

Kent Sexual Assault and Abuse Service Safeguarding Adults Policy

January 2026

To be reviewed January 2027



KSAAS

**Kent Sexual Assault
& Abuse Service**

(formerly East Kent Rape Crisis Centre)

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Purpose

To set out the approach of Kent Sexual Assault and Abuse Service (KSAAS) to safeguarding adults.

INTRODUCTION

This document contains a Policy Statement (Part 1) and Procedural Guidance (Part 2). The functions of both are set out briefly below.

PART 1

Policy Statement

The policy statement sets out the broad framework of principles in which this particular area of work will be carried out. It sets out the organisation’s broad style and approach to this issue, including any aims and guiding principles.

PART 2

Procedural Guidance

The procedural guidance sets out the details that staff will require to carry out their duties in this particular area of work. It also sets out the specific tasks involved in undertaking this area of work and identifies who is responsible for carrying them out.

Safeguarding adults is defined as ‘protecting an adult’s right to live in safety, free from abuse and neglect whilst strongly promoting an adult’s wellbeing’.

An adult is any person aged eighteen years or older.

The terms 'safeguarding adults' and 'adults at risk' are now used where in the past the phrase 'vulnerable adult' abuse was often used.

The term staff/worker includes volunteers, anyone on placement and members of the Board of Trustees.

For the purpose of this document local authority means Kent County Council or Medway Council as they are the authority responsible for adult safeguarding in the county of Kent.

Related Policies and Procedures:

- Safeguarding Children
- Whistleblowing
- Recruitment Policy
- Professional Conduct
- Staff Development
- Partnership Working
- Volunteers
- Disciplinary
- Privacy Policy
- Data Protection Policy

Monitoring and Review

All Kent Sexual Assault and Abuse Service personnel and visiting staff will have access to a copy of this policy and will have the opportunity to consider and discuss the contents with the CEO or a Designated Adult Safeguarding Lead (DSL). The policy will also be available to parent and carers where appropriate. All staff have access to this policy and sign to confirm that they have read and understood its contents. The policy is covered as part of any new staff members' induction. The policy will be reviewed formally annually, but will be affirmed and altered (reflecting and policy or legislative changes) as necessary.

POLICY STATEMENT

AIMS AND PRINCIPLES

- The Kent Sexual Assault and Abuse Service is committed to safeguarding its service users. It is everyone's responsibility to promote the wellbeing of service users to protect them from harm, as well as recognising the right to live free from abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity. 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 (*The Care Act 2014*) Kent Sexual Assault and Abuse Service will therefore undertake Enhanced Disclosure & Barring Service checks on all staff, Trustees and volunteers where they come into contact with service users. We will ensure that all staff, Trustees and volunteers, as well as service users, maintain appropriate boundaries at all times.
- Kent Sexual Assault and Abuse Service believe that priority should be given to the prevention of abuse by raising awareness of adult safeguarding issues and fostering a culture of good practice through support and care provision
- Kent Sexual Assault and Abuse Service is committed to working in partnership with other organisations and individuals to achieve these aims
- Kent Sexual Assault and Abuse Service staff will raise a concern to other agencies when they have safeguarding issues with prompt, timely and appropriate actions
- Kent Sexual Assault and Abuse Service will act as the voice of the service user and act as their advocate to ensure wherever possible that the focus of any work undertaken by us or other agencies is focused on the safety and needs of the service user
- All adults regardless of age, culture, disability, diversity, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of abuse or neglect
- Kent Sexual Assault and Abuse Service recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication, in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

All workers should promote well-being in relation to how adults are treated and the following should form part of that:

- Personal dignity and respect
- Physical and mental health, and emotional wellbeing
- Protection from abuse and neglect
- Autonomy in their day-to-day life (including care and support and how it is provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal relationships
- Suitability of living accommodation

- The individual's contribution to society

When dealing with an adult, the worker should have regard to:

- The importance of beginning with the assumption that the adult is best-placed to judge their own wellbeing and has capacity to do so
- The adult's views, wishes, feeling and beliefs
- The importance of promoting independence, personal development and the minimisation of current and future needs
- The need to ensure that decisions about an adult are made having regard to all of their circumstances and are not based on age, appearance, condition or behaviour which might lead others to make unjustified assumptions about the adult's wellbeing
- The importance of the adult participating as fully as possible in decisions and being provided with the information and support to enable this to happen
- Achieving a balance between the adult's wellbeing and that of their representative, involved in care
- The need to protect people from abuse and neglect
- The need to ensure that any restriction on the adult's rights or freedom are proportionate.

