

# 506EL

## Ecclesbourne Lodge Adult Protection and Safeguarding Policy

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**Policy Section Number** 5

**Date Ratified** September 2024

**Version Number** 2

**Next Review Date** September 2025

This policy should be read alongside and in conjunction with other policies and documents regarding the safety and welfare of children. These together make up the suite of policies and documents to safeguard and promote the welfare of children:

Missing From Care (Policy 616 + Site related)

DOLS (for adults)

Safe Handling of Medication (Policy 306, 217 and appendices)

Handling of Clients Monies/Funds (Policy 606 and 511)

Risk Assessments (Policy 217)

Privacy and Confidentiality of our clients' needs and information (Privacy 517; Visitors 525 and Searching a Young Persons Belongings 521)

PREVENT and Countering radicalisation (Policies 506\*\*\* and 507)

Anti-Bullying (Policy 502E)

Complaint Processes (Policies 714 and 519)

Online Safety (Policy 510)

Whistleblowing Policy 413

Positive Behaviour Support and Physical Interventions (515\*)

Safe Touch and Relationships (518)

Private Fostering (512)

GDPR Policies (Section 9 of policies)

Intimate and Personal Care (610)

Caring for sexually abused Individuals in our care (522)

Consent (508)

Safeguarding and promoting the welfare of pupils at the school (713)

Self-Harm and prevention of suicide (308)

Recruitment and selection of staff (414)

Social Media Policy (421)

### Related Policies and Guidance Documents

### Annexes and Supplementary Info

**Responsible Person** Nina Sharpe

## Safeguarding Adults Policy

**Safeguarding means protecting an adult's right to live in safety free from abuse and/or neglect.**

**The welfare of vulnerable adults is paramount.**

**Our aims:**

- To prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- To safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives.
- To promote an outcomes approach in safeguarding that works for people resulting in the best experience possible.
- Early sharing of information is the key to providing effective help where there are emerging concerns. Fears of sharing information must not stand in the way of promoting and protecting the well-being of adults at risk of abuse and neglect.

**Our role:**

We have an important role to safeguard all those people in our care and this guidance applies to everyone. We all have a duty of care.

All concerns, no matter how they arise should be taken seriously and considered for action and the appropriate steps taken as part of the SENAD Procedures.

However, any concerns of abuse must be reported without delay as these will always need to be passed to the appropriate Local Authority and CQC. Duty of Candour.

**This procedure applies to all employees, residential staff, relief support staff, agency support workers, catering and estates staff, admin and management teams or any other person working on behalf of Senad Group.**

## Responding to a Concern

<b>Step One:</b>	<b><i>Keeping the resident safe</i></b>
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The first priority must be to keep the individual resident safe and protect any other people from harm.

- Remove the threat of any physical or emotional harm
- Report to your line manager at the **first** opportunity

<b>Step Two:</b>	<b><i>Identifying the Concern</i></b>
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Gather as much information as is possible, after discussing with your line manager (if appropriate) but **DO NOT INVESTIGATE THE MATTER**. Never stop a resident talking.

**AND ALWAYS WRITE UP AS ACCURATELY AS POSSIBLE ANYTHING SAID AS SOON AS PRACTIBLE**

Gather information from:

- The resident in a natural, informal way without formal interview
- Other Colleagues where this can be done without delay
- Previous records i.e. any other safeguarding forms to indicate previous concerns

Complete the *YELLOW safeguarding forms (Staff)*

*Safeguarding record sheet to be completed to compile file and information around the Safeguarding. (kept in RM Office)*

Pass the concern to the appropriate Line Manager or someone who has Senior Management responsibility within the same working day;

**Practice guidance:**

- Do not promise to keep anything confidential
- Do not attempt to sort out the concern alone
- Try and explain, where possible, what is happening next to the resident
- ALWAYS WRITE UP AS ACCURATELY AS POSSIBLE ANYTHING SAID AS SOON AS PRACTICABLE
- Do not contact parents until discussed with Line Managers
- Ensure there are no immediate dangers to residents/others
- Consider medical attention if appropriate
- Do not ask any leading questions

**Step Three: Analysis of the concern**

It is the responsibility of the manager to analyse the information ensuring that:

- No resident is in immediate danger
- No other residents are affected
- Immediate actions are considered to ensure the needs of the resident are addressed

It is **ESSENTIAL** that the Manager completes the appropriate section of the Safeguarding Form to assist Senior Managers in determining how to manage and report the concern/complaint. An identified Manager will assist the originating member of staff to know how to support the resident in the immediate time after the concern has been raised.

