



Safeguarding Policy for all the Active LD Team



The Active LD team are:

LD Advisors, Directors, Staff and Volunteers



Safeguarding Means keeping people safe from harm.

Policy A set of rules or guidelines telling the Active LD team how we need to behave

	<p>Everyone has the right to feel safe and be treated kindly.</p>
 <p>SAFEGUARDING</p>	<p>Safeguarding means keeping people safe from harm, abuse, or neglect*.</p>
	<p>People with learning disabilities may need extra support to stay safe.</p>
	<p>Active LD works hard to protect adults and keep them safe.</p>
	<p>Staff and volunteers are trained to know what abuse looks like and what to do.</p>
	<p>Abuse* can be physical, emotional, sexual, financial, or neglect.</p>

	<p>If something feels wrong or unsafe, it is important to tell someone.</p> <p>Directors, staff or volunteers must listen, take you seriously, and act quickly to help.</p>
	<p>Active LD's Safeguarding Officer is</p> <p>Betty Chadwick betty@activeld.org 07884 063201</p>
	<p>If someone is in danger, help will be called straight away.</p>
<div data-bbox="237 1279 480 1462" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>No decision about me, without me.</p> </div>	<p>Inclusion and Safety are two of Active LD's key values.</p> <p>People's wishes and feelings matter.</p> <p>At Active LD we believe in 'no decision about me, without me'.</p>

***Neglect** means someone isn't giving you the care or support that you need.

***Abuse** means when someone is hurt, scared or treated in way that makes them feel unsafe or unloved

Safeguarding Adults Policy

Introduction

Everyone has the right to live and work, free from abuse, harm, fear or neglect. Safeguarding involves protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. People with learning disabilities have a recognised vulnerability to abuse or neglect.

Active LD is committed to reducing the risk of abuse and neglect and to increase the detection of abuse of vulnerable adults, ensuring that

- We have a safe recruitment process
- The induction process includes reading and understanding this policy and access to Level 1 Adult Safeguarding Training
- A comprehensive policy endorsing and adopting all national and local safeguarding legislation and procedures
- Staff have support from the Designated Safeguarding Officer (currently this is **Vicki Atherton, non-executive director**) in their work and in any action, they may need to take to protect vulnerable adults.
- We regularly review the guidelines set out in this policy.
- We build constructive links with statutory and voluntary agencies involved in safeguarding

The purpose of this policy is to outline the duty and responsibility of staff, volunteers and directors working on behalf of Active LD in relation to the protection of adults from abuse and neglect.

As an organisation, Active LD works in line with four Local Safeguarding Adults Boards (4LSABs) - Southampton, Hampshire, Isle of Wight and Portsmouth, plus West Sussex County Council Safeguarding Adults Board (WSSAB) and will follow their lead when it comes to investigating a concern. This policy aims to set out the

key parts of 4LSABs and WSSAB Safeguarding Adults at Risk policies, in order to enable staff and volunteers to:

1. Recognise the different forms of abuse can take
2. Ensure all employees, volunteers, directors, representatives and Active LD members are able to, and know how to raise concerns.
3. Ensure concerns of potential abuse are responded to in line with 4LSABs ad WSSAB's Safeguarding Adults at Risk policy and procedures.
4. Provide a responsive atmosphere in which people with learning disabilities are kept at the centre of an investigation in line with the principles of Making Safeguarding Personal.

The complete 4SLAB Safeguarding Adults Policy, Process and Guidance can be found using the link:

<https://hampshiresab.org.uk/professionals/hampshire-iow-portsmouth-and-southampton-4lsab-multi-agency-safeguarding-adults-policy-and-guidance>

Details for West Sussex County Council Safeguarding Adults information can be found using the following link:

<https://www.sussexsafeguardingadults.org/>

Safeguarding measures that Active LD has in place

- A senior staff member is the dedicated Safeguarding Lead, who is trained to SOVA Level 3 (currently this is **Betty Chadwick, Executive Director**).
- All Active LD staff undergo SOVA Level 2 training every 2 years.
- Regular communication between the Safeguarding lead and Board of Directors to discuss and analyse all incidents, accidents, near misses, changes in legislation and good practice.
- Active LD safeguarding self-audit completed annual (framework from

4LSAB).

