



Safeguarding Vulnerable Adults Policy

**Formally approved by the charities Board of Trustees
on 16th March 2021**

North East Young Dads and Lads Project (NEYDL)

Safeguarding Team Contact Details

North East Young Dads and Lads Project CIO

Mitchell House
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Gateshead
NE8 4EA

Chief Executive: **Kevin Stoodley**

Tel: 07846 989750 / Email: kevin@neydl.uk

Safeguarding Lead for Children & Vulnerable Adults: **Doug Laidlaw**

Tel: 07990 164449 / Email: doug@neydl.uk

Deputy Safeguarding Lead for Children & Vulnerable Adults &
Safeguarding Advisor to the Board of Trustees: **Ann Carey**
Email: info@neydl.uk

Chair of Trustees: **Steven Bramwell**

Email: info@neydl.uk

Equality and Diversity Lead: **Chris Humba**

Email: HUMBA04@hotmail.com

In an emergency contact 999.

Local Authority Safeguarding Contact Details

Durham County Council

First Contact

Tel: 03000 267 979

Gateshead Council

Adult Social Care Direct

Emergency Duty Team

Tel 0191 433 7033 (24/7)

Tel 0191 477 0844 (outside office hours)

Newcastle Council

Community Health and Social Care Direct

Emergency Duty Team

Tel: **0191 278 8377** (office hours)

Tel: **0191 278 7878** (outside office hours)

North Tyneside

The Gateway Service

Tel: **0191 643 2777** (office hours)

Tel: **0330 333 7475** (outside office hours)

Northumberland County Council

Onecall

Tel: 01670 536 400

Sunderland City Council

Health & Wellbeing Team

Tel: **0191 561 8934 / 8936** (office hours)

Tel: **0191 520 5552** (outside office hours)

South Tyneside Council

Let's Talk Team

Tel: 0191 424 6000 (office hours)

Tel: 0191 456 2093 (out of hours)

Other Useful Contacts

If you think a crime has been committed against a child, young person or adult at risk, are experiencing Domestic Abuse or are worried about sexual exploitation, call 101 and ask for Northumbria Police Safeguarding Department.

Domestic Abuse Support Services by locally:

Gateshead - Domestic Abuse Team Tel: 0191 433 3333

Newcastle - NIDAS Tel: 0191 214 6501

North Tyneside - Harbour Tel: 0191 251 3305

Northumberland - DASN Tel: 01670 820199

South Tyneside - Impact Family Service Tel: 07375 788835

Sunderland - Wearside Women in Need Tel: 0800 066 5555

Other - National Domestic Abuse Helpline Tel: 0808 200 0247

Specialist Domestic Abuse Support Services:

BME / Refugees - Angelou Centre Tel: 0191 226 0394

LGBTQ+ - Domestic Abuse Helping Tel: 0800 999 5428

Men - Men's Advice Line Tel: 0808 801 0327

NEYDL Safeguarding Vulnerable Adults Policy

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Introduction

This policy was developed in line with the Gateshead Safeguarding Adults Multi-agency Policy and Procedures document which can be found here: <https://www.gateshead.gov.uk/article/9295/Procedures-and-practice-guidance>

In this policy, the term 'staff' will be used to describe employees, volunteers and paid consultants.

Policy Statement

North East Young Dads and Lads Project (NEYDL) staff have a professional duty to take such steps that are reasonable to ensure that vulnerable adults are safe from harm whilst involved in NEYDL activities. NEYDL will ensure the safety and protection of all vulnerable adults involved in its activities through adherence to the Adult Safeguarding guidelines it has adopted.

Policy Aims

The aim of the NEYDL Safeguarding Vulnerable Adults Policy is to promote good practice:

- Providing vulnerable adults with appropriate safety and protection whilst visiting or in the care of NEYDL.
- Allow all staff to make informed and confident responses to specific vulnerable adult issues.

Policy Implementation

The NEYDL Safeguarding Vulnerable Adults Policy will be implemented by adhering to the policy guidelines contained within this document. All staff at NEYDL must comply with this Policy and disciplinary action may be taken if staff fail to do so, in line with the charities disciplinary procedure specified in the staff handbook.

Staff should implement this policy when conducting work that involves adults with needs for care and support. This will both protect the safety and wellbeing of adults engaging with NEYDL and NEYDL staff.