In upholding the commitment to an abuse-free environment, Kent Sexual Assault and Abuse Service will provide training, support and supervision to staff along with clear policies and procedures to which they must work. In turn, staff will provide the necessary support to service users to assist them to uphold an abuse-free environment.

The following key principles underpin all adult safeguarding work

- Empowerment – Personalisation and the presumption of person led decisions and informed consent
- Prevention – It is better to act before harm occurs
- Proportionality – Proportionate and least intrusive response appropriate to the risk presented
- Protection – Support and advocacy for those in greatest need
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- Accountability – Accountability and transparency in delivering safeguarding.

Adults with mental capacity have a right to make their own decisions, take risks, be free from coercion, and to be consulted and involved in their own safeguarding plans. Adults without mental capacity have legal safeguards under the Mental Capacity Act 2005.

The mental capacity act 2005 is a key piece of legislation that practitioners should be aware of. It's primary purpose is to provide a legal framework for acting or making decisions on behalf of adults who lack the capacity to do so themselves. It is designed to empower people and applies to anyone over 16 years of age.

What is Mental Capacity?

- Mental capacity is the ability to make a decision.
- Capacity can vary over time.
- Capacity can vary depending on the decision to be made.
- We must not assume a lack of capacity because of a person's age, physical appearance, condition or an aspect of their behaviour
- 'Mental Capacity' simply means our ability to be able to make decisions which are defensible in law.
- 'Capacity' is not general!
- It is time and decision specific.

THE SCOPE OF SAFEGUARDING

Kent Sexual Assault and Abuse Service staff encounter service users in a variety of settings. The focus of this document is the service user as well as other adults that the service user has contact with. Abuse may be caused by anyone including partner, parent, carer, sibling, child, family member, friend, stranger or professional.

Information regarding safeguarding concerns about other individuals e.g. perpetrator's access to adults, may also come to the attention of staff, and this policy will also be used in these circumstances.

This document is based on the following legislation and guidance:

- Care Act 2014
- https://kmsab.org.uk/assets/1/kent_and_medway_threshold_tool.pdf 2025
- Mental Capacity Act 2005
- Sexual offences act 2005
- Office of The Public guardian, safeguarding 2023
- Multi-agency Safeguarding Adults Policy, Protocols and Guidance for Kent and Medway 2024
- Safeguarding Vulnerable Groups Act 2006
- Data protection act 2018
- Human rights act 1998
- Care and support statutory guidance 2025

The safeguarding duties apply to an adult at risk, defined as an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of these needs);
- Is experiencing, or at risk of, abuse or neglect; and

- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Kent County Council and Medway Council are the responsible local authorities for safeguarding adults. They have agreed a joint policy however they do have different forms for reporting concerns.

Care & Support Needs

- An older person,
- A person with a physical or learning disability or a sensory impairment,
- Someone with mental health needs, including dementia or a brain injury,
- A person with a long-term health condition,
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living,
- A carer, providing unpaid care to a family member or friend.

THE ROLE OF THE CHARITY COMMISSION

The Charity Commission regulates charities to ensure that they comply with their legal obligations and deliver effective services for the causes and beneficiaries they serve.

The commission is concerned to ensure that vulnerable groups are looked after by charities in a safe environment. It actively promotes the need for charities working with vulnerable groups to undertake rigorous checks including Disclosure and Barring Service checks where appropriate, on prospective trustees, employees and volunteers.

