

# **THE ASSOCIATION OF TEESDALE DAY CLUBS**

## **Policy Document Number 07 Issue 07**

### **Safeguarding and Protecting Adults at Risk Policy**

#### **Introduction**

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

The Association has zero tolerance to the abuse of adults.

Under The Care Act, we have a legal duty to have a policy and procedures in place to safeguard adults that use, volunteer or work within our services. The Association has no statutory remit or role to investigate, but we do have a responsibility to pass on any and all concerns about an adult using our services, to the appropriate statutory agency.

In County Durham, all safeguarding is overseen by the Safeguarding Adults Inter-Agency Partnership and the Association will work in partnership with this body and all its partners at all times.

This Policy relates to an adult who meets the following three key tests:

- The adult has needs for care and support (whether or not the local authority is meeting any of those needs).
- The adult is experiencing, or at risk of, abuse or neglect.
- As a result of their care and support needs, the adult is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

#### **Policy statement**

The Association provides a community-based and local service that aims to support the general wellbeing of everyone that uses our services, volunteers with us or works for us. Our approach to wellbeing is fundamental to making safeguarding personal and we recognise that we all have a responsibility to protect and safeguard the welfare of everyone, and to ensure that they are protected from harm.

This policy should be followed by anyone who works for us, or volunteers with us, including any commissioned contractors, informal or formal partners or third parties we are engaged with.

It is the policy of the Association to provide, or make accessible, the appropriate levels of guidance and training to trustees, staff and volunteers, to ensure that they are aware of signs that may indicate when members are at risk of harm or abuse, or being abused, and to provide an effective and supportive response to deal with any concerns that are raised.

Every intervention made by the Association will aim to take into account each person's individuality to avoid discrimination on grounds of race, religion, ethnicity, age, gender, sexual orientation, disability or language.

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### **Our principles**

Empowerment – Encouraging people to make their own decisions with informed consent.

Prevention – It is better to take action before harm occurs.

Proportionality – The least intrusive response appropriate to the risk presented.

Protection – We will support and represent those with the greatest need.

Partnership – We have an important role to play in preventing, detecting and reporting neglect and abuse.

Accountability – We will always be transparent and respectful in all our conversations with and about people

These six principles will inform the way in which all our staff and volunteers work with and support members.

### **The Association will take all possible steps to ensure that members are kept safe through:**

- Clear procedures for key staff to follow when raising concerns
- Safer recruitment processes for all trustees, staff and volunteers, including the obtaining of appropriate references, DBS or accessing National Insurance checks as appropriate
- Clear procedures to structure the management of an allegation of abuse against a trustee, staff member or volunteer
- Effective and appropriate levels of induction, training and support for Trustees, staff and volunteers to ensure they are aware of and understand the importance of this policy and related procedures as they apply to them
- Appointing and identifying on our website the named Safeguarding Lead Trustee and the Designated Safeguarding Manager (usually the senior manager) ([www.teesdaledayclubs.org.uk](http://www.teesdaledayclubs.org.uk))
- Risk assessments for activities

All staff, volunteers and trustees of the Association will be asked to read and agree to follow our Code of Conduct.

Appropriate formal action will be considered should a member of staff, volunteer or trustee of the Association put someone at risk of harm, causes harm or abuse, or fails to report a safeguarding concern.

This policy and the associated procedure will be made available on our website.

All incidents of alleged poor practice, misconduct or abuse will be taken seriously and responded to swiftly and appropriately. Our Whistle Blowing Policy should be referenced when any incidents of alleged poor practice, misconduct or abuse are raised by a person from within the Association.

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### **Disclosure of Information**

All personal data will be processed in accordance with the requirements of the General Data Protection Regulations (GDPR).

- The Association recognises the importance of sharing information to protect an adult at risk and normally any disclosure of confidential information to any other person may only be undertaken with the express permission of the person.
- Where it is considered necessary for the welfare and protection of an adult at risk, the person will be kept informed, unless to do so would put his or her welfare and safety at risk of harm.

Full guidance on what constitutes abuse is provided in Procedure P07-7.

Guidance on types and identification of abuse and the actions to be taken if abuse is suspected is provided in procedure P07-7.

**Reviewed and approved by the Board of Trustees and signed on their behalf by**

**the Chair:**



**Date: 11<sup>th</sup> November 2021**

**Review due: November 2022**