

RTProjects

Safeguarding Adults Policy

Contents

Purpose of the document	3
Legislation	3
Definitions.....	4
Roles and responsibilities.....	4
Policy Implementation	5
Monitoring	6
Training	7
Policy Adoption	7
Appendix A – Cause For Concern Procedure.....	8
Reporting a Cause for Concern of Abuse	8
Acting on a Cause for Concern of Abuse.....	8
Actions to consider.....	8
Safeguarding Adults Cause for Concern Report Form.....	9
Risk Assessment	9
Abuse or Neglect within RTProjects.....	10
Coordination with Other Agencies	10
Contact with the Adult at Risk.....	10
Cause for Concern Register	10
Appendix B - Safeguarding Adults Report Form.....	11
Appendix C – Guidelines for Responding to a Direct Disclosure of Abuse	14
Appendix D – Sources of Information & Support.....	15

Purpose of the document

The welfare of all adults, including adults at risk, is a key concern of RT Community Projects Ltd (hereafter called 'RTProjects'), and we aim to provide an environment within which all adults are safe and secure.

RTProjects seeks to safeguard and protect all adults including adults at risk from all forms of abuse and neglect. We will also ensure prompt action is taken should we discover any form of abuse or neglect. Additionally, we have a duty to our colleagues and ourselves to ensure that we do not place each other or ourselves in situations that could result in danger or harm. RTProjects also seeks to safeguard against the risk of self-harm or abuse, including suicide, and there is a separate policy for Suicide Prevention / Intervention.

Safeguarding duties apply to an adult who:

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

RTProjects is guided by the County Durham Safeguarding Adults Inter-Agency Partnership (www.safeguardingdurhamadults.info)

RTProjects follows monitoring and recording procedures which ensure that all information recorded is brief, factual and without interpretation, opinion or recommendation.

RTProjects ensures that all Independent Safeguarding Authority requirements are met, including appropriate DBS checks.

Legislation

The Safeguarding Adults Policy is covered by the following legislation and guidance:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018
- Caldicott Review 2020

The practices within this policy are based on the relevant legislation and government guidance within:

- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006

- Deprivation of Liberty Safeguards 2008
- Disclosure & Barring Service 2013 & 2015
- The Care Act 2014

Definitions

Adult	A person over the age of 18.
Adult at Risk	A person who is aged 18 years or over at risk of abuse or neglect because of their needs for care and support.
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
DBS	Disclosure & Barring Service.
County Durham Safeguarding Adults Partnership	A Safeguarding Adults Board in Durham established under the Care Act 2014.
Durham Community Action	A not-for-profit organisation which provides advice, support and assistance to frontline groups operating in the Voluntary and Community Sector and to various communities of interest.
Outreach	The activity of providing services to a community within that community, rather than at a single location.
Safeguarding	Measures taken to prevent / stop abuse and neglect.
Self-Harm	Self-harm is when a person hurts themselves as a way of dealing with very difficult feelings, painful memories or overwhelming situations and experiences.
Suicide Ideation	Thoughts about, or a preoccupation with, killing oneself.
Trustees	Volunteers who oversee and support the work of the charity

Roles and responsibilities

While all trustees, staff and volunteers must work co-operatively, a coordinating responsibility rests with the responsible person, Stuart Flude, or in their absence the Deputy Safeguarding Officer, Emma Beattie, and a Designated Trustee for Safeguarding, Rachel Baker.

Contact Details:

Stuart Flude	beano@rtprojects.org.uk	Tel. 07421 749879
Emma Beattie	emma@rtprojects.org.uk	Tel. 07579 831770
Rachel Baker	rachelmaygreen@gmail.com	Tel. 07864722013

The duties of the responsible and designated persons include:

1. To ensure that all trustees, staff and volunteers are aware of the requirement to report any suspicion of abuse to the responsible or designated person.
2. To follow RTPProjects Cause for Concern procedure if a safeguarding concern is highlighted.
3. In the case that serious abuse is highlighted, to inform another designated person and to report it to First Contact/Social Care Direct (03000 267 979) or the Police (101 in County Durham or 0345 6060365 from outside County Durham).

If a member of staff or volunteer is working at an outreach venue, that organisation's policies and procedures should be adhered to in addition to RTPProjects policies and procedures and the responsible person identified. The relevant policies and procedures will be requested prior to the start of the project to allow for reasonable time to review and make any necessary adjustments.

Policy Implementation

RTPProjects implements its policy in the following ways:

1. The Policy Statement

RTPProjects Safeguarding Adults Policy will be brought to the attention of all existing and new trustees, staff and volunteers who will be informed of any guidelines or training available that will enable them to implement the policy. Any updates to the policy will be provided following sign off from the Trustees at the relevant Board Meeting.

