



The Gatton Trust Limited

Adults at Risk Policy

**The Designated Named Person for Safeguarding Adults in The
Gatton Trust is Louise Miller
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This policy was originated by Louise Miller

**To be approved March 2022
It is next due for re-approval during March 2024**

Adults at Risk Policy

Safeguarding Adults Policy Statement

This policy will enable The Gatton Trust to demonstrate its commitment to keeping safe the adults at risk with whom it works. The Gatton Trust acknowledges its duty to react appropriately to any allegations, reports or suspicions of abuse.

The Policy Statement and Procedures have been drawn up in order to enable The Gatton Trust to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of adults at risk. Adults at risk are defined as:

- People aged 18 or over
- can't look after their own well-being, property, rights or other interests
- is at risk of harm from themselves or someone else
- is disabled, or has a mental disorder, illness or physical or mental infirmity that means they are more vulnerable to being harmed than other adults.

Being disabled or having a condition does not automatically mean that an adult is at risk. A person can be disabled but able to look after their own well-being. Their circumstances as a whole should be considered and all 3 elements of the definition must be met in order for them to be classed as an adult at risk.) -*Citizens Advice Bureau*

This policy applies to all staff, trustees, volunteers, students and anyone working on behalf of The Gatton Trust.

It is acknowledged that significant numbers of adults at risk are abused and it is important that The Gatton Trust has a Safeguarding Adults Policy, a set of

procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy, The Gatton Trust will work:

- to manage activities in a way which promotes safety and prevents abuse
- recruit staff and volunteers safely, ensuring all necessary checks are made
- to ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to promote the freedom and dignity of the person who has or is experiencing abuse
- provide effective management for staff and volunteers through support and training

The Designated Named Person for Safeguarding Adults in The Gatton Trust is Louise Miller.

She should be contacted for support and advice on implementing this policy and procedures.

Procedures

These procedures have been designed to ensure the welfare and protection of all adults who work, volunteer or study at Gatton Park. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. The Gatton Trust is committed to the belief that the protection of adults at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all staff and volunteers act appropriately in response to any concern around adult abuse.

1. Preventing abuse

The Gatton Trust is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within The Gatton Trust will be treated with respect.

The Gatton Trust is committed to safer recruitment policies and practices for paid staff, trustees and volunteers.

- For volunteers contacting us via an organisation which indicates they are vulnerable, a risk assessment is to be carried out for each adult. With assistance from their support workers and their charitable organisation we will consider whether it is safe for them to work alone, or in a 1:1 situation, what support and care needs are required, and who will provide that support.
- Those volunteers not coming from such an organisation will be assumed not to be adults at risk, but our staff will use their own judgement on meeting each volunteer.
- DBS disclosures for staff and volunteers before they start.
- Ensure references are taken up
- Ensure next of kin details are up to date
- All staff are to have a good knowledge and understanding of the policy

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

2. Recognising the signs and symptoms of abuse

The Gatton Trust is committed to ensuring that all staff gain a basic awareness of the signs and symptoms of abuse.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (No Secrets: Department of Health, 2000)

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

3. Designated Named Person for safeguarding adults

The Gatton Trust has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, contact any member of staff or trustees, Peter Dawson is based in the Foundation Office. The Designated Named Person for Safeguarding Adults:

Louise Miller louisemiller@gatton-park.org.uk
01737 649 066

If you feel unable to contact any of these options please contact the Surrey County Adult Social Care Team directly. See below for contact details.

During office hours, contact the Adult social care help line: 0300 200 1005

Or out of hours call their emergency duty team on: 01483 517898.

Email: ascmash@surreycc.gov.uk

4. Responding to people who have experienced or are experiencing abuse

The Gatton Trust recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned they are right to have told you
- Listen to what they are saying

- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- Reassure and look after person who experienced abuse
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff and volunteers and/or other adults safe
- To inform Louise Miller or one of the other staff members.
- To record what happened

If you suspect abuse has taken place because you see or overhear something, ie not an outright disclosure or event, the priorities will be:

- To keep yourself, staff and volunteers and/or other adults safe
- To inform Louise Miller or one of the other staff members.
- To record what happened

5. Managing an allegation made against a member of staff or a volunteer

The Gatton Trust will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

Louise Miller will liaise with Adult Social Care to discuss the best course of action and to ensure that The Gatton Trust's disciplinary procedures are

coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

6. Recording and managing confidential information

The Gatton Trust is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/concerns should be recorded. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

This information will be secured in a locked filing cabinet in the Park & Gardens Office at Gatton Park. Access to this information will be restricted to Louise Miller

Person completing the form:
Phone contact details:
Date of completing this form:

Details of incident/suspected or actual abuse	
Date of alleged incident/harm:	Area where incident/harm took place:
Time of alleged incident/harm:	Who reported the harm:
	Date of report:
Who was involved:	
Details of Alleged Victim Name:	Is this person considered at risk? If so how?:
Address:	Any other details (e.g. communication needs):

Date of Birth:	
Phone :	
Details of Alleged Perpetrator	
Name :	Relationship to victim:
Address:	Are they a vulnerable adult? Yes/No
Date of Birth:	Alleged perpetrators vulnerability (if applicable):
Phone Contact:	Any other details:
If the alleged perpetrator is a staff member please provide staff details (E.g. job role, employer, address of place of work)	
Have you made the victim aware that details of the incident are being recorded and will be investigated:	
Yes/No	
If not, why not?	
Description of alleged incident / alleged harm, detailing all people involved including witnesses	
On this page please give a detailed description of the incident (please include times) and any other comments you feel are relevant. If necessary attach further pages.	

What action did you take immediately after the incident/allegation of harm (E.g. administered first aid, asked perpetrator to leave, took victim to secure area)	
Were the Police called: Yes / No	Were any other emergency services called: If yes, which service(s)? Yes / No
Names and badge numbers of Police:	Outcome: (Response time