed Safeguarding on a statutory footing. The Care Act introduced major reforms to the legal framework for adult care and support and places specific duties onto local authorities. abuse-or-neglect

Key procedures

1. Anybody can raise a safeguarding concern for themselves or another person. Even where an issue may not appear to be described as abuse or neglect, it is important that anyone concerned should seek advice and support. This information must be shared with the Designated Adult Safeguarding Manager. It is important to remember that there may be concerns that have been identified or raised by others of which you may not be aware. Passing on your concerns can enable serious abuse or harm to be prevented from happening or from continuing.
2. KYRA also has internal procedures to support adult safeguarding. Project Managers and the Safeguarding Manager are trained to know that any concerns should be raised with a member of the KYRA's Safeguarding team. This information gives contact information for York City Council contact adult social care, tel: 01904 555111 (office hours) or fax 01904 554055 *hearing* impaired customers can use the text facility 07534 437804 and generic fax number 01904 554017- out of hours, tel: 01609 780780
3. The flowchart (FIG 1) describes the process to follow if abuse or neglect of an adult is discovered or suspected. This follows the guidance from the YCC Safeguarding Adults Policy and Procedures.
4. In ALL adult safeguarding concerns, North Yorkshire Adult Social Care must be contacted.
5. The local authority has a duty to undertake an enquiry to ascertain if the concern meets three basic checks:
 - an adult who has needs for care and support (whether or not any of those needs are being met);
 - may be experiencing, or at risk of, abuse or neglect; and
 - 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.
6. If the concern meets the basic checks, the local authority's duty to undertake an enquiry under Section 42 of the Care Act is triggered. An Enquiry Manager will be appointed who will have overall responsibility for co-ordinating responses and decision making. The local authority may decide to ask KYRA to carry out an investigation, but this should only happen once requested, and not before adult social care is contacted. The outcome of any KYRA investigation will be returned to adult social care so that the appointed Enquiry Manager can conclude the case.

7. Sharing Information Pro- Forma will be used for any concern raised, to ensure key safeguarding staff are always promptly informed of any safeguarding concerns, across both KYRA and CHCS. (APPENDIX 1).
8. All adults have a legal right to make decisions about their own lives. If the person raising the safeguarding concern is not the adult themselves, every possible effort should be made to seek their views and agreement. unless doing so it likely to increase the risk of harm to themselves or others
9. Wherever possible there should be communication with the adult to establish their views, taking the following into consideration:
 - Choose a private space where the adult is likely to feel secure.
 - If the adult has raised the concern, use open questions e.g. 'tell, explain, describe' to gain an understanding of the concern. Do not ask leading questions or begin to investigate.
 - If someone else has raised a concern, inform them sensitively and note their response.
 - In all cases, attempt to get the adult's views on what they want done about the concern.
 - Give the adult information about advice and support, and about the safeguarding procedures and how these will make them safer.
 - Identify any relevant capacity issues the adult may have, including the potential need for support from an advocate.
 - Explain what will happen next, and how they will be supported and kept informed.
 - If a safeguarding concern is raised in connection to an adult who is deemed not to have capacity, the principles of the Mental Capacity Act 2005 must be followed.
 - All staff must receive relevant training in regard to the Mental Capacity Act.
 - If an adult who lacks capacity to make an informed decision about a safeguarding incident does not want a concern to be raised, a Best Interest decision, in line with the Mental Capacity Act, will need to be instigated.
 - If an adult with capacity does not want action to be taken in regard to a safeguarding concern, this does not override a staff member's responsibility to share key information with relevant professionals. If there appears to be significant risk to the adult, sharing this information will be a duty of care. In such circumstances, the adult must always be advised what information will be shared with whom, and the reasons for this. They must be reassured that their views and wishes will be respected as much as possible and kept up to date with any discussions and actions.