**THE HAMPSTEAD WELLS AND CAMPDEN TRUST**

**ADULT SAFEGUARDING AND PROTECTION POLICY**

**(approved June 2020)**

**Introduction**

The characteristics of adult abuse can take several forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

**Aim of Policy**

The aim of this policy is to ensure the safety of vulnerable groups (including applicants, beneficiaries and staff members,) by outlining clear procedures and ensuring that all staff members are clear about their responsibilities. This policy does not override our obligations under law.

**Definitions**

Vulnerable Adult

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

* is elderly and frail
* has a mental illness including dementia
* has a physical or sensory disability
* has a learning disability
* has a severe physical illness
* is a substance misuser
* is homeless

Abuse

Abuse is a violation of an individual’s human and civil rights by any other person or persons. It can take several forms:

a) Physical abuse e.g. hitting, pushing, shaking, inappropriate restraint, force-feeding, forcible administration of medication, neglect or abandonment

b) Sexual abuse e.g. involvement in any sexual activity against his/her will, exposure to pornography, voyeurism and exhibitionism

c) Emotional/psychological abuse e.g. intimidation or humiliation

d) Financial abuse e.g. theft or exerting improper pressure to sign over money from pensions or savings etc.

e) Neglect or acts of omission e.g. being left in wet or soiled clothing, or malnutrition

f) Discriminatory abuse e.g. racial, sexual or religious harassment

g) Personal exploitation – involves denying an individual his/her rights or forcing him/her to perform tasks that are against his/her will

h) Violation of rights e.g. preventing an individual speaking his/her thoughts and opinions

i) Institutional abuse e.g. failure to provide a choice of meals or failure to ensure privacy or dignity

**Reporting Abuse**

If an allegation is made or if any staff member suspects abuse in respect of applicants, beneficiaries or staff members then they should inform the Trust Director as soon as possible. The Trust Director will then inform the Chair of the Trustees.

The member of staff should make a written record of the allegation or suspicion of abuse (see Appendix 1) and discuss the situation with the Trust Director who will carry out a risk assessment and if necessary refer to the Camden Adult Safeguarding Partnership Board. Contact details. Telephone. 0207 974 4000. Email: adultsocialcare@camden.gov.uk.

If a staff member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of the client to make a referral to another agency. However, the gaining of the consent is not essential for information to be passed on. Consideration needs to be given to:

1. The scale of the abuse
2. The risk of harm to others
3. The capacity of the staff member to understand the issues of abuse and consent.

If there is any doubt about whether to report an issue to the safeguarding authority then it should be reported to the Camden Adult Safeguarding Partnership Board. Contact details. Telephone. 0207 974 4000. Email: adultsocialcare@camden.gov.uk.

In emergency situations (e.g. where there is the risk or occurrence or severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

If the person who reported the abuse is not happy with how the matter has been dealt with, they can lodge a complaint in line with the Trust’s Complaints Policy.

**Responsibilities**

All members of staff have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse. Safeguarding will be a standard agenda item for staff meetings and supervision sessions.

The staff member responsible for adult safeguarding is the Trust Director.

The Trustee responsible for this issue at Trustees level is the Chair of Trustees.

**Disclosure and Barring Service**

All staff who have contact with clients have criminal record checks undertaken through the Disclosure and Barring Service.

**Safeguards**

The Trustee Board on the recommendation of the Chair has responsibility for ensuring appropriate recruitment and selection of Trustees. The Trust Director is the named Safeguarding Lead and is responsible for arranging appropriate training for Trustees and staff to learn about the protection of vulnerable applicants/beneficiaries.

Trustees are required to have current unfettered relevant industry body registration if applicable e.g. Royal Institute Chartered Surveyors. Prospective trustees must complete the Charity Commission’s Declaration of Eligibility. All Trustees are required to complete a fit and proper person’s declaration annually. Trustees who are registered with a relevant industry body are required to undertake regular safeguarding training as part of a core CPD requirement.

The recruitment process for staff includes provision of an up-to-date CV, letter of application, two references including current employer and a formal interview. All Trust employees are required to complete a DBS check on offer of appointment.

The Hampstead Wells and Campden Trust has policies and procedures in place to ensure that at all times the confidentiality of information relating to applicants/beneficiaries is maintained and respected. This policy is monitored and reviewed annually.

The Hampstead Wells and Campden Trust currently has the following additional policies and procedures in place relating to safeguarding:

* Code of Conduct for Trustees
* Guidance for Staff Working Alone
* Privacy Policy
* Whistleblowing Policy
* Complaints Policy
* Risk Register.

**Appendix 1 - The Hampstead Wells and Campden Trust Adult Safeguarding Incident Report Form**

Name:

Address:

Telephone:

Briefly describe what happened (include times and dates):

Names and contacts of witnesses:

Name of person completing form:

Date:

Name of Manager responsible for investigation:

Date:

Action taken:

For the avoidance of doubt:

* The Hampstead Wells and Campden Trust does not provide direct care or personal advice to vulnerable applicants and beneficiaries. The help provided is solely in the form of arms-length financial support and signposting;
* the Trust Director, the Trust Case Worker and/or Trustees may meet with organisational applicants - the majority of contact is by e-mail, phone and post;
* the Trust Case Worker normally visits all new pension applicants at the request of the Trust Director in order to provide information to enable the Trustees to assess need;
* there is a separate policy in respect of Guidance for Staff Working Alone;
* Trustees or the Trust staff are not left alone with the children of the applicants/beneficiaries