

Safeguarding Policy for Adults at Risk

Aim of the Policy

The aim of this policy is to provide members of the Staffordshire Parent Carer Forum (hereafter referred to as StaffsPCF) Steering Group with clear guidance about their role and responsibilities in safeguarding adults at risk, and to provide information for parents and carers about the safeguarding measures that StaffsPCF employs to ensure that it meets its responsibilities to promote the welfare of, and safeguard adults at risk.

Who is an adult at risk

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- 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.

Designated person for safeguarding

The designated safeguarding lead for StaffsPCF Steering Group is **Jayne Huxley-Steadman**.

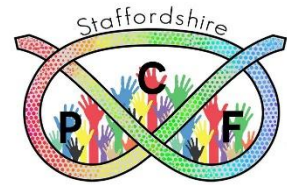
The role of the nominated officer is to:

- To provide a point of contact between StaffsPCF and adult social care and the police.
- To offer consultation and advice about safeguarding concerns pertaining to the activity of StaffsPCF

Legislation and guidance that underpin this policy

Relevant legislation and guidance relating to the protection of adults at risk are reflected in this policy, including:

- Human Rights Act 1998
- Youth Justice and Criminal Evidence Act 1999
- Domestic Violence, Crime & Victims Act 2004
- Mental Capacity Act (MCA) 2005, amendment 2012
- Mental Health Act (2007)
- Introduction of Deprivation of Liberty Safeguards into the MCA in April 2009
- Care Act 2014
- Counter-Terrorism and Security Act 2015 (Section 26 Prevent Duty)
- Care and Support Statutory Guidance issued under the Care Act – March 2016



The Principles Behind the Safeguarding Policy for Adults at Risk

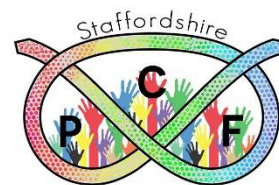
- Whilst it is not the responsibility of this organisation to determine whether or not abuse has taken place, it is everyone's responsibility to report any concerns in relation to adults at risk to the relevant authority.
- Staffs PCF seeks to create an environment where every person who uses our services (or comes into contact with them) is supported to flourish and has the right to live in safety, free from abuse or neglect regardless of age, disability, gender, race, religion, ethnic origin, sexual orientation, gender status or marital status.
- All Steering Group members are expected to be familiar with, and comply with this policy, and its procedures
- Staffs PCF will review and update our policy and good practice annually

Policy

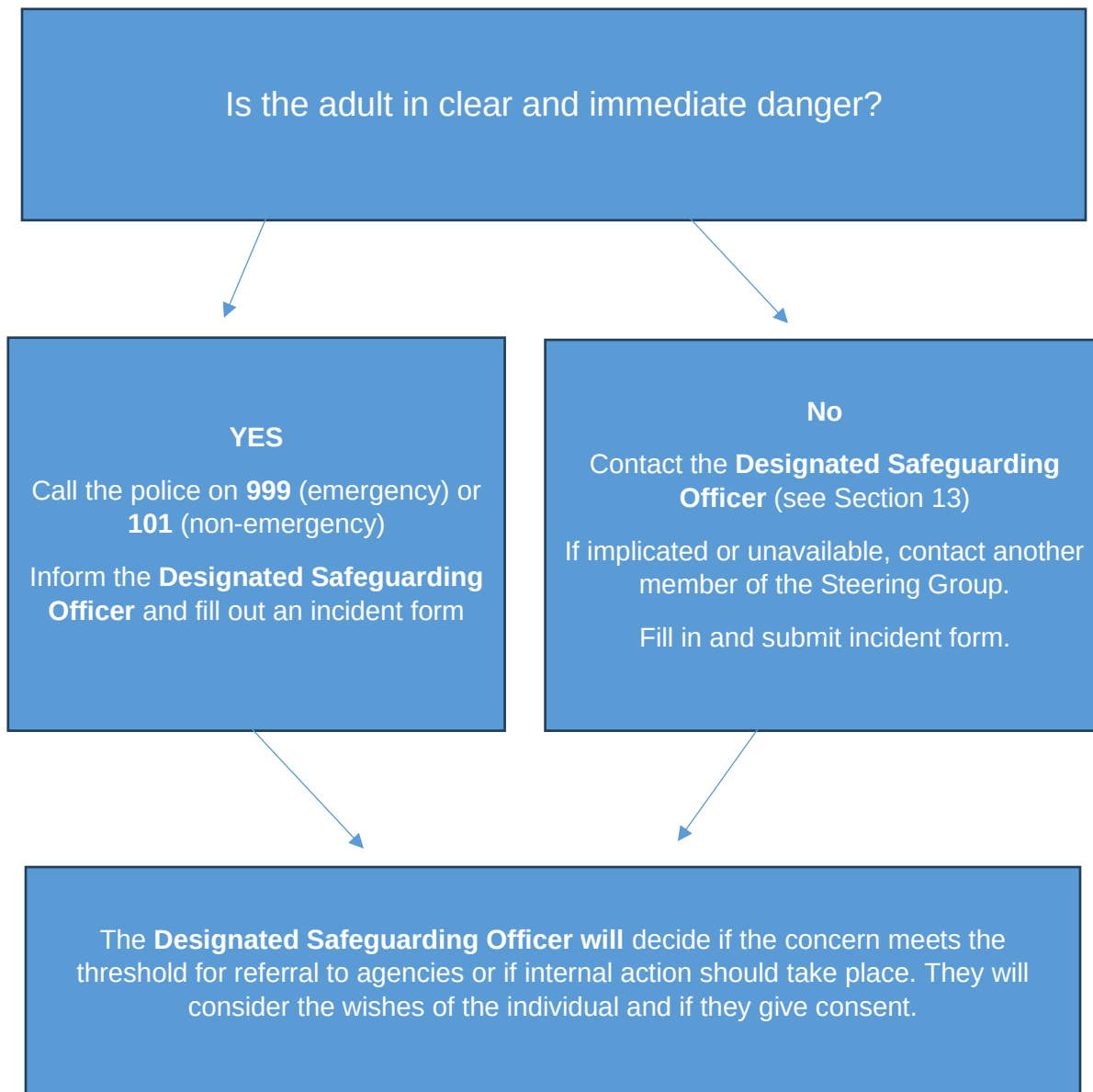
- Parent carers who attend or are members of StaffsPCF need to be aware that any concerns that a member has that an adult at risk may be experiencing harm may be referred to the designated safeguarding lead.
- That Steering Group members, and any staff employed by StaffsPCF will be recruited using safe recruitment practices (including the taking of references and a DBS check if necessary) to ensure they are suitable individuals to take on a role which may put them into contact with adults at risk.
- Steering Group Members and staff will be asked to carry out training and undertake an induction to assist them to fulfil their duties.

