



JADC

Adult at Risk Safeguarding Policy

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Introduction

The JADC has written this Safeguarding Adults at Risk Policy to provide an understanding of Safeguarding and to establish internal procedures which demonstrate the JADC's values and commitment in this particular area. It provides guidance for all members and volunteers about what to do in specific circumstances.

Within the area of safeguarding adults, it is vital that all JADC members and volunteers, know what to do if they are concerned about a person at risk. It is equally important that others are aware that the JADC takes the safety and welfare of people at risk into consideration in every activity that is undertaken.

The first part of this document provides the JADC's Safeguarding Adults at Risk Policy followed by internal Procedures.

The JADC accepts that having a Safeguarding Adults at Risk Policy and internal Procedures are not enough in themselves to cover the wider remit of caring for adults at risk which is primarily about prevention; the JADC will also develop suitable training and provide advice to members and volunteers where necessary.

Safeguarding Adults at Risk Policy

The JADC is fully committed to safeguarding the welfare of all adults, recognising its responsibility to take all reasonable steps to promote safe practice and to protect adults at risk from harm, abuse and exploitation.

The JADC acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse/harm.

Members and volunteers of the JADC will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

In implementing this Safeguarding Adults at Risk Policy, the JADC will:

- Ensure that all JADC members and volunteers understand their legal and moral responsibility to protect adults at risk from harm, abuse and exploitation.
- Ensure that all JADC members and volunteers understand their responsibility to work at all times towards maintaining high standards of practice;
- Ensure that the JADC provides a safe physical environment for vulnerable adults as well as for all members of the JADC by abiding by the regulations for health and safety.
- Ensure that all JADC members and volunteers understand their duty to report concerns that arise about an adult at risk, or a member's and volunteer's conduct towards an adult at risk, to the JADC safeguarding lead.
- Ensure that the Safeguarding lead understands their responsibility to refer any safeguarding concerns to the statutory agencies (i.e. Police and / or Adult Safeguarding);
- Ensure that any procedures relating to the conduct of JADC members and volunteers are implemented in a consistent and equitable manner.

- Provide opportunities for all members and volunteers to develop their skills and knowledge, particularly in relation to the welfare and protection of adults at risk;
- Ensure that adults at risk are enabled to express their ideas and views on a wide range of issues.
- Ensure that adults at risk and/or their carers have access to the JADC's Complaints Procedure.
- Endeavour to keep up to date with local and national developments relating to the welfare and safeguarding of adults.
- Ensure that any vulnerable adult within the JADC that requires a carer while attending rehearsals, productions or any other events is accompanied by their designated care provider.

Commitment

The JADC is fully committed to protect and promote individual human rights, the capacity for independence and improved wellbeing so that adults stay safe, are treated with dignity and respect, enjoy a sustained quality of experience and are at all times protected from abuse, neglect, discrimination or poor treatment while participating in events as part of the JADC.

The central purpose of the JADC's Safeguarding Adults at Risk Policy and internal Procedures is to ensure that people know how to recognise signs of abuse and neglect and, where they do occur, that there is an appropriate response to protect those affected from further harm.

Definitions

An Adult at Risk

An adult at Risk is a person aged 18 years or over who is, or may be, unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because their circumstances e.g. chronic illness, disability, age, mental health issues or their lifestyle causes them to be at risk in some situations.

What is abuse?

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. Abuse can happen anywhere – in a person's own home, in a residential or nursing home, in a supported living setting, a hospital or GP surgery, a prison, day centre or educational setting, library, sports centre, within the workplace, a voluntary organisation, or within the community.

Examples of Abuse

- **Physical abuse:** including hitting, slapping, pushing, kicking or injuring someone and misuse of medication.
- **Sexual abuse:** including rape, sexual assault or pressuring someone into sexual acts they have not consented to, do not understand or feel powerless to refuse.

- **Emotional abuse:** including threats of harm or abandonment, isolation, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, or withdrawal from services or supportive networks.
- **Financial or material abuse:** including theft, fraud, and misuse of property, possessions, benefits, and deliberate / premeditated mismanagement of finances by people in positions of trust.
- **Neglect and acts of omission:** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, withholding medication, nutrition and heating.
- **Discriminatory abuse:** including abuse that is racist, sexist, or based on disability or age, or other forms of harassment, slurs or similar treatment.
- **Institutional abuse:** sometimes happens in places such as residential homes, nursing homes, hospitals or prisons where people are mistreated because of poor or inadequate care / support, neglect and poor working practice that affect the whole of that service.

Procedure for what to do if you suspect abuse

All JADC members and volunteers must take the following action where appropriate:

- Ensure the person is safe.
- Listen carefully to what the person has to say, but do not ask questions other than to clarify what has been said.
- Inform the person disclosing abuse that you cannot keep this information confidential and must pass this information on to the JADC's safeguarding lead.
- Contact the emergency services if urgent medical help is required.
- Contact the safeguarding lead immediately. If they are unavailable then the Chair, Vice chair or President of the JADC should be contacted. If you are unable to contact the safeguarding lead because you suspect they may be involved in the abuse, you should contact the Chair, Vice Chair or President of the committee.
- The safeguarding lead will decide whether to contact the Single Point of Referral (SPOR) for Adult Safeguarding (444440).
- The safeguarding lead will decide whether to contact the Police if it is suspected that a crime has been committed (Tel: 612612 or 999)
- Take care to preserve any evidence e.g. clothing, bedding, weapons, text messages, letters, emails etc.
- Record the allegation or your suspicion of abuse as accurately as possible.

