

Mission EmployAble

Safeguarding, Vulnerable Adults and Prevent Policy 2025

Version 1	Date
Link Trustee for Safeguarding	Katharine Weston
Designated Safeguarding Lead	Joanne Mason
Deputy Safeguarding Lead	Cass Langham
Date Reviewed	Nov 2025 (V Rousseau)
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Signed	04.11.25 <i>VC Rousseau</i>

Introduction

Mission EmployAble (MEA) is committed to protecting all our students and staff. The fundamental principles of this policy are based on legislation and also a moral duty to safeguard the welfare of students and staff at Mission EmployAble. Through this policy we aim to;

- Minimise the risks to health and well-being of students and staff.
- Promote safe practices and challenge poor and unsafe practice.
- Identify instances in which there are grounds for concern about the welfare of students and staff at risk and take action to keep them safe.
- Enable students and staff at risk to raise concerns relating to safety and for those concerns to be actioned.
- Take appropriate action to prevent unsuitable people working with our students.
- Ensure staff receive adequate training and supervision in relation to protecting vulnerable adults, including; Safeguarding, Online Safety and Prevent.

Aims

Mission EmployAble (MEA) aims to reduce the disadvantages of young adults with learning disabilities through assistance with training, employment opportunities and public interaction in order that they can live much fuller and more independent lives. This will help reduce the pressure on the families of these vulnerable young adults and improve understanding by the local community and general public, hence further increasing general understanding and reducing discrimination of people with learning disabilities.

Mission EmployAble will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps Mission EmployAble will make to safeguard a young adult with learning disabilities and support needs if they are deemed to be at risk or potentially at risk. This policy sets out the roles and responsibilities of Mission EmployAble in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

Mission EmployAble will ensure that decisions made will allow adults to make their own choices and include them in any decision-making. Mission EmployAble will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within Mission EmployAble to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all trustees, employees, volunteers, curriculum programme partners and interns of Mission EmployAble to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard vulnerable adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

This policy is underpinned and informed by the following legislation:

- The Care Act 2014 and the Care and Support statutory guidance
- London Safeguarding Adults policy and procedures

- The Education Act 2002 requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of students and adults at risk.
- The Safeguarding Vulnerable Groups Act 2006 which sets out the type of activity in relation to students and adults at risk for which employers and individuals will be subject.
- The Equality Act 2010 is significant to safeguarding around unlawfully discriminating against students because of their protected characteristics, how to support those with protected characteristics and where proportional dealing with the disadvantages these students face.
- In addition, Mission EmployAble takes account of guidance issued by the Department for Education, the Disclosure and Barring Service and other relevant bodies and groups.

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.

www.equalityhumanrights.com/human-rights/human-rights-act

This policy should be read in conjunction with the following:

- Health & Safety Policy
- Safer Recruitment Policy
- Grievance Policy
- Whistleblowing Policy
- Staff Disciplinary Policy

KCSIE Updates (Sept 2025)

Attendance

The DfE's "Working together to improve school attendance" is now statutory guidance; schools must engage with children's services where safeguarding concerns are linked to absence.

At MEA our attendance procedures have been tightened up to include those Trainers taking class registration in the morning ensure any interns absent 15 minutes past registration closing will be contacted. Trainer will need to speak to Intern directly and not the parents alone.

We use RotaOne to electronically record AM and PM registration for all Interns whether on site at Chorleywood or offsite at Programme Partners.

We are currently updating our records (04.11.25) with Parents / Carers place of work as well as their mobile to try to locate them in an emergency or when an Intern is missing from our SI programme.

If we have not heard from the Intern or their parents / carers by the end of the day we will escalate concerns by contacting Alex Wetherburn Safeguarding at Bucks College, Local Authority. If our teaching staff have concerns for our Interns having followed escalation they can contact 999 and report a missing person.

Filtering & Monitoring

Our new IT supplier (EdentIT) has recently installed ESET security software. ESET is now monitoring our 365 environment. EdentIT is also testing our filtering and monitoring capabilities in line with the KCSIE safeguarding guidelines. Spanning back up is in the process of being set up too which is our cloud back up service. All MEA devices are used under Trainer supervision and not permitted for home use. We are in the process of creating an AI policy for Interns and Staff use. A potential new DPO (Richard Maskrey from School Consulting Ltd) has been contacted to ensure GDPR compliance in all areas.

