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# Safeguarding Policy and Procedures

Name of Organisation: BEAT Limited (BEAT)

Venue Address for which policy applies: All venues

Date of last review: 5th January 2022

Date of next review: 5th January 2023

Name of Author: Claire Cole

1. Safeguarding Policy
   1. BEAT is committed to safeguarding and protecting the welfare of all who use its services.
   2. BEAT recognises its responsibilities to protect the welfare of those who may be vulnerable and of the need to protect such individuals from harm whilst exploring or using BEAT’s services.
   3. BEAT is committed to high standards of practice in safeguarding the welfare of its clients.
   4. BEAT has no statutory remit or role to investigate abuse but acknowledges a responsibility to pass on to the appropriate statutory agency concerns in relation to the safety or welfare of any individual using its services so that these concerns can be appropriately assessed.
2. Objectives
   1. This policy seeks to:
      1. Explain the responsibilities of those representing BEAT in relation to safeguarding;
      2. Provide an overview of safeguarding; and
      3. Provide clear guidance on who should be considered as an at risk adult,
3. Definitions
   1. An at risk adult is a person aged 18 years or over who is or may be:
      1. in need of community care services;
      2. unable to take care of themselves;
      3. unable to protect themselves from abuse (as defined at appendix 2) significant harm or exploitation;
      4. suffering from mental health issues, developmental disabilities; physical disabilities; severe physical illness; significant social issues (such as homelessness, domestic violence, hate crimes or sexual exploitation); and/or substance abuse or misuse.
   2. In assessing the needs of any individual, BEAT recognises the need to consider the extent to which individual’s conditions and/or vulnerabilities may fluctuate.
4. Principles
   1. The policy and these procedures are based on the following principles:
      1. All adults accessing BEAT’s services, irrespective of their age, disability, gender, marital status, physical condition, race, religion, political opinion, sex or sexual orientation, have the right to:
         * Be treated with respect and to receive equal protection for themselves and their property;
         * Guidance and help when seeking assistance;
         * Be supported in making their own decisions about how they wish to proceed

and to know their wishes will only be over-ridden if it is considered necessary for their own safety or the safety of other;

* + - * Be supported in reporting the circumstances of any abuse to independent bodies; and
      * Receive appropriate support.
  1. It is the responsibility of all within BEAT to report any concerns about abuse to a relevant authority.
  2. All personal data will be processed in accordance with the requirements of the Data Protection (Bailiwick of Guernsey) Law 2001.

1. Disclosure of Information
   1. BEAT recognises that in normal circumstances any disclosure of confidential information may only be undertaken with the express permission of the person in question. BEAT also recognises, however, the importance of sharing information to protect an adult and that there may be circumstances whereby it needs to make a disclosure without the consent of the vulnerable adult.
   2. Where there are concerns about the safety or welfare of an adult or in the event information should be shared with the relevant agencies.
   3. Where it is considered necessary for the welfare and protection of an adult for a disclosure to be made, the individual will be kept informed, unless to do so would put his or her welfare and safety at risk or harm.
   4. Promises of confidentiality should not be given where this could conflict with the need to ensure the safety and welfare of the individual.
2. Procedure
   1. All incidents of alleged poor unsafe practice, misconduct or abuse must be taken seriously and promptly and appropriately raised with a BEAT representative who has undertaken relevant safeguarder training (a **Safeguarder**)
   2. If anyone within BEAT has concerns about the welfare of an adult they must be taken seriously and the information should be passed to a Safeguarder without delay.

* 1. If an adult discloses that they are being, or have been abused, this information must be taken seriously and the information must be passed to a Safeguarder without delay or, if not practicable, as soon as possible and in any event within 48 hours of the information coming to light.
  2. If an adult is at risk of immediate harm a Safeguarder should inform the Police, Social Services or some other relevant statutory authority without delay.
  3. The information regarding the concerns and the action taken will be recorded and passed to relevant agencies, using appropriate procedures.
  4. A full record shall be made as soon as possible of the nature of the allegation and any other relevant information using the Referral Form (see Appendix 1).
  5. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred.
  6. Once alerted to any concerns, a Safeguarder will inform the appropriate agency as necessary and co-operate fully with the authority.
  7. In the event of an incident or disclosure:

**Do**:

* Take steps to ascertain whether the individual is safe
* Assess whether emergency services are required and if needed call them
* Offer appropriate support and reassurance
* Ascertain and establish the basic facts
* Make careful notes and, where possible, obtain agreement on them
* Ensure notation of dates, time and persons present are correct and, where possible, agreed
* Take all necessary precautions to preserve forensic evidence (if necessary)
* Follow correct procedure
* Seek guidance and support from a Safeguarder
* Explain the procedure to the individual making the allegation

**Don’t**

* Confront the alleged abuser
* Be dismissive of the concern
* Seek to investigate or interview beyond that which is necessary to establish the basic facts
* Disturb or destroy possible evidence
* Consult with persons not directly involved with the situation
* Assume Information
* Ignore the allegation
* Elaborate or theorise in your notes
* Panic

1. The Police
   1. The Police play a vital role in Safeguarding Adults. With cases involving alleged criminal acts it becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.
2. Retention of Records
   1. Records kept by BEAT about adults should include contacts made and referral of any safeguarding concern (including date, time, reason and referral agency).
3. Safeguarders
   1. Safeguarders for the purposes of this Policy are:
      1. Claire Cole – Director, BEAT; email: info@beatgsy.co.uk

**Appendix 1- Referral Form**

Details of At Risk Adult:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of alleged abuser (please tick):

Staff Volunteer Family member

Friend Police Care Provider

Social worker Doctor Other Healthcare Professional

Service user Other Unknown

Location of abuse\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of abuse\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of incident / allegation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full description (including details of persons present / alleged to have been present)

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Details of action taken

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Referrer’s details:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by Safeguarder only:**

Information passed to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2- Definition of abuse**

The physical, psychological, emotional, financial or sexual maltreatment, or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over time. It may take one form or multiple forms. The lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can be perpetuated by a person or persons, in breach of that trust, who have influence over the life of a dependent, whether they be formal or informal carers, staff or family members or others. It can also occur outside such a relationship.

Forms of abuse can be categorised as follows:

• Physical abuse (including inappropriate restraint or use of medication)

• Sexual abuse

• Psychological abuse

• Financial or materials abuse

• Neglect and acts of omission

• Institutional abuse

• Discriminatory abuse

• Exploitation

Incidents of abuse may be multiple, either to one person in a continuing relationship or service context, or to more than one person at a time.

Any or all types of abuse may be perpetuated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.