



## **ADULT AT RISK SAFEGUARDING POLICY & PROCEDURE**

### **POLICY STATEMENT**

New Pathways is committed to keeping all vulnerable adults safe and to responding appropriately to any concerns about the safeguarding of adults at risk.

### **PURPOSE**

This policy, and the associated procedures, sets out the actions that New Pathways will take in order to safeguard adults at risk.

### **SCOPE**

This policy applies to all New Pathways staff, at all times, and within any New Pathways premises or while working remotely. This policy also applies to staff and volunteers who may, on occasion, work in other locations on behalf of New Pathways.

### **INTRODUCTION**

The policy is guided by legislation and statutory guidance from the Social Services and Wellbeing (Wales) Act 2014 and (Section 7 Volumes 5 and 6 on handling individual cases) to practice. In order to protect adults at risk of harm the use of the term “at risk” means that actual abuse or neglect does not need to occur before New Pathways will intervene. Early interventions to protect an adult at risk should be considered to prevent actual abuse and neglect.

An adult at risk is anyone aged 18 years, or over, who is experiencing, or is at risk of experiencing, abuse or neglect and has care and support needs (whether or not the local authority is meeting any of those needs) and as a result of those needs is unable to protect themselves against abuse or neglect, or the risk of it.

New Pathways adheres to the Wales Safeguarding Procedures (WSP). All staff attend Safeguarding training every three years and complete a refresher course annually. New Pathways believes the adults at risk is paramount and strives to keep all adults safe by appointing a nominated Designated Safeguarding Person (DSP). This ensures that all staff have

direct access to specialist advice and are able to discuss concerns about any adult at risk. The DSP will know whether to raise a safeguarding concern with the local authority and will manage any immediate actions to ensure the individual at risk is safe from abuse.

The Guiding Principles in Legislation are:

- The Social Services and Well-being (Wales) Act 2014 - Part 7 Safeguarding
- Working Together to Safeguard People (volumes 1, 4, 5 and 6)
- Code of Practice under Part 10 of the Social Services and Well-being (Wales) Act 2014
- The Mental Capacity Act 2005
- The European Convention of Human Rights, particularly Articles 2,3,5,6 and 8
- The United Nations Principles of Older Persons
- Welsh Language Standards and the “More than Just Words” Framework
- Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015.
- Modern Slavery Act 2015

The Social Services and Well-being (Wales) Act 2014 says ‘relevant partners’ of the local authority have a statutory (legal) responsibility to report if they have reasonable cause to suspect adults are at risk of abuse. Relevant partners include police, education, local health boards, and NHS Trusts.

[www.legislation.gov.uk/anaw/2014/4/pdfs/anaw\\_20140004\\_en.pdf](http://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf)

## ADULTS AT RISK

New Pathways recognises that the term ‘at risk’ means that actual abuse or neglect does not need to have occurred. Rather, early interventions to protect an adult at risk should be considered in order to prevent actual harm, abuse and neglect.

## DEFINITIONS OF ABUSE

- **Abuse** includes physical, sexual, psychological, emotional, financial abuse or neglect.
- **Physical Abuse** includes, but is not limited to, hitting, slapping, over or misuse of medication, undue restraint, or inappropriate sanctions.
- **Sexual Abuse** includes, but is not limited to, rape and sexual assaults or sexual acts to which the adult at risk has not or could not consent and/or was pressurised into consenting.
- **Psychological Abuse** includes, but is not limited to, threats of harm or abandonment, coercive control, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks; coercive control is an act or pattern of acts of assault, threats, humiliation, intimidation or other abuse that is used to harm, punish or frighten the victim.

- **Financial Abuse** includes having money or other property stolen, being defrauded, being put under pressure in relation to money or other property or having money or other property misused.
- **Neglect** refers to the failure to meet a person's basic physical, emotional, social, or psychological needs, which is likely to result in an impairment of the person's well-being. Neglect includes, but is not limited to, a failure to access medical care or services; negligence in the face of risk-taking; failure to give prescribed medication; failure to assist in personal hygiene or the provision of feed, shelter or clothing; emotional neglect.
- **Domestic abuse and violence** refers to abusive behaviour taking place in a relationship as a way for one person in that relationship to gain or keep control over another. It may include physical, sexual, emotional, psychological, and financial abuse.
- **Self-neglect** refers to a lack of self-care to an extent that it threatens personal health and safety
- **Violence against women, domestic abuse, and sexual violence (VAWDASV)** includes female genital mutilation, modern slavery, domestic abuse, violence against men, and criminal exploitation. Modern slavery includes human trafficking, forced labour, domestic servitude, sexual exploitation, and debt bondage.

