

Title	Safeguarding Adults Policy
Purpose	To set out clear guidance and procedure for all staff, local governors and trustees relating to Safeguarding Adults.
Relevant to:	Trustees, Local Governors, all staff.
Responsible Officer	Oakbridge SE Provision Manager & Safeguarding Lead
Introduced	24/01/2020
Modification History	13/05/2021
Related Policies	Health and Safety Risk Assessment Radicalisation and Extremism Complaints Procedure Equality Data Protection Policy Risk Assessment
Date Due for Review	23/01/2021
Agreed at meeting of Directors on	TBC
Filed as	OBRPol.1-Safeguarding Adults-0120

Designated Safeguarding Leads (DSL)

Simon Clark – Provision Manager

Jennie O’Connell – Safeguarding Officer

Aims

Oakbridge Special Education (Oakbridge SE) is recognised by the Education and Skills Funding Agency (ESFA) as a Specialist Post-16 Institution (SPI)

Whilst we are linked with Oak Lodge School in East Finchley, we are based in spacious leafy grounds in Mill Hill. Our curriculum aims to meet the highly personalised needs of young adults with autism and complex learning difficulties who are not yet ready for a full college experience, to develop their emerging skills and prepare for future college courses or social service support.

Oakbridge SE 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 Oakbridge SE will make to safeguard an adult with care and support needs if they are deemed to be at risk or at risk. This policy sets out the roles and responsibilities of Oakbridge SE in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

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

This policy is intended to support staff and volunteers working within Oakbridge SE 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 employees and volunteers of Oakbridge SE to:

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

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance
- London Safeguarding Adults policy and procedures 2019
- General Data Protection Regulation (GDPR) 2018
- Oak Lodge School Safeguarding Policy

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

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

Copies of this policy are available within Oakbridge SE.

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.

Oakbridge SE adheres to following the six key principles that underpin safeguarding work

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Oakbridge SE will not tolerate the abuse of adults. Staff and volunteers should ensure that their work reflects the principles above and the adult with care and support needs is involved.

Oakbridge SE should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse.

Oakbridge SE should be transparent and accountable in delivering safeguarding actions.

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 named responsible person for safeguarding duties for Oakbridge SE is Jennie O'Connell (jennie.oconnell@oakbridgesen.org) or Simon Clark (simon.clark@oakbridgesen.org)

Telephone: 07933685500

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

Jennie or Simon will be responsible for making decisions about notifying adult social services if required and consider alternative actions, where necessary.

Jennie or Simon will also ensure that the Safeguarding Adults policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and adults accessing the service. Jennie or Simon will ensure they are up to date with their safeguarding adults training.

What should I do if I am concerned?

Staff and volunteers at Oakbridge SE 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 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

- Staff/volunteers need to report any potential safeguarding concerns. This will usually be to the organisation's designated safeguarding lead (see above)

3. Record

- All safeguarding concerns must be recorded using School Pod. As far as possible, records should be written contemporaneously, dated and signed.
- All safeguarding records are confidential and kept in a locked cabinet. Access should not be given to any unauthorised person.

http://oakbridgesen.org/wp-content/uploads/2018/08/BSET_Pol.19_Data-Protection-Policy-Vs2.2_0718.pdf

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:

- the police if a crime has been committed and/or
- Barnet Social Care Team : socialcaredirect@barnet.gov.uk
- family/relatives as appropriate (seek advice from adult social services)

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

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.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adults process is followed. For more information about this 4-stage safeguarding adults process, refer to the London Safeguarding Adults Procedures.

What are your roles and responsibilities?

All staff, management, trustees and volunteers at Oakbridge SE are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Oakbridge SE members, volunteers, trustees or directors, seek advice from Jennie O'Connell or Simon Clark safeguarding lead. If the allegation is against the safeguarding lead, seek advice from Brenda Barker DSL Oak Lodge School. (brenda.barker@oaklodgeschool.org)

The designated safeguarding lead 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/Whistleblowing

Oakbridge SE promotes transparency and honesty amongst our service users, staff and volunteers. All staff and volunteers should be honest with service users and other relevant people when concerns have been raised.

If it becomes necessary to consult outside of the school (or if your concern is about a member of the SLT), you should speak in the first instance to the Local Authority Designated Officer (LADO) following the Whistle-Blowing Policy.

LADO – Shrimatie Bissessar – 0208-359-4528

Lado@barnet.gcsx.gov.uk

Barnet's LADO can also be contacted via the Multi Agency Safeguarding Hub (MASH) Team.

If you are unhappy with the decision/outcome of the safeguarding concern, please refer to

<http://oakbridgesen.org/wp-content/uploads/2018/07/OBRPol.8-ComplaintsProcedure-0918.pdf>

Oakbridge SE is part of Barnet Special Education Trust and adheres to its Whistleblowing policy to provide staff with protection from victimisation or detriment when genuine concerns have been raised about malpractice.

http://www.oaklodge.barnet.sch.uk/Policy%20Content/Whistleblowing_Policy_Vs1_0117.pdf

The Mental Capacity Act 2005 is to be used when decisions are made on behalf of those adults with care and support needs who are unable to make some decisions for themselves.

The Mental Capacity Act Code of Practice,

<https://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 is important to take action as 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

Oakbridge SE expects all staff, volunteers and trustees to maintain confidentiality at all times. In line with Data Protection law, Oakbridge SE will only share information on a need-to-know basis.

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/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

Recruitment and selection

Oakbridge SE is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

Training, awareness raising and supervision

Oakbridge SE ensures that all staff and volunteers receive basic training on safeguarding adults. All Oakbridge SE staff should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and what action is required. All staff should be clear about the core values of Oakbridge SE and its commitment to safeguarding adults.

Similarly, staff and volunteers may encounter concerns about the safety and wellbeing of children. For more information about children's safeguarding, refer to Oak Lodge School's Children's safeguarding policy

<http://www.oaklodge.barnet.sch.uk/Policy%20Content/A7%20Safeguarding%20Policy%200918.pdf>

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.

For more information about Prevent see:

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

Useful links

Care act-

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

London Safeguarding adults policy and procedures-

<http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf>

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>

Barnet Safeguarding Adults-

https://www.barnet.gov.uk/sites/default/files/london_safeguarding_policy_and_procedures_2019.pdf

Appendix 1

What are the types of safeguarding adults abuse?

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

- Physical abuse /Peer on Peer abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery /Cuckooing
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

For more information, read section 14.17 of the Care and Support Statutory Guidance.

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
- volunteers and strangers

Raising a safeguarding concern

You are informed or become aware of possible abuse or neglect

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?

Take action to ensure the immediate safety and welfare of the adult
(and any other person/child at risk)

RESPOND

Consider:

- Does medical attention need to be organised? (dial 999)
- Is urgent police presence required? (dial 999)

Has a crime been committed? If so, does it need to be reported?
(Dial 101 unless there is an immediate risk, in which case dial 999)

REPORT

Preserve forensic evidence (if any)

Decide whether to raise a safeguarding concern, and if so, take action:

REFER

- Immediately where the concern is urgent and serious
- Within the same working day for any other concerns

RECORD

Document the incident and any actions or decisions taken



REFER

Ensure key people are informed
For example: Designated Safeguarding lead (DSL), relatives as appropriate,
service commissioning teams, Social Work Team.



SUPPORT

Provide support or feedback for the person identifying the safeguarding concern