2. Staff Recruitment Procedure

All trustees, staff and volunteers will be subject to a careful and rigorous selection process which includes the following elements:

- References
RTPProjects will obtain two references for all potential members of staff or volunteers, at least one of whom must be from a professional person who has known the applicant for at least two years.
- Interviews
All potential staff or volunteers will attend an interview conducted by at least two senior managers or trustees.
- DBS Disclosure
All staff and volunteers working with adults including adults at risk are required to produce an up-to-date enhanced DBS Disclosure certificate. If a potential member of staff cannot produce a DBS certificate less than 3 years old, RTPProjects will administer the process of obtaining one.

Evidence of previous criminal convictions will not automatically prevent a potential member of staff or volunteer from taking up a position within the organisation except where the nature of the conviction and the work to be undertaken by a potential member of staff or volunteer warrants this action. Any conviction which relates to abuse or any form of aggressive or violent conduct will automatically prohibit the candidate from gaining employment with RTProjects. The decision to employ a candidate with a criminal record will be made jointly between the Project Manager and a member of the Board of Trustees. (See also Equality and Diversity Policy)

3. Provision of Guidelines and Procedures

The following Guidelines and Procedures for all trustees, staff and volunteers working with adults at risk will be provided:

Guidelines & Information

- Definition of Abuse & Recognising Signs of Abuse
- Responding to a Disclosure of Abuse
- Reporting a Cause for Concern Procedure

Forms

- Cause for Concern Report
- Referral Form & Risk Assessment
- Registration & Emergency Contact
- Participation Consent Forms

4. Effective Workshop Planning

RTProjects will plan projects to minimise the risk of situations where abuse of adults at risk could occur:

- Activities will be organised in a way that ensures adults at risk have safe and supervised opportunities to be involved.
- RTProjects will plan for at least two adults to be present during sessions
- Risk assessments for activities include consideration for ensuring adults at risk are safe when accessing RTProjects' services.

Monitoring

RTProjects implements a monitoring programme for staff and volunteers. This takes the form of ongoing assessment and review, which includes feedback from Project Managers, partners and external organisations. It also includes periodic observation of workshop sessions by members of the management team. This practice is implemented in an open and transparent manner and all staff and volunteers are made aware of, and agree to, this process.

Training

All trustees, staff and volunteers will receive information at induction so that they are better able to recognise signs of abuse and are clear about what action they must take. The responsible and designated persons will receive external training provided by either County Durham Safeguarding Adults Partnership or Durham Community Action to assist in managing the Safeguarding Adults at Risk Policy and procedures. This training should be revisited every three years.

The Safeguarding leads will provide training and up to date information regarding protection issues for all adults, including adults at risk, to all trustees, staff and volunteers on a regular basis and whenever new procedures and resources are published.

Policy Adoption

This policy was adopted by RTPProjects Board of Trustees on 27th March 2024. This policy will be reviewed on an annual basis.

Appendix A – Cause For Concern Procedure

It is of the utmost importance to RTProjects that everyone can take part in our activities safely, and we will take every step to ensure that this is the case.

Reporting a Cause for Concern of Abuse

This should be followed by anyone who is concerned about either themselves or someone else.

What to do if you suspect abuse is taking place:

- **If the person is in immediate danger or needs medical attention, call 999 for the police or ambulance**
- If there is no immediate risk, but you suspect abuse or neglect is taking place, you should contact the Safeguarding Officer (Stuart Flude), the Deputy Safeguarding Officer (Emma Beattie), or the Designated Trustee for Safeguarding (Rachel Baker). You can do this either face to face, over the phone, or by email or text, whichever is most appropriate.
- If your concern is connected with a member of staff, or if you consider that there may be a conflict of interest, you should contact the Designated Trustee for Safeguarding (Rachel)

You may be asked to complete a Safeguarding Adults Cause for Concern Report Form. You will be provided with support to do this.

Once a concern has been passed to the RTProjects Safeguarding team member, they will carry out any required action in accordance with the Safeguarding Adults section of this procedure. You will be kept informed where it is appropriate to do so.

Contact Details:

Safeguarding Officer	Stuart Flude	beano@rtprojects.org.uk	Tel. 07421 749879
Deputy Safeguarding Officer	Emma Beattie	emma@rtprojects.org.uk	Tel. 07579 831770
Designated Trustee for Safeguarding	Rachel Baker	rachelmaygreen@gmail.com	Tel. 07864 722013

Acting on a Cause for Concern of Abuse

Upon receiving a notification or information regarding a cause for concern of abuse, the following actions should be taken:

- Consult with another member of the Safeguarding team, which should include the Safeguarding Officer if they are unaware of the concerns
- Assess the report to decide on the appropriate next actions (if any)

Actions to consider

Contact the police if:

- A serious crime has been committed
- A crime has been committed against someone who does not have the mental capacity to contact the police themselves
- The adult has asked you to make a report to the Police on their behalf because they are unable to do so themselves

Make a safeguarding adults report to the Durham Safeguarding Adults Partnership if:

- You believe there is an “adult at risk” involved, and where one of more of the following are true
 - You reasonably believe the adult not to have the mental capacity to make decisions about their own safety and well-being
 - The risk is from a person employed or volunteering in work with adults with care and support needs (including within community organisations)
 - There are other “adults at risk” (e.g. another family member, another charity member, or other people using a service)
 - The “adult at risk” has asked you to make a report or has given their informed consent to you making it

If a child is at risk you must also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Adults Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm.

