

SAFEGUARDING ADULTS POLICY & PROCEDURES

Prepared By: Adele Grandon

Date Adopted: June 2017

Job Title: Services Development Manager

Status:

Authorised By: Kate Grant

Last Reviewed: August 2019

Job Title: CEO

Ratified: September 2018

Reviewed by: Lee Jackson / Jackie Charnock

Next Review date: August 2020

Job Title: Operations Manager / Training &
Development Consultant

Version: 1.2

TABLE OF CONTENTS

1. Purpose	3
2. Definitions	3
3. Scope	3
4. The Policy	4
5. Principles	4
6. Procedures.....	5
6.1 Immediate Action in Response to Suspected or Alleged Abuse.....	5
6.2 Action by JigsawPlus Operations Manager in Response to Abuse Report.....	6
6.3 Reporting a Safeguarding Issue to Surrey Adult Services.....	7
7. Consent and Information Sharing	8
8. Confidentiality and Recording	9
9. Monitoring.....	9
10. Roles & Responsibilities	9
10.1 All Employees.....	9
10.2 JigsawPlus Operations Manager.....	10
10.3 Learning Support Manager	Error! Bookmark not defined.
10.4 Head of Human Resources	10
10.5 Chief Executive Officer & Trustees	11
11. Human Resources	11
11.1 Recruitment & Selection.....	11
11.2 Staff Training and Competency	11
12. Linking With Other Standard Processes & Policies.....	11
13. Policy Review	12
14. Version History	13
15. Related Legislation & Guidance	13
16. Related Internal Documentation	14
APPENDIX 1 Reporting a Safeguarding Issue Flowchart.....	15
APPENDIX 2 - Safeguarding Concern Flowchart.....	16
APPENDIX 3 - Recognition and Indicators of Adult Abuse.....	17
APPENDIX 4 - Key Telephone Numbers & Contact Information	25

1. Purpose

- 1.1 Some adults experience abuse and neglect more than others. This is because they have more difficulty safeguarding themselves from harm. For example, a person with autism may have no concept of money and as a result not realise if someone steals money from them. Our staff and volunteers have an important role in recognising, preventing and acting on this, or any other, kind of abuse.
- 1.2 This policy and procedure set out the role of all our staff and volunteers in safeguarding adults. It explains how they can undertake this role. It sets out our internal operations for safeguarding adults.
- 1.3 ‘Safeguarding means protecting a person's right to live in safety, free from abuse and neglect’. [Care Act 2014]
- 1.4 This policy and procedure should be read alongside the Surrey “Safeguarding Adults Multi-Agency Procedures, Information and Guidance” available at:
<https://www.surreycc.gov.uk/social-care-and-health/contacting-social-care/surrey-safeguarding-adults-board/surrey-safeguarding-adults-board-information>

2. Definitions

- 2.1 “The Trust” means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)
- 2.2 “Staff” - The term ‘member of staff’ applies to paid and unpaid workers, contractors and volunteers.
- 2.3 “Adult at risk” - The definition of an adult at risk under the safeguarding duties of the Care Act 2014 applies to an adult who has needs for care and support; is experiencing, or at risk of, abuse or neglect; 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.
- 2.4 “Abuse” - is usually carried out by people who are in a position of power, trust or authority, and can be perpetrated by a wide range of people including relatives and family members, neighbours, friends, professional staff, care workers, volunteers, or other clients.
- 2.5 The “No Secrets” definition of abuse: *“Abuse 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 may result in significant harm to, or exploitation of, the person subjected to it”.*
- 2.6 Further details about different types of abuse are in Appendix A.

3. Scope

- 3.1 The Director of Adult Services will appoint a senior member of staff to act as the Designated Safeguarding Lead (DSL).
Lee Jackson - Operations Manager
- 3.2 The Director of Adult Services will also appoint another who in the absence of the DSL will act as deputy DSL

Jackie Charnock - Training & Development Consultant

3.4 The Management Team will ensure that the following procedures are followed.

4. The Policy

4.1 The central aim of this safeguarding policy is to set out for all relevant parties the:

- principles and values underlying the Jigsaw Trust's approach to the safeguarding of its clients
- ways in which the Jigsaw Trust does this
- steps taken to avoid abuse/harm taking place
- actions taken to deal with abuse/harm if it occurs.

4.2 The Trust believes that clients must be safeguarded from all forms of abuse/harm. It recognises that it must at all times protect its clients and identify and deal with specific instances of abuse/harm if they occur.

4.3 The Trust is always aiming for the very best quality of care and will not be satisfied with anything that falls short of this. It takes every possible action to prevent abuse/harm and to deal with it as promptly and effectively as possible if it occurs.

4.4 The Trust is committed to ensuring everyone in the organisation makes a positive contribution to individuals' wellbeing and recognises the right of every adult "To safety, free from abuse and neglect".

