



<b>Headstart School Adult Safeguarding Policy</b>	
Date	September 2019
Version	V1.7 September 2021
Author	Headteacher
Reviewer	Deputy Headteacher
Approver	Governor Advisory Board
Date of Approval	September 2021
Review Date	September 2022

**Key contacts**

- **Designated Safeguarding Lead:** Maria Allan
- **Deputy Designated Safeguarding Lead:** Ryan Alexander
- **Deputy Designated Safeguarding Lead:** Deborah Hoyland
- **Deputy Designated Safeguarding Lead:** Jamie Bargeman
- **Deputy Designated Safeguarding Lead:** Roxanne Milner-Brown
- **Deputy Designated Safeguarding Lead:** Sue Carnell
  
- **East Sussex Adult Social Care:** 0345 60 80 191 (01424 724444)



Having policies and procedures to safeguard adults is a legal requirement under the Care Act 2014. The policy and procedures will ensure a proportionate, timely and professional approach is taken, and that safeguarding work is co-ordinated across all relevant agencies and organisations. This is essential for the prevention of harm and abuse.

The policy and procedures update and replaces the 'Policy and Procedures for Safeguarding Adults at Risk, May 2013' and has been commissioned and agreed by Brighton & Hove, East Sussex and West Sussex Safeguarding Adults Boards.

The local authority has the coordinating role in relation to adult safeguarding, and other partner agencies have legal duties regarding safeguarding adults.

The policy and procedures provide an overarching framework to coordinate all activity undertaken through other processes and procedures where a concern relates to an adult who is experiencing or at risk of abuse or neglect. This relates to an adult who meets the following three key tests:

- The adult has needs for care and support (whether or not the local authority is meeting any of those needs)
- The adult is experiencing, or at risk of, abuse or neglect
- As a result of their care and support needs, the adult is unable to protect himself or herself from either the risk of, or the experience of abuse or neglect

The DSL and Oakfield Lead teacher will undergo updated safeguarding and child protection training every two years. In addition to this their knowledge and skills will be updated regularly to keep up with developments relevant to the role.

The local Safeguarding Adults Boards will lead work to ensure that the organisations or agencies that support persons experiencing or at risk of abuse or neglect will:

- Explicitly include representation of adults as a key partner in all aspects of safeguarding work. This includes building the participation of adults into the Board's membership, monitoring, development and implementation of the Board's work, training strategies, planning and implementation of the individual's safeguarding assessment and plan
- Develop a culture that does not tolerate abuse, neglect and exploitation
- Raise awareness about safeguarding adults
- Prevent abuse, neglect, and exploitation from happening wherever possible

If you are concerned that abuse or neglect may be taking place, take immediate action. Share your concerns or seek advice from Adult Social Care, or one of the independent organisations that work with adults. If you are a member of staff also share your concerns with your manager.

### **Key principles informing this policy**

All safeguarding work with adults should be based on the following principles:

- The empowerment of adults underpins all safeguarding adults work
- The focus of safeguarding adults should always be to identify and endeavour to meet the desired outcomes of the adult
- Every person has a right to live a life free from abuse, neglect and fear



- Safeguarding adults is everyone's business and responsibility
- There is zero tolerance to the abuse of adults
- All reports of abuse will be treated seriously
- Every person should be able to access information about how to gain safety from abuse and violence and neglect
- All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected
- All partner agencies, organisations and partners across the community of Sussex actively work together and encourage accountability, transparency and appropriate professional challenge
- People working or involved in supporting adults have the appropriate knowledge, skills and training to undertake their responsibilities in relation to safeguarding adults
- Support is in place for adults to prevent abuse from occurring as well as post-abuse support

The Care Act and the Care Act guidance sets out the statutory requirement for local authority social services, health, police and other agencies to both develop and assess the effectiveness of their local safeguarding arrangements. This is founded on the six key principles below.