All policies will be reviewed by the board on an annual basis. They may be reviewed sooner if policy or good practice changes or if a review of the policy is requested. After policies are signed off by the board they will be made available to all staff who will read and sign them and feed back any queries or questions that they have. Appendix 1 shows a table of versions and the dates on which they were submitted and approved.

Equality and Diversity

NEYDL is committed to promoting equality and diversity across its service as set out in the charities Equality & Diversity Statement and believes that all individuals should be supported to access services to their full potential.

NEYDL is a male-only service that satisfies the criteria for single-sex services defined by the Equality Act 2010 and associated guidance provided by the Equality and Human Rights Commission which advises:

'The Act provides that the prohibition of sex discrimination does not apply where services are provided exclusively to one sex, as long as to do so is a proportionate means of achieving a legitimate aim, and...the conditions set out below applies:

- Where the service is also provided jointly for both sexes, an additional service exclusively for one sex will be lawful if the joint provision would not be sufficiently effective.
- If a service was provided for men and women jointly it would not be as effective and level of need for the services makes it not reasonably practicable to provide separate services for each sex'.

(*Violence against women, women only services and the Equality Act 2010* (June 2013) Rights of Women).

NEYDL will not tolerate direct or indirect discrimination against any of the protected characteristics laid out in the Equality Act 2010.

For further information, please contact the charities Equality and Diversity Lead:
Mr Chris Humba (Email: HUMBA04@hotmail.com)

The Care Act 2014

The Care Act 2014 ensures that the most vulnerable members of society are given appropriate support and protection, allowing them to live independently for as long as they can. Gateshead Council have developed a preventative model which will be implemented within NEYDL.

The primary aims of adult safeguarding are:

- to stop abuse or neglect wherever possible;
- to promote wellbeing;
- to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- to safeguard adults in a way that supports them in making choices and having control about how they want to live by promoting an approach that concentrates on improving life for the adults concerned;
- to raise public awareness so that communities as a whole, as well as professional, can contribute by preventing, identifying and responding to abuse and neglect;
- to provide information and support that is accessible and helps people to understand the nature of abuse, how to stay safe and how to raise a concern regarding the safety or well-being of an adult;
- to address the causes of any abuse or neglect.

The following six key principles underpin all adult safeguarding work and they should inform and guide how professionals work with adults in relation to adult safeguarding:

- **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;
- **Accountability:** accountability and transparency in delivering safeguarding.

The Care Act 2014 imposes a duty on all public organisations to co-operate and sets out the following five aims:

1. Promoting the wellbeing of adults needing care and support and of carers;
2. Improving the quality of care and support for adults and support for carers;
3. Smoothing the transition from children's to adults' services;
4. Protecting adults with care and support needs who are currently experiencing or at risk of abuse or neglect;
5. Identifying lessons to be learned from cases where adults with needs for care and support have experienced serious abuse or neglect.

Adults who should be safeguarded are those aged 18 and over who have needs for care and support. The scope for adults who fall into this category is wide-ranging but Gateshead Council suggest that consideration should be given to an adult who:

- is elderly and frail due to ill health, physical disability or cognitive impairment;
- has a learning disability;
- displays behaviour consistent with self-neglect;
- is a victim of domestic violence or honour-based violence;
- is a victim or at risk of female genital mutilation (FGM);
- has a physical disability and/or a sensory impairment;
- has mental health needs including dementia or a personality disorder has a long-term illness/condition;
- misuses substances or alcohol;
- is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse;
- is unable to look after their own wellbeing, property, rights or other interests;
- is in need of care and support but is unable to demonstrate the capacity to make an informed decision about themselves;
- is a victim of exploitation (e.g., financial or sexual exploitation or terrorism).

This list is not exhaustive.

Vulnerability

The vulnerability of an adult is proportionate to how able they are to make and exercise their own informed choices, free from duress, pressure or undue influence, and are able to protect themselves from abuse, neglect and exploitation. The below table, taken from the Gateshead Council Policy, shows some examples of characteristics of vulnerability.