5. Principles

5.1 The following principles guide the Trust in safeguarding adults.

- Everyone has the right to live free from abuse and neglect.
- Everyone has the right to be treated as an individual.
- Everyone has the right to be treated with respect and dignity, with a right to privacy.
- The Trust believes everyone should have choice and control over their lives, with as much independence as is possible, and will help people maintain confidence and positive self-esteem.
- We will not tolerate any kind of abuse to anyone, not least a vulnerable adult.
- We will help clients safeguard themselves from abuse and neglect.
- We will keep the interests of clients and carers at the centre of any safeguarding activity.
- Where we can, we will keep the wishes of our clients and carers at the centre of any safeguarding activity. We will involve clients in decision-making and investigations of abuse.
- We will make sure our clients and carers are aware of safeguarding adults policies and procedures.
- Everyone at the Trust has a responsibility to prevent, recognise and act on abuse and neglect.

- We will make sure all staff and volunteers understand their role in relation to safeguarding adults.
- We will provide appropriate training and ensure staff are competent in preventing, recognising and acting on abuse and neglect.
- We will promote an organisational culture of openness, so that staff, volunteers, clients and carers can raise their concerns, and know that they will be listened to, without worrying that something bad will happen as a result.
- In cases of alleged or suspected abuse, any action will take into account and respond to individuals' race, culture, religion, gender, sexual orientation, disability and communication needs. If necessary, further advice may be sought to ensure sensitive and effective interventions and to ensure that key considerations are not overlooked.
- Individuals against whom an allegation has been made have the right to fair and unbiased treatment, and to be kept fully informed.

6. Procedures

6.1 Immediate Action in Response to Suspected or Alleged Abuse

- 6.1.1 If there is a risk of immediate harm then the member of staff should take themselves and where possible, the client(s), out of danger and if necessary contact the emergency services (e.g. Police, ambulance, GP). The member of staff should never put themselves in danger.
- 6.1.2 Take any immediate action to make the person safe. If the situation is urgent, it may be necessary to immediately challenge the person who is abusing the individual, even though this may be difficult to do, and try to persuade him or her to stop whilst ensuring that personal safety is not compromised.
- 6.1.3 If a client or carer reports abuse to a member of staff, they should listen carefully and reassure them that they are doing the right thing by raising their concern. They should remain calm and not look shocked. They must also explain that they have a duty to report the incident to a manager and their concerns may be shared with others who could have a part to play to protect them.
- 6.1.4 The member of staff should not investigate their suspicions or ask any leading questions but report them immediately to the JigsawPlus Operations Manager to evaluate the seriousness of the situation. They should not make promises, breach confidentiality, be judgemental or jump to conclusions. In the absence of the JigsawPlus Operations Manager, reports should be made directly to the Training and Development Consultant or Adult Services Director. See section 7 for information on consent and information sharing.
- 6.1.5 The member of staff should not tell the suspected perpetrator any details of their concern.
- 6.1.6 As soon as a report has been made, the member of staff should write down as many details as possible about what they have been told or have witnessed, including where, when and what took place to cause them to suspect abuse. They should record the words of the adult as communicated to them. They should also log their own actions/response, and who was present at the time, together with dates and times of

incidents. See Appendix B 'Safeguarding Vulnerable Adults Record of Observations and Concerns.

6.2 Action by JigsawPlus Operations Manager in Response to Abuse Report

- 6.2.1 On hearing a report of suspected abuse, the JigsawPlus Operations Manager should listen carefully. S/he should reassure the member of staff that they have done the right thing by raising the alert.
- 6.2.2 Advise the member of staff on any immediate action needing to be taken to make the person safe.
- 6.2.3 Within 24 Hours the JigsawPlus Operations Manager should:
- Consider the risk issues and action to be taken, and accurately record this assessment
 - If the incident is very minor, they should decide whether it can be investigated and dealt with internally
 - If the vulnerable adult expresses a wish for their concerns not to be pursued, then this should be respected wherever possible. However, decisions about whether to act in accordance with the person's wishes must take into account the level of possible risk both to the individual and others, and the capacity of the person to understand the decision to be made and its consequences, and whether an advocate might be necessary. It may be necessary to override their wish not to proceed, but such a decision and the reasons for it should be accurately recorded.
 - Report the incident to the Police if a criminal offence appears to have been committed
 - Refer to the Multi Agency Safeguarding Hub (MASH)
 - Consider internal disciplinary action including the need for suspension if it is suspected that a member of staff or volunteer has committed the abuse
 - Consider if a referral to DBS is necessary
 - Record reasons for any variation on timescales
 - Ensure that the Chief Executive Officer of the Jigsaw Trust is aware of all incidences
- 6.2.4 Potential on-going action for the organisation
- Participate in Police and/or Jigsaw Trust investigation
 - Attend Strategy Meeting, Case Conference and Review meetings as required
 - Ensure liaison between Police and Human Resources
 - Continue internal management investigation and seek HR advice on implications of employment legislation including DBS
 - Ensure staff member(s) implicated in the alleged abuse receive(s) necessary support
- 6.2.5 Surrey Safeguarding Adults Board (SSAB) are the lead agency in the coordination of safeguarding investigations. Please refer to Surrey Safeguarding Adults Board Multi-Agency Policy and Procedure, Section 2 – Safeguarding Adults Procedures for detailed information about the Safeguarding Adults investigation.

