The Benjamin Foundation

Policy Number:	2
Policy Name:	**Safeguarding – Adults**
Effective Date:	1 February 2025
Last Trustee Approval	5 June 2024
Policy Author/Owner	**Ali Battersby**

1.0 Overview

This policy outlines The Benjamin's Foundation (TBF) approach to preventing and reducing the risk of harm to adults (aged over 18 years) who are experiencing or are at risk from abuse, neglect or exploitation.

Adults may be vulnerable to neglect and abuse or exploitation. This can take a variety of forms including: sexual, physical, emotional and psychological abuse; neglect; domestic abuse, including controlling or coercive behaviour; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. The recognised categories of adult abuse are: physical; domestic abuse; sexual; psychological and emotional abuse; financial or material; modern slavery; discriminatory and neglect or acts of omission.

This policy has links to other TBF policies and should be read in conjunction with the Safeguarding Children policy (under18's).

2.0 Policy Scope

2.1 The purpose of this policy is to protect adults who receive TBF services or come into contact with our organisation from harm.

2.2 To provide staff and volunteers, as well as individuals with the overarching principles that guide our approach to adult safeguarding.

This policy applies to anyone working on behalf of TBF, including senior managers and the Board of Trustees, paid staff, volunteers, sessional workers, agency staff and students.

3.0 TBF approach

3.1 As defined in the Care Act 2014, safeguarding duties will apply to an adult (someone over the age of 18) who:

- Has needs for care and support – eligibility criteria to be included in guidance note (whether or not the Local Authority is meeting any of those 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 wither risk, or experience, of abuse or neglect

3.2 TBF recognises its responsibilities under the Norfolk Safeguarding Adults Board (NSAB) and the Suffolk Safeguarding Partnership.

3.3 We will apply the Department of Health and Social Care's six key safeguarding principles when working with adults at risk of abuse: empowerment, protection, prevention, proportionality, partnership and accountability.

3.4 All TBF colleagues have a duty to act upon and report, actual suspected or allegations of abuse.

3.5 TBF make sure colleagues in direct contact with residents, customers and service users are aware of the signs of abuse and know the appropriate action to take when any concerns are raised, this includes contractors. Training is provided to colleagues appropriate to their role within the organisation.

3.6 TBF take a person centered approach when working with individuals, family members and their representatives. We support and assess their circumstances and recognise the confidentiality of all the individuals concerned. However, the safety of the individual is paramount and where it is suspected that abuse may be occurring and an individual is in immediate risk of harm we will contact the emergency services and authorities.

3.7 We will record and monitor all safeguarding incidents and concerns referring where appropriate, to lead agencies responsible for carrying out safeguarding assessments and enquiries, specifically the Local Authority in line with section 42 of the Care Act 2014. We

will do this only with consent from the adult at risk, unless they lack capacity or there is an overriding public interest consideration. Where appropriate we will provide or refer the person concerned to additional support services and ensure that we have taken appropriate measures to minimize the risk to them.

3.8 We will work in partnership with local safeguarding agencies and relevant partners, to respond to concerns or incidents of abuse and make safeguarding enquiries in accordance with statutory procedures.

3.9 We will report any incidents of abuse that we suspect are a criminal offence to the Police. We will treat any disclosures of historical abuse in the same way as an allegation, disclosure or suspicion of current abuse.

3.10 We will share information necessary for the purposes of safeguarding and will comply with the statutory duty to provide information where requested. We have developed processes and procedures along with principles for sharing information and reporting.

3.11 We will handle data in accordance with the Data Protection Act, UK General Data Protection Regulation and TBF Data Protection Policy.

3.12 We will involve adults at risk of abuse on any safeguarding decisions. However, where someone is judged as not having capacity, to make an informed decision about their own wellbeing, these will be made in their best interest on their behalf. The decision will be made in accordance with the requirements of the Mental Capacity Act 2005, and in liaison with the necessary statutory services and agencies involving carers and family members as appropriate.

3.13 We will meet our responsibilities in the safe recruitment, selection and vetting of colleagues by using the Disclosure and Barring Service and undertake any other pre-employment screening checks as appropriate, as well as carrying separate safer recruitment interviews where applicable.

3.14 We will provide effective management for colleagues through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies and procedures confidently and competently.

3.15 We will address any allegations or suspected abuse by a TBF colleague through formal statutory investigative procedures reporting cases to the Police as appropriate. Further action may be taken through our own internal disciplinary procedures.

3.16 We recognise the emotional impact on staff of recognising and reporting safeguarding concerns. Employee support will be available through line managers and our employee assistance programme.

3.17 We promote adult safeguarding policy to residents and service users through our lettings processes, support services and through the day-to-day services provided to residents in their homes and in the communities where we work.

4 Equality, Diversity and Inclusion

4.1 We value diversity and promote equality, ensuring people are treated accordingly to their individual needs. This ensures that no person or other organisation is discriminated against on the grounds of race, colour, nationality, ethnic origins, sex, disability, sexual orientation, gender reassignment, martial or civil partner status, pregnancy, unrelated criminal activities, illness or any other matter that may cause a person to be treated with prejudice.

4.2 We will endeavour to ensure that services are delivered fairly and equally to all and to the highest possible standard. We provide all customers, prospective customers and other stakeholders with the information they require, in a format to meet their individual needs, using clear language which is easy to understand.

4.3 This policy impacts on our most vulnerable customers, many who will have protected characteristics under the Equality Act 2010. Therefore, we have completed an Equality Impact Assessment to ensure that any action we take does not discriminate, is the least restrictive and enables the person as much choice and control over decisions as is possible.

5 Appendices

Please see the accompanying document:

- The Benjamin Foundation Safeguarding Handbook
- Safeguarding procedures

Safeguarding referrals and decisions not to refer (DNTR) within TBF should be recorded on the safeguarding reporting form, which can be accessed via the QR code below:

6 Related Policies (if any)

1A Safer Recruitment Policy
2 Safeguarding Children Policy
3B Whistleblowing Policy
4 Confidentiality Policy
5 Data protection Policy
7 Equality and Diversity Policy
14 Lone Worker Policy
18 Volunteer Policy

7 Glossary of Terms or Definitions (if any)

7.1 Abuse and neglect– Abuse is violation of an individual's human and civil rights by any other person or persons. Abuse is when a person or persons have caused harm, or may be likely to do so, to the physical, sexual, emotional, psychological, financial or material wellbeing of a vulnerable person. Harm may be caused by direct acts or actions leading to unintentional harm taking place, or by failure to provide adequate care. It may be systematic and repeated or may consist of a single incident.

7.2 Abuse may also include Violence Against Women and Girls which refers to crimes predominantly, but not exclusively, experience by women and girls including: domestic violence and abuse; sexual offences; stalking; female genital mutilation (FGM); crimes said to be committed in the name of 'honour'; forced marriage; prostitution; and human trafficking for sexual exploitation; exploitation of girls by gangs.

8 Supporting Information, Documents, Legislation References or Other Resources (if any)

This policy has been drawn up on the basis of law and guidance that seeks to protect vulnerable people, including (but not exclusively):

- Counter Terrorism and Security Act Prevent Duty 2015
- Care Act 2014
- Mental Capacity Act 2005
- Modern Slavery Act 2015
- Modern Slavery and Human Trafficking: National Referral Mechanism
- NCC & SCC Multi-Agency Adult Safeguarding Policy & Procedures
- Data Protection Act and General Data Protection Regulation