



# As-Suffa Trust

# Adult Safeguarding

# Policy

**Last Review Date:** December 2018

**Next Review Date:** December 2020

## Vulnerable Adult Safeguarding Policy

<b>Procedure</b>	Adult Safeguarding	<b>Version</b>	1.0
<b>Ratified by</b>	As-Suffa Board of Trustees	<b>Date Ratified</b>	December 2017
<b>Author</b>	Yasser Taj (Outreach Lead)		

### Executive summary

<b>Purpose of this document</b>	<p>As-Suffa is committed to ensuring that vulnerable people are not abused and that working practices minimise the risk of abuse.</p> <p>Living a life that is free from harm and abuse is a fundamental right of every person. All of us need to act as good neighbours and citizens in looking out for one another and seeking to prevent the isolation which can easily lead to abusive situations and put adults at risk of harm.</p>
<b>Key issues explored in this document</b>	<p>As-Suffa is committed to working with the main statutory agencies and other local voluntary organisations to promote safer communities, to prevent harm and abuse and to deal with suspected or actual cases of abuse. Our procedures aim to make sure that the safety, needs and interests of adults at risk are always respected and upheld</p>
<b>Aimed at</b>	All staff (including volunteers) and service users
<b>Other policies and documents that should be read in conjunction with this document</b>	As-Suffa Incident Reporting Form

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## 1.0 *What is Safeguarding?*

- 1.1 What is 'safeguarding adults'? - 'Safeguarding adults' means helping adults, who may be at risk, to stay free from abuse and neglect.
- 1.2 Who is a 'vulnerable adult'? – A 'vulnerable adult' is someone who is 18 years or over and needs, community care services, has a mental or other disability, aged, illness, who may find it difficult to protect themselves from abuse.
- 1.3 What is abuse? Abuse can be in many forms and the signs of abuse can vary:
  - 1.3.1 Physical – this is 'the use of force which results in pain or injury or a change in a person's natural physical state' or 'the non-accidental infliction of physical force that results in bodily injury, pain or impairment'.
  - 1.3.2 Sexual – examples of sexual abuse include the direct or indirect involvement of the adult at risk in sexual activity or relationships which they do not want or have not consented to.
  - 1.3.3 Emotional and psychological – this is behaviour that has a harmful effect on the person's emotional health and development, or any form of mental cruelty that results in mental distress, the denial of basic human and civil rights such as self-expression, privacy and dignity.
  - 1.3.4 Institutional – institutional abuse is the mistreatment or neglect of an adult at risk by a regime, or individuals within settings and services, that adults at risk live in or use. Such abuse violates the person's dignity, resulting in lack of respect for their human rights.
  - 1.3.5 Discrimination – discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunities to some groups or individuals.
  - 1.3.6 Financial and material – this is the use of a person's property, assets, income, funds or any other resources without their informed consent or authorisation. It includes theft, fraud, exploitation and the misuse or misappropriation of property, possessions or benefits.
- 1.4 Who abuses? Lots of different people may abuse vulnerable adults;
  - 1.4.1 Adults own family and friends
  - 1.4.2 People who are employed to care for them
  - 1.4.3 People who deliberately target vulnerable adults

## 2.0 *Legal framework.*

- 2.1 The Care Act 2014 sets out a clear legal framework for how local authorities and other statutory agencies should protect adults with care and support needs at risk of abuse or neglect.
- 2.2 Human Rights Act 1998 applies to all public authorities and other bodies performing public functions. These organisations must comply with the Act – and individual's human rights – when providing a service or making decisions that have a decisive impact upon an individual's rights. The Human Rights act covers everyone in the United Kingdom, regardless of citizenship or immigration status. Anyone who is in the UK for any reason is protected by the provisions in the Human Rights Act.
- 2.3 Mental Capacity Act 2005 is a legal framework designed to support and protect people with serious cognitive impairments, such a significant learning disability, acquired brain injuries or dementia. There is a legal presumption in favour of

mental capacity. This means people are presumed to have the capacity to make their own decisions and be helped to do so by all reasonable means. If they appear unable to make a particular decision must be made for them in their best interests. Factors to be considered to reach a best interests decision, include; the person's own views, the opinions of other people, including carers, professionals involved in looking after the person and anyone appointed by the Court of Protection as a deputy or who has a relevant power of attorney.