Do Not:

- Question the victim as this may affect any police action.
- Discuss the allegation / abuse with the person alleged to have caused harm.
- Discuss the allegation / abuse with other members and volunteers other than the safeguarding lead or the person you have made the disclosure to.
- Take any other action without first discussing this with the safeguarding lead or the person you have made the disclosure to.

- Promise to maintain confidentiality.
- Delay reporting the incident / allegation.

Raising Concerns

All JADC members and volunteers have a clear professional and moral duty to report any allegations or suspicions of abuse or potential abuse of an adult to the safeguarding lead of the JADC.

Anybody who is involved directly with adults at risk has the responsibility to be aware of the possibility of abuse. They have a responsibility to take appropriate action whenever there is concern that abuse may have taken place or may occur unless someone does something to stop it. This is called 'alerting'.

It is important that any allegation of abuse is taken seriously, however insignificant it may seem on first appearance to the person receiving the information.

There are four key questions to be kept in mind when deciding whether an alert becomes a referral:

- Is the person 18 or older?
- Is the person in need of or may need community care services by virtue of frailty, mental disorder, disability or other condition or illness?
- Do the circumstances indicate actual or potential risk of abuse, neglect or exploitation or significant harm?
- Is the person unable or likely to be unable to take care of themselves or protect themselves from harm or exploitation?

Who to Tell – Alert and Referral

If you have a concern about actual or possible adult abuse, generally, you should talk urgently to the safeguarding lead making clear what you know or suspect. The only exception to this course of action is if the safeguarding lead may be implicated in your concerns. In these circumstances you should talk directly to the Chair, Vice Chair or President of the committee.

When a suspected incident of adult abuse is reported, the safeguarding lead must take it seriously and decide whether the allegation needs further investigation. If it appears that there are grounds to believe that adult abuse is or may be happening, the safeguarding lead must ensure that an alert is acted upon at the earliest possible opportunity and no later than at the end of the working day in question.

If the safeguarding lead is uncertain that abuse has occurred or is indicated, they must contact Adult Safeguarding on 444440 or email SPOR@health.gov.je for further advice.

The details required should include the following:

- your name, position / relationship and contact details as the referrer
- when the incident happened
- where the incident happened
- who was involved (names and relationships)

- details of the concern or alleged abuse
- what action was taken, and other organisations involved e.g. police, ambulance
- whether there is an immediate or future risk.

Ensuring immediate safety

If the adult is in immediate danger or in need of urgent medical attention, action must be taken to ensure their immediate safety and well-being. This may include contacting the appropriate emergency services by calling 999.

Police advice

It should be noted that the Police, as well as taking a lead in any criminal investigation, are available for advice and consultation at an early stage. It is important that the Police are able to gather forensic evidence immediately and therefore they should be contacted in any case where a serious incident and / or criminal offence has occurred or is suspected of occurring.

Important things to consider when abuse is known or suspected

In all cases where a person is in immediate danger, urgent action must be taken at once, by calling the relevant emergency services.

If there is reason to believe a crime has been committed, seek the adult's consent to inform the Police. If the adult gives permission, ensure the situation is discussed with the safeguarding lead and then contact the Police.

If the adult does not give permission to involve the Police, this information should be passed on to the safeguarding lead as soon as possible, and clearly recorded confidentially. If other people are considered to be at similar risk, discussion with the Police may occur considering the vulnerable adult's wishes.

If you believe the person lacks the capacity to give consent and there is reason to believe a crime has been committed, action can be taken in their best interests. You must act in accordance with their wishes, wherever possible.

However, consideration should be given to circumstances in which a person's wishes may be overridden. In some cases, it will be essential for other or additional services to be provided before any investigation starts.

If the adult indicates a wish for action to follow as a result of alleged or actual abuse, offer necessary support, but do not ask investigative questions. Rather, give the person reassurance that the matter is being reported and that someone will contact them.

In cases where serial allegations of abuse are made, each allegation must be treated separately and in accordance with this policy and procedure, considering the individual's wellbeing.

Allegations against JADC members and volunteers

Where an allegation concerns the actions of a JADC member or volunteer, (who may also be a friend) it is the clear duty of all those concerned to report the matter as set out above. When it comes to raising adult abuse concerns, no distinction should be made between members and volunteers. **The adult at risk's wellbeing is paramount.**

If an allegation is made against the safeguarding lead, the JADC Chair, Vice Chair or President will need to clarify with the investigating team what action he or she intends to take.

It is important to ensure that the action taken:

- protects the rights and wishes of the adult at risk.
- protects the rights of the member or volunteer concerned.
- enables the safeguarding lead or other investigating committee member, to take appropriate action either on behalf of the adult at risk or against the JADC member or volunteer where appropriate; and
- does not compromise any criminal investigation.

To achieve these outcomes it will be necessary for the safeguarding lead or other investigating committee member to coordinate their responsibilities for pursuing disciplinary matters in relation to the JADC member or volunteer with those of the 'investigating team', who will be working within these safeguarding adults procedures.

Anyone who works, or has contact, with a person thought to be at risk has a responsibility to report actual or suspected abuse. This includes family members, volunteers, health workers, manager and staff. Doing nothing is not an option.

The current safeguarding lead is Clare Scott. She can be contacted by:

Telephone -07797759992

Email -safeguarding@jadc.co.uk

Important links

Jersey Safeguarding Adult Partnership Board Procedures

The Jersey Safeguarding Adult Partnership Board provide procedures for anyone who works with or cares for adults who may be at risk.

<http://www.proceduresonline.com/jersey/adults>

Multi agency training

The Safeguarding Partnership Board provides information about available training and courses which can be accessed at:

<http://www.gov.je/Caring/IndependentMonitoring/SPB/Pages/SafeguardingTraining.aspx>

To be reviewed yearly: Date of next review is **May 2021**

