



Adult Safeguarding Policy

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1. Introduction

Safeguarding adults refers to the protection of a person aged 18 years and over who is at risk of harm or abuse.

Leeds GATE is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines. We are committed to best safeguarding practice and to uphold the rights of all adults to live a life free from and harm from abuse, exploitation and neglect.

Abuse in any of its forms will not be tolerated by Leeds GATE.

Leeds GATE recognises our duty to act appropriately to any allegations, reports or suspicions of abuse. Leeds GATE run a number of services and activities which are aimed at adults including community groups, advocacy appointments, mental health support, an IDVA service and outreach.

Safeguarding is really important to Leeds GATE and is reflected in our value of Leeds GATE believes that people should be safe. All of our staff and volunteers will treat safeguarding as an essential part of their role and this is reflected in supervision, training, reflective supervision and learning offered to staff around their safeguarding practice.

Reflecting our values of Leeds GATE belongs to Gypsies and Travellers and Leeds GATE believes everyone is equal and can be included we aim to create an environment which respects and upholds the rights and voices of all adults in the way our organisation is planned and run, making decisions together wherever possible. We aim to ensure our services are accessible and responsive to all and seek the feedback of individuals and their carers on their experiences of us.

In line with our value of Leeds GATE helps people to help themselves we will always support people to make their own decisions, listening to their views and wishes and supporting them to understand their choices and options. These things are core to our values and the way we work at Leeds GATE. We acknowledge that sometimes we may have to override a person's choice if the circumstances necessitate this but that this is a very serious decision.

2. Purpose of Policy:

- To ensure everyone involved in Leeds GATE is aware of our responsibilities under legislation and policy to safeguard adults
- For staff, board and volunteers to understand their roles in safeguarding adults
- To ensure everyone involved in Leeds GATE knows who to speak to in relation to concerns about the wellbeing of an adult

3. Implementation

- We will make sure all staff and volunteers are aware of this policy through induction, training, supervision, reflective supervision and ongoing support
- We will make sure staff and volunteers know who to contact if they have a concern relation to the wellbeing of an adult through induction, training, supervision, reflective supervision and ongoing support
- We will make sure all staff and volunteers are aware of local safeguarding arrangements through training and support
- We will ensure our named persons understand their responsibilities to refer adults in need of safeguarding and that concerns are taken seriously and responded to promptly
- We will put the wellbeing of those at risk of harm first and actively support people to communicate their views and wishes, we will always respect these unless there are over riding reasons not to
- We will respect dignity of all those involved and be proportionate to the risk of harm
- We will keep confidential, detailed and accurate records of safeguarding concerns and store them securely
- We will co-operate with all relevant agencies in safeguarding individuals
- We will provide opportunities for all workers to develop their skills and knowledge,
- We will ensure that all adult members of Leeds GATE are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's Complaints Procedure;
- We will ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- We will endeavour to keep up-to-date with national developments relating to adult safeguarding
- We will follow our Safer Recruitment Policy
- We will review this policy at least every two years and sooner if there are changes or incidents we need to consider
- We will adhere to a quarterly reporting framework for Safeguarding between the Exec Board, Safeguarding lead and the named persons
- We will share information about anyone found to be at risk to adults with the appropriate bodies

4. Underpinning Principles

Adult at Risk

Under the Care Act 2014 an adult at risk is someone who is aged 18 years and over who:

- a) has care and support needs (whether or not the local authority is meeting any of those needs) AND;
- b) is experiencing, or at risk of, abuse and neglect, AND;
- c) 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

Abuse

Abuse is a violation of an individual's human and civil rights by another person or persons, It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

The Care Act 2014 lists ten types of abuse:

Physical
Sexual
Emotional / Psychological / Mental
Neglect and acts of omission
Financial and Material
Discriminatory
Organisational / Institutional
Self – neglect
Domestic abuse (including coercive control)
Modern slavery
Non Recent Abuse

All Leeds GATE staff must undertake training exploring the signs and symptoms of these types of abuse. They are explored further at Appendix 1.