Table 1.1: Factors determining vulnerability

Personal Characteristics of the Adult that increase vulnerability may include:	Personal Characteristics of the Adult that decrease vulnerability may include:
<ul style="list-style-type: none"> ● Not having mental capacity to make decisions about their own safety including fluctuating mental capacity associated with mental illness ● Communication difficulties ● Physical dependency – being dependent on others for personal care and activities of daily life ● Low self-esteem ● Experience of abuse ● Childhood experience of abuse 	<ul style="list-style-type: none"> ● Having mental capacity to make own decisions about their own safety ● Good physical and mental health ● Having no communication difficulties or if so having the right equipment/support ● No physical dependency or if needing help, able to self-direct care ● Positive former life experiences ● Self-confidence and high self-esteem
Social/situational factors that increase the risk of abuse may include:	Social/situational factors that decrease the risk of abuse may include:
<ul style="list-style-type: none"> ● Being cared for in a care setting that is more or less dependent on others ● Not getting the right amount or the right kind of care that they need ● Isolation and social exclusion ● Stigma and discrimination ● Lack of access to information and support ● Being the focus of anti-social behaviour 	<ul style="list-style-type: none"> ● Good family relationships ● Active social life and a circle of friends ● Able to participate in the wider community ● Good knowledge and access to the range of community facilities ● Remaining independent and active ● Access to sources of relevant information

What is Abuse and Neglect?

Abuse can be defined as: a violation of an individual’s human and civil rights by any other person or persons which results in significant harm.

Abuse may be:

- A single act or repeated acts;
- An act of neglect or a failure to act;
- Multiple acts.

Types of abuse include:

- Physical abuse;
- Domestic violence;
- Sexual abuse;
- Psychological abuse;
- Financial or material abuse;
- Modern slavery;
- Discriminatory abuse;
- Organisational abuse;
- Neglect;
- Acts of Omission.

Further detail can be found in Appendix 2.

If a member of staff knows of abuse of any vulnerable adult they should report this to the nominated Safeguarding Lead for Children and Vulnerable Adults.

Consent

Safeguarding disclosures should only be made with consent from the vulnerable adult and this should always be discussed directly with them. If the adult does not wish to give consent then their wishes must be respected unless:

- there is public interest (e.g. not acting may put other adults or children at risk)
- there is a duty of care to intervene (e.g. a crime has been or may be committed).

It is also essential to consider whether the adult has the mental capacity to give informed consent. According to the Mental Health Capacity Act (2005):

“A person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain”.

It is important to consider the personal context of the adult and their vulnerability as a result of this (e.g. they have been recently bereaved, are feeling highly anxious, etc).

A person is not able to make a decision if they are unable to:

- understand the information relevant to the decision;
- retain the information long enough to make a decision;
- use or weigh that information as part of the process of making the decision;
- communicate their decision.

Before making a decision on capacity to consent, the following must be considered:

- An adult has the right to make their own decisions and must be assumed to have capacity to make decisions about their own safety unless it is proved otherwise.
- Adults must receive all appropriate help and support to make decisions before anyone concludes that they cannot make their own decisions.
- Adults have the right to make decisions that others might regard as being unwise or eccentric and a person cannot be treated as lacking capacity for these reasons.
- Decisions made on behalf of a person who lacks mental capacity must be done in their best interests and should be the least restrictive of their basic rights and freedoms.

Safeguarding Lead

For all activity and events involving adults at NEYDL, at least one member of staff should lead on safeguarding adults, raising awareness of this policy and its guidelines among other staff and where appropriate, the adults and their accompanying care staff.

The Safeguarding Lead Children and Vulnerable Adults Lead referred to in this policy is: **Doug Laidlaw** (Email: doug@neydl.uk)

The Deputy Safeguarding Lead is: **Ann Carey**, a trustee with extensive knowledge and understanding of Safeguarding in a work environment. In this capacity, the nominated trustee will feed back on policy and good practice.

Disclosure and Barring Service

All staff will complete an enhanced check by the Disclosure and Barring Service before they are permitted to work with vulnerable adults at NEYDL and at intervals of **no more than 3 years thereafter**.

If NEYDL removes a member of staff or said person chooses to leave because they pose a risk of harm to vulnerable adults, NEYDL must make a referral to the DBS.

It is a criminal offence to make a referral without good reason.

Adult Safeguarding Procedures

NEYDL will adhere to the following procedures:

- Ensure there is a both a lead member of staff and deputy lead (trustee) for Safeguarding Vulnerable Adults who, along with the charities CEO has completed Level 3 training in Safeguarding Adults within the past 3 years. This will also be written into the job description of both the lead member of staff and CEO.
- Ensure every member of staff knows the name of the lead staff member responsible for Safeguarding Vulnerable Adults and their role. This will also be displayed on the noticeboard in the charities office and within the lead staff members email signature.
- Ensure all staff are appropriately trained to Safeguard Vulnerable Adults. Provided by Gateshead Safeguarding Children Partnership (GSCP) <https://www.gateshead.gov.uk/article/6670/Safeguarding-and-Community-Safety-training> within 6 months of joining the charity, all staff will be expected to complete Safeguarding Adults Reporting Concerns Level 2 training. The NEYDL administrator will keep a record of dates attended and ensure that all parties refresh their training every three years.
- Additional in-house Safeguarding training will also be provided to all staff, trustees, project consultants and volunteers on a bi-annual basis by the charities safeguarding team with an expectation of attendance.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the lead staff member. However, staff should remember that they are not trained to deal with situations of abuse or to decide if abuse has occurred. This is covered as part of the training at Gateshead Council.
- All staff will receive ongoing supervision with their line manager where any safeguarding questions, issues or concerns can be raised. Line managers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and will expect staff to evidence annual development through completion of external and in-house Safeguarding training.
- Safeguarding will also be covered as a standing item in weekly Team Meetings attended by all staff.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding adult safeguarding matters.
- Keep written records of concerns about vulnerable adults, even where there is no need to refer the matter immediately. Ensure all records are stored safely on the charities dedicated and cloud based data management system in keeping with GDPR.
- Develop and then follow procedures where an allegation is made against a member of staff.

- Adopt a procedure for dealing with concerns about possible abuse of vulnerable adults.

Awareness of Actual or Likely Occurrence of Abuse

There are a number of ways in which abuse becomes apparent:

- An adult discloses abuse;
- Someone else discloses that an adult has told him/her or that he/she strongly believes a adult has been or is being abused;
- An adult may show signs of physical injury for which there appears to be no satisfactory explanation;
- An adult’s behaviour may indicate that it is likely that he/she is being abused;
- A member of staff’s behaviour or in the way in which he/she relates to a vulnerable adult causes concern.

Issues of Disclosure

Becoming aware of abuse can cause a multitude of emotional reactions, which are personal to each individual. Whatever the reaction and however the abuse has become apparent, actual or suspected, it must be responded to in the correct manner according to the procedure outlined below. Even if the truth of the disclosure is uncertain an appropriate response must be made. A response in accordance with the procedure outlined here will be supported by the Safeguarding Lead and NEYDL.

What to do upon Suspicion or Disclosure

There are some basic principles in reacting to suspicions, allegations, and/or disclosures.

What to do	What not to do
Stay calm	Don’t panic. Don’t over-react. It is extremely unlikely that the participant is in immediate danger.
Listen, hear and believe	Don’t probe for more information. Questioning the participant may affect how the participant’s disclosure is received at a later date.
Give time to the person to say what they want	Don’t make assumptions, don’t paraphrase and don’t offer alternative explanations.
Reassure & explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed	Don’t promise confidentiality to keep secrets or that everything will be OK (it might not).
Act immediately in accordance with the procedure in this policy	Don’t try to deal with it yourself.
Record in writing as near as verbatim as possible what was said as soon as possible	Don’t make negative comments about the alleged abuser.

Report to the lead member of staff and record your report	Don't 'gossip' with colleagues about what has been said to you. Don't make a child repeat a story unnecessarily.
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It is the duty of anyone who works with adults in need of care and support to report disclosures of abuse.

It is not for staff to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.

Recording Suspected or Actual Incidents

No matter what happens to a suspicion, allegation or actual incident of abuse, (that is whether or not it is processed through a statutory agency or not), all details must be recorded.

Important information to record includes:

- The date and time of disclosure, suspicion, allegation or actual abuse incident.
- Details given to the person reporting about the above, e.g. date & time of when things occurred.
- An indication of the parties involved.
- Details of what action has been taken.
- Details of reporting on, e.g. who to (statutory agency) and when.
- Details of consent from the people involved in the report.

If for any reason it is decided not to consult with a relevant statutory agency, a full explanation of why must be documented by the Safeguarding Lead at NEYDL.

Recording should be factual, with no reference made to personal subjective opinions.

Records should be kept completely confidential and secure on the charities cloud-based data management system and only shared with those who need to know about the suspicion, allegation or actual incident of abuse.

Reporting Process

Staff made aware of suspicions, allegations or actual abuse are responsible to take the appropriate action according to the following procedure:

- The primary responsibility of the person who first suspects or who is told of abuse is to report it and to ensure that their concern is taken seriously whilst adhering to the do's and don'ts above.
- If the adult involved in the report is at risk of immediate danger the person reporting should call the police on 999, immediately.
- The incident should be reported immediately to the Safeguarding Lead who is then responsible for dealing with allegations or suspicions of abuse.
- The Safeguarding Lead will consider the report and will make a decision about whether or not to make a referral, on a case by case basis.
- If a decision is made to refer on, the Safeguarding Lead will work together with the person who reported the abuse to write up a referral form to the Local Authority.