Online Safety

MEA tutorials cover keeping Interns safe online. All interns take the TES Prevent training course. We also include misinformation, disinformation and conspiracy theories. Local themes are monitored and we are in close contact with local schools and our PCSO (Police Community Support Officers).

What is Safeguarding adults?

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

Care and Support Statutory Guidance, Department of Health, updated February 2017

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

Mission EmployAble adheres to following the six key principles that underpin safeguarding work (See Care Act 2014 guidance)

- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent
- **Prevention:** It is better to take action before harm occurs
- **Proportionality:** The least intrusive response appropriate to the risk presented.
- **Protection:** Support and representation for those in greatest need.
- **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability:** Accountability and transparency in safeguarding practice.

Staff and volunteers will ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. Mission EmployAble will ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community will be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. Mission EmployAble will be transparent and accountable in delivering safeguarding actions.

What is Making Safeguarding Personal (MSP)?

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

Mission EmployAble will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. As adults may have different preferences, histories and life styles, the same process may not work for all.

Who do adult safeguarding duties apply to?

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

Who do I go to if I am concerned?

The responsible person for safeguarding duties for Mission EmployAble is the Safeguarding Lead, a relevant, responsible person identified by the Trustees as having appropriate knowledge and experience for the role.

All staff and volunteers should contact the Safeguarding Lead for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

Mission EmployAble Designated Safeguarding Lead (DSL) is:

Assistant Training Manager, Joanne Mason.

Our Deputy Designated Safeguarding Lead (DDSL) is:

Training Manager, Cass Langham

The email address to raise any concerns you may have is: safeguarding@missionemployable.co.uk

Disclosures

Where a member of staff or volunteer suspects that an intern at risk is being abused, they must:

- Allow the individual to speak without interruption.
- Never trivialise or exaggerate the issue.
- Never make suggestions.
- Not coach or lead in any way.
- Reassure the individual and let them know they were right to report the matter.
- Always ask enough questions to clarify understanding but not probe or interrogate.
- Be honest – the staff member should let the individual know that it cannot be kept a secret and someone else will need to be told.
- Try to remain calm, remembering that this is not an easy thing for them to do.

- Not show emotions – to show anger, disgust or disbelief may stop the individual talking. This may be because the individual feels they are upsetting the staff member or feel the staff member's negative feelings are directed towards them.
- Let the individual know they are taking the matter very seriously.
- Make them feel secure and safe without causing them any further anxiety.
- Make a written record as soon as it is practically possible of what has happened.

If the member of staff believes the concern needs immediate attention, they should contact the Safeguarding team: safeguarding@missionemployable.co.uk

A staff member must raise a concern on CPOMS. The concern must be factual and not contain the staff member's opinions or analysis. Terms such as "I think..." and "In my opinion...." must be avoided. The Safeguarding Officer will advise and provide support to the member of staff; Bucks College Counselling Team is also available if you have any queries or are looking to seek advice: studentservices@buckscollegigroup.ac.uk

The Designated Safeguarding Officers responsibilities:

- Will know how to make an appropriate referral.
- Will be available to provide advice and support to other staff on issues relating to Safeguarding, e-Safety and Prevent.
- Have a responsibility to be available to listen to students at risk who are participating on the Supported Internship at Mission EmployAble.
- Will deal with individual cases, including attending case conferences and review meetings, as appropriate.

In the event the Designated Safeguarding Lead is unavailable, the Deputy Designated Safeguarding Lead should be contacted.

Mission EmployAble Safeguarding Team will notify Bucks College Group and the Local Authority Designated Officer (LADO) when:

- A safeguarding concern related to sexual violence.
- An allegation of abuse made against a teacher, trainer, volunteer or other member of staff. The LADO will confirm whether it is, or is scheduled to be, investigated by the Local Authority and/or the Police).

The DSL will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

The DSL and Head of Charity Operations will ensure that:

- the safeguarding adults policies and procedures are in place and up to date;
- there is a safe environment promoted for staff and volunteers and adults accessing the service;
- the staff (including staff volunteers) are up to date with their safeguarding adults training and Prevent Duty training.