### **Six Key Principles**

#### **Empowerment**

*People being supported and encouraged to make their own decisions and give informed consent.*

*"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."*

#### **Prevention**

*It is better to take action before harm occurs.*

*"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."*

#### **Proportionality**

*The least intrusive response appropriate to the risk presented.*

*"I am sure that the professionals will work in my interests, as I see them and they will only get involved as much as needed."*

#### **Protection**

*Support and representation for those in greatest need.*

*"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."*

#### **Partnership**

*Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.*

*"I know that staffs treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."*

#### **Accountability**

*Accountability and transparency in delivering safeguarding.*

These six principles should inform the ways in which professionals and other staff work with adults. They apply to all sectors and settings including care and support services, further education colleges, commissioning,



regulation and provision of health and care services, social work, healthcare, welfare benefits, housing, wider local authority functions, and the criminal justice system.

These principles are also used by Safeguarding Adults Boards (SABs) and organisations to develop and improve local arrangements.

### **Young People Moving into Adulthood and Care Leavers (Transition)**

Where a concern of abuse relates to a person less than 18 years, child protection procedures will apply and an appropriate representative from adult services should be involved. If the person is 17 years of age and about to become 18, discussion should be held between child protection and adult services regarding which service and procedures would be most appropriate to take forward the enquiry if one is required.

Robust joint working arrangements between children's services and adult social care need to be put in place to ensure that the medical, psychosocial and vocational needs of children leaving care are addressed as they move to adulthood.

The care needs of the young person should be at the forefront of any support planning and require a co-ordinated multi-agency approach. Assessments of care needs at this stage should include issues of safeguarding and risk. Care planning needs to ensure that the young adult's safety is not put at risk through delays in providing the services they need to maintain their independence, well-being and choice.

### **Resources**

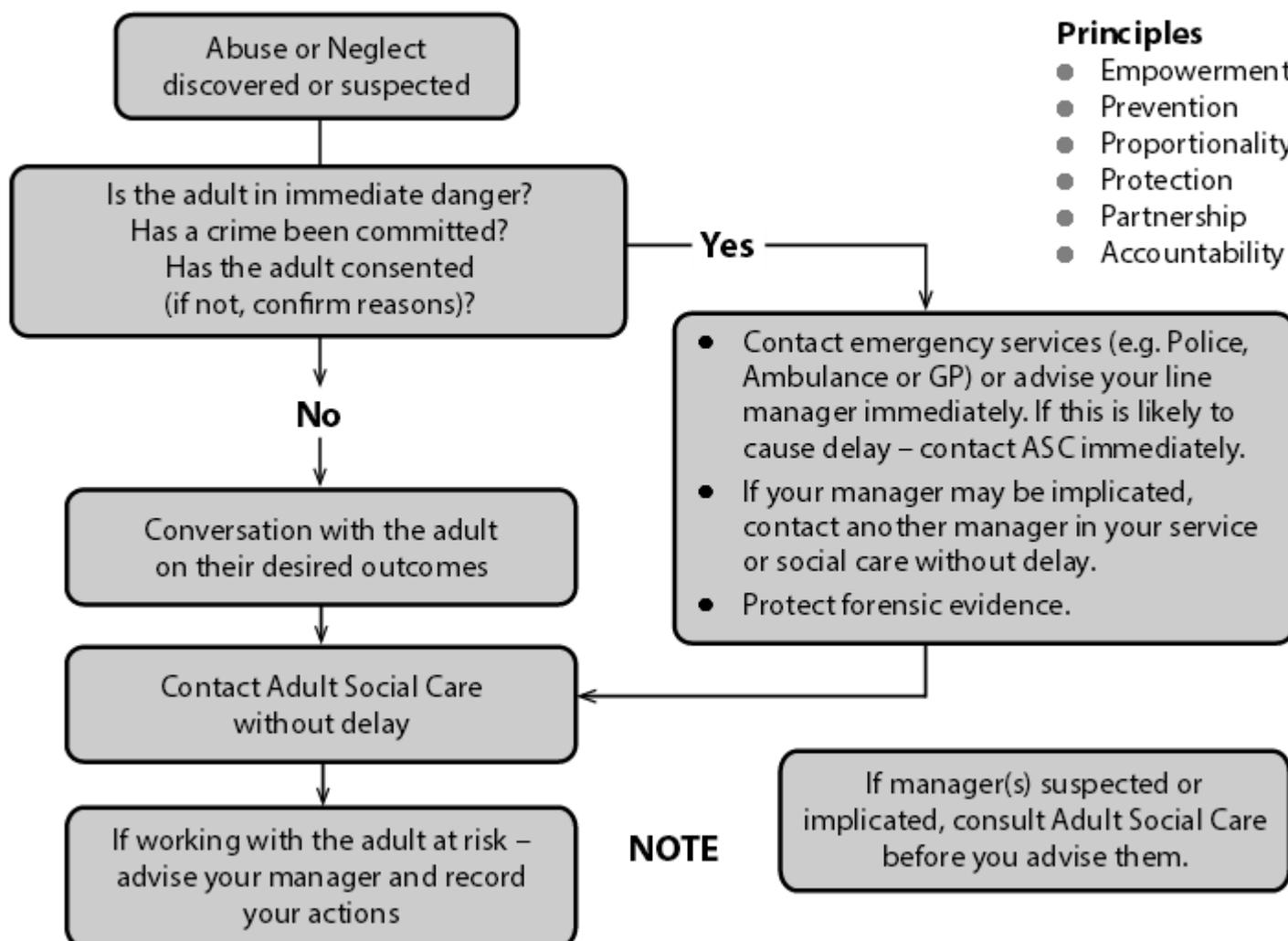
[http://pansussexadultssafeguarding.proceduresonline.com/pdf/sg\\_version4.pdf](http://pansussexadultssafeguarding.proceduresonline.com/pdf/sg_version4.pdf)

