



Survivors'
Network

Survivors' Network Safeguarding Adults Policy

Date Agreed: May 2021

Review Date: June 2024

Safeguarding Adults Policy

The purpose and scope of this policy statement

Survivors' Network is part of the Rape Crisis Network of services supporting survivors (of all ages and genders) of sexual violence and abuse in Sussex. Our vision is that we all unite to confront sexual violence, abuse and harassment so that no one has to face the impacts alone.

It is crucial that the staff of Survivors' Network uphold the highest standards of professional and ethical conduct while working for Survivors' Network since the actions of all staff reflect on the reputation and principles of our organisation.

Survivors' Network is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines. We will safeguard adults by ensuring that our services are delivered in a way which keeps all adults safe.

Survivors' Network is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

Survivors' Network is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

The purpose of this policy document is:

- to protect vulnerable adults who receive Survivors' Network services from harm;
- to provide staff and volunteers, as well as stakeholders including service users, with the overarching principles that guide our approach to safeguarding vulnerable adults.

This policy is mandatory and applies to all staff (sessional and contracted), trustees, external supervisors, consultants, and volunteers in Survivors' Network. It is essential that all staff, trustees, volunteers, beneficiaries, donors and the general public are aware of its central messages and any duties/responsibilities it places on them.

This policy refers to people over the age of 18.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect vulnerable adults in England including:

Care Act 2014
Mental Capacity Act 2005
Sussex Safeguarding Adults Policy and Procedures, edition 4
Making Safeguarding Personal approach

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Safeguarding Adults Procedure
- Safeguarding Children and Young People Policy and Procedure
- Guidance for supporting suicidal clients
- Professional Code of conduct
- Data Protection Policy and Guidance for staff on data protection
- Confidentiality Policy
- Staff recruitment policy
- Health and Safety Handbook
- Lone-working policy
- Complaints policy
- Volunteer Policy
- Whistleblowing Policy
- Grievance Procedure
- Disciplinary Procedure

Key Safeguarding contacts

Named Person Responsible for Safeguarding Vulnerable Adults: Survivors' Network CEO

Trustee Directly Responsible for Safeguarding Vulnerable Adults: The Chair of the Board

We believe that:

- Everyone has the right to live free from abuse or neglect and we recognise the additional intersections and needs that may arise from age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status;
- Safeguarding is everybody's responsibility and we are committed to prevent abuse and neglect through safeguarding the welfare of all adults and to practise in a way that protects them;
- Health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

- Actions taken by Survivors' Network staff and volunteers will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

We recognise that:

- There is a legal framework within which our service needs to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures;
- Safeguarding vulnerable adults is a part of the wider role of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific vulnerable adults who are suffering or are at risk of suffering significant harm. As Survivors' Network staff and volunteers, we have a responsibility to safeguard vulnerable adults and promote their welfare;
- It is the right of adults who have mental capacity to make their own choices, irrespective of how unwise we may consider certain decisions to be. Survivors' Network adopts the Mental Capacity Act 2005 presumption of mental capacity, unless a person's apparent comprehension of a situation gives rise to doubt. We recognise the right of people to make their own decisions. The mental capacity of the adult concerned to consent to information being shared is a key element in considering any onward disclosure to another agency. This is important in helping us to take appropriate and proportionate action in response to a concern;
- Safeguarding and promoting the welfare of vulnerable adults – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. Some of the most vulnerable adults and those at greatest risk of social exclusion, will need co-ordinated help from health, education, social care, and quite possibly the voluntary sector and other agencies, including justice services.

In applying these principles we aim to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- Stop abuse or neglect wherever possible;
- Safeguard adults in a way that supports them in making choices and having control about how they want to live;
- Promote an approach that concentrates on improving life for the adults concerned.

The Survivors' Network management team aims to be open and inclusive. We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Training

All Survivors' Network staff will have compulsory statutory training in Safeguarding Vulnerable Adults once every three years. Additionally, those who are in frontline roles and those who support operational staff will have yearly refresher training with an emphasis on best practice and internal procedure.

Supervision and Support

Survivors' Network is committed to providing effective management and support for staff and volunteers through supervision to identify any gaps in practice or knowledge in relation to safeguarding. Volunteers and therapists receive clinical supervision while staff receive line management and clinical supervision. Safeguarding is covered in case management meetings and within supervision.

Recording

All safeguarding concerns, actions and correspondence will be stored professionally and securely in line with data protection legislation and guidance. See the Confidentiality Policy, Data Protection Policy and Data Protection guidance for staff.

Safe environment

Staff will ensure that we provide a safe physical environment for vulnerable adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance. See our Health and Safety policy and Lone working Policy for details.

Raising complaints / whistleblowing

Survivors' Network are committed to ensuring that we have effective complaints and whistleblowing measures in place. Details of how we respond if a member of staff, volunteer, trustee, client, or member of the public believes that a Survivors' Network member of staff, volunteer or trustee has behaved in a way that has caused harm to a vulnerable adult or exposed a vulnerable adult to harm or behaved in a way that indicates that they are unsuitable to work with vulnerable adults, either in their present role or in any capacity, are escalated through the established safeguarding processes supported by the Whistleblowing Policy.

Survivors' Network Safe Recruitment Practices

Survivors' Network is committed to recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made, as outlined in the Staff Recruitment policy.

Appendix 1:

Survivors Network Safeguarding Flow chart

Do you have any concerns about a child or vulnerable adult's safety?
If the risk is immediate and serious do not hesitate to call 999 and pass on your concerns

YES

Discuss your concerns with your line manager / relevant coordinator. If they are not available, call another manager. If you are working after 5pm, use the on-call manager. For the on-call managers rota please check the white board in the main office or on Sharepoint. The on call managers contact details:

Antonia Madden: 07403 392 348

Jay Breslaw – 07960 021 743

Katie Cotterell Snow – 07530 908 235

Aimee Pepper – 07736 294 142

Carys Jenkins: 07923 230 989

Tania Barros – 07548 88 9592

Helen Race – 07739 318 874

Safeguarding lead trustee: - Sophie Gibson 07796 334415

Do you still have any concerns?

NO

YES

If possible, explain your concerns to the client first and that you will need to share those concerns with someone who can help.

Children and Young People

In Brighton and Hove: Complete the online form here:
<https://www.brighton-hove.gov.uk/families-children-and-learning/tell-us-if-you-are-worried-about-child>

In West Sussex: Complete the online form here:
<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

In East Sussex: Complete the online form here:
<https://earlyhelp.eastsussex.gov.uk/web/portal/pages/precontactpage>

Adults

In Brighton and Hove: <https://www.brighton-hove.gov.uk/adult-social-care/adult-abuse-form-members-public>

In East Sussex:
<https://adultsocialcare.eastsussex.gov.uk/web/portal/pages/presafeguardingpage>

In West Sussex: <https://www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult/>

No referral needed
Create a case note on DMPS. Detail what you were told by the client and any discussion with / advice given by managers
Continue to work with client considering additional support needs as appropriate

1. Create a case note on DMPS. If a sessional counsellor, please detail in your handwritten notes. Detail what you were told by the client and any discussion with / advice given by managers.
2. Inform client referral to external agency required (if safe)
3. Before sending, read the contents of the referral to the client (if appropriate to do so)
4. Send a referral using the online form and record what information you have sent.
5. Send an email with this information to your line manager copying in Head Of Operations.
6. If possible update the client and continue to offer support
7. Debrief with colleagues and/or the on-call manager
8. If sessional counsellor or volunteer, a coordinator will carry out steps 2-6 and will feed back to you. If you receive additional information from the client you must pass this to the relevant coordinator.