## OUR DUTY OF CARE

New Pathways recognises that abuse can occur anywhere. For example, in the home, residential or day care, or during leisure activities, in private or communal areas, in person or on-line. Abuse can be perpetrated by anyone, by a practitioner, a volunteer, a carer, a family member or a member of the community. New Pathways recognises changes made by WSP and understand that adults at risk should not be worked with as 'objects of concern' where decisions and safeguarding concerns are done to them and their individual needs are not considered in case by case circumstance. New Pathways recognises that adults at risk must be seen as unique individuals in which the safeguarding process is done *with* them in a co-productive manner that engages them, carers and families.

New Pathways believes that:

- The welfare of all adults at risk is paramount.
- All adults, regardless of age, disability, gender reassignment, race, gender, non-binary, religion or belief, or sexual orientation, have an equal right to protection from all types of harm or abuse.
- All adults must be treated with respect and dignity.
- Some adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

- Our work in partnership with adults, carers, and other agencies is an essential factor in promoting the welfare of adults at risk.

## **KEY PRINCIPLES**

New Pathways is guided by the 6 key principles for safeguarding adults at risk from WSP and is committed to:

1. Communicating the individual's desired personal outcomes clearly.
2. Putting the needs of the individual first.
3. Ensuring that all professionals working for New Pathways are trained and alert to adult needs including any potential or suspected abuse or risk of abuse or neglect.
4. Sharing appropriate information with other professionals in a timely manner through multi-disciplinary/multi-agency meetings to ensure the best possible support for the individual.
5. Encouraging all staff to use their professional judgement and to put the individual's needs at the centre of the system.
6. Working in a multi-agency and co-operative way to safeguard and promote an adult at risk's well-being and regularly reviewing progress against the outcomes set out in care and support plans

## **REPORTING**

### **Identifying when to report:**

'At risk' means that even if abuse, neglect, or other kinds of harm have not actually occurred, they are likely to occur without support from services.

### **Early intervention should:**

- be person-centered.
- have shared ownership and active contributions by all practitioners involved with the individual.
- use a holistic approach.
- recognise and adapt to the person's changing needs.
- build the individual's skills and coping mechanisms.
- promote the individual's resilience.

**A Report Must be made if the adult:**

- Is experiencing abuse, neglect or other kinds of harm
- Has experienced the above
- Is likely to experience the above

**Safeguarding involves:**

- Preventing and protecting adults at risk from abuse or neglect
- Educating people around them to recognise the signs and dangers of abuse and neglect
- Promoting the individual's well-being
- Care and support to address unmet needs
- Care, support, and protection to address needs including keeping the individual safe.

An important difference between safeguarding adults and safeguarding children is an adult's right to self-determination. Adults have the right to make their own choices and decide how to respond to the risk of abuse. Adults may choose not to act to protect themselves, and it is only in extreme circumstances that the law will intervene. New Pathways recognises that 'no consent' does not mean 'no action' if action for safeguarding is deemed to be necessary.

**New Pathways' Procedure for reporting:**

All staff at New Pathways attend Adult at Risk Safeguarding training every three years and complete an annual refresher course. All staff are fully aware of Wales Safeguarding Procedures.

New Pathways expects all staff to report safeguarding concerns for any adult individual at risk to the DSP, or manager. Staff are expected to complete the '*Adult at Risk Report sheet*' and upload this to the secure data base and inform the DSP.

Following this the DSP/manager will determine the actions required and report the concern to social services/police, if appropriate. In some circumstances it may be considered that reporting would put the client at further risk of harm and therefore the staff member and/or DSP may work further with the client on ways to provide support that is appropriate to the circumstances. New Pathways will always aim to seek consent from the client and work in collaboration with the individual. The approach must be person-centred.