6.2.6 Other organisations may also be involved in the investigation of safeguarding cases:

- A police investigation will usually take place where a crime is thought to have been committed
- Provider organisations may be asked by SSAB to lead set parts of the investigation

6.3 Reporting a Safeguarding Issue to Surrey Adult Services

6.3.1 If you see something happen, and/or if someone tells you that something has happened or is happening to them which could be abuse, you must do the following:

- In an emergency call 999 (i.e. a serious incident, someone is in need of medical attention, or a crime may have occurred)
- Contact the JigsawPlus Operations Manager or if they are unavailable the Training and Development Consultant or your line manager
- You, your line manager or the JigsawPlus Operations Manager/Training and Development Consultant must report your concerns to Surrey Safeguarding Adults Board (SSAB) immediately

6.3.2 The following is a list of the kinds of questions SSAB staff will ask when you raise an alert. You do not need to have all this information to hand - this is just to prepare you for the kinds of questions you are likely to be asked:

- name of your organisation
- your name and contact details
- name, contact, date of birth, gender, ethnicity of the person you are calling about (if not already on the social services system) plus principal language, any disability or communication issues
- contact details of GP
- contact details of significant relatives and friends
- where, how and when you found out about the alleged/suspected abuse
- where the alleged abuse is said to have taken place
- whether the person is a Surrey resident
- whether the person knows you are raising an alert
- whether anyone else knows you are raising an alert
- any actions you or your organisation have taken to protect the person
- whether the vulnerable adult is at risk of immediate harm
- whether there are any other people (children/other vulnerable adults) at risk
- whether the person has the mental capacity to make his or her own safeguarding decisions
- when the suspected abuse took place
- details of the suspected abuse: what kind of abuse, how many times it happened and any further details

- whether the police have been informed
- the alleged perpetrator's contact details: name, address, gender, age
- the relationship between the vulnerable adult and the alleged perpetrator
- whether the alleged perpetrator lives with the vulnerable adult
- whether the alleged perpetrator is the vulnerable adult's main carer

See Appendix 1 – Reporting a Safeguarding Issue Flowchart

See Appendix 2 – Safeguarding Concern Flowchart

7. Consent and Information Sharing

- 7.1 There are cases where the adult concerned will refuse their consent for the police or social services to be contacted, for any safeguarding action to be taken, or for their information to be shared with another agency.
- 7.2 The adult has the right to make their own decision and express a wish for concerns not to be pursued. Their wishes should be respected wherever possible, but there are times when their wishes can be overridden.
- 7.3 Consideration will need to be given to other factors such as the seriousness and pervasiveness of the abuse; the ability of the individual to make decisions; the effect of the abuse on the individual in question, and on others; whether a criminal offence has occurred; and whether there is a need for others to know (e.g. to protect others who may not be involved in the immediate situation).
- 7.4 Where this is the case, the adult should be made aware of the risks involved in their decision, be told that they can change their mind at any point and given information about services that could help reduce the risk. Their refusal to consent must also be clearly recorded. If a decision is then made to take the case forward, this must be clearly explained and recorded.
- 7.5 Any member of staff must report suspected abuse to the JigsawPlus Operations Manager, even if the adult has refused their consent. The JigsawPlus Operations Manager will then take the decision whether or not to apply the exceptions below apply.
- 7.6 Exceptions:
- where a person is assessed as not having the 'mental capacity' to make this decision, appropriate representatives/advocates should be consulted. However, in such cases it is the final decision of the manager and/or statutory authorities involved.
 - where a crime has taken place and there is an overriding public duty for the police to investigate
 - where other vulnerable adults and/or children may be at harm from the person/group/agency suspected of causing abuse
 - where gaining the adult's consent would place them at further risk
 - where the adult is at serious risk of harm – this decision should only be taken with multi-agency agreement that this is in the adult's best interests.
- 7.7 Decisions about sharing information must be clearly recorded with reasons clearly stated. Decisions about sharing information must be openly and explicitly discussed at every stage.

- 7.8 The General Data Protection Regulation sets out a framework to enable the lawful sharing of information. Adults have a general right to independence, choice and self-determination including control over information about themselves and their privacy. In the context of adult safeguarding these rights can be overridden in certain circumstances. If the information is confidential, but there is a safeguarding concern, sharing it may be justified. Refer to the GDPR Data Protection Policy for more information about data and information sharing.

8. Confidentiality and Recording

- 8.1 Organisations should refer to the Surrey's Multi-Agency Safeguarding Hub (MASH) and local guidance on issues of confidentiality, if necessary ensuring they participate in training which covers such issues.
- 8.2 All staff must keep accurate records with due regard for confidentiality.
- 8.3 All documentation will be kept in line with the organisation's policy and procedure on record keeping.