The Charity Commission States:

- Given the challenging nature of the work undertaken and the difficult context faced by many charities, the Commission understands that serious incidents will happen.
- When something serious happens, it is the Commission's role to ensure that trustees comply with their legal duties and that the charity manages the incident responsibly.
- This means the Commission will be looking for assurance that the charity has taken steps to limit the immediate impact of the incident and, where possible, prevent it from happening again.

PART 2

PROCEDURAL GUIDANCE

Safeguarding and Promoting Adults' Wellbeing

The Care Act 2014 which came into force in April 2015 has for the first time created legal requirements regarding safeguarding adults including a duty for the local authority to make enquiries or cause others to do so, if it believes an adult is experiencing, or is at risk of abuse or neglect. In addition, it puts on a legal footing safeguarding adult boards and the local authority must arrange where appropriate for an independent advocate for an adult who is subject of a safeguarding enquiry or review.

Incidents of domestic abuse sexual violence may also constitute adult safeguarding concerns. It is important that these are recognised and recorded by organisations under all headings. This should ensure that the individual who is subject to the abuse is protected by utilising the policies and procedures for both domestic abuse and adult safeguarding. It is vital that there is good record keeping and communication between professionals and organisations to ensure there is minimal duplication and to prevent a service user slipping through the net or being confused by the professionals.

In the event that a worker believes a case they are dealing with constitutes an adult safeguarding concern, then they must report it to the relevant safeguarding authority. Although Kent County Council and Medway Council have an agreed policy, they have separate reporting processes. If the worker believes that a criminal offence has been committed then they should also report it to the police. This decision will take into account the six principles and be in conjunction with a discussion with your manager. If a worker wishes to seek advice about an adult safeguarding matter then they can contact the relevant social services for a consultation and discuss with a Kent Sexual Assault and Abuse Service Designated Adult Safeguarding Officer (DASO)

Safeguarding Enquiries and Investigations

A Statutory Safeguarding Enquiry (section 42 enquiry under the Care Act 2014) is where an adult is believed:

- to be experiencing, or at risk of, abuse or neglect: AND
- to have needs for care AND support (whether the local authority is meeting any of those needs) AND
- as a result of those care AND support needs is unable to protect themselves from either the risk of, or experience of, abuse or neglect
- Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident) has:
- needs for care and support (whether or not the local authority is meeting any of those needs)

- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

then the local authority must make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult's case and if so, what should happen and by whom. This constitutes a formal Section 42 enquiry.

A Non-statutory Safeguarding Enquiry is one where the criteria for a Section 42 Enquiry are not met; however, the local authority at its discretion may carry out an enquiry. These enquiries may relate to an adult who;

- is believed to be experiencing, or is at risk of, abuse or neglect
- does not have care AND support needs (but might just have support needs)

The local authority is the lead agency for Section 42 Enquiries. Not all abuse of adults constitutes a criminal offence, if it is believed a criminal offence has been committed then the police will lead the criminal investigation, the investigation will be in partnership with and compliment, the Section 42 Enquiry. The local authority is also responsible for deciding when a case can be closed and if the duty under Section 42 is satisfied.

Who may be considered for an adult safeguarding enquiry?

This may include adults with learning disabilities, mental health issues, older people and adults with a physical disability or impairment. It may also include adult victims of abusive care practices, neglect and self-neglect, domestic abuse, child sexual exploitation, hate crime, female genital mutilation, forced marriage, modern slavery, trafficking and anti-social abusive behaviour. An adult's need for additional support to protect themselves may be increased when complicated by additional factors such as physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness, and it is important to note that vulnerability can fluctuate.

Many adults may not realise that they are being abused and/or exploited, particularly where there is an abuse of power, a dependency, a relationship or reluctance to assert themselves for fear of making the situation worse.

Types of abuse

Abuse and neglect can take many forms and every case should be considered on its own merit with due consideration to an individual's circumstances. The following categories of abuse are not mutually exclusive and an adult may be subject to more than one type of abuse at the same time, whatever the setting.