New Pathways aims to:

- Put the individual's rights and best interests first.
- Consider the individual's views, wishes and feelings.
- Promote and respect the individual's dignity
- Respect the individual's characteristics, culture and beliefs
- Provide appropriate support to help the individual to participate in the decisions that affect them.

- work in a multi-agency and co-operative way to safeguard and promote an adult at risk's well-being and regularly review progress against the outcomes set out in care and support plans.

### **Making a report**

- Report the concerns immediately to DSP, or a manager if the DSP is unavailable.
- Ensure the concerns are reported immediately to social services (after speaking to DSP) if this is the needed action.
- Record without delay what the person has told you, using their exact words, the circumstances in which they made the allegation, or gave you information which resulted in concern.
- Record: the date, time, place, and people who were present, using *Adult at Risk Report Sheet*.
- The practitioner may be asked to report to social services directly by the DSP or line manager, if it is felt that they are the most appropriate person to do so.
- Be sure to separate fact from opinion
- Never report directly to social services without going through the DSP/line manager unless there is an immediate emergency.

### **Responsibility**

Employees must not make promises to individuals about holding information confidentially. All clients should be made aware of the limits to New Pathways' client contracts and Confidentiality Policy although wherever possible the wishes and feelings of an adult at risk should be considered and a person-centred approach should always be adopted.

### **Making a report without consent from the client**

Where a decision is made not to seek consent from the client relevant circumstances for this decision must be recorded and could include:

- the possibility that the adult would be put at further risk.
- the possibility that an adult would be threatened or otherwise coerced into silence.
- the possibility that important evidence would be destroyed/lost.
- if a carer or family member is identified as the alleged abuser.
- where there is a duty to report
- the individual lacks capacity to consent.
- if, by not sharing the information, that adult is likely to be at risk of serious harm.
- other people may be at risk.
- the suspicion that a crime has been committed.


- when there are concerns about a failure in care by a practitioner and a breach of regulation or professional conduct; organisational or institutional abuse, or allegations against a practitioner.
- Where it appears that the individual is under the undue influence of another individual.

## DOMESTIC ABUSE

In some of the above instances it may also be necessary for the employee to complete a Domestic Abuse, Stalking and Honour Based Violence (DASH) RISK assessment and/or attend a Multi Agency Risk Assessment Conference (MARAC); a victim focused information sharing and risk management meeting attended by all key agencies. The DASH is for all professionals working with victims of domestic abuse, stalking and harassment and honour-based violence.