9. Monitoring

- 9.1 Information about safeguarding cases and how they were dealt with should be reported on regularly. Areas to focus on include:
- how quickly the concern was reported to the manager
 - how quickly an alert was made to the police/social services
 - quality of information recorded internally
 - quality of input into safeguarding process (feedback from police/social services team)
 - outcomes of safeguarding process
 - whether any incidents highlighted training issues or a need to amend in-house procedures

10. Roles & Responsibilities

10.1 All Employees

- 10.1.1 All staff and volunteers have a key role in preventing abuse or neglect occurring and in taking action when concerns arise.
- 10.1.2 Everyone, both paid employees and volunteers, within the Jigsaw Trust has a responsibility to:
- participate in appropriate safeguarding training and understand what abuse is
 - promote the safety of clients
 - listen carefully to vulnerable adults and their carers
 - prevent, recognise and act on abuse
 - be aware of and act in accordance with the organisation's safeguarding adults policy and procedures
 - understand their role in responding to and reporting suspected abuse and take appropriate action in line with this policy wherever abuse is suspected

- call on emergency services appropriately where there is immediate danger

10.2 JigsawPlus Operations Manager

10.2.1 The JigsawPlus Operations Manager is the Safeguarding Officer for adult services.

10.2.2 The Operations Manager is responsible for:

- developing and reviewing policy and procedures, annually and as required, relating to safeguarding adults
- ensuring there are enough resources for safeguarding adults activities, e.g. for training
- ensuring he/she attends regular training updates
- ensuring all staff receive appropriate safeguarding adults training
- ensuring decisions taken by the organisation take safeguarding adults into account
- overseeing all safeguarding activities within the organisation
- overseeing serious safeguarding adults cases concerning the organisation
- reporting on all issues relating to the safeguarding of vulnerable adults to the Chief Executive Officer and the Trustees
- ensuring a quick response to allegations of abuse and that action is taken to result in a positive outcome for the client
- gathering and recording all information, discussions and decisions relating to an alleged abuse
- keeping accurate records of all incidents/concerns
- the referral of cases to relevant agencies such as SSAB or the Police when necessary
- contributing to Safeguarding Adults investigations including Serious Case Reviews
- ensuring services or activities take place in a safe environment for vulnerable adults
- ensuring that staff are aware of the safeguarding adult policy and procedures
- ensuring staff are aware of how to respond in cases of alleged abuse
- encouraging staff to raise alerts and support them when they do
- providing support to staff or volunteers who are being investigated in relation to an allegation of abuse

10.2.3 In the absence of the Operations Manager, Training and Development Consultant and Team Leaders will cover the responsibilities listed.

10.3 Head of Human Resources

10.3.1 Responsibilities include to:

- Make sure recruitment processes for both staff and volunteers are safe, including: DBS check; professional registration where appropriate; satisfactory written references; and, satisfactory explanations for employment gaps.
- Ensure that people deemed unsuitable to work with vulnerable adults are reported to the DBS

- Ensure that the appraisal and supervision system supports people in recognising, preventing and acting on abuse
- Make sure that, where appropriate, job descriptions include safeguarding adults responsibilities
- Ensure that all staff and volunteers have access to and take part in appropriate initial and refresher training that is suitable for their level

10.4 Chief Executive Officer & Trustees

10.4.1 Responsibilities include to:

- monitor updated policies on an annual basis and to review safeguarding reports
- monitor the role and performance of the Safeguarding Officer and Deputy Safeguarding Officer with regards to their safeguarding responsibilities
- ensure they are aware of current legislation and responsibilities and that their own training in these areas is up to date

11. Human Resources

11.1 Recruitment & Selection

11.1.1 The Jigsaw Trust has a responsibility to carefully recruit, select and vet staff and volunteers. This includes taking up written references and DBS checks. For further information, please refer to the Recruitment Policy.

11.2 Staff Training and Competency

11.2.1 All operational staff must attend the organisation's Safeguarding Vulnerable Adults core training which is carried out during their initial three-month induction period. Other training, including refresher training is provided as required.

11.2.2 All bank and temporary staff are to read Jigsaw's Safeguarding Adults overview

11.2.3 The JigsawPlus Operations Manager and senior managers must attend relevant core training, e.g. on Investigating Incidents.

11.2.4 All people within the organisation who are involved in service delivery, whether they are paid employees, volunteers or students, should be alert to the possibilities of abuse or neglect of vulnerable adults and be aware of local procedures and know the names and contact details of relevant local and national professionals and organisations and where possible they should participate in basic safeguarding vulnerable adults training.

11.2.5 Where available and appropriate, staff should attend local adult protection team training to help to raise awareness of local practice and procedures and also to develop working relationships.

12. Linking with Other Standard Processes & Policies

12.1 Where appropriate, Safeguarding Adults procedures should be integrated into or linked to other standard processes and policies within the organisation, such as:

- Initial and ongoing assessment
- Support and care planning
- Person centred planning and positive risk taking

- Risk assessment and management
- Whistle-blowing
- Complaints
- Moving and handling
- Serious untoward incidents/Critical Incident Reviews
- Health and Safety
- Challenging Behaviour
- Personal and intimate care
- Bullying and harassment
- Sexuality and relationships
- Handling clients' money/belongings
- Advocacy
- Equality and Diversity
- HR including: recruitment, DBS checks, supervision and appraisal system, disciplinary procedures
- Record keeping
- Information sharing
- GDPR
- IT security