Procedures

- This guidance applies to any safeguarding concern, including where the alleged abuser may be a member of staff or volunteer
- Whilst recognising that the StaffsPCF Steering Group will have little direct contact with adults at risk, its work with parent carers means that they may indirectly have contact with adults at risk, and certainly have contact with parent carers who often live in particularly challenging situations.
- Therefore these procedures are designed to support the recognition of abuse of adults at risk, and provide clear guidance about what processes and actions should be taken if this is identified to ensure that they are safeguarded and protected.



Reporting Flowchart



Safeguarding Disabled Adults

There is clear evidence that disabled adults have an increased vulnerability to being abused, and that the presence of multiple impairments further increases their vulnerability. There are many reasons for this, and it is important that all those who work with disabled people have some understanding of these reasons while ensuring that they offer appropriate support to any young person who discloses abuse.



Dealing with Cases of Abuse

1. Recognising and Responding to Abuse

There are many potential indicators and signs of abuse, most of which may also be signs of other forms of injury or ill health. Those working with adults at risk should familiarise themselves.

2. Definitions and types of Abuse

Abuse may be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation without a full and informed consent. Abuse can take several different forms and may be a single act or repeated acts.

The following are categories and types of abuse based on those from The Care Act (2014):

Physical abuse

- Bodily assaults resulting in injuries e.g. hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions
- Bodily impairment e.g. malnutrition, dehydration, failure to thrive
- Medical/healthcare maltreatment
- A parent/ carer fabricates symptoms or deliberately includes symptoms.

Sexual abuse

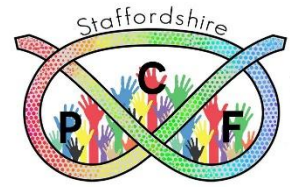
- Rape, incest, acts of indecency, sexual assault
- Sexual harassment or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting
- Sexual abuse might also include exposure to pornographic materials, being made to witness sexual acts and encompasses sexual harassment and non-contact abuse

Psychological/emotional abuse

- Including threats of harm, controlling, intimidation, coercion, harassment, verbal abuse, enforced isolation or withdrawal from services or supportive networks
- Humiliation
- Bullying, shouting, swearing

Neglect and acts of omission

- Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services
- The withholding of the necessities of life, such as medication, adequate nutrition and heating, importantly, it may not always be clear in the case of an adult at risk, who is responsible for the neglect



Financial or material

- Including theft and fraud
- Exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Discriminatory abuse

- Including racist, sexist, or based on a person's disability, and other forms of harassment, slurs or similar treatment

Self-neglect – This is a complex and challenging issue as there is a balance between individual's rights and the duty of care of the practitioner.

- Including failure to take care of own basic needs
- Neglecting care for personal hygiene and surroundings and hoarding

Modern Slavery

- Including slavery, human trafficking, forced labour, domestic servitude, coercion, deception, and life of inhumane treatment

Organisational abuse

- Including denial of rights, denial of access to family, friends, Doctor, Solicitor, denial of access to money or information
- Neglect, poor care practice, threats of punishment, loss of personal possessions and evictions to ensure compliance, lack of choice of mealtimes, bed times due to the fact it makes it easier for the organisations

Domestic abuse

- Including threatening behaviour, intimidation, violence
- Between family members or those who are or have been intimate partners. Includes sexual, financial, emotional, physical and "honour based" violence

3. Responding to an adult at risk making an allegation of abuse

- Stay calm, listen carefully to what is being said and take it seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others-do not promise to keep secrets
- Allow the adult at risk to continue at his/her own pace
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the adult at risk that they have done the right thing in telling you
- Establish their views and what they would like to happen next



- Be aware that evidence may be needed
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the adult at risk's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- Make the referral

Helpful statements to make

- I believe you (or showing acceptance of what the adult at risk says)
- Thank you for telling me
- It's not your fault
- I will help you.