A full and comprehensive adult safeguarding policy can be found here:

<http://sussexsafeguardingadults.procedures.org.uk/assets/Documents/homepage/SSAB-Policy-and-Procedures-Edition-3.pdf>

Raising a safeguarding concern, It's everyone's business.  
Anybody can raise a safeguarding concern for themselves or another person.

## Raising a Safeguarding Concern



**Factors that may indicate an adult is more able or less able to protect him / herself from abuse, neglect or exploitation**

<b>Factors that can increase an adult's ability to protect themselves may include:</b>	<b>Factors that could decrease an adult's ability to protect themselves may include:</b>
<ul style="list-style-type: none"> <li>● Having mental capacity to make decisions about their own safety.</li> <li>● Good physical and mental health.</li> <li>● Having no communication difficulties or, if so, having the right equipment or support.</li> <li>● No physical reliance on others.</li> <li>● If needing help, able to self-direct care.</li> <li>● Positive former life experiences.</li> <li>● Self-confidence and high self-esteem.</li> </ul>	<ul style="list-style-type: none"> <li>● Not having mental capacity to make decisions about their own safety, including fluctuating mental capacity associated with mental illness and other conditions.</li> <li>● Communication difficulties.</li> <li>● Being physically reliant on others for personal care and activities of daily life.</li> <li>● Low self-esteem.</li> <li>● Experience of abuse.</li> <li>● Childhood experience of abuse.</li> </ul>
<b>Social or situational factors that could decrease the risk of abuse may include:</b>	<b>Social or situational factors that could increase the risk of abuse may include:</b>
<ul style="list-style-type: none"> <li>● Good family relationships.</li> <li>● Active social life and a circle of friends.</li> <li>● Able to participate in the wider community.</li> <li>● Good knowledge of, and access to, a range of community facilities.</li> <li>● Remaining independent and active.</li> <li>● Access to sources of relevant information.</li> </ul>	<ul style="list-style-type: none"> <li>● Being supported or cared for in a setting that is, more or less, reliant on others.</li> <li>● Not getting the right amount or the right kind of support or care that they need.</li> <li>● Isolation and social exclusion.</li> <li>● Stigma and discrimination.</li> <li>● Lack of access to information and support.</li> <li>● Being the focus of anti-social behaviour.</li> </ul>

