West Didsbury Estate Community Group Adult Protection Policy

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# Our Safeguarding policy

### What is the general purpose of a safeguarding policy?

A safeguarding policy is there to ensure that those people who need to:

* Have the knowledge and awareness to understand various types of abuse and neglect,
* Understand what to look for and being able to identify the signs of abuse
* Know what steps to take if you suspect abuse,
* Know what to do if an adult tells you they are being abused.

**Safeguarding is everyone’s responsibility – if you are in any doubt about reporting a concern don’t think ‘What if I’m wrong?’ think** **‘What if I’m right?’**

### Who does this policy apply to?

This policy applies to all committee members and any volunteers who take part in events or activities organised by West Didsbury Estate Community Group (WDECG).

The purpose of this policy is to safeguard adults who:

* Have need of care and support (whether or not the local authority currently meets any of those needs) and...
* Are experiencing, or are at risk of, abuse or neglect and...
* As a consequence of their care or support needs are unable to protect themselves from abuse or neglect.

### What are the purposes of our policy?

* To protect adults who take part in activities and events organised by the WDECG.
* To provide committee members and volunteers with knowledge of the principles that guide our approach to safeguarding adult protection.

### Our duty of care

The WDECG acknowledges the duty of care to safeguard and promote the welfare of adults. We believe that no one should ever experience abuse of any kind. We aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all adults:

* have a positive and enjoyable experience while participating in events organised by the WDECG in a safe and environment.
* are protected from abuse whilst participating in any activities or events organised by the WDECG.

### How we safeguarding adults

We aim to ensure the safeguarding of adults by abiding by the six principles that underpin the safeguarding of adults as set out in the Care Act:

#### Empowerment

*People are supported and encouraged to make their own decisions and informed consent.*

* We will support our staff to recognise abuse.
* We will encourage people to report abuse and make it easy for them to do so.
* Where appropriate, we will consult individuals before we take action.

#### Prevention

*It is better to take action before harm occurs.*

* Staff will be shown how to recognise the symptoms of abuse and to be able to effectively and appropriately respond to safeguarding concerns.
* We will proactively identify any member of the public we come into contact with who may be vulnerable.
* We will make appropriate enquiries concerning suspected abuse or neglect.

#### Proportionality

*The least intrusive response appropriate to the risk presented.*

* We will respond to safeguarding concerns proportionately by investigating and taking the least intrusive response appropriate to the apparent risks.

#### Protection

*Support and representation for those in greatest need.*

* We will ensure that suspected criminality is reported quickly to police
* We will respond to and monitor each reported case of abuse or neglect until a satisfactory outcome is achieved.

#### Partnership

*Services offer local solutions through working closely with communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.*

* We will align our practices with wider Government and Local Authority guidance.
* We will develop effective safeguarding networks.

#### Accountability

*Accountability and transparency in delivering safeguarding.*

* We will have clear Adult Safeguarding policies and codes of behaviour.
* We will reflect local and national best practice.
* Our safeguarding approach will be regularly reviewed.
* We will treat all reports of abuse and neglect as confidential, sharing information only with other organisations that can help with the problem, observing data protection laws.

The policy and procedures are mandatory for everyone involved in the WDECG. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in exclusion from the organisation.

We are also committed to reviewing our policy annually to ensure it is still fit for purpose.

### Forms of abuse to recognise

#### Physical abuse

When an adult is being deliberately hurt, by such means as hitting, shaking, throwing, poisoning, burning, drowning or suffocating.

#### Emotional Abuse

This includes, for example, when an adult is being unfairly blamed for everything all the time; or told they are stupid and made to feel unhappy.

#### Sexual abuse

An example of sexual abuse would be where an adult is forced to take part in sexual activities; or in taking rude photos.

#### Neglect

This is when an adult has care needs and is not being looked after properly; for example, not getting enough to eat, or being left alone in dangerous situations.

#### Bullying

Calling names, damaging property, stealing, spreading rumours, cyber bullying, hurting, getting people into trouble.

#### Domestic Abuse

When one adult in a family or relationship threatens, bullies or hurts another family member e.g. physically, psychologically, emotionally, sexually or financially.

#### Modern Slavery

The recruitment, movement, harbouring or receiving of any person through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation.

#### Financial Abuse

When one adult has control over another’s access to economic resources, diminishing the victim’s capacity to support themself and forcing their financial dependency on the abuser.

### Procedures for referral

Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for adult protection - **Holly Jones**, or if they are unavailable to the deputy designated person - **Yasmin Brodie**. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff. A report must be submitted detailing what was said or seen, putting the event into context, and giving the date, time and location. All records must be dated and signed.

If it is decided to report the situation, the designated person will contact the Manchester Contact Centre by telephone - **0161 234 5001** (open 24 hours a day, seven days a week), and also make a report.

Confidentiality must be maintained and information relating to individual people will be shared with staff only on a strictly need to know basis.

### How our records are kept

* All records will be stored in a secure location and remain confidential.
* Written records of concerns should be kept, even where there is no need to make a referral immediately. However records should not be kept for longer than necessary.
* It should be recorded whether the concern was followed up and reported or disregarded, with reasons given for each situation.

### Legal Framework

This policy has been drawn upon the basis of law and guidance that seeks to protect adults:

* Human Rights Act 1998
* Data Protection Act 2018
* Mental Capacity Act 2005
* Mental Health Act 2007
* Manchester Safeguarding Standard 2017
* Care Act 2014

### How often this policy is reviewed

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

* Changes in legislation and/or government guidance.
* As required by the Manchester Adult Safeguarding Board.
* As a result of any other significant change or event.