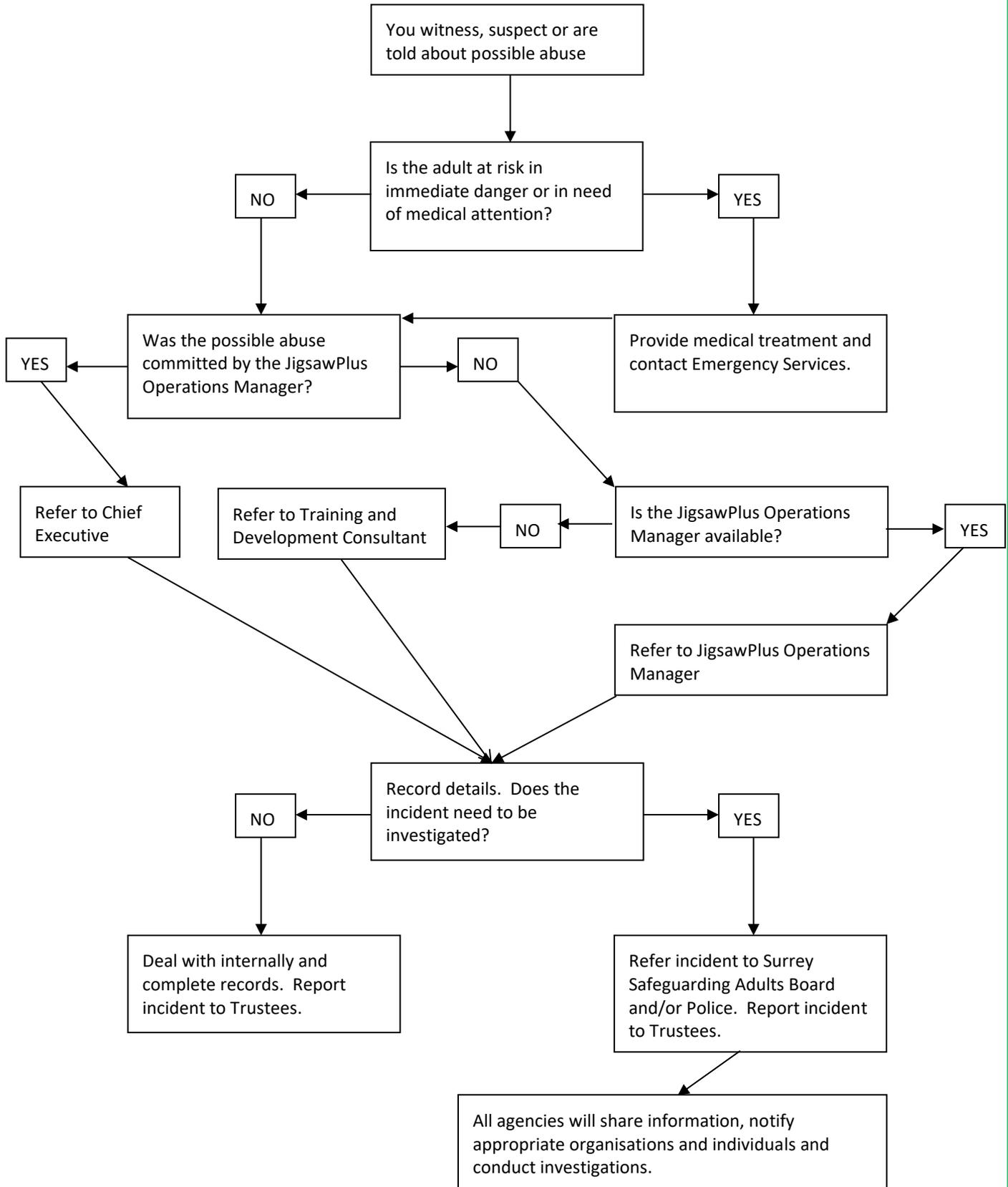
13. Policy Review

- 13.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 13.2 This policy was last reviewed in August 2018.