The Care Act also sets out principles through which we will safeguard adults:

Empowerment – people being supported and encouraged to make their own decisions
Prevention – it is better to take action before harm occurs
Proportionality – the least intrusive response appropriate to the risk presented
Protection – support and representation for those in greatest need
Partnership – local solutions through services working with communities
Accountability – accountability and transparency in delivering safeguarding

Person Centred Care

None of us can make choices for another adult. If we are supporting someone to make choices about their own safety it is our role to understand what matters to people, what outcomes they want to achieve and how we might help them protect themselves. We should work with people to help them find solutions that are right for them. This approach is also protective as it supports decision making, self worth and recovery from abuse.

We may often act as an advocate helping someone to represent their views to a statutory service. We may also refer people into statutory advocacy functions where they have a legal right due to their circumstances or condition.

Mental Capacity Act

UK law assumes that every person over 16 has the ability to make their own decisions unless it has been proven they can't. This gives us the right to make our own decisions even if others think they are unwise.

A persons ability to do this may be affected by things like a learning disability, dementia, mental health needs, acquired brain injuries or physical ill health. Mental capacity refers to the ability to make a decision at the time that decision is needed, a persons' mental capacity can change over time.

If we are concerned about a persons' ongoing ability to make decisions and/or that this is leading to abuse or neglect we must refer to the local authority and request an assessment of capacity.

5. A Named Person For Safeguarding

Leeds GATE has appointed a Designated Safeguarding Lead and a Deputy / Operational Safeguarding Lead. The named persons take responsibility for providing advice and support to other staff about Safeguarding and for ensuring safeguarding adults remains a priority in our work. We also have safeguarding officers who act as a first point of contact for enquiries across our delivery teams.

Safeguarding is everyone's responsibility and all staff and volunteers contribute to Safeguarding at Leeds GATE and should be equipped with knowledge and skills to respond to concerns.

Named Safeguarding Lead:

Ellie Rogers

Work telephone number: 01132402444

Mobile telephone number: 07855801743

Named Deputy / Operational Safeguarding Lead:

Mary Cunningham

Work telephone number: 01132402444

Mobile telephone number: 07936953790

We also have a named Safeguarding lead on the Exec Board, Sinead Cregan. They provide independent advice and supervision of these roles on a quarterly basis.

The role and responsibilities of the lead and deputy and officers are fully described in this document and also summarised below:

[Organisation Safeguarding roles.docx](#)

- They are responsible for promoting a safe environment for adults at risk
- To ensure policies and procedures are up to date and communicated
- To provide advice and support to staff and volunteers who are concerned about an adult
- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that an adult maybe subject to abuse or neglect
- Ensure that any concerns about an adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed
- To liaise with our Exec Board on our safeguarding practice (via a nominated lead role)
- They know the contact details of relevant statutory agencies
- Ensure appropriate recording framework and awareness of such
- To lead on training, learning and induction needs

6. Recognising the Signs and Symptoms of Abuse

All staff must attend training which covers the signs and symptoms of abuse every three years. These are also summarised at Appendix 1.

7. Becoming Aware of a Safeguarding Issue

There are many ways in which Leeds GATE staff and volunteers may become aware of a Safeguarding Issue, these include:

- an adult at risk whose appearance, behaviour or statements cause suspicion of abuse and/or neglect;
- an adult at risk reports an incident(s) of alleged abuse which occurred some time ago;

- a report is made regarding the serious misconduct of a worker towards an adult at risk.
- a third party or anonymous allegation is received;

Reporting concerns about yourself:

If you are experiencing harm within Leeds GATE you should contact Ellie Rogers, Lead Safeguarding Officer and CEO. If you would prefer you can contact another member of staff who will help you raise the issue with the Safeguarding Lead.

If the Safeguarding Lead is involved in your concern you can contact Mary Cunningham, Operational Lead or Sinead Cregan, Exec Board Safeguarding Lead. You can contact us via the main office line on 0113 2402444 and we will get back to you.