- Annual review of the Active LD Safeguarding Policy and sharing of regular updates from HSAB, 4SLAB and WSSAB between Safeguarding Lead, Safeguarding Director and staff. Volunteers and Directors are updated as required.
- Regular team meetings to discuss issues
- Recording of all incidents, accidents and safeguarding issues
- An induction and training system in place for all employees, volunteers and directors
- Active LD shares our Safeguarding policy with the organisations we work collaboratively with.
- A clear statement of whistleblowing

Context

For the purpose of this document 'adult' means a person aged 18 years or over. Adults with learning disabilities can be less able to protect themselves and some have difficulty making their wishes and feelings known. This may make them vulnerable to abuse.

Role of organisations working as partners to deliver services

Active LD works with other local organisations to deliver various projects and advocacy services to its members. Active LD recognises the importance of working in partnership with the Hampshire Safeguarding Adults Board (HSAB), 4LSAB and West Sussex County Councils Adults Board (WSSAB) in keeping adults safe.

What is abuse and neglect?

Abuse and neglect may consist of a single act or repeated acts. It may be

physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

Some indicators of abuse can alert others to the possibility of abuse more easily than others, e.g. unexplained bruising, or money/possessions going missing. However, not all abuse is apparent to those involved. IT is important not to assume abuse in every situation, but it is also important to be open to the possibility. Marked changes in a person's interactions, behaviour, appearance or functioning probably indicates that something is happening in their life, but this may or may not include abuse.

The guidance states that patterns of abuse can vary and include:

- serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse.
- long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse.
- opportunistic abuse such as theft occurring because money or jewellery has been left lying around.

Type of abuse	Description of abuse
Physical abuse	including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
Domestic violence	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 and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
Psychological abuse	including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive.
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, or the misuse or misappropriation of property, possessions or benefits.
Modern slavery	encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse	including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
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.

The role of staff, volunteers and directors

All staff, volunteers and directors working on behalf of Active LD have a duty to recognise possible signs of abuse and neglect and to promote the safety and wellbeing of adults.

Staff, volunteers and directors may receive disclosures of abuse or neglect and/or observe adults who are at risk of harm. This policy will enable staff, volunteers and directors to make informed and confident responses to specific adult protection issues.

Front line staff and volunteers

All operational staff and volunteers are responsible for identifying and responding to suspicion, allegation, disclosure or incidents of adult abuse or neglect. It is not for front line staff to second-guess the outcome of an enquiry in deciding whether to share their concerns. Concerns must be reported and this policy followed.

Line manager's supervision and support

Skilled and knowledgeable supervision and support is critical in safeguarding work. Managers have a central role in ensuring high standards of practice and that staff and volunteers are properly equipped and supported. It is important to recognise that dealing with situations involving abuse and neglect can be stressful and distressing for staff and workplace support should be available. The Executive Director of Active LD is responsible for providing guidance to the staff and Directors

Directors

The board of directors will fulfil their duty of care for the work of Active LD and take steps to safeguard protect people who come into contact with Active LD through its work from abuse or mistreatment of any kind.

Responding to suspicion, allegation, disclosure or incident

Everyone involved in the work of Active LD has a responsibility to Safeguard and promote the wellbeing of adults. If there is any suspicion, allegation, disclosure or incident of abuse or neglect staff, volunteers and directors have a duty to act.

“Safeguarding is everyone’s business” and Active LD will be vigilant and work with all other partner agencies to safeguard adults.

Any suspicion, allegation, disclosure or incident of abuse or neglect must be acted on. If there is an immediate risk of harm then the staff member, volunteer or director will report the incident to the local authority and/or emergency services immediately.

The principle of no delay will be followed.

Any suspicion, allegation, disclosure or incident of abuse or neglect must be reported to the line manager on that working day where possible. If the line manager is not available, then a Director.

