

SAFEGUARDING ADULT POLICY

Initial Date Approved and Implemented July 2014	Version 4 Review Date September 2023
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1. PURPOSE AND SCOPE

- The safety of vulnerable adults by outlining clear procedures for handling safeguarding issues
- That all trustees, staff and volunteers within Tomorrow's Women (TW) are clear about their safeguarding responsibilities.

2. OBJECTIVES

TW believes that everyone should be able to live free from fear and harm and have their rights and choices respected.

- Know how to recognise signs of abuse/modern slavery
- Know how to respond to suspected or alleged abuse/modern slavery
- Have knowledge on legislation, national and local policies relating to abuse/modern slavery
- Understand ways to reduce the likelihood of abuse/modern slavery
- Know how to recognise and report unsafe practices

3. DEPLOYMENT

Ensure that all trustees, staff and volunteers are aware of safeguarding procedures and regular training offered

4. BUSINESS RISK

Charity Trustees are responsible for ensuring that those benefiting from, or working with their charity, are not harmed in any way through contact with it. They have a legal duty to act prudently, and this means that they must take all reasonable steps within their power to ensure that this does not happen. It is particularly important where beneficiaries are vulnerable persons in the community. Trustees are expected to find out what the relevant law is, how it applies to their organisation, and to comply with it where appropriate.

5. EQUALITY IMPACT ASSESSMENT

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6. RELEVANT PROCEDURES and/or PRACTICE GUIDANCE

6.1 Safeguarding procedure:

7. OTHER RELEVANT POLICIES AND/OR DOCUMENTATION

Data Protection Policy: Confidentiality Policy: Modern Slavery Policy
 Modern Slavery Act 2015: <https://www.gov.uk/government/collections/modern-slavery-bill>
 Wirral Safeguarding Adults: <https://www.wirral.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults>

6.1 SAFEGUARDING PROCEDURE

Tomorrow's Women Wirral (TWW) is committed to ensuring that all women are safeguarded while using its service and facilities.

Scope of the Policy

The aim of this policy is to ensure both:

- The safety of vulnerable adults by outlining clear procedures for handling safeguarding issues
- That all trustees, staff and volunteers within TWW are clear about their safeguarding responsibilities.

Definitions

A vulnerable adult is a person aged 18 or over:

'Who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself against significant harm or exploitation.'

What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms:

- Physical Abuse
- Sexual Abuse
- Psychological/ Emotional Abuse
- Financial or material abuse
- Neglect or Acts of Omission
- Discriminatory Abuse
- Institutional Abuse
- Radicalisation
- Forced Marriage
- Honour based Violence
- Extremis
- Modern Slavery - please see Modern Slavery Act 2015 with further information below: -

The Modern Slavery Act 2015 - is designed to combat Modern Slavery in the United Kingdom giving law enforcement the tools to fight it, ensure perpetrators receive suitably severe punishments for these appalling crimes and enhance, support and give protection for victims.

Modern Slavery is a crime and a violation of fundamental human rights. It takes various forms, including slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. Modern Slavery is the term used within the UK and is defined within the Modern Slavery Act 2015. (please use the following link for further information)

<https://www.gov.uk/government/collections/modern-slavery-bill>

Implementing this policy: TWW Board of Trustees will:

- Ensure that all trustees, staff and volunteers have an appropriate Disclosure and Barring Service (DBS) check where required - this is currently done by the Board Secretary.

- Ensure that staff, trustees and volunteers are aware of these safeguarding procedures.

At induction TWW Policies including Wirral Safeguarding Vulnerable Adults Policy are made available to read and all told where and how to access it. A hard copy of this policy is kept in the Policy File in Admin Office, on TWW shared drive and e-mailed to trustees who are responsible for approving updated versions. Staff receive regular training, which is also offered to volunteers, with up-dated information sent to all when required. All are signposted and encouraged to use the given web site links for on-line safeguarding training and information for practices and procedures (please follow links below):

<https://www.elearning.prevent.homeoffice.gov.uk>

<https://www.wirral.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults>

<https://safeguardingtraining.cofeportal.org/login/index.php>

- All have a responsibility to refer any safeguarding concerns. It is that individual person's duty to record/date their concern, seek advice-inform line/senior management when a decision will be made if it will meet the criteria for the local authority to make safeguarding enquiries. If so, a referral should be made and the appropriate statutory agency should then be contacted (i.e., Police, Social Services, Family Safety Unit). This should be done on the same working day or within 24 hours.