At all stages you are welcome to have someone you trust support you and help you explain what has happened.

If you are in immediate danger or need immediate medical assistance contact emergency services on 999.

8. Stages to Follow if you are worried about an adult at risk

Leeds GATE recognises our duty to respond to concerns about an adult at risk quickly and seriously. We should never think someone else is dealing with it.

Stage 1:

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues.

Is the person in immediate danger or need immediate medical attention?

No

Yes

Seek medical attention or contact emergency services **999**

Is a serious crime in progress or been committed?

No

Yes

Contact the police **999**

Is it safe to speak with the adult?
What does the adult want to happen?
If you know their views include those throughout the process.

Speak to your line manager and report your concerns without delay. If you need further advice speak to our Operational Safeguarding Lead, Mary Cunningham **07936953790**

Record your concerns and actions using a Safeguarding Form on CiviCRM. Copy in the relevant colleagues who may be working with the individual. Always copy in Mary Cunningham, Operational Safeguarding Lead so she is aware of active concerns.

9. Responding to a Concern or a Direct Disclosure

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 it seriously.
- 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.
- 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 your line manager and Mary Cunningham, Operational Safeguarding Lead.
- Ask for their consent for the information to be shared outside the organisation.
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support
- Act swiftly to report and carry out any relevant actions.
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern, should complete a pro-forma on CiviCRM database using their unique ID and log in (this acts as a digital signature). Please see the Case Note Guidance found at: Policies and Procedures / Safeguarding / Policies & Procedures / Safeguarding Case Note Guidance

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone

Please note organisational responses to non-recent / historical abuse must be of as high a standard as a response to current abuse. It is also imperative to ascertain if the alleged perpetrator has current access to children or vulnerable persons.

Stage 2

The manager or safeguarding lead must first ensure they have enough information to make a

decision and if not seek that information.

We may need to take immediate action to secure increased safety for a family such as making referrals, seeking emergency accommodation or providing emergency welfare packages or vouchers. This work must always be prioritised.

The Safeguarding lead may decide we need to seek further information from other professionals involved with a family and seek to organise a professionals meeting to gather a team around the person.

The Safeguarding lead may decide that we need to seek advice from adult social care.

The Safeguarding lead may decide that we need to make a referral to adult social care, any referrals made on the phone must be followed up in writing within 24 hours.

Where applicable, parents / carers will need to be informed about any referral to Adult Social Care, unless to do so would place the person at an increased risk of harm.

All decision making and actions must be recorded using the safeguarding log on CiviCRM.

10. Managing Allegations made against a member of staff or volunteer.

Leeds GATE will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the adult at risk is safe and away from the person against whom the allegation is made.
- The Lead for Safeguarding should be informed immediately. In the case of an allegation involving the lead, the deputy or the Exec Board lead role (Sinead Cregan) should be contacted.
- The Lead Person should ensure they understand what has happened through understanding:
 - what is the adult saying?
 - what is happening right now and what is causing concern?
 - what are the challenges and vulnerabilities for the adult and member of staff?
 - what has triggered this concern? (Is there a pattern)
 - what will happen if things don't change?
 - what are the positives and strengths for the adult and member of staff?
- The individual who first received/witnessed the concern should make a full written record on an incident reporting form of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or Adult Social Care.
- If we think abuse has occurred we must contact Adult Safeguarding and the police.
- Regardless of whether a police and/or Adult Social Care investigation follows, Leeds GATE will

ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident.

- For the practitioner involved, the assessment and subsequent action will be stressful whatever the outcome and support for each individual must be considered and acted upon.
- If Leeds GATE removes an individual (paid worker or unpaid volunteer) from work such as looking after vulnerable adults (or would have, had the person not left first) because the person poses a risk of harm, the organisation must make a referral to the Disclosure and Barring Service.