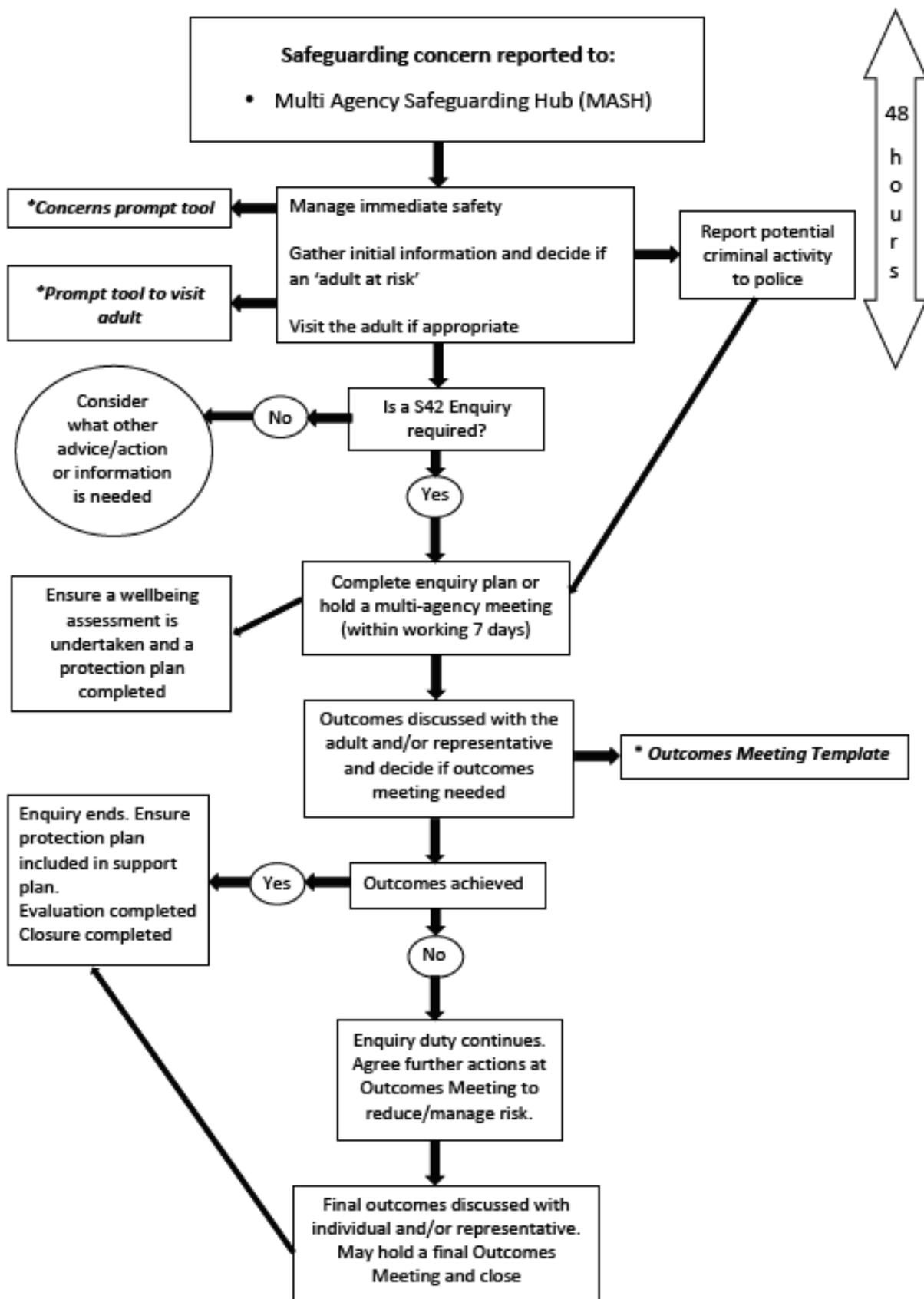
16. Related Internal Documentation

Document	Hard Copy Location	Electronic Copy Location
Behavioural Support Policy & Procedures		Operations / PAWS / POLICIES / JigsawPlus / Clients
Risk Assessment Policy & Procedures		Operations / PAWS / POLICIES / JigsawPlus / Health & Safety
Whistleblowing Policy		Operations / PAWS / POLICIES / Jigsaw Trust / HR
Complaints Policy & Procedures		Operations / PAWS / POLICIES / JigsawPlus / Clients
Health & Safety Policy		Operations / PAWS / POLICIES / Jigsaw Trust / Health & Safety
Personal Care Policy & Procedures		Operations / PAWS / POLICIES / JigsawPlus / Clients
Safe and Positive Touch		Operations / PAWS / POLICIES / JigsawPlus / Clients
Anti-Bullying Policy		Operations / PAWS / POLICIES / JigsawPlus / Clients
Handling Clients' Money Procedures		Operations / PAWS / POLICIES / JigsawPlus / Clients
Equality & Diversity Policy		Operations / PAWS / POLICIES / JigsawPlus / Clients

APPENDIX 1 Reporting a Safeguarding Issue Flowchart



APPENDIX 2 - Safeguarding Concern Flowchart



APPENDIX 3 - Recognition and Indicators of Adult Abuse

The following information is taken from the document published by SCIE: 'At a glance 69: Adult safeguarding: Types and indicators of abuse'

<http://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

In many cases multi-disciplinary assessments can help to identify physical, mental or behavioural indicators that suggest physical or mental illness, or some other issue, rather than mistreatment or abuse. This type of assessment can also indicate that abuse and/or criminal offences are taking place, and that the police should be informed.

Some adults at risk may reveal abuse themselves by talking about or drawing attention to physical signs, or – where verbal communication is limited or absent – displaying certain actions or gestures. Practitioners and carers need to be aware of these signs and understand what they may mean. The lists of possible indicators and examples of behaviour are not exhaustive.

Evidence of any one indicator from the following lists should not be taken on its own as proof that abuse is occurring. However, it should alert practitioners to make further assessments and to consider other associated factors. The lists of possible indicators and examples of behaviour are not exhaustive, and people may be subject to a number of abuse types at the same time.

Physical abuse

Possible indicators	Examples of behaviour
<ul style="list-style-type: none"> • Injuries are inconsistent with the account of how they happened • No explanation of how injuries happened • Injuries are inconsistent with the lifestyle of the adult at risk • Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps • Cluster(s) of injuries • Marks on the body including slap marks and finger marks • Unexplained falls/ frequent minor injuries • Induced injuries or physical symptoms that are falsely claimed or exaggerated on behalf of the adult at risk by a paid or unpaid carer to attract treatment or services • Misuse of medication (e.g. excessive repeat prescriptions) • Subdued or changed behaviour in the presence of a particular person • Signs of malnutrition • Seeking medical treatment too late or not at all • Failure to seek medical treatment or frequent changes of GP 	<ul style="list-style-type: none"> • Hitting • Slapping • Punching • Hair-pulling • Biting • Pushing • Kicking • Scalding and burning • Physical punishments • Unauthorised restraint, restricting movement (e.g. tying someone to a chair) • Involuntary isolation or confinement • Misuse of medication (e.g. over-sedation) • Forcible feeding or withholding food • Rough handling • Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)