Categories of abuse:

- Physical abuse
- Sexual abuse

- Emotional, mental and psychological abuse
- Exploitation
- Financial or material abuse
- Harassment (sexual, racial or any other)
- Bullying
- Neglect and acts of omission
- Self-neglect or self-injurious behaviour
- Discrimination
- Organisational abuse
- Multiple forms of abuse
- Domestic abuse
- Inappropriate restraint
- Threatening, intimidating or aggressive behaviour or language
- Verbal insults, smacking and other forms of corporal punishment
- Damage or theft of property or any behaviour which could reasonably be expected to cause fear or distress
- Hate crime
- Modern slavery or human trafficking
- Forced marriage
- Female genital mutilation

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults:

- Cyber bullying
- Forced marriage
- Mate crime, which can lead to cuckooing
- Radicalisation

Some adults may reveal the abuse themselves by talking about or drawing attention to physical signs or displaying certain actions/gestures. This may be their only means of communication, so it is important to be alert to these signs and to consider what they mean.

Abuse or neglect may be deliberate, or the result of negligence or ignorance. Unintentional abuse or neglect may occur owing to life pressures or as a result of challenging behaviour which is not being properly addressed. It is the intent of the abuse or neglect which is therefore likely to inform the type of response.

Abuse can happen anywhere and if someone lives alone or with others. It is important to understand the circumstances of the abuse, including the wider context such as whether others may be at risk of abuse, whether others have witnessed the abuse, the role of family members as well as professionals.

Designated Adult Safeguarding Leads (DSLs)

Kent Sexual Assault and Abuse Service has several Designated Adult Safeguarding Leads (DSL's). The DSLs are responsible for advising staff on adult safeguarding matters and should always be consulted regarding any cases that are complex. The DSLs are **Elaine Coia (Lead), Fran Ellis, Anne Lyttle, Ingrid Sanfey, Anjila Sinha** and **Amy Eltis**. **Phillipa Hazelton** is the trustee lead.

Contact Details:

- Mary Jones mary.jones@ksaas.org.uk 07565785463
- Tracey Duckett tracey.duckett@ksaas.org 07746605595
- Caroline Carter caroline.carter@ksaas.org 07851855606

Training

All Kent Sexual Assault and Abuse Service team members must complete Safeguarding Adults - Level 1 as part of their induction and refresher training every year thereafter. Designated Adult Safeguarding Officers must complete Designated Adult Safeguarding Lead (Level 3) training and refresher training every two years thereafter.

Safeguarding Concerns

A safeguarding concern is defined as the first contact between a person concerned about the abuse or neglect and the local authority. Depending upon the circumstances of the concern the local authority will either carry out a Statutory Safeguarding Enquiry in accordance with Section 42 of the Care Act 2014 or a Non-statutory Enquiry.

If any Kent Sexual Assault and Abuse Service worker believes that a service user maybe suffering abuse or neglect then they must raise an internal safeguarding concern using the cause for concern form and discuss it with a DASO/ DSL and, if appropriate, raise a safeguarding concern with the local authority. If the adult has capacity, consent must be gained before any information is shared externally.

Under what circumstances would you take action even if the person had capacity and had told you not to report? :

- the alleged abuser is a member of staff
- other adults 'at risk' are in danger
- there are children in the accommodation
- a crime could be prevented
- the alleged abuser has care and support needs and could be at risk
- you suspect the person may be under duress or being coerced
- a court order or other legal authority has requested the information
- Concern regarding radicalisation
- Concern relating to forced marriage

Sharing Information

Early sharing of information is the key to providing effective help where there are emerging concerns. A worker should never assume that someone else will pass on information which they think may be critical to the safety and well-being of an adult at risk of abuse or neglect.

When sharing information, you should:

- Identify how much information to share through discussion with a DSL
- Distinguish fact from opinion
- Ensure that you are giving the right information to the right individual
- Ensure where possible that you are sharing the information securely
- Remember that the Data Protection Act is not a barrier to sharing information
- Safety and well-being are paramount. Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions or the actions of the perpetrator
- Sharing should be necessary, proportionate, relevant, accurate, timely and secure
- Record decisions around information sharing

GDPR

The Human rights act 1998 states that a balance must be struck between the interventions of the state to protect people and the right for people to live their life with autonomy.

