1. Introduction

1.1 Purpose of the policy
The purpose of this policy is to provide a framework for all staff and volunteers within CareTrade. It should be used in conjunction with the Adult at Risk Safeguarding and Protection Procedure to prevent and reduce the risk of abuse to all adults who may be at risk and who access any of CareTrade's services or come into contact with staff or volunteers.

1.2 Background and need
This policy and its associated procedure are mandatory for all staff and volunteers, as they must be aware of their individual and collective roles and responsibilities in safeguarding and protecting adults at risk from abuse and neglect.

This policy is implemented within the framework of relevant legislation and guidance which includes “No Secrets” (Department of Health, Home Office, 2000) and “Safeguarding Adults” (Association for the Directors of Social Services, 2006). It is noted that the UK government’s review of “No Secrets”, started in 2008, is yet to conclude and when this happens this policy and associated procedure will need to be reviewed.

There are legislative and regulatory requirements that CareTrade has to demonstrate effectively in their safeguarding policies and procedures.

1.3 Link to Mission and Beliefs
CareTrade’s mission is help young people and adults with autism to have choice and opportunity, to live fulfilling and purposeful lives and be as independent as they are able. This can only be attained if young people and adults are safeguarded and protected from abuse and neglect and, where appropriate prevented from becoming at risk of abuse.

1.4 Outcomes
As a result of the policy and associated procedure being followed, adults at risk will be better protected from the impact of abuse and neglect. The staff, volunteers and trustees will take the necessary steps to safeguard and protect adults at risk, where outlined in procedures, contacting statutory agencies and/or if appropriate, discussing concerns with the adult at risk (and on occasions when appropriate their parents, carers or advocates).

2. Key Principle
- This policy and corresponding procedures aim to achieve a culture within CareTrade, in which a proactive approach is taken to safeguarding, promoting and protecting the rights of adults with Autism.
- All adults that use CareTrade services have the right to live a life free from abuse, harm and neglect regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- All allegations, concerns or suspicions of abuse or neglect are taken seriously and responded to within the steps laid out in the corresponding procedure.
- To work in partnership with adults who receive a service as much as is possible and appropriate.
• To work in partnership with the local Safeguarding Adults Boards and comply with the local multi-agency Safeguarding Adults Procedures.
• All staff have a responsibility to ensure they are informed, trained and understand their duty to operate within this policy and procedure.
• All staff and volunteers have a shared responsibility to take appropriate steps to protect adults at risk.

3. The Policy Statement
• This policy and associated procedure applies to all staff, volunteers, trustees and representatives of CareTrade, including agency staff and temporary staff.
• CareTrade is committed to the prevention of, and protection from, abuse and neglect of all adults at risk who come into contact with the organisation through its staff, volunteers or representatives, in whatever capacity that contact occurs.
• CareTrade is committed to taking all necessary steps to stop abuse happening, whether that abuse is perpetrated by staff, volunteers, family members, members of the public or other service users.
• CareTrade is committed to its duty of care to all adults it has contact with. If there are concerns about staff or volunteers perpetrating abuse, it will facilitate any action required to address this without delay. This will include actions required to address abusive behaviours and attitudes. On occasions when staff have been dismissed because of concerns about abuse or neglect they will be referred by CareTrade to the Independent Safeguarding Authority and professional bodies.
• CareTrade is committed to ensuring that adults at risk are given information, advice and support in a form that they can understand and also have their views included in all forums where decisions are made about their lives.
• CareTrade is committed to working in partnership with parents and carers of service users, provided the service user has given their consent, when this is required and appropriate.
• CareTrade will inform, in an appropriate format, all adults who use their services, that CareTrade have a duty to contact the local authority Adult Social Care department if there are concerns that an adult at risk may be being abused.
• CareTrade is committed to providing a curriculum that enables service users to learn to keep themselves safe and how to raise concerns if they do not feel safe in all aspects of their lives.
• CareTrade is committed to ensuring that senior members of the organisation will be without delay, fully briefed and consulted with by staff on any concerns about abuse or neglect: the process for this is detailed in the procedure.
• The Projects Director is the Alerting Manager for all CareTrade services.
• CareTrade is committed to working with Southwark’s Multi-Agency Safeguarding Adults Policy and Procedures, March 2008 and the procedures of any local authorities where any adult at risk may reside.
• CareTrade is committed to working with the London Borough of Southwark Adult Social Care Department and the police if there are any concerns about, or perceived risks, in respect of staff or volunteers.
• CareTrade is committed to ensuring all staff and volunteers, including those with designated responsibilities, have received appropriate levels of up-to-date safeguarding training.