- Where the adult in question has capacity to consent, both the person who reported the abuse and the Safeguarding Lead will speak to those involved in the disclosure to seek consent to send it on to the Local Authority.
- The Safeguarding Lead will keep a copy of the report and a copy of the acknowledgement email from the Local Authority.

Staff should never try to deal with a suspicion, allegation or actual incident of abuse by themselves.

A timeline for the reporting process can be found in Appendix 3.

Reporting Suspected, Alleged, or Actual Incidents of Abuse

It may sometimes be difficult to accept that something disclosed in confidence by an adult or anyone else should be passed on to a colleague, but the welfare of the adult must be paramount and therefore staff have a duty to report suspicions, allegations or actual incidents to the Safeguarding Lead.

Information should also be reported if staff/project consultants have concerns that an adult may be suffering harm or at risk of abuse, even they are unsure about their suspicions.

Once this initial report has been made, the Safeguarding Lead will consult with the relevant statutory agencies. Relevant contact details can be found on page 3.

The following information may be required:

- Staff name, address, telephone number, position/role within NEYDL.
- As many details about the adult as possible (e.g. name, date of birth, address, home telephone number, children or adults who may be affected).
- The reasons for telephoning (e.g. the suspicions, allegations, what has been said, giving details of times and dates and the adult's emotional state, or what the adult has said in response to the suspicions/concerns). Make a clear distinction between what is fact, opinion or hearsay.
- Details of the adult's consent or inability to consent.
- What has been done so far.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded on Views.
- The relevant statutory agency will then give instructions as to what to do next and take responsibility for further action.

Safeguarding Adult Review (SAR)

When an adult in the Gateshead Local Authority area dies as a result of known or suspected abuse and/or neglect and there is concern that partner agencies could have worked more effectively to protect the adult, a Safeguarding Adult Review (SAR) must be arranged. The SAR will make efforts to establish what the agencies could have done differently to prevent harm or death. The findings will be published, setting out the actions required to prevent a reoccurrence.

In the event of a SAR, NEYDL will cooperate fully with the review. NEYDL's involvement will be managed and overseen by the charities Safeguarding Lead, Deputy Safeguarding Lead and CEO.

Support for Staff

- In relation to Safeguarding, all staff will be supported by the following measures:
- Mandatory induction to include familiarisation with Safeguarding responsibilities and procedures, as well as undertaking training with the Local Authority.
- Regular supervision with their line manager to include regular reviews of their practice to ensure that they improve over time.
- Access to additional supervision with their line manager and/or external clinical supervision. This should be requested directly with the relevant line manager.
- Safeguarding will be discussed as a standing item in weekly Team Meetings.

Allegations Against Staff

All staff are required to report any concerns they have about the conduct of staff member, project consultant, trustee or volunteer working with adults in need of care and support.

Reports should be made initially to the charities Safeguarding Lead and CEO. If the allegation is made against one of these parties, then the matter will be referred to the charities Deputy Safeguarding Lead and/or Chair of Trustees.

Staff will be suspended from NEYDL while an investigation takes place. The investigation will follow the grievance procedure which can be found in the staff handbook.

Digital and Online Safeguarding

A companion policy entitled 'Online Safety and Social Media' sets out how NEYDL uses the internet and social media (including NEYDL's DigiDAD platform and peer supported Console Gaming activities) and the procedures for doing so. It also outlines our expectations of how staff, young people and external visitors behave online.

Covid-19

As a result of the Covid-19 pandemic, disadvantaged families are facing the following additional pressures:

- Families in poverty have increased pressure due to unemployment, furlough, and loss of access to services that would normally have supported their wellbeing.
- Social distancing, lockdown, isolation/loneliness and/or families being forced together for prolonged periods of time may significantly increase the risk of harm to a child or children.
- Lack of space, privacy and unsuitable housing increases stress and leads to frustration.
- Lack of social networks and home schooling are denying opportunities for children and vulnerable adults to disclose harm and abuse.

NEYDL should be mindful of this and find strategies to aid contact with service beneficiaries, their children and families.