Allegations against staff:

The primary concern of Mission EmployAble is to ensure the safety of its students. It is essential that in all cases of suspected abuse by a member of staff, action is taken quickly and professionally, whatever the validity. It must be made clear however that suspension is not an indicator of guilt. In the event that any member of staff suspects any other member of staff of abusing a student, it is their responsibility to bring these concerns to the Lead or Deputy Safeguarding Lead, except where they themselves are the suspect. The Head of Charity Operations must be informed. The LADO must be informed within 24 hours of a concern/allegation being raised. If the allegation concerns the DSL, DDSL or Head of Charity Operations, the matter should be referred to the Designated Safeguarding Link Trustee, Katharine Weston, who will discuss it with the Board of Trustees and or Bucks College Safeguarding Team, in addition to following the normal procedure for safeguarding. In line with KCSIE 2023 low level and high level concerns regarding staff are recorded using CPOMS Staff Safe and actioned appropriately.

Allegations about employers:

Employers and their staff play a key and growing role in supporting and delivering education, training and assessment. Any cases of suspected abuse by an employer or their staff must be investigated quickly and professionally, whatever the validity. The Chair of Trustees has the right to pause engagement with an employer whilst an investigation takes place. In the event that suspected abuse by an employer is reported to any member of the Mission EmployAble team, that team member is responsible to bring these concerns to the Lead or Deputy Lead for safeguarding. The LADO must be informed within 24 hours of a concern/allegation being raised. Depending on the outcome of the investigation, the Chair of Trustees has the authority to suspend or terminate employer contracts as well as blacklist the employer from future apprenticeships, placements or SIs engagement activities.

What should I do if I am concerned?

Staff and volunteers at Mission EmployAble who have any adult safeguarding concerns should:

1. Respond

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack the capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

2. Report

- Name the person to whom staff/volunteers need to report any potential safeguarding concerns. **Our Designated Safeguarding Lead (DSL), is Joanne Mason and Deputy Designated Safeguarding Lead (DDSL), is Cass Langham.**

3. Record

- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns (LLC and HLC) confidential and using our secure CPOMS safeguarding system: <https://missionemployable.cpoms.net> where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords. ME's Data Protection Policy will be compliant with GDPR regulations; it will be overseen by the Head of Charity Operations and Board of Trustees and will be reviewed annually.

4. Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- (1) the adult's wishes and preferred outcome
- (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
- (3) the safety or wellbeing of children or other adults with care and support needs
- (4) whether there is a person in a position of trust involved
- (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- o the police if a crime has been committed and/or
- o relevant regulatory bodies such as Buck College Group, LADO, Social Services, Care Quality Commission, Ofsted, Charities commission
- o service commissioning teams
- o family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead will keep a record of the reasons for referring the concern or reasons for not referring using CPOMS.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

What are your roles and responsibilities?

All staff, management, trustees and volunteers at Mission EmployAble are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Mission EmployAble members, volunteers, trustees or directors, seek advice from Mission EmployAble's Safeguarding Lead. If the allegation is against the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, in the first instance raise the concern with the Mission EmployAble Chair of Trustees or seek advice from Bucks College Group Safeguarding Services:

<https://www.buckscollegelgroup.ac.uk/about-the-college/safeguarding-and-prevent>

Designated staff with responsibility for safeguarding

Our Mission EmployAble safeguarding team consists of;

- The Link Trustee for Safeguarding, Katharine Weston
- Head of Charity Operations, Tom Smith
- Designated Lead for Safeguarding (DSL), Joanne Mason
- Deputy Designated Safeguarding Lead (DDSL), Cass Langham

The team is fully trained on all aspects of safeguarding and PREVENT and receive refresher training every two years.

The Designated Safeguarding Officers are responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies.
- Providing advice and support to other staff on issues relating to safeguarding.
- Maintaining a proper record of any safeguarding referral, complaint or concern (even where that concern does not lead to a referral).
- Liaising with Bucks College Group, the Local Authority, and LADO and other appropriate agencies.
- Liaising with employers and training organisations – who host students from Mission EmployAble on work experience placements to ensure appropriate safeguards are put in place.
- Ensuring staff receive basic training in safeguarding issues, including Prevent, appropriate to their roles and are aware of Mission EmployAble's safeguarding procedures.
- Ensuring Mission EmployAble is represented at case conferences and review meetings as appropriate. • The Assistant Principal for Student Engagement and Support from Bucks College Group will compile a termly report for the Trustee and Safeguarding Team. This report will include emerging themes and any changes to legislation. Safeguarding, Child Protection and Vulnerable Adults and Prevent Policy 2023-24
- The Designated Safeguarding Leads will make sure structures and processes are in place to ensure Mission EmployAble holds contact details for parents, guardians and carers of all students up to the age of 18 (or 25 for students with learning difficulties and/or disabilities). It is the responsibility of the DSL to work closely with strategic leads to provide oversight of the outcomes of safeguarded students and ensure that all staff receive appropriate safeguarding, vulnerable adults (including online) and prevent training during induction. The training should be regularly updated.