4. Risk Assessment
Should this policy and associated procedure be ignored or disregarded, the possible outcomes are:
• For adults at risk and other adults – placed at further risk of harm and neglect.
• For staff and volunteers – may be subject to inquiry, investigation internally or externally for failing to take appropriate steps, internally may then be subject to a disciplinary process.
• For the Alerting Manager, the CEO and Board of Trustees – possible inquiry and report from the Charities Commission and regulators or recommendation from local authorities to regulators.
• For CareTrade – possible risk of public scrutiny and ultimately risk of prosecution and/or additional inspections from regulators and ultimately deregistration. All of the above can lead to negative media attention and damage to the reputation of the charity.

5. Definitions

Safeguarding Adults - A term first adopted by the Association of Directors of Social Services (ADSS) because this term moves away from locating the cause of abuse with the victim, and acknowledges that, whilst the statutory framework differs, safeguarding adults work has equal status with safeguarding children.

Adult at Risk- A term proposed by the law commission as a more favourable use of language when describing an adult who may be being abused, instead of the current term ‘vulnerable adult’. This proposal was made as part of the long standing review of the government’s guidance ‘No Secrets’. The term is increasingly being adopted by a growing number of Safeguarding Adults Boards as it takes away the automatic assumption of ‘victim’ or ‘vulnerability ‘ and places emphasis upon those who may perpetrate abuse placing the adult at risk. It has been adopted by the Pan London Procedures and the Social care Institute for Excellence SCIE who state that ‘Adult at risk’ means adults who need community care services because of mental or other disability, age or illness and who are, or may be, unable to take care of themselves in response to significant harm or exploitation. The term replaces ‘vulnerable adult’.

A ‘Vulnerable Adult’ is the official current term in use and is defined by No Secrets (DH, 2000 and Home Office) as: ‘A person aged 18 years or over, who is, or may be in need of community care services by reason of mental or other disability, age or illness; And who is, or may be, unable to take care of him of herself, or unable to protect him or herself against significant harm or exploitation’

Most adults that use CareTrade’s services are likely to fall within these definitions should they be at risk of abuse.

Significant harm - Refers to: ‘ill-treatment (including sexual abuse and forms of ill treatment that are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, emotional, social or behavioural development’. (Who Decides?” Law Commission, 1997)

Abuse is defined by ‘No Secrets’ (2000, DH and Home Office) as: ‘...a violation of an individual’s human and civil rights by any other person or persons’.

Alerting Manager (Safeguarding Adults Lead) – Within all services of CareTrade, the Projects Director has this lead responsibility.

6. Legislation and Regulation Requirements

For CareTrade to meet their responsibilities, the following legislation and associated guidance are of significance (N.B. This is not an exhaustive list).

Legislation

The guidance and legislation for safeguarding adults is less substantial and not as well established as safeguarding children. In 2000 the government published the guidance document ‘No Secrets’, this has been under formal review since 2008. This is a guide to how agencies and local authorities should work together and respond to concerns about the abuse of vulnerable adults. It was a response to scandals of institutional abuse in care homes and campaigns for action against elder abuse.

In 2005 The Association of Directors of Social Services (ADSS) developed a guidance document entitled ‘Safeguarding Adults: A National Framework of Standards for Good Practice and Outcomes in Adult Protection Work’. Following a review of the effectiveness of ‘No Secrets’ this document attempts to
standardise adult protection work and provides guidance on producing safeguarding adults policies and procedures.

Individual services that are regulated have to comply with service-specific regulations, which include ensuring there are measures in place for the prevention of abuse. Regulation 13(6) of the Care Homes Regulations 2001 and Regulation 14(9) of the Domiciliary Care Agencies Regulations 2002 state: ‘The registered person shall make arrangements, by training staff or by other measures, to prevent service users being harmed or suffering abuse or being placed at risk of harm or abuse.’

Also relevant:

- Care Standards Act 2000
- Mental Capacity Act 2005
- Health and Safety at Work Act 1974
- Human Rights Act 1998
- Sexual Offences Act 2004

Guidance

- Protecting adults at risk: London multi-agency policy and procedures to safeguard adults from abuse
  Produced by the Social Care Institute for Excellence with the Pan London Adult Safeguarding Editorial Board 2011
- Southwark Multi-Agency Safeguarding Adults Policy and Procedures March 2008
- Information Sharing: Practitioners’ guide. London: Department for Education and skills, Website: Use of Reasonable Force Advice for Head Teachers, Staff and Governing Bodies (DE 2011)
- Mental Capacity Act 2005 Code of Practice.

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