11. Safe Recruitment

Please see Safer Recruitment Policy which is found in Policies and Procedures / Recruitment / Polices & Procedures / Safer Recruitment Policy

12. Management and Supervision of Staff and Volunteers

All staff and volunteers are managed and supervised according to Leeds GATE policies and procedures. Each individual job and role description outlines their responsibilities to follow the organisations safeguarding policies and procedures.

Our supervision forms include a section on Safeguarding which it is mandatory to cover. Supervisions happen 6 weekly for all staff and volunteers. The lead safeguarding role audits supervision forms to check Safeguarding is being appropriately discussed.

Informal supervision and line management occurs on a day to day basis and senior staff and safeguarding leads have an open door policy about any safeguarding concerns. We also operate a manager on call system.

We also have a Reflective Supervision offer with regard to Safeguarding, details of which can be found at: Policies and Procedures / Safeguarding / Policies & Procedures / Reflective Supervision Offer

We have a staff wellbeing offer which includes 6 free sessions of coaching, external supervision, counselling or other wellbeing support from an approved provider. All approved providers must attend our training and be fully onboarded to ensure compliance, safeguarding and cultural safety for staff accessing this offer.

Safeguarding training is mandatory and details of this are recorded via our Safeguarding Training Plan and this is signed off via the Exec Board.

13. Recording and managing confidential information.

As referred to above the system for recording safeguarding concerns is via our CiviCRM database, Safeguarding Form. Where the concern poses a risk, the risk assessment procedure will be followed. Where the concern represents an incident, our incident reporting system will be followed. The details of these are clearly described in the relevant policies.

Details of this system are supplied to all staff on induction. Staff are advised to fill in the form as soon as possible and within 24 hours.

Please see the Case Note Guidance found at: Policies and Procedures / Safeguarding / Resources / Safeguarding Case Note Guidance

Leeds GATE operates a privacy notice which states:

"We will not share your personal information with another organisation unless there are exceptional circumstances or you have given consent, for example you have agreed that we can refer you to another organisation to access their support.

Exceptional circumstances means situations where we have been asked to provide information that we are legally obliged to provide, such as a court of law, or where we consider that there is a high risk to the safety of a member, their family or household or the wider public. Wherever possible in these circumstances, we will let you know that we will be sharing this information and who we will be sharing it with."

All clients need to have their attention drawn to this policy as early in their relationship with GATE as possible, particularly where literacy is an issue.

We will always attempt to gain consent to share information where it is safe to do so.

The circumstances where we may need to share without consent include:

- Where to seek consent would put the individual or the staff member at risk
- If we think someone else, including children, is at risk
- We believe the adult is being coerced
- We need to prevent or report serious crime
- The adult lacks mental capacity to consent
- The person causing harm has care and support needs

If we do share without consent we should explain this to them (where safe to do so) and any further actions should still fully include them.

We should record our decisions making around information sharing.

We should share information that is necessary, proportionate, relevant, adequate, accurate, timely and secure.

14. Disseminating/Reviewing Policies and Procedures

Leeds GATE will review the Adult Safeguarding Policy every two years. The policy will then be reviewed and signed off by the Exec Board Safeguarding Lead.

All staff and volunteers will be informed that the policy has been updated via email, share drive and a team meeting.

Safeguarding Policies are displayed on noticeboards, on our website and discussed with members where necessary and appropriate.

15. Responsibilities for Executive Board

The Executive Board understand it is ultimately their responsibility to ensure that the organisation has and implements safeguarding policies and procedures. The Executive Board appoint a safeguarding lead who has relevant experience and qualifications and is DBS checked. This person oversees the organisational safeguarding lead and deputy to ensure:

- All staff understand their legal duties and responsibilities (through training, development, induction and support)
- Ensure all workers recognise signs and symptoms of abuse
- Ensure all workers have enhanced DBS checks where appropriate
- Have correct policies covering activities e.g. – health and safety, lone working, etc
- Provide information about procedures to follow if an allegation is made
- Understand what is good safeguarding practice and take responsibility for ensuring this is undertaken by all staff within the organisation

16. West Yorkshire Safeguarding Contacts

Leeds

Adult Social Care: 0113 222 4401 (Monday to Friday 9am – 5pm, except Wednesdays when we're open from 10am)

Adult Social Care Emergency Duty Team (out of hours, weekends and bank holidays): 0113 378 0644

Bradford

01274 431077

The Safeguarding Duty Team cannot screen safeguarding concerns outside of working hours so if out of hours or requires urgent response contact the Emergency Duty Team direct on **01274 435400**.