Safeguarding Adults Cause for Concern Report Form

You should complete one of these forms:

- If being contacted directly by a member of staff or a volunteer, request that they complete a Safeguarding Adults Cause for Concern Report Form (see Appendix 1) as soon as possible
- If the report is being made by the adult themselves or a member of the public, the safeguarding report form should be completed by the safeguarding lead using the details provided by the person raising the concern
- When the Safeguarding Adults Cause for Concern Report Form has been received, check what is written for clarity and that all the necessary parts have been completed

Inform the person who raised the concern

- Explain what to do/what not to do, using Guidelines for Responding to a Disclosure of Abuse (see Appendix)
- Explain what will happen next (see below)
- Reinforce the need for confidentiality.

Risk Assessment

Assess the risk to the person who is the subject of the cause for concern, considering:

- what is known about the situation
- what the risks are
- what is known of the views of the adult
- whether they have given their consent to the report being made
- whether they might be considered to be an ‘adult at risk’
- whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion)
- whether you need to contact the adult to get more information, determine their wishes, or explain what actions you need to take

Contact the adult who is the subject of the cause for concern only where it is safe to do so:

- Explain the process and what will happen next
- Provide support including self-help / a safeplan
- Signpost to other organisations that can provide additional support

Abuse or Neglect within RTProjects

- If the person who may be causing harm is a person involved in RTProjects inform the Manager
- Agree what short term arrangements can be put in place to enable the adult who may be being harmed to be able to continue participating in the organisation
- The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures
- Decide what policy and procedures the organisation will use to inform actions to be taken (e.g. breach of code of conduct, disciplinary procedures, breach of contract)

Coordination with Other Agencies

- If statutory agencies are involved work together with them to agree the next steps (e.g. the Police may need to interview an employee before a disciplinary investigation is conducted)
- Attend and contribute to any safeguarding adults case meetings that are called by the Local Authority
- If statutory agencies do not take any action in relation to a referral RTProjects should continue to take internal steps to safeguard the adult (e.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure)

Contact with the Adult at Risk

Regular contact should be maintained with the adult, unless the advice from the Police or Local Authority is not to do so.

- if there is a safe way to do so, contact the adult to let them know about the actions you have taken and the outcomes so far
- Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve
- make sure they are receiving the support they need

Cause for Concern Register

A record should be kept in the Cause for Concern Register of the cause for concern as well any action taken. This should include:

- All decisions made
- All actions taken
- Any outcomes
- Any feedback from the adult at any point throughout the process

Appendix B - Safeguarding Adults Report Form

This form should be completed as fully as possible if you have any concerns regarding an adult.

Where it is safe to do so, it is important to inform the adult about your concerns, and that you have a duty of care to pass the information on to the Safeguarding Officer. The Safeguarding Officer will then look at the information and start to plan a course of action.

Section 1 – Details of adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / charity	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened

Section 4 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 5 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6 – Reasons for not discussing with the adult	
Discussion would put the adult or others at risk. Please explain:	
Adult appears to lack mental capacity. Please explain:	
Adult unable to communicate their views. Please explain:	
Section 7 – Risk to others	
Are any other adults at risk Yes/No/Not known – delete as appropriate	
If yes please fill in another form answering questions 1-6	

Are any children at risk Yes/No/Not known Delete as appropriate	
If yes please fill in a safeguarding children referral form and attach to this.	
Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?	
Actions by charity: e.g. person causing harm suspended, session times changed.	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 10: Contact with Welfare Officer/others within the charity	
Who else has been informed of this issue? – and what was the reason for information sharing	
Consultation with Safeguarding Lead	Date(s) and time(s)
Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	

Appendix C – Guidelines for Responding to a Direct Disclosure of Abuse

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take seriously what is being said
- Stay calm
- Listen carefully to what is said, allowing the adult to continue at their own pace
- Be sensitive
- Keep questions to a minimum, only ask questions if you need to identify/clarify what the person is telling you
- Do not make judgements or say anything about the alleged abuser
- Reassure the person that they have done the right thing in revealing the information
- Ask them what they would like to happen next
- Explain what you would like to do next
- Explain that you will have to share the information with RTProjects' Safeguarding Officer in order that further harm is prevented
- Explain you will keep them informed of what is happening
- Explain that you will not discuss the information with anyone except the RTProjects Safeguarding team
- Make an arrangement as to how either you or the Safeguarding Officer can contact them safely
- Record in writing what was said using the adult's own words as soon as possible
- Act swiftly to report and carry out any relevant actions

Appendix D – Sources of Information & Support

Durham Safeguarding Adults Partnership

The partnership works with the key statutory partners (Durham County Council, Durham Constabulary and County Durham Clinical Commissioning Group) to ensure that adults are safe in County Durham.

Tel: 03000 267979 (Social Care Direct)

Email: sabsecured@durham.gov.uk

www.safeguardingdurhamadults.info

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland	Wales
Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support