One of the Six principles, Empowerment includes respecting basic human rights and conforming to GDPR. Kent Sexual Assault and Abuse Service GDPR Policy should be followed and sensitive information should be shared on a need to know basis.

Recording of adult safeguarding concerns

All safeguarding concerns regarding adults will be recorded on DPMS in the case notes. The safeguarding tag should be added to the relevant case note. In addition, the concern should be discussed with a Kent Sexual Assault and Abuse Service Designated Adult Safeguarding Officer DSL and a Kent Sexual Assault and Abuse Service cause for concern completed.

A copy of any referral form/notification email or other documents will be embedded on the service user's data system. Any follow up actions will also be recorded in the case notes, tagged as safeguarding.

The minimum amount of information which should be recorded includes:

- Names and details of people involved
- Any additional relevant information known about the people involved
- Details of the concern and who raised it
- Views and wishes of the adult affected
- Any reasons for not discussing with the adult affected

- Any information known about potential risk to others
- Details of anyone else consulted or concern discussed with
- Details of any action already taken

ALWAYS REMEMBER TO DO THE FOLLOWING

- Recognise
- Respond
- Report
- Record
- Refer

As well as concerns and actions, the rationale for any decisions should also be recorded bearing the following in mind:

Defensible Decision Making:

1. Evaluate the information you are using: are there any gaps? How reliable are the sources?
2. Consider who you need to communicate with to make the decision: for example, family members, professionals, other teams.
3. Ensure once the decision is made that it is communicated to the people/agencies who need to know.
4. Consider your own biases and preferences: might these be affecting your decision?
5. Use reflective supervision to evaluate your decision making and the impact of your values and experience.
6. Record your decision!
7. Ensure the rationale for your decision is clear in your recording. Evidence what other options have been considered and if not followed, record the reasons why.

The DSL's will meet monthly to discuss concerns raised that month, reflecting on how they were managed, decisions made and if this was best practice, and making sure that any follow up actions have been completed and chasing up where necessary.

Actions will clearly be recorded on the case tracker as well as on the case management system for staff to access. This ensures that all actions are clearly recorded and accessible to the team.

If a concern is raised regarding a professional, this information will be stored on the tracker under "Professional Concerns" and accompanied by a password-protected Word document to store relevant correspondence, actions and contacts.

Risk Assessment

Kent Sexual Assault and Abuse Service staff use the Domestic Abuse, Stalking and Harassment Risk Identification Checklist (DASH- RIC) to assess risk to victims of domestic abuse, as well as the S-DASH for victims of stalking. These tools are not designed to assess adult safeguarding and therefore any concerns about safeguarding adults must be addressed by using this policy. A risk assessment must always be followed up with an Individual Safety and Support Plan (SAS) which is to be completed on DPMS.

Remote Working

Recording Concerns: All concerns must be recorded on the appropriate safeguarding form and discussed with the Designated Safeguarding Person (DSL)- this does not apply if the client is High risk and a MARAC referral is being completed, A DSL does not need to authorise the referral.

Responsibility: You have sole responsibility while working remotely, as there may be no immediate safeguarding officer on site. Therefore, you may need to contact social services directly if necessary.

Communication: If contacting a vulnerable adult directly via phone, ensure you know who has access to their call log and messages.

Work Contact Information: Only use your work phone and email address to contact vulnerable adults.

Confidentiality: Ensure you are in a private and confidential space before contacting a vulnerable adult.

Consent: Obtain explicit consent from the vulnerable adult or their legal guardian to deliver sessions virtually, alongside the standard service consent.

Appropriateness of Sessions: Consider whether virtual sessions are appropriate based on the adult's needs and whether they have a safe and private space to talk freely.

Supervision: Ensure a responsible adult or caregiver is available following the session to take responsibility for the device and internet use. Inform them once the session has ended.

