

SAFEGUARDING POLICY - ADULTS

Policy Purpose

The Polycystic Kidney Disease Charity ("PKDC") provides non-medical support services to vulnerable adults who may be at risk due to age, illness or disability. These services are delivered through: online community engagement; helpline; email; webchat; one-to-one peer support; meetups; information days.

The PKDC will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

The purpose of this policy is to protect adults who receive PKDC services and provide staff and volunteers with the overarching principles that guide our approach to child protection.

This policy outlines the steps PKDC will make to safeguard an adult with care and support needs if they are deemed to be at risk. This policy sets out the roles and responsibilities of PKDC in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

The key objectives of this policy are for all employees and volunteers of PKDC to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

Policy Scope

This policy is intended to support trustees, staff and volunteers working within PKDC to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

Definitions

Adult at risk - The legal definition of the term "adult at risk" refers to any person aged 18 years and over (16 in Scotland) who:

- has needs for care and support and;
- is experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

This could include people with mental health issues, physical, sensory or learning disabilities, medical conditions, dementia, brain injury, those who are elderly and frail and also those who are family carers.

Safeguarding adults - Per the Care and Support Guidance, issued by the Department of Health, updated February 2017, safeguarding means 'protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together

to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

Responsibilities

We recognise that the welfare of adults at risk is paramount and that they have equal rights of protection. All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse. We have a duty of care and will do everything we can to provide a safe and caring environment whilst they attend our activities.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness. Safeguarding concerns arise when an adult who has care and support needs and is, or is at risk of, being abused or neglected and unable to protect themselves against the abuse or neglect or risk of it because of those needs.

Government guidance, including The Care Act 2014, is clear that all organisations working with adults at risk, families, parents and carers have responsibilities. It is important to remember that adults at risk can also abuse and that such incidents fall into the remit of this policy.

The Care Act 2014 has six key principles which should inform the way in which all of PKDC's trustees, staff and volunteers should work with adults. They are:

1. Empowerment
2. Prevention
3. Proportionality
4. Protection
5. Partnership
6. Accountability

PKDC trustees, staff and volunteers should ensure that their work reflects the principles above.

Recognising Abuse - The Care and Support Statutory Guidance Issued under the Care Act 2014 outlines how abuse may take many forms and how individual circumstances should be considered. Exploitation is a particular theme in the following list of abuse:

- Physical
- Domestic violence, including "honour" based violence
- Sexual
- Psychological
- Financial or material abuse
- Modern slavery

- Discriminatory
- Organisational or institutional
- Neglect and acts of omission
- Self-neglect
- Female Genital Mutilation (FGM)
- Hate and "mate" crime

Who do I go to if I am concerned? The named responsible persons for safeguarding duties for PKDC are:

Lead	Rebecca Murphy	07712 773298
Deputy	Elizabeth White	07903 832904
Deputy	Tess Harris	07793 819868

All trustees, staff and volunteers should contact the Lead or one of the Deputies for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

The Lead, together with the Deputies if needed, will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

The Lead, together with the Deputies if needed, will also ensure that the safeguarding adults policies and procedures are in place and up to date. They will ensure a safe environment is promoted for trustees, staff and volunteers and adults accessing the services offered by PKDC. The Lead, together with the Deputies if needed, will ensure they are up to date with their safeguarding adults training.

What should I do if I am concerned? Trustees, staff and volunteers at PKDC who are worried an adult at risk has been abused because:

- You have seen something
- An adult at risk says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- A responsible adult has disclosed they are abusing an adult at risk

or if you have any other adult safeguarding concerns, you should:

1. Respond

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services.
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

2. Report

- Report any potential safeguarding concerns to the Lead and Deputies listed in this policy.

3. Record

- Safeguarding concerns should be recorded using the **PKDC Safeguarding Record Sheet, an example of which can be found in Appendix A of this policy**. All records will be written by the person with the concern within 48 hours and will be factual, non-judgmental and completed in full. Records should be dated and signed and submitted to the Safeguarding Lead and Deputies.
- Records about safeguarding concerns will be kept confidential and in a location only accessible to the Lead and Deputies.