- Ensure that any suspicions and allegations of abuse will be taken seriously and responded to quickly and appropriately. They must be dealt with sensitively with any risk of harm/safety concerns being dealt with immediately. Inform line/senior management, the appropriate agency should then be contacted, with a dated record of the incident kept. For a criminal offence action should be taken to ensure the immediate safety of the adult contact to the Police should then be made – dial 999. A Risk Identification Checklist (RIC) for domestic abuse may need to be completed and sent by a member of staff. A staff member also attends Multi-Agency Risk Assessment Conference (MARAC) which is a meeting where information is shared on the highest risk domestic abuse cases between agencies (local police, probation, social services, family safety unit etc.) and an action plan drawn up to help manage that risk.

- Ensure all current staff and new staff complete Prevent training – always on-going with Operations Manager keeping records of training. Trustees and volunteers can access by following the above web links.

- Ensure trustees, staff and volunteers have access to procedures/practice guidance and safeguarding training: The Wirral Safeguarding Vulnerable Adults Policy is always available, and all are signposted to the relevant web links for safeguarding training, procedures, guidance practice and other relevant National Policies and documentation (please see and follow web links above). Regular training is also offered.

What to do if you are concerned?

If you have concerns about a vulnerable adult don't keep the information to yourself, record/date details of concern, seek advice from Nicola Boughey, Criminal Justice Lead and Empowerment Advisor Manager, who is the Safeguarding Lead for TW and the relevant agency (Police, Social Services, Family Safety Unit etc.) will then be contacted. The information will be kept in the Safeguarding File in Admin Office in a locked cabinet and/or TWW secure safeguarding data base which is password protected.

Please speak to Nicola Boughey, Criminal Justice Lead and Empowerment Advisor Manager who is the Safeguarding lead for TW. The Board of Trustees will be represented by Linda Jones who is the Trustee Safeguarding lead.

Advice can be sought, and safeguarding concerns can also be reported to:

Central Advice and Duty Team (CADT) on:

0151 514 2222 (option 3), Monday- Friday 8:50am to 5.00pm

0151 677 6557 Emergency Duty Team (EDT) for all other times and on public holidays.

Email: wcnt.centraladviceanddutyteam@nhs.nhs.uk

Advice can be sought, and modern slavery concerns can also be reported to:

Modern Slavery Helpline: 08000 121 700

What happens if someone discloses something or makes an allegation

- Remain calm, do not show any strong reactions such as shock and disgust.
- Reassure the person that they are doing the right thing by telling you, and it is not their fault.
- Take the allegation seriously. Do not promise confidentiality, explain that you will have to share this information, but only to people who need to know.
- Accept what is said without comment or judgement.
- Take time to listen carefully to what is being said. Do not ask leading questions – use words such as what, why, who, when and how. This will allow them to share their story freely.

- Do not ask too many questions or press for more details. Do not interrupt them – allow them to share whatever is important to them.
- It is crucial that you record and date what was said, what you saw, where it was said, where you saw it and who was there, including their relationship to you.
- Record any questions you have asked and their views and wishes. Record what they want to be done and consider their safety and well-being. Do this as soon as you can so that none of the detail is lost – make sure you use the individual's own words as much as possible – do not add any interpretations, reactions, evaluations or conclusions. Inform the Operations Manager with full details of what has happened and your concerns, the relevant agency should then be contacted. This information should be kept confidential in Safeguarding File in locked cabinet in Admin Office and/or TWW secure safeguarding data base.

For further advice and information about adult safeguarding, please visit The Merseyside Safeguarding Adults Board: <https://www.merseysidesafeguardingadultsboard.co.uk/>

Version: 4

Date of Review: September 2021

Approved/Signed by: Maureen Thompson

Version 1 July 2014 Approved	Version 2 Review July 2016 Approved by MT	Version 3 Reviewed and Approved by MT September 2019	Version 4 Reviewed Approved by MT September 2021
Version 5 Reviewed and Approved by MT September 2023	Version 6 Reviewed and Approved by	Version 7 Reviewed and Approved by	Version 8 Reviewed and Approved by

Version: 5

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