The staff member, volunteer or Director shall telephone and report the matter to the appropriate local adult social services duty social worker. For non-urgent safeguarding concerns, online forms are available at -

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact/professional-referral>

<https://socialcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=407>

A written record of the date and time of the report should be made and the report must include the name and position of the person to whom the matter is reported. The telephone report may be confirmed in writing to the relevant local authority adult social services department within 24 hours

Making Safeguarding Personal

The aim of Making Safeguarding Personal is to ensure that it is person-led and focused on the outcome that the vulnerable person wants to achieve. It involves them in decision-making about how best to respond to their safeguarding situation, within given timescales. It enables involvement, choice and control, as well as improving the wellbeing and safety of the individual. Practitioners must take a flexible approach and work with the adult all the way through the enquiry and beyond where necessary.

The statutory guidance enshrines the six principles of safeguarding to make safeguarding personal:

1. **empowerment** –encourage to make person-led decisions and support to give informed consent
2. **prevention** - it is better to take action before harm occurs
3. **proportionality** - proportionate and least intrusive response appropriate to the risk presented
4. **protection** - support and representation for those in greatest need
5. **partnerships** - local solutions through services working with their communities
6. **accountability** - accountability and transparency in delivering safeguarding.

Active LD follows these principles daily in the way we assess risks, consult with individuals, and respond to people's concerns and changing needs.

Local Authorities (Hampshire County Council and West Sussex County Council) have a duty to arrange for an independent advocate to represent and support a person who is the subject of a safeguarding enquiry or a safeguarding adult review if they would have “substantial difficulty’ in understanding and take part in the enquiry or review and to express their views, wishes, or feelings

Legal framework

This guidance reflects the principles contained within the Human Rights Act 1998, the Mental Capacity Act 2005 and Public Interest Disclosure Act 1998 and the Care Act 2014.

The Mental Capacity Act 2005

All decisions taken in the safeguarding adults process must comply with the five core principles of the Mental Capacity Act 2005

1. A person must be assumed to have capacity unless it is established that they lack capacity
2. A person is not to be treated as unable to make a decision unless all practicable steps to help them have been taken without success
3. A person is not to be treated as unable to make a decision merely because they make an unwise decision
4. Before the act is done, or the decision made, regard must be had to whether the purpose for which it is needed can be effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

This means that:

An adult at risk 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 shown otherwise.

There should always be the assumption that an adult at risk has capacity to make the decision in question.

If it is found the person lacks capacity to make decisions around their safeguarding, a member of family, friend or carer will do this for them, where appropriate. Otherwise, an Independent Mental Capacity Advocate (IMCA) will be used.

The Human Rights Act 1998 gives legal effect in the UK to the fundamental rights and freedoms contained in the European Convention on Human Rights (ECHR).

The Public Interest Disclosure Act 1998 (PIDA) created a framework for whistle blowing across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation where they raise genuine concerns about malpractice in accordance with the Act's provisions.

The Care Act 2014 replaces the “No secrets guidance” and provides a legal framework for all organisations to protect the right of adults to live safely, 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.

Care Act 2014 guidance states;

No professional should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the adult. If a professional has concerns about the adult’s welfare and believes they are suffering or likely to suffer abuse or neglect, then they should share the information with the local authority and, or, the police if they believe or suspect that a crime has been committed

Safeguarding of staff and volunteers

Active LD is also committed to protect its staff and volunteers from abuse or mistreatment of any kind. It recognises that there are rare circumstances where Active LD members’ behaviour could become unpredictable and even appear threatening. The Directors promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.

Measures are in place for volunteers and staff to report any concerns they have about the way they are treated by Active LD members, colleagues or volunteers. Appropriate action is discussed in team meetings, agreed and taken to ensure the safety of volunteers and staff. The Discussions and actions are recorded, logged and trigger a review of our relevant policies. These types of incidents are rare and are in breach of Active LD’s code of conduct.

Refer also to Active LD's Whistleblower Policy and Lone Worker Policy.

Due Diligence

Active LD takes all due care to protect its members when selecting employees and volunteers who will work with them. The following due-diligence will be conducted prior to being an employee, volunteer or director of Active LD. When selecting employees, volunteers and LD Advisors and Directors, Active LD will

- use personal interviews to meet, assess and select the potential employee or volunteer;
- obtain references for all employees and volunteers, in accordance with Active LD's volunteering policy;
- conduct relevant DBS checks for every Active LD employee and volunteer, as appropriate (given the nature and extent of their involvement in the Active LD's activities) in accordance with the Active LD volunteering policy and employment conditions.
- The selection and appointment of Active LD directors and LD Advisors shall be conducted in accordance with the organisation's established policies and requirements for these appointments.