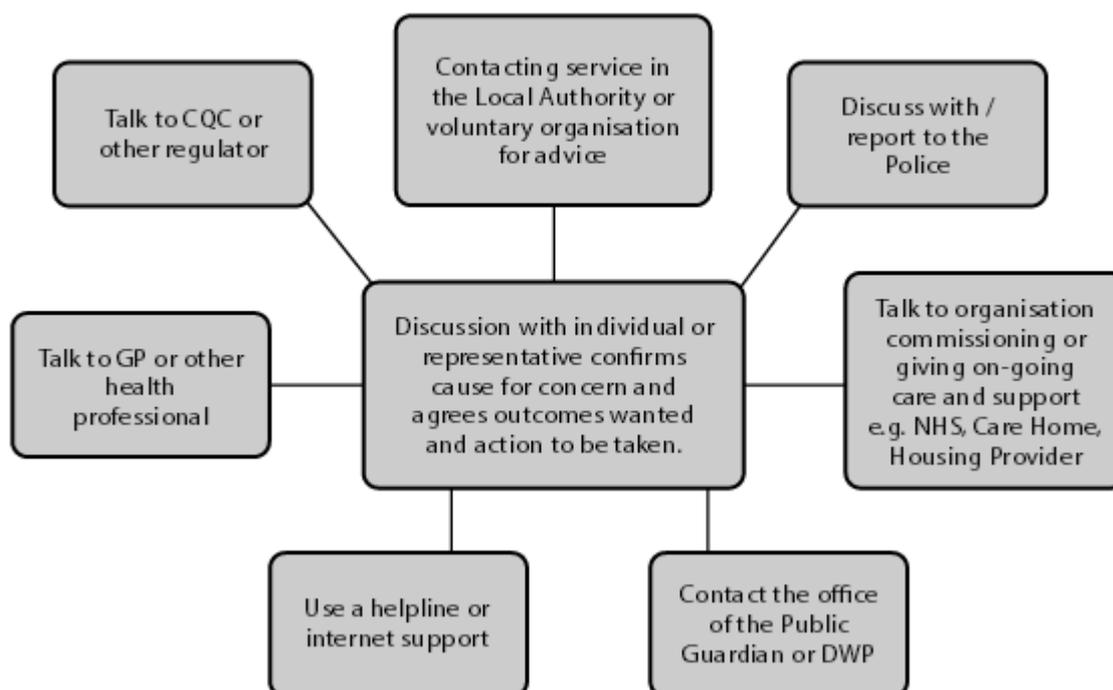


### **General Considerations when Raising a Safeguarding Concern**

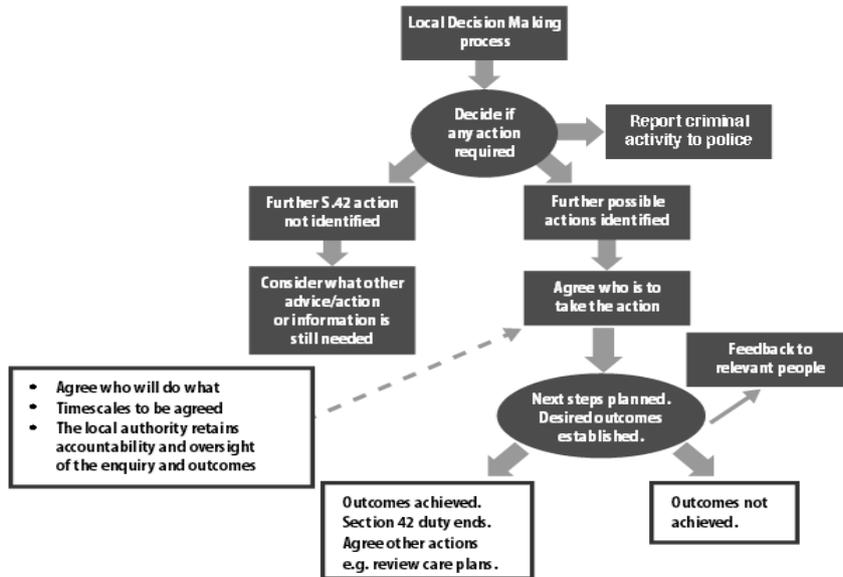
If something happens to you, or someone you know or are working with, or you see or hear about something which could be adult abuse do the following:

- If there is immediate danger or someone needs urgent medical attention, call the police or an ambulance and then contact adult social care
- If no-one is in immediate danger, ensure you or the adult are as safe as possible
- Talk to the adult as soon as possible unless this would put them, others or you at risk, about what they want to happen, what action they do or do not want taken, or want to take themselves. Do not use leading questions, instead ask open questions e.g. can you tell me/explain/describe what happened, when did it happen, where did it happen etc. Gather information so that you are in a better position to inform adult social care or the police – be careful not to start looking into the incident yourself

### **Initial Enquiry/Information Gathering & Responses**

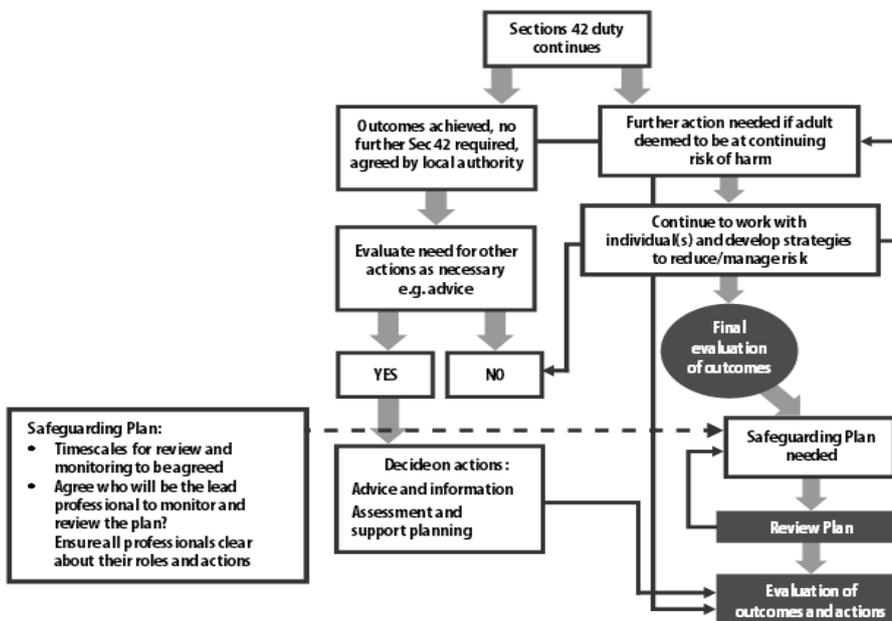


## Deciding what a further enquiry should involve



### Principles

- Empowerment – Presumption of person led decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionate and least intrusive response appropriate to the risk presented.
- Protection – Support and representation 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 and transparency in delivering safeguarding.
- Feeding back whenever possible.



### Principles

- Empowerment – Presumption of person led decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionate and least intrusive response appropriate to the risk presented.
- Protection – Support and representation 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 and transparency in delivering safeguarding.
- Feeding back whenever possible.

### Safeguarding Plan:

- Timescales for review and monitoring to be agreed
- Agree who will be the lead professional to monitor and review the plan?
- Ensure all professionals clear about their roles and actions