Designated Link Trustee

- Mission EmployAble have appointed a Designated Trustee with responsibility for Safeguarding, Online Safety and Prevent implementation. All Trustees receive appropriate safeguarding vulnerable adults training at induction, and then at regular intervals. The Designated Trustee is responsible for liaising with the designated person with lead responsibility over matters regarding Safeguarding, Online Safety and Prevent, ensuring that:
 - The charity has procedures and policies that are consistent with the Care Act 2014
 - The Trustees approve the charity policy on Safeguarding, Online Safety and Prevent on an annual basis.
 - Each year the Trustees are informed of how the charity and its staff have complied with the policy including, but not limited to, a report on the training staff have undertaken.

- To assist in these duties, the Designated Trustee is invited to attend a monthly Supported Internship Operations meeting, which discusses safeguarding agenda items.

The DSL should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. The named organisation should not conduct its own safeguarding enquiry unless instructed to do so by the local authority. Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

Complaints procedure

Mission EmployAble promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.

If a staff or volunteer or any other member of the organisation is unhappy with Mission EmployAble's decision about the safeguarding concern, refer them to Mission EmployAble's Grievance policy.

Mission EmployAble is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation. Mission EmployAble's Whistle Blowing policy is accessible [here](#) or in the ME policy folder.

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice: www.gov.uk/government/publications/mental-capacity-act-code-of-practice

You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

Why is it important to take action?

It may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

Confidentiality and information sharing

Mission EmployAble expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, Mission EmployAble does not share information, unless legally required to do so.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/safeguarding/adults/practice/sharing-information>

Safer Recruitment and selection

Mission EmployAble is committed to safe employment. Safer recruitment practices, such as Disclosure and Barring checks, references and online searches reduce the risk of exposing adults with care and support needs to people unsuitable to work with them. Refer to the MEA Recruitment policy for guidance on safer recruitment.

We ensure that all appropriate measures are applied in relation to everyone who works for the charity who is likely to be perceived by the young people as a safe and trustworthy adult including e.g. volunteers. Staff with HR responsibilities will be encouraged to undertake Safer Recruitment training, for example, the NSPCC's course on Safer Recruitment: www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitmenteducation-course

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, online searches, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking DBS checks.

The Head of Charity Operations will maintain a single central register (located on CPOMS Staff Safe) of all checks carried out on all staff and volunteers who will work with anyone within the scope of this policy. We also have a procedure for dealing with allegations of abuse against members of staff, all of which are relating to safeguarding and are reported via our CPOMS Staff Safe system.

In line with statutory changes, underpinned by regulations, the following will apply:

- DBS Enhanced Disclosure protocol is followed for all new appointments to our workforce including all staff volunteers
- Mission EmployAble is committed to keep an up to date single central record detailing a range of checks carried out on all staff and volunteers delivering our annual supported internship
- All new appointments to our workforce who have lived outside the UK will be subject to additional checks as appropriate
- Mission EmployAble ensures that staff and volunteers have undergone the necessary checks and will be made aware of this policy
- Identity checks must be carried out on all appointments to our workforce before the the appointment is made.

Training, raising awareness, communication and supervision

Mission EmployAble ensures that all staff and volunteers receive basic awareness training on safeguarding vulnerable adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding vulnerable adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of Mission EmployAble and their commitment to safeguarding vulnerable adults.

Copies of this policy are available within Mission EmployAble. All Staff and volunteers are required to read this policy. The policy is displayed on the website, in the staff policy folder and digitally via our Mission EmployAble staff sharepoint under 'policies'.

It is also useful to discuss training with staff who have attended training sessions to ensure they are embedding this in practice.