Support Information: Inform the vulnerable adult and their caregiver about what they can do if they have any concerns about the sessions. Discuss any support they may need.

Emergency Contact Details: Ensure you have the contact details for the vulnerable adult's caregiver and that they have yours in case of emergency.

Scheduled Sessions: All sessions must be undertaken at an agreed time. Inform another appropriate adult (e.g., team lead or colleague) that you are conducting a virtual session.

Device and Email Use: Ensure a suitable device is available to the vulnerable adult. Use only caregiver or organizational emails, not personal emails.

Virtual Backgrounds: If using a platform that allows you to blur or change your background, this is recommended to maintain boundaries. Present in a neutral space and remove any identifying features.

Confidentiality at Home: If delivering sessions from home, ensure no other family members are present and maintain confidentiality at all times.

Awareness of Risks: Stay updated on the risks associated with video calling software and social media. Use password protection to ensure no unauthorized access to virtual meetings.

Professional Boundaries: Maintain professional boundaries at all times, being mindful that clients may feel safer to share more information using an online platform

Counselling online

During the counselling assessment and contracting process, risk and protective factors are carefully considered, especially when working online. This includes discussing safety contacts with clients, who can be trusted and contacted if there are safety concerns. Transparency about risk and confidentiality limitations is crucial. Counsellors ensure clients know how to take care of themselves during crises, identify protective factors, and have a safety plan for emergencies. It's the counsellor's responsibility to ensure clients are in a safe environment, are aware of safe technology use, and that counsellors are competent and up-to-date with technological developments to maintain online safety. See Kent Sexual Assault and Abuse Service Online counselling protocols for full guidance.

Multi Agency Risk Assessment Conference (MARAC)

In the event of a case that is subject to a safeguarding enquiry is also heard at a MARAC, it is important that the representing worker advocates on behalf of the victim with a particular focus on ensuring the local authority does not replace safeguarding process with the MARAC. Both processes have distinct responsibilities and should complement each other.

Working with Other Agencies

Kent Sexual Assault and Abuse Service recognises the need to work with other agencies including social services, the police and health, in response to domestic abuse, as well as safeguarding issues. In order to improve the multi-agency response to sexual violence and safeguarding Kent Sexual Assault and Abuse Service will:

- attend multi-agency meetings where appropriate
- provide training in sexual violence to other agencies
- provide feedback on inter-agency working
- participate in a Safeguarding Adult Review if Kent Sexual Assault and Abuse Service have had contact with the adult

In the event of another agency requesting written reports other than in the MARAC process such as for a case conference or part of court proceedings, advice should be sought from a manager and DSL if not the same person, who will approve the report before it is submitted. Legal advice may be sought when appropriate, and it may be decided to only disclose where a court order is made.

Reporting Concerns, Complaints and Whistleblowing

Any concerns about an adult's wellbeing should be reported and responded to. Partners, children, parents, carers, family members and Kent Sexual Assault and Abuse Service workers should all be encouraged to report these concerns which can be done by any of the following means:

- to a member of staff who will direct the conversation to a Kent Sexual Assault and Abuse Service DSL
- reporting to the police, adults social care or health providers (statutory agencies)

If a worker believes that another member of staff has not responded appropriately to a concern then they should report this to a DSL or utilise the Whistleblowing Policy. In line with our Whistleblowing Policy, any individual raising legitimate concerns will not be subject to any detriment, either during or after employment. Kent Sexual Assault and Abuse Service will also endeavour to ensure that the individual is protected from any intimidation or harassment by any other parties.

If a family member, carer or another person outside of Kent Sexual Assault and Abuse Service wishes to make a complaint about the way a safeguarding matter was handled then this will be investigated by an appropriate person within Kent Sexual Assault and Abuse Service appointed by the CEO.

In the event of a worker reporting a concern to another agency and they believe the matter was not dealt with appropriately then they should utilise the Partnership working approach.