Sexual abuse

Possible indicators	Examples of behaviour
<p>Physical:</p> <ul style="list-style-type: none"> • Bruising or bleeding, pain or itching in the genital area • Foreign bodies in genital or rectal openings • Infections or unexplained genital discharges or sexually transmitted diseases (STDs) • Pregnancy in a woman who is at risk or is unable to consent to sexual intercourse • Unusual difficulty in walking or sitting • Torn, stained or bloody underclothing • Bruising to the thighs, buttocks and upper arms • Love bites • Self-harming <p>Behavioural:</p> <ul style="list-style-type: none"> • The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude. Overt sexual behaviour/attitude • Poor concentration • Withdrawal • Sleep disturbance • Excessive fear/apprehension of, or withdrawal from, relationships • Fear of staff or other carers offering help with dressing, bathing, etc. • Reluctance of the adult at risk to be alone with a particular person • Self-harming 	<p>Non-contact abuse:</p> <ul style="list-style-type: none"> • Inappropriate looking, sexual teasing or innuendo or sexual harassment • Sexual photography or forced use of pornography or witnessing of sexual acts • Indecent exposure <p>Contact abuse:</p> <ul style="list-style-type: none"> • Rape or attempted rape • Any sexual assault • Inappropriate touch anywhere • Non-consensual masturbation of either or both persons • Non-consensual penetration or attempted penetration of the vagina, anus or mouth • Any sexual activity that the person lacks the capacity to consent to

Psychological or emotional abuse

Possible indicators	Examples of behaviour
<ul style="list-style-type: none"> • An air of silence in the home or service when the person alleged to have caused the harm is present • Withdrawal or change in the psychological state of the person • Insomnia • Low self-esteem • Uncooperative and aggressive behaviour • A change of appetite • Weight loss/gain • Signs of distress: tearfulness, anger • Apparent false claims, by someone involved with the person, to attract unnecessary treatment 	<ul style="list-style-type: none"> • Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends • Preventing someone from meeting their religious and cultural needs • A general lack of consideration for the needs of the adult at risk • Preventing the expression of choice and opinion • Failure to respect privacy • Denial of access to the adult at risk, especially when the person is in need of assistance • Denial of freedom of movement (e.g. locking the person in a room, tying them to a chair or leaving them for excessive amounts of time on a commode) • Failure to respond to calls for assistance with toileting • Preventing stimulation, meaningful occupation or activities • Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse • Lack of positive reinforcement • Threats of harm or abandonment • Using patronising and/or infantilising ways of addressing the adult at risk • Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance • No choice about care and support or activities of daily living • The adult at risk not having their individual abilities and skills recognised, and being prevented from being as independent as they are able to be • The adult at risk not being provided with information about how to raise concerns • Cyberbullying

Financial or material abuse

Possible indicators	Examples of behaviour
<ul style="list-style-type: none"> • Unexplained lack of money or inability to maintain lifestyle • Missing personal possessions • Unexplained withdrawal of funds from accounts, by any party • Power of attorney or lasting power of attorney (LPA) being obtained after the adult at risk has ceased to have mental capacity • Failure to register an LPA after the adult at risk has ceased to have mental capacity so that it appears that the adult at risk is continuing to manage their financial affairs • The person managing the financial affairs of the adult at risk being evasive or uncooperative • The family or others showing unusual interest in the assets of the adult at risk • Signs of financial hardship in cases where the adult at risk's financial affairs are being managed by a court appointed deputy, attorney or LPA • Money being withheld • Recent changes in deeds or title to property • Rent arrears and eviction notices • A lack of clear financial accounts held by a care home or service • Failure to provide receipts for shopping or other financial transactions carried out on behalf of the adult at risk • Disparity between the adult at risk's living conditions and their financial resources • Unnecessary property repairs 	<ul style="list-style-type: none"> • Stealing money or possessions • Use of fraud to take money or possessions • Preventing a person from accessing their own money, benefits or assets • Employees taking a loan from a person using the service • Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions • Arranging less care than is needed to save money to maximise inheritance • Denying assistance to manage/monitor their financial affairs • Denying assistance to access benefits • Misuse of benefits or direct payments in a family home • People moving into the adult at risk's home and living rent free without agreement or under duress • Neglecting to act in the best financial interests of the adult at risk • False representation (e.g. using another person's bank account, cards or documents) • Abuse of position (e.g. exploitation of a person's money or assets) • Misuse of a power of attorney, deputy, appointeeship or other legal authority • Rogue trading