Wakefield

Adults and Children & YP: **0345 8503 503** to speak to the Integrated Front Door

Calderdale

If you need guidance or advice, you can call gateway to care on **01422 393000**.

To contact us out of normal working hours, call our Emergency Duty Team on **01422 288000**.

Kirklees

Adults: Contact the Community Health and Social Care Hub by phone [0300 304 5555](tel:03003045555)

Opening times Monday to Thursday 8am-5pm Friday 8am-4.45pm

Out of hours [01484 414933](tel:01484414933) as all calls are diverted to our **Emergency Duty Team**

What is abuse?

Abuse can happen anywhere

Abuse may be committed by anyone

Abuse can take many forms

Whatever the circumstances, abuse is always wrong, and we need to consider how we can support the person bring the abuse to an end.

Whether someone is experiencing abuse, depends on the specific circumstances of what is happening. These are only examples below of what amounts to abuse:

Physical abuse - includes hitting, kicking, misuse of medication, inappropriate sanctions or unlawful / inappropriate restraint

Domestic abuse - is "an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been an intimate partners or family member regardless of sexuality.

Sexual abuse - includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting.

Psychological abuse - includes threats of harm or abandonment, humiliation, blaming, controlling, coercion, harassment, verbal abuse.

Financial and material abuse - includes theft, fraud, exploitation, pressure in connection with financial matters, or the misuse of someone else's finances.

Modern slavery - includes human trafficking, forced labour and domestic servitude.

Neglect and acts of omission - includes ignoring medical or physical care needs, and the withholding of necessities, such as medication and adequate nutrition.

Discriminatory abuse - includes abuse, such as harassment, slurs or hate crime based on a person's race, sex, disability, faith, sexual orientation, or age.

Organisational abuse - where any of these forms of abuse noted above are caused by the way an organisation practices, this is called 'organisational abuse'.

Self-neglect - includes situations where a person is declining support with their care needs, hygiene, health or their environment, and this is having a significant impact on their overall wellbeing.

Non-recent abuse (also known as historical abuse) - Non-recent abuse is an allegation of neglect, physical, sexual, or emotional abuse made by or on behalf of someone else. This can be either: someone who is an adult (18 years or over) and the allegation relates to an incident that took place when the alleged victim was under 18 years old, or someone who is still a child (under 18 years) and the allegation relates to an incident that took place when the alleged victim was a younger child. Organisational responses must be of as high a standard as a response to current abuse. It is also imperative to ascertain if the alleged perpetrator has current access to children or vulnerable persons.

Controlled Document

Document Name: **Adult Safeguarding Policy**

Document Reference Number **SG1**

Document Version Number 4

Review Schedule Every year

Next review due 18/04/2026

Minor Amends made 19/11/24 to include non-recent abuse, clarify wording around Leeds ASC numbers and explicitly state abuse is not tolerated.

Reviews and amends made 10/04/2025:

- Safeguarding lead roles to include team leaders.
- Review schedule every year

Reviews and amends 02/07/25:

- Removed named team leader roles from safeguarding lead roles document
- Change language to Executive Board
- Added in staff wellbeing offer

Owner (Responsibility)

Safeguarding Lead

Document Description

This document sets out the organisations policy and procedures for safeguarding vulnerable adults

Implementation and Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the policy owner and Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

All aspects of this Policy shall be open to review at any time. If you have any comments or suggestions on the content of this policy please speak to the policy owner