The concern will be passed to a member of the Senior Management Team within the **same working day**, with the appropriate Safeguarding Form. (**506.1** or **506.2**)

**Practice Guidance:**

- Support the staff in acknowledging the concern and being committed to progressing it
- Consider contact with parents/carers only if it will not put the resident at further risk
- Consider all aspects of the resident’s day to day care in the light of the concern
- Consider the impact on the member of staff and offer appropriate support
- Ensure the safeguarding form is completed to reflect the analysis in detail

**Step Four: Decision-making by Senior Management Team**

There are a number of options that Senior Management will decide upon.

**(i) Monitor the young person’s wellbeing which might mean increased support**

This should only be agreed if:

- There are no immediate risks to the individual or any other resident
- The home is able to manage effectively the concerns as part of a plan which can be subject to a review timescale
- There are no reasons to involve Social Care or other agencies
- This decision should always be fed back to staff with absolute clarity and within three working days. It is important to determine exactly what staff are monitoring and to be specific as to how they do this

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## (ii) Adult Protection

This will be agreed if:

The adult has suffered or is likely to suffer significant harm

The adult has made a disclosure of abuse

Information indicates other adults are at risk

A member of the Senior Management Team will make the referral to the appropriate Safeguarding Team (following local procedures) immediately or the out of hours teams at weekends or during bank holidays.

Safeguarding concerns which need to be raised directly to the local authority, should be made immediately and without hesitation.

A member of the Senior Management Team will make the referral to the appropriate Safeguarding Team (following local procedures) immediately or the out of hours teams at weekends or during bank holidays.

Safeguarding concerns which need to be raised directly to the local authority, should be made immediately and without hesitation. Contact Amber Valley Safeguarding Team on: 01629 531352 or emailed via [ASCH.BSAmbervalley@derbyshire.gov.uk](mailto:ASCH.BSAmbervalley@derbyshire.gov.uk)

Information regarding the referral should be documented on form D1 and any relevant information is to be saved into Safeguarding file and individual SU file (S:drive) (RM Office) (Creating an audit trail for reference and quality assurance purposes

Save any investigation notes in Safeguarding file and on individual SU file (S:drive)

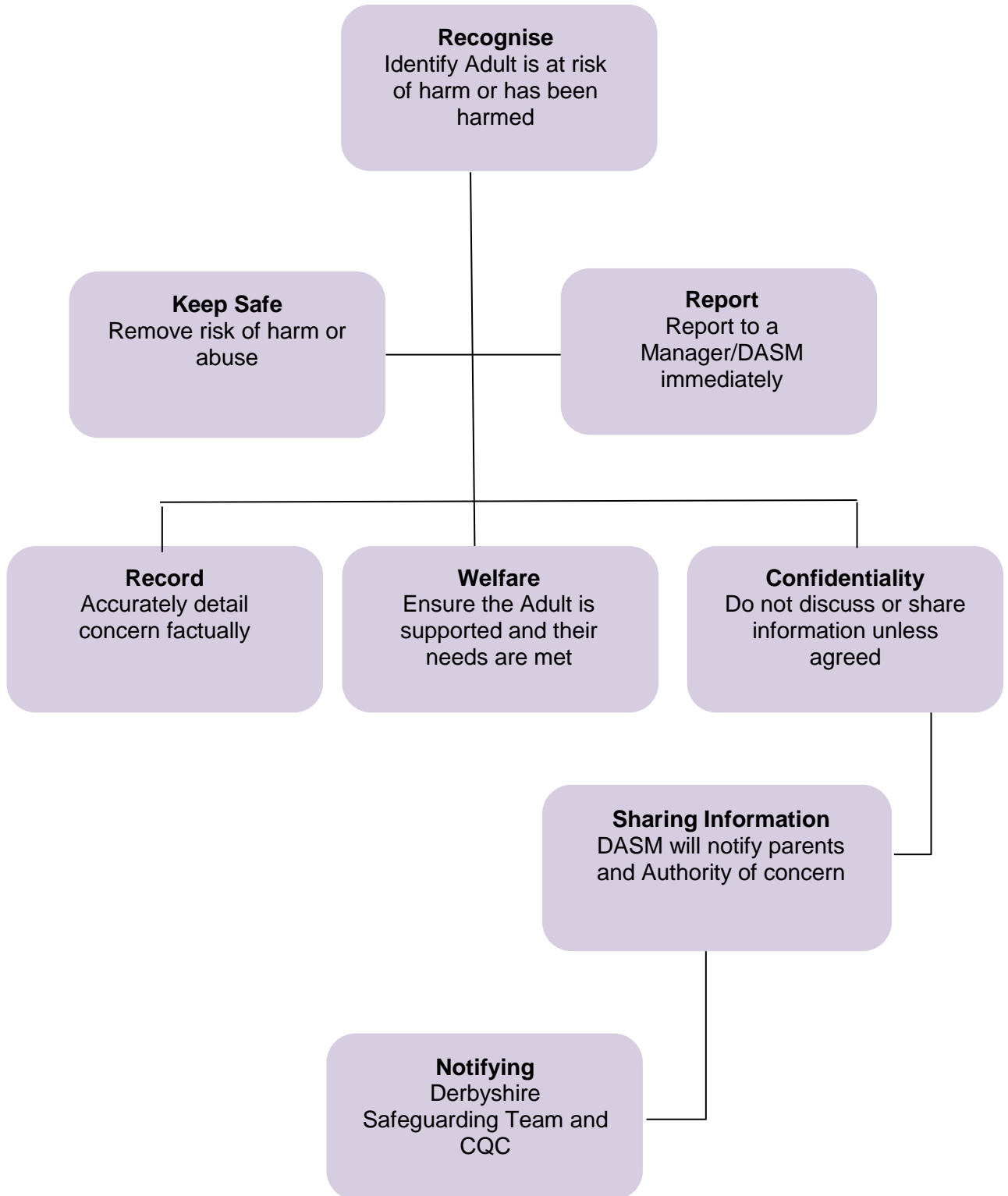
SENAD policies and procedures should be followed as appropriate

Notify CQC (if appropriate)

Notify SU Local authority social worker/duty social worker

inform SENAD via [notify@senadgroup.com](mailto:notify@senadgroup.com)

# Recognising and Reporting a suspicion of harm or abuse



**The Golden Rule is if in doubt report it!**

## Contacts

There is an appointed **Designated Adult Safeguarding Manager (DASM)** and **Safeguarding Leads** at Ecclesbourne Lodge:

<b>Ecclesbourne Lodge Registered Manager</b>	<b>Lucy Vickers</b>
<b>Ecclesbourne Lodge Care Coordinator</b>	<b>Kerrie Clancy</b>
<b>Head of service and Nominated Individual</b>	<b>Nina Sharpe</b>

If you are unable to contact the DASM for your allocated place of work/home please contact another DASM who will help.

If a concern is not taken seriously by the Line Manager/DASM, staff must take that concern immediately to the Head of Service Nina Sharpe.

If a concern is still not taken seriously or the decided action is felt not to be in the adult's best interests, staff must contact:

- ❖ Nina Sharpe Adult Care Director or,
- ❖ Isobel Walshe Quality and Compliance Manager

Both are contactable via Vernon Gate (SENAD Head Office) on 01332 378840 or via [notify@senadgroup.com](mailto:notify@senadgroup.com)

Or

- ❖ CQC Tel: 03000 616161, Email: [enquiries@cqc.org.uk](mailto:enquiries@cqc.org.uk)
- ❖ The Police 999 for an emergency or 101 for non-emergency issue

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**This procedure is to be read in conjunction with the following Senad policies**

- Senad Adult Safeguarding Policy 506A
- Public Interest Disclosures & Whistleblowing policy 413
- Safe Touch & Service User Relationships 518
- Recruitment Policy & Procedure 414
- Disciplinary Rules & Procedure 404
- Receiving and Giving Gifts 419
- Personal Relationships between Staff at Work Policy 425
- Online Safety Policy 510
- Positive Behaviour Support and the use of Physical Interventions Policy 515
- Privacy Policy 517
- Adult Complaints Policy 519
- Allegations against Staff 418
- Tackling Extremism and Radicalisation Policy 507