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises.

Do

- Call for help if necessary, from emergency services
- Ensure the person's safety
- Act within the individual's wishes, as far as possible
- Reassure them that they will be supported
- Report to the designated person as soon as possible

Do Not

- Promise not to tell anyone
- Act within the individual's wishes if it would put them or others at risk
- Be judgemental
- Contact the alleged perpetrator or anyone else in the allegation
- Touch or move anything/ contaminate evidence

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved



- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person reporting and to whom reported

The Local Safeguarding Adults Board will be able to provide you with inter-agency referral forms to report a concern, or you may wish to devise your own form. Completed forms and any written information regarding safeguarding vulnerable adults need to be kept in a safe locked place to ensure confidentiality. Refer to appendix 1 for important contacts.

4. Recruitment selection and Vetting Process

- Any employees, (including self employed) will be subject to a rigorous recruitment process, which may include a vetting process with a DBS check if necessary, and references sought as well as a formal interview process.
- Steering Group members will also be vetted to ensure that they are suitable individuals to take on a role which places them in contact with a large number of parent carers. This will include the taking of references, if necessary.
- Steering Group Members and staff will be provided with training and induction to assist them to fulfil their duties.

5. Code of Conduct

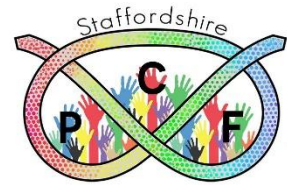
StaffsPCF has a Code of Conduct which all Steering Group members are expected to comply with.

The Code of Conduct has a clear section in relation to action taken should a safeguarding issue be raised in relation to a member of the Steering Group.

Steering Group members must inform the Chair about any personal difficulties that might affect their ability to exercise their responsibilities appropriately or risk bringing the name of StaffsPCF into disrepute.

The following are examples of types of circumstances in which a member of the Steering Group may be asked to step down:

- Any allegation that an individual may have committed, or is being investigated in relation to having committed a crime
- Any safeguarding concern relating to children and / or adults at risk.
- Any significant challenge between individuals and Government agencies (e.g. where individuals may end up in a litigious relationship with a central or local Government Department)
- Other similar circumstances



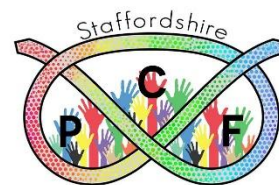
In these situations, it will be standard practice to ask the Steering Group member to temporarily stand down until the issues are resolved. This is a neutral and non-judgemental position, designed to protect the organisation and the individual, and to ensure the individual involved is able to focus all of their attention on the issue at hand.

6. Prevent Duty

Staffs PCF is committed to the principles of the Prevent Duty under the Counter-Terrorism and Security Act 2015, namely to prevent people from being drawn into terrorism. We will ensure that all relevant staff and volunteers:

- Understand what radicalisation is and why people may be vulnerable to being drawn into terrorism
- Are aware of extremism and the relationship between extremism and terrorism;
- Know what measures are available to prevent people from becoming drawn into terrorism and how to challenge the extreme ideology that can be associated with it;
- Obtain support for people who may be exploited by radicalising influences by referring into the Staffordshire Police Prevent Team.

Adopted: 05/10/22
By: SPCF Steering Group
Reviewed: 13/05/2025, 02/06/2026
Next Review: 02/06/2027



Appendix 1: Important contacts outside the organisation

Staffordshire County Council Social Services

Phone: 0345 604 2719

Email: vastaffordshire@staffordshire.gov.uk

A trained member of staff will be available to help you between 9am - 5pm, Monday-Friday (excluding Bank Holidays)

To report a concern outside of these hours, please contact the **Emergency Duty Service**

Phone: 0345 604 2886

Text: 07815 492613

Stoke on Trent City Council Social Services

Adult Social Care

Phone: 0800 561 0015 at any time

Minicom: 01782 236037

A trained call-taker will be available Monday to Thursday, 8.45am – 5pm, Friday 8.45am to 4.30pm. If you call at any other time you will speak to the emergency duty team.

Prevent

- [National Prevent referral form.pdf \(PDF, 213.93 KB\)](#)
- [Police Prevent Team](#) website

Other numbers

Staffordshire Police, non-Emergency	101
Crimestoppers	0800 555 111
NSPCC Helpline	0808 800 5000
Action on Elder Abuse – National Careline	0800 0699 784
Hourglass (Safer Ageing) helpline	0808 808 8141
Care Quality Commission (CQC)	0300 061 6161
National Police Prevent Advice Line	0800 011 3764

**If you believe someone is at immediate risk of harm you should
call the emergency services on 999
or 101 (Multi Agency Safeguarding Hub)**