Neglect and acts of omission

Possible indicators	Examples of behaviour
<ul style="list-style-type: none"> • Poor physical environment • Poor physical condition of the adult at risk (e.g. pressure sores or ulcers) • Malnutrition or apparently unexplained weight loss • Untreated injuries and medical problems • Inconsistent or reluctant contact with medical and social care organisations • Accumulation of untaken medication • Failure to engage in social interaction • Failure to ensure appropriate privacy and dignity • Poor personal hygiene • Clothing is ill fitting, unclean and in poor condition • Inappropriate or inadequate clothing, or nightclothes worn during the day 	<ul style="list-style-type: none"> • Failure to provide food, shelter, clothing or heating • Failure to provide or allow access to medical care when needed • Failure to provide reasonable personal care • Inappropriate use of medication or over-medication • Refusal of access to callers/visitors • Denial of religious and cultural needs • Denial of educational, social and recreational needs • Ignoring/secluding/isolating the adult at risk • Lack of stimulation and activity • Lack of emotional warmth • Lack of choice on appearance and activities of daily living • Sensory deprivation – lack of access to glasses, hearing aids, etc. • Failure to provide care in a personalised way and involve the adult at risk in decisions

Discriminatory abuse

Possible indicators	Examples of behaviour
<ul style="list-style-type: none"> • Repeated exclusion from basic rights such as health, education, employment, criminal justice and civic status • Tendency of the adult at risk to be withdrawn and isolated • Expressions of anger, frustration, fear or anxiety by the adult at risk • The support on offer does not take account of the adult at risk's individual needs in terms of race, age, sex, disability, marital status, sexual orientation, religion or belief, gender reassignment or pregnancy/maternity status (known as the 'protected characteristics' under the Equality Act 2010) 	<ul style="list-style-type: none"> • Lack of respect shown to the adult at risk • Unequal treatment of the adult at risk based on their protected characteristics (known as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation under the Equality Act 2010) • Verbal abuse, derogatory remarks or inappropriate use of language relate to a protected characteristic • Denial of the adult at risk's communication needs (e.g. not allowing access to an interpreter, signer or lip-reader) • Harassment or deliberate exclusion on the grounds of protected characteristics • Substandard service provision relating to a protected characteristic • Denying basic rights to healthcare, education, employment and criminal justice related to a protected characteristic

Organisational or Institutional abuse

Possible indicators	Examples of behaviour
<ul style="list-style-type: none"> • Lack of flexibility and choice for adults using the service • Inadequate staffing levels • People being hungry or dehydrated • Poor standards of care • Lack of personal clothing and possessions, and communal use of personal items • Lack of adequate procedures for the management of finances • Lack of adequate procedures for the management of medication • Failure to ensure privacy and personal dignity • Lack of respect shown to adults using the service (e.g. use of derogatory language and remarks) • Poor record-keeping and missing documents • An ongoing absence of visitors • Few social, recreational and educational activities • Public discussion of personal matters • Absence of individual care plans • Lack of management overview and support 	<ul style="list-style-type: none"> • Discouragement of visits or the involvement of relatives or friends in the life of the adult at risk • Run-down or overcrowded establishment • Authoritarian or rigid regimes • Lack of leadership and/or supervision • Insufficient staff or high turnover resulting in poor quality care • Pervasive, abusive and disrespectful attitudes towards people using the service • Inappropriate use of restraints by staff • Lack of respect for dignity and privacy • Poor practice in the provision of intimate care • Not providing adequate food and drink, or assistance with eating • Not offering choice or promoting independence • Misuse of medication on an ongoing basis • Failure to provide care with dentures, spectacles or hearing aids • Staff not taking account of individuals' cultural, religious or ethnic needs • Failure to respond to abuse appropriately • Unwelcoming of people from outside the service making contact • Interference with correspondence or communication • Failure to respond to complaints

Self-neglect

Types of Self-neglect	Possible Indicators
<ul style="list-style-type: none"> • Lack of self-care to an extent that it threatens personal health and safety • Neglecting to care for one's personal hygiene, health or surroundings • Inability to avoid self-harm • Failure to seek help or access services to meet health and social care needs • Inability or unwillingness to manage one's personal affairs 	<ul style="list-style-type: none"> • Very poor personal hygiene • Unkempt appearance • Lack of essential food, clothing or shelter • Malnutrition and/or dehydration • Living in squalid or unsanitary conditions • Neglecting household maintenance • Hoarding • Collecting a large number of animals in inappropriate conditions • Non-compliance with health or care services • Inability or unwillingness to take medication or treat illness or injury

(Source: Social Care Institute for Excellence ©SCIE 2013)

APPENDIX 4 - Key Telephone Numbers & Contact Information

Many of these organisations have a vital role to play in protecting vulnerable adults.

Adult Services

Surrey Multi Agency Safeguarding Hub (MASH)

Telephone: 0300 470 9100 Monday to Friday 9am – 5pm
Address: MASH team, Surrey Police, PO Box 101, Guildford, GU1 9PE
Email: ascmash@surreycc.gov.uk
MASH secure email: mash@surreycc.gcsx.gov.uk (egress)

Emergency Duty Team (Out of Hours Service)

Telephone: 01483 517898
Email: edt.ssd@surreycc.gov.uk

Further advice and information regarding Safeguarding Adults can be found on the Surrey County Council Web site on: www.surreycc.gov.uk

Emergency

If you think a crime has taken place:

Surrey Police 0845 125 2222 (call then ask for relevant public protection unit)
or if someone is injured, call 999

Disclosure & Barring Service

DBS customer services Helpline: 0870 90 90 811

PO Box 110
Liverpool
L69 3JD

customerservices@dbs.gsi.gov.uk

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>