4. Refer

- In making a decision whether to refer or not, the designated safeguarding Lead should take into account:
 - i. the adult's wishes and preferred outcome
 - ii. whether the adult has mental capacity to make an informed decision about their own and others' safety
 - iii. the safety or wellbeing of children or other adults with care and support needs
 - iv. whether there is a person in a position of trust involved
 - v. whether a crime has been committed
- This should inform the decision whether to notify the concern to the following people:
 - the police if a crime has been committed and/or
 - Camden Council Safeguarding Services by phone 020 7974 4000 or email: adultsocialcare@camden.gov.uk for possible safeguarding enquiry
 - relevant regulatory bodies such as the Charities Commission

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Date Adopted: 19/05/2020. This version replaces all previous ones

- the designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Trustees, staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

Whistleblowing - In the rare situations that there are concerns about the Lead or the Deputies, this should be reported directly to the PKDC's Chair of the Trustees who will liaise with social care services, or the police, as necessary.

Safer Recruitment - PKDC is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them. PKDC obtains full personal details and CVs and always takes up a minimum of two written references.

Induction and Training - PKDC ensures that all trustees, staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required. All new staff will attend safeguarding training within 3 months of appointment.

Coronavirus (COVID-19) Pandemic

The Policy purpose, scope and responsibilities remain the same.

However, PKDC recognises that the provision of non-medical support to vulnerable adults can no longer extend to face-to-face peer support, meetups or patient and family information days. PKDC also recognises that many of the users of the PKDC support services will be shielding and in higher risk groups as identified by the Government.

PKDC will continue to offer support to vulnerable adults through its existing online community engagement, phone helpline, email, webchat and one to one peer support through virtual means. This includes the adaptation of existing support accessibility to include the provision of 'virtual meetings'. In anticipation of an increase in online presentations for support in general, PKDC has increased the number of moderators to assist with any increase in demands for its services. All hosts and moderators are fully trained and experienced and hold the appropriate adult safeguarding qualifications. Guidance is taken from the Befriending Networks and well as the UK Government website.

Additional signposting to the Charity's support groups and other reliable sources of information/support have been implemented and there is ongoing review to ensure that all aspects of the charity's responsibilities are being met.

The named responsible people for safeguarding within the Charity remain the same.

An additional section has been added into the **Appendix A Safeguarding Record Sheet** to record if the adult at risk is showing any symptoms of COVID-19 or is living in a house where

others are showing symptoms and may be subject to isolation. This information can then be shared should there be a referral or a notification of concern

This policy will be reviewed every 2 years

Date adopted: 19/5/2020

Review date: 19/5/2022

Signed: 

Name/Title: ALAN GREENLEAF
CHAIR

Appendix A

Safeguarding Record Sheet

*This form should only be filled in with information **already** known, be careful not to ask leading questions. Fill in factually. It should be filled out ASAP, on the same day and stored in a secure place.*

Name of the adult at risk (including any names known)	
Date of Birth	
Address	
Name of Parent or Carer and contact details	
Any special needs known: including medical/disability/language/etc.	
Coronavirus (COVID-19) symptoms in the adult or other members of the household	
Nature of concern	
Views of adult at risk (if able to express)	

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Name and details of any other adults at risk or children (under 18 years of age) in the family or setting	
Action Taken	Detail here agency contacted, who spoken to and any timescales/actions given
Safeguarding Lead or deputy person's action and reason for taking it OR Why no action has been taken	<p style="text-align: right;">Time & Date</p> Detail here external agency contacted, who spoken to and any timescales/actions given
Name of organisation, address and phone numbers/e-mails:	
To be completed by the concerned person: Signature: Print Name: Job Title/Role: Date:	
To be completed by Lead/Deputy person for Safeguarding: Signature: Print Name: Job Title/Role: Date:	