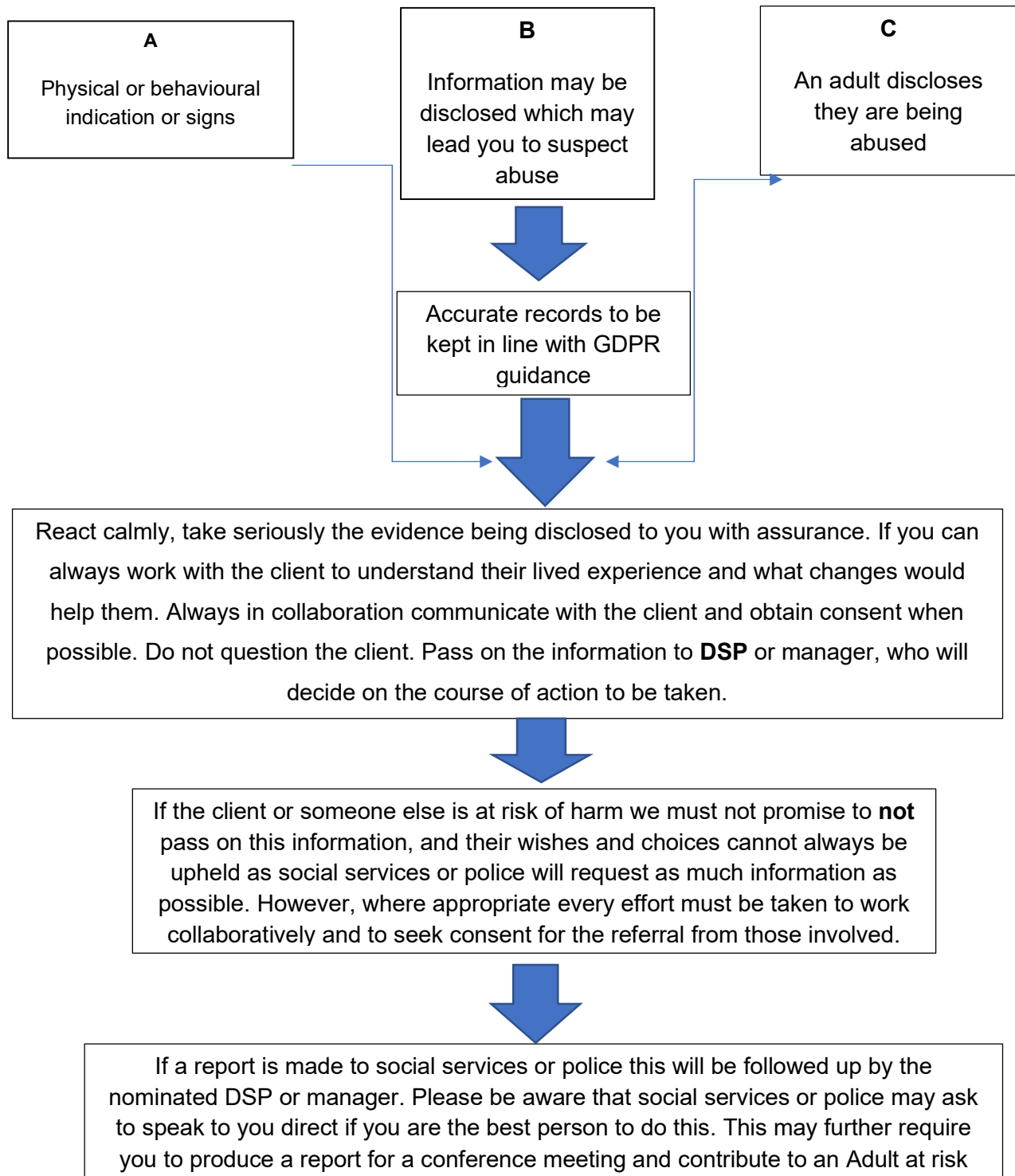
All staff at New Pathways will have completed training in the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 as professionals in frontline work with clients. Staff should be able to identify signs and concerns of domestic abuse, coercive control, emotional abuse, and sexual abuse, and will use their professional judgment to know when it is necessary and appropriate to complete these risk assessments in order to prevent, protect or support adults at risk in these categories.

This policy will be reviewed in line with the Process for the Revision of New Pathways Policies and Procedures.

Approved by:	Date of approval:	Review date:
	25/3/2021	25/3/2024

**APPENDIX 1**

(Action to take if you are concerned about an Adult at risk)





## APPENDIX 2

## Adult at Risk Report Sheet



<b>Name:</b>	
<b>AGE/DOB:</b>	<b>AGE:</b> <b>DOB:</b>
<b>Ethnicity:</b>	
<b>Religion:</b>	
<b>First Language:</b>	
<b>Disability: Please state what they are clearly</b>	Plse ✓: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Any Special Factors:</b>	
<b>Carer/Support Service's Name:</b>	
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Next of Kin:</b>	
<b>Are you reporting your own concerns or passing on those of somebody else? (Give details if somebody else i.e. Name, Address, Contact Number)</b>	

<b>If you answered 'somebody else above' what did they say?</b>
<b>If the concerns are your own, please provide a brief description of what has prompted these concerns. Please include dates, times, and any specific incidents.</b>
<b>Have you spoken to the Adult? If so, what was said?</b>
<b>Are there any physical signs? Behavioural signs? Indirect Signs?</b>
<b>Has anybody been alleged to be the abuser? If so, give details.</b>

<b>Your Name:</b>	
<b>Position:</b>	
<b>To whom reported:</b>	a) b) c) d)
<b>Date Reported:</b>	
<b>Time Reported:</b>	
<b>Follow-Up Date:</b>	
<b>Signature of Adult Protection Officer:</b>	
<b>Signature of Employee:</b>	

<b>Form Submitted To:</b>	
<b>Name:</b>	
<b>Address:</b>	