### *3.0 Roles and responsibilities*

- 3.1 This safeguarding policy applies to all As-Suffa staff, volunteers and service users.
- 3.2 Emphasis is placed on the importance of vulnerable adults being involved as much as possible in a safeguarding process. With some exceptions safeguarding enquiries should only take place with the consent of the person concerned. The wellbeing of the person throughout the safeguarding process is of central importance
- 3.3 It is essential to balance protecting people from harm and empowering people to make their own choices and remain in control of their own lives, thus this can sometimes mean respecting an older person's choice even though this puts them at risk of harm.
- 3.4 Personnel and Training
  - 3.4.1 The lead member of staff for ensuring the implementation of the safeguarding adults policy is Muhammad Shuaib. They will maintain an overview of safeguarding concerns, take a lead on liaising with other agencies and keeping informed about local developments in safeguarding. They will ensure that all staff and volunteers at As-Suffa have access to relevant training and support.
- 3.5 Allegations of abuse by volunteers or staff
  - 3.5.1 Volunteers and staff themselves may be the subject of an allegation of abuse. If you are the subject of such an allegation or made aware of an allegation, then you must immediately report this to the lead member of staff responsible for ensuring the implementation of the safeguarding vulnerable adults policy. Suspension and/or disciplinary action may be taken.
- 3.6 Staff and volunteer recruitment
  - 3.6.1 When staff and volunteers are being recruited to roles that involved regular direct work with vulnerable adults this will be taken into account by As-Suffa in the recruitment process, which will include DBS checks and take up of appropriate references to ensure safer recruitment.

### *4.0 Procedures*

- 4.1 What to do if an adult experiencing abuse tells you about it
  - 4.1.1 If an adult experiencing abuse or neglect speaks to you about this, assure them that you are taking them seriously. Listen carefully to what they are saying, stay calm and get a clear and factual picture of the concern.

- 4.1.2 Be honest and avoid making assurances that you may not be able to keep, for example, complete confidentiality. Be clear and say that you need to report the abuse. Do not be judgemental and try to keep an open mind.
- 4.1.3 Do not keep concerns relating to potential abuse of vulnerable adults to yourself. Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.
- 4.1.4 All staff (professionals and volunteers) of any service involved with adults at risk should inform the relevant programme lead if they are concerned that an adult has been abused or may be at risk of harm.
- 4.1.5 Not all abuse is intentional, for example if a carer does not know a particular procedure or technique can harm a person, it is still important to report these.
- 4.1.6 If you hear about an incident of abuse from a third party, encourage them to report it themselves or help them to report the facts of what they know.
- 4.2 What to do if you suspect abuse
  - 4.2.1 Everyone with a duty of care to an adult at risk should:
    - Act to protect the adult at risk
    - Deal with immediate needs and ensure the person is, as far as possible, central to the decision-making process
    - Report the abuse to an appropriate person or service (e.g. programme lead)
    - If a crime has or may have been committed, contact the police to discuss or report it
    - Record the events on the As-Suffa incident reporting
  - 4.2.2 A concern may be a direct disclosure by the adult at risk, or a concern raised by staff or volunteers, others using the service, a carer or member of the public, or an observation of the behaviour of the adult at risk, or the behaviour of another.
- 4.3 How to make a report of suspected abuse
  - 4.3.1 All concerns of abuse or neglect of a vulnerable adult at risk should in the first instance be reported to the programme lead, who will refer on to the Project lead
  - 4.3.2 The Project Lead will refer on to the Local Authority, safeguarding team (Birmingham City Council).  
Email: [ACAP@birmingham.gov.uk](mailto:ACAP@birmingham.gov.uk)  
Telephone: 0121 303 1234
  - 4.3.3 If the Police need to be summoned in an emergency this should be done by the volunteer through the 999 number. If the issue is not an emergency the lead volunteer may want to call the non-emergency number of 101

## As-Suffa Trust Adult Safeguarding Policy Agreement

I have read and understood the As-Suffa Adult Safeguarding Policy. I accept and agree to abide by this Policy which can be subject to change on a yearly basis or as when required.

<b>Full Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

The Board of Trustees have accepted and intended to implement this version of the As-Suffa Adult Safeguarding Policy.

<b>Trustee Signatures:</b>	
Shaykh Zahir Mahmood (Chair)	
Arif Mahmood (Secretary)	
Tahir Mahmood (Treasurer)	
<b>Date:</b>	