All staff should adhere to the local and national guidance, whilst ensuring that the following steps are taken:

- Covid-19 will feature as a standing item in all Team Meetings attended by staff.
- All staff will be expected to attend online 'Prevent Covid-19' training paid for by NEYDL and provided by Virtual College.
- Further support for staff will be provided by the CEO, Safeguarding Lead and Deputy Safeguarding Lead throughout the pandemic.
- Regularly review practise and risk assess all activities.
- Regularly review 'on-line safety' and ensure that potential 'on-line abuse' remain at the forefront of any contact with service beneficiaries.
- All concerns regarding a vulnerable adult, child or family should be referred in the usual way following local LSCB guidance and policies.

For further information, please refer to the charities 'Covid-19 Policy'.

Appendix 1 - Table of Versions

Date	Version	Narrative	Signed
2.8.17	1	Draft document first presented to the board of trustees	K Stoodley
7.3.18	1.1	Final version formally approved by the board of trustees	K Stoodley
7.3.18	N/a	Policy review date agreed by the board of trustees as 7.3.19	K Stoodley
9.12.19	2	Approved by the board of trustees	K Stoodley
16.3.21	3	Approved by the board of trustees	K Stoodley

Appendix 2 - Types and Patterns of Abuse and Neglect

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse including:

- assault.
- hitting.
- slapping.
- pushing.
- misuse of medication.
- restraint.
- inappropriate physical sanctions.
- Female Genital Mutilation.

Domestic 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.
- sexual assault.
- sexual acts to which the adult has not consented or was pressured into consenting.
- Female Genital Mutilation.

Psychological abuse including:

- emotional abuse.
- threats of harm or abandonment.
- deprivation of contact.
- humiliation.
- blaming.
- controlling.
- intimidation.
- coercion.
- harassment.
- verbal abuse.

- cyber bullying.
- isolation.
- 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.
- the misuse or misappropriation of property, possessions or benefits.

Modern slavery encompasses:

- slavery.
- human trafficking.
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

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. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Radicalisation and extremism

Radicalisation is the process by which an individual or group comes to adopt increasingly extreme political, social or religious ideals and aspirations that reject or undermine the status quo, including ideas and expressions of freedom of choice. Radicalisation of a vulnerable adult is a form of abuse.

Factors which may contribute to vulnerability include:

- Experience of poverty, disadvantage or social exclusion.

- Extremist influences.
- Traumatic event(s) experienced personally or globally.
- Recent political or religious conversion.
- Possession of literature related to extreme views.
- Underachievement.
- Rejection by peers, family, faith or social group.
- Identity confusion.
- Change in behaviour or appearance as a result of new influences.
- Conflict with family over religious beliefs or extreme political views.
- Victim or witness to race or religious hate crime.
- Peer pressure associated with extremism.

In response, the Counter Terrorism & Security Act 2015 contains a duty to stop people becoming terrorists or supporting violent extremism, known as PREVENT. Further guidance can be found via the following link:

https://www.gscb.org.uk/media/1170/3799_revised_prevent_duty_guidance_england_wales_v2-interactive-65221.pdf

County Lines

A term used to describe criminal networks from large urban areas that travel to smaller locations including county or coastal towns in order to sell class A drugs. Gangs typically recruit and exploit children, young people and vulnerable adults to various roles within the drug supply chain, using coercion, intimidation, violence (including sexual violence) and weapons.

Specific Home Office guidance for safeguarding staff can be found via the following link:

https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines?utm_source=Safeguarding%20Hub&utm_medium=Safeguarding%20Hub&utm_campaign=County%20Lines&utm_term=County%20Lines%20frontline%20guidance&utm_content=County%20Lines%20frontline%20guidance

Discriminatory abuse including forms of:

- harassment.
- slurs or similar treatment.
- because of race.
- gender and gender identity.
- age.
- disability.
- sexual orientation.
- religion.

Appendix 3 - Timeline for Reporting

What	Who	Timeframe
Report concerns, suspicion or occurrence of abuse to the safeguarding lead	Staff member who received disclosure	Immediately
Call the police if the adult is at risk of immediate danger	Staff member who received disclosure	Immediately
Safeguarding lead considers the report and informs the CEO	Safeguarding lead and CEO	within 24 hours
Inform/ask for consent to make the referral	Staff member who received disclosure and safeguarding lead	immediately
Write a referral to the Local Authority Safeguarding team	Staff member who received disclosure and safeguarding lead	if it cannot be done immediately must be completed within 24 hours
Send report to Local Authority	safeguarding lead	if it cannot be done immediately must be completed within 24 hours