Confidentiality

Safeguarding Adults raises issues of confidentiality which should be clearly understood by all.

Everyone involved with the work of Active LD is informed of the Confidentiality Policy and when we have a duty to share information to safeguard children, young people and adults. This will be communicated to individuals and groups using Active LD services, as appropriate.

Staff should, where possible, assure the adult that they will keep them informed of any action to be taken and why. The adults' involvement in the process of sharing information should be fully considered and their wishes and feelings taken into account.

However, Active LD may also have to share information without consent or seeking the views of the individual if we receive information which indicates that a serious crime has been or is going to be committed, or if required by law.

This is why it is important that Active LD staff and volunteers never make promises to keep information private. If, in any discussion, information is being given which the Active LD employee/volunteer believes may have to be shared with other agencies they should remind individuals that they may be required to share this information. Staff and volunteers should take written notes if possible and speak to their line manager as soon as possible, or in their absence another staff member or director.

Safeguarding Adults awareness and training

Training is provided to ensure that staff, volunteers, LD Advisors and directors are aware of Adult Safeguarding and the Active LD policy. The Safeguarding policy is reviewed every year. Adult Safeguarding training will be a part of induction training for all staff and volunteers. Refresher training is required every 2 years or when there are changes in policy and practice.

Safeguarding is a standing agenda item at director meetings, staff meetings and in supervision and support sessions with staff and volunteers.

This policy needs to be read in conjunction with other policies including:

- Confidentiality policy
- Disciplinary procedure
procedure
- Data protection policy
- Staff handbook
- Lone work policy
- Complaints policy and
- Volunteer policy

Adopted on: 7th April 2025

Next review: 7th April 2026

Appendix 1 - Making a Safeguarding alert or referral

Follow the step-by-step guides on -

the Hampshire County Council Adult Social Care website:

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>

the West Sussex County Council Adult Social Care website

<https://socialcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=407>

Further guidance is available from

<https://hampshiresab.org.uk/professionals/hampshire-iow-portsmouth-and-southampton-4lsab-multi-agency-safeguarding-adults-policy-and-guidance>

<https://www.sussexsafeguardingadults.org/>

If you or someone else is in imminent danger, phone the police on 999, or call them on 101 if it is less urgent.

Telephone Services Opening Hours - Hampshire Adult Services

Please be aware, at busy times, there may be a wait for your call to be answered.

0300 555 1386

Monday to Thursday 8.30am to 5pm

Friday 8.30am to 4.30pm

All day on Bank Holidays

Out of hours 0300 5551373

Monday to Thursday 5pm to 8.30am

Friday 4.30pm to Monday 8.30am

Telephone Services Opening Hours – West Sussex Adult Services

Please be aware, at busy times, there may be a wait for your call to be answered.

01243 642 121

Monday to Friday 9am to 5pm

All day on Bank Holiday

Out of hours 03302 227007

Monday to Friday 5pm to 9am

Principles of securing evidence

- Secure the scene, for example lock the door, whilst not disturbing the area.
- Preserve other potential evidence, e.g. documents by locking them away if possible.
- Try not to ask the victim too many questions, but do give them reassurance.
- If in doubt about securing evidence get advice from the Police.

Medical treatment and examination

- In cases of physical abuse it may be unclear whether injuries have been caused by abuse or some other means (for example, accidentally).
- Medical or specialist advice should be sought. If medical treatment is needed, an immediate referral should be made to the person's GP, Accident and Emergency or a relevant specialist health team.

If forensic evidence needs to be collected, the Police should always be contacted and they will normally arrange for a Police surgeon (forensic medical examiner) to be involved. The consent of the person at risk should be sought. Where the person does not have capacity to consent to medical examination, a decision should be made on the basis of whether it is in the person's best interest for a possibly intrusive medical examination to be conducted.