



Safeguarding against Abuse and Neglect

Why do we need this policy?

You have a right to friendships and a variety of other kinds of relationships with people. These are essential for everyone's health and well-being and are usually positive experiences. However there are sometimes risks associated with being in relationships, including the risk of abuse or neglect, so sometimes this has to be balanced with your right to expect to be safe and to be protected and safeguarded from harm. Grace's Place ensures that its workers are alert to the possibility of abuse and neglect and can take action to safeguard you and/or other people if necessary.

How will this happen?

Abuse can take many forms – eg financial / physical / sexual / psychological / discriminatory / institutional, etc. It usually takes place between people who have a relationship of some sort – eg husband and wife or partners/ nurse and patient / worker and person using a service / appointee and person in receipt of welfare benefits / employer and employee / parent and son or daughter, etc. In this document the word 'relationship' is used to describe all these different sorts of connections (rather than simply a sexual connection).

To reduce the risk of abuse, one of the most important things we can do is give you information about what is or is not appropriate in different sorts of relationships and to ensure you have the power to say 'no' when you want to. In this service you will be supported to be in control of your life.

If you are in a situation of actual or potential abuse or neglect we will help you to understand what is taking place and the harm that it may cause and to access information about the options that are open to stop the abuse or neglect or to reduce harm. If you do not have the capacity to give consent to the relationship or to make informed decisions about this, we will work with your family and/or representative and/or other professionals to make sure decisions and actions are taken in your best interests and in line with the Mental Capacity Act 2005 Code of Practice. (There is more information about this in our policy on Making Choices and Decisions.)

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Directors: Deon Bryan and Dave Jones - 07722568651

Information about you is not generally shared with other people without your agreement. However, in certain very particular circumstances, it may be necessary to override this principle – ie when it is essential for your own health or safety or welfare, or the health or safety or welfare of others. (There is more information about this in our policy on Confidentiality.) We will tell you if we have to share information about you with other people (unless this puts you at even greater risk) and the reasons for this.

All incidents or concerns about abuse or neglect will be referred to the local multi-agency 'Safeguarding Adults' procedure. The extent and type of information-gathering or investigation will depend on the assessed risks to you and other people, your own wishes about this and decisions taken within the local 'Safeguarding Adults' procedure. In all cases careful records will be kept of the process, information gathered and decisions and outcomes. You will be kept informed about what is happening throughout this process (unless this puts you at even greater risk) and about the outcomes.

If workers become aware of an incident of abuse or are concerned about the possibility of abuse, they will use their judgement to take any action that is immediately required to protect you and/ or meet your immediate needs for assistance and support. They will report the matter to the Manager straight away or if its out of office hours to the Social services Department or the Emergency Duty Team .

The Manager will take responsibility for making sure a referral to the local multi-agency 'Safeguarding Adults' procedure is put in place. The Manager will also take responsibility for informing any other relevant health or social care authorities to find out if they wish to be involved in investigating the matter or to take separate action and whether and how they are kept updated as the situation develops. The Police will always be informed if a crime has been committed and the health or safety or welfare of other vulnerable adults or children is at risk. Any internal investigation will be co-ordinated with a Police investigation or other forms of 'Safeguarding Adults' investigations, when required.

The Manager will work internally and with other professionals to ensure that the local multi-agency 'Safeguarding Adults' procedure is followed. This will include making sure that:

- you are safe
- the risks to you are properly assessed
- you can say what action you would like taken, if any
- issues around consent, capacity and confidentiality are considered
- medical attention is obtained, if necessary
- a decisions is made about whether to inform the Police
- any forensic evidence is kept, if necessary
- any risks to other vulnerable adults or children are evaluated, and further action taken if necessary
- your family / representative is informed, if appropriate

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- your rights to information, advocacy and support are met
- a plan is put in place to safeguard you in the future

We will take positive action to safeguard you through our procedures for assessment of your needs and for completing your personal plan. If any risks to your safety are identified a risk assessment and risk management plan will be completed and regularly reviewed. This will also happen if your own behaviour sometimes causes risks of abuse towards other people.

We will also take positive action to safeguard you through our recruitment and training for workers and volunteers. They will be selected carefully with references and other necessary safety checks followed up before they begin working in this service. Soon after joining the service they will receive training and/or information so that they understand and recognise the different types of abuse and know how to respond if they are concerned this may be happening to you. This aspect of their work will continue to be developed and monitored through supervision, review and ongoing training. They will also receive information and/or training about how to protect themselves against allegations of abuse, through safe working practices.

If an allegation of abuse is made about a worker, the Manager will make sure:

- that a decision is made about whether she/he should continue with their work during the investigation
- that her/his right to information, advocacy and support are met
- that a referral is made to the Independent Safeguarding Authority (ISA), when appropriate
- that if the allegation is upheld, the service's disciplinary procedure will be followed

The service keeps a record of any allegations of abuse or neglect.

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