Allegations Against a Member of Staff, Trustee or Volunteer

In the event of an allegation being made against a member of staff this policy will be utilised in conjunction with the Disciplinary Procedure. The CEO will be informed without delay to enable her to oversee the investigation.

Allegations against Visitors

Should a visitor to the Kent Sexual Assault and Abuse Service's premises be subject to an allegation of abuse, they will be excluded from the premises until an investigation has been carried out. Kent Sexual Assault and Abuse Service may involve social services and the police in such an investigation as it deems appropriate.

ADULTS SAFEGUARDING PROCEDURE

Kent Safeguarding Procedure

Kent Sexual Assault and Abuse Service workers can find the Kent Adult Safeguarding Alert Form (KASAF - Stage 1) and guidance for completing the form on <https://www.kent.gov.uk/social-care-and-health/information-for-professionals/adult-safeguarding/adult-protection-forms>.

If you have had a consultation with the Local Authority and they have advised you to raise a safeguarding concern, you must do so within 48 hours of the discussion to avoid any increased risk.

It is expected that professionals who raise a concern will have completed the KASAF Stage 1 as fully as possible using all of the prompts provided within the form, to support the timely evaluation of the risks. Failure to do so may impede the process.

The Kent Adult Safeguarding Concern Form should be completed online and then downloaded and saved on to On Track There are drop down boxes, with free textboxes which will grow to accommodate information provided. The Local Authority (LA) practitioner receiving the referral form will identify any additional information that may need to be gathered.

The Kent Adult Safeguarding Concern Form is for professionals and members of the public to use. It is preferred that professionals where possible, complete the form electronically and email to the Local Authority. However, this may not be possible for members of the public; therefore, handwritten versions can be accepted to avoid unnecessary delays.

Kent Sexual Assault and Abuse Service workers can also contact **03000 41 61 61 Help for people having suicidal thoughts:**

- **Crisis Team** – Sometimes called Home Treatment Teams
- **CMHT** – Community Mental Health Team
- **GP** – May be to refer to other services, medication etc. Can call 111 for medical support
- **Recovery or Crisis Homes** – May be run by NHS or charitable organisations
- **Charities** – Emotional Support Services ie. Talking Therapies, Counselling
- **The Mental Health Act** – May be sectioned if considered a danger to themselves or others
- **Care Programme Approach** – Care Plan and a Care Co-Ordinator
- **Helplines** – Samaritans, Saneline, CALM, Support Line
- **Release the pressure 08001070160 or text “Kent” to 85258**

Other useful links and information:

- **National Cyber Security Centre:** www.ncsc.gov.uk

- **Thinkuknow (Cyber Crime):** <https://www.thinkuknow.co.uk/>
- **Mental Health First Aid Training:** <https://mhfaengland.org/individuals/>
- **Safe Lives:**
<https://safelives.org.uk/sites/default/files/resources/Dash%20without%20guidance.pdf>
- **Trafficking of people:** <https://www.stophetraffik.org/>
- **Neglect:**
https://www.medwayadulthoodeducation.co.uk/pluginfile.php/35927/mod_resource/content/1/Self-neglect-policy-and-procedures.pdf
- **Charity Commission :** New Government Platform Offers Guidance on Handling Safeguarding Allegations in a Charity - Ann Craft Trust
- **The Essential Trustee – What You Need To Do -**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf
- **Hourglass: support for older victims of Domestic Abuse**
- <https://wearehourglass.org/domestic-abuse>
- **Prevent:** support with those at risk of radicalisation:
https://www.kent.gov.uk/_data/assets/pdf_file/0005/168602/Prevent-National-Referral-Form.pdf
- **Modern day Slavery and trafficking:** modern slavery helpline [08000 121 700](tel:08000121700).
- [Rape Crisis England & Wales](#)

APPENDIX 1. Adults Safeguarding Procedure



Contact details for Kent's Safeguarding Team:

social.services@kent.gov.uk

03000 41 61 61

Out of hours and in an emergency

If you need to contact us outside of normal office hours, for example during the night, call 03000 41 91 91.

If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services.