Prevent

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media. If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

The Prevent Duty is seen as part of our wider safeguarding responsibilities. Designated safeguarding leads and other senior leaders should familiarise themselves with the revised Prevent Duty guidance

All Training staff and volunteers will be alert to:

- The importance of promoting British Values through the curriculum and tutorials sessions
- Disclosures by students, of their exposure to the extremist actions, views or materials of others outside, such as in their homes or community groups, especially where students have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images.
- Students accessing extremist material online, including through social networking sites.
- Parental reports of changes in behaviour, friendship or actions and requests for assistance.
- Partner colleges, Local Authority services, and Police reports of issues affecting students in other colleges or settings.
- Students voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or 'hate' terms to exclude others or incite violence.
- Intolerance of difference, whether secular or religious or views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.
 - Attempts to impose extremist views or practices on others.
- Anti-Western or Anti-British views.
- Emerging groups such as INCELS or MUUR.
- Tackle the ideological causes of terrorism

Mission EmployAble will closely follow any locally agreed procedure as set out by the Local Authority including agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation. We will actively engage with the Police, and regional DfE Further Education Prevent Co-ordinators. As a charity and education provider, we reserve the right to initiate our own internal policies in light of a safeguarding concern that may put the student, other students, or staff at risk of harm.

For more information about Prevent see: www.gov.uk/government/publications/prevent-duty-guidance

If you are worried about someone being radicalised you can report this to any member of our MEA Safeguarding concern. Aligned with local agreed procedure, our Safeguarding Link Trustee can then report any concerns by emailing: prevent@hertfordshire.gov.uk or can also contact:

- Action Counters Terrorism Early Support Line **0800 011 3764**
- Use the iREPORTit app for [Android](#) or [iOS](#) to report online content.

If there is immediate danger, always call 999.

Information shared with Prevent partners will be treated in the strictest confidence.

MissionEmployAble Safeguarding Team:

Designated Safeguarding Lead (DSL):

Joanne Mason

07711 614953

Deputy Designated Safeguarding Lead (DDSL):

Cass Langham

07399 958069

Safeguarding Link Trustee:

Katharine Weston

07887 994607

safeguarding@missionemployable.co.uk

CURRENT

Useful links

Care Act 2014 - <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Safer recruitment-

http://www.thegrid.org.uk/schoolworkforce/human_resources/policies/

Carer and support statutory guidance-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf

Prevent-

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Information sharing-

<https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Bucks College Group Safeguarding Contacts:

<https://www.buckscolleggroup.ac.uk/about-the-college/safeguarding-and-prevent>

CURRENT

APPENDIX 1

What are the types of abuse in safeguarding adults?

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

Abuse can be something that is done, or omitted from being done.

In greater detail, these types of abusive behaviours are diverse and include:

Physical

Hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Mission EmployAble also recognise bullying as a form of abuse. Bullying is a repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

Financial or material

Theft, fraud, exploitation, pressure in connection with financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission

Ignoring medical or physical care needs, failing to provide access to appropriate health, social care, welfare benefits or educational services, withholding the necessities of life such as medication, adequate nutrition and heating.

Discriminatory

Racism, sexism or acts based on a person's disability, age or sexual orientation. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.

Domestic abuse

Psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.

Organisational abuse

Neglect and poor care practice within a care setting ranging from one off incidents to on-going ill-treatment. It can be neglect or poor practice as a result of the structure, policies, processes and practices within a care setting.

Modern slavery

Encompassing slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Self-Neglect

Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

What are the possible signs of abuse?

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly
- The person never seems to have money
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms)
- The person has signs of a pressure ulcer
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

Who abuses and neglects adults?

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others. Anyone can carry out abuse or neglect, including:

- partners;
- other family members;
- neighbours;
- friends;
- acquaintances;
- local residents;
- people who deliberately exploit adults they perceive as vulnerable to abuse;
- paid staff or professionals; and
- volunteers and strangers

APPENDIX 2: REPORTING PROCEDURE

With thanks and acknowledgments to West and North Yorkshire and York regional Multi-Agency Policy and Procedures from which the flowchart below has been adopted.

CURRENT

APPENDIX 2: REPORTING PROCEDURE

Raising a safeguarding concern

Gather information,

- How does the adult wish for the concern to proceed
- What changes/support would they like as a result of this concern being raised?

RESPOND

REPORT

REFER

RECORD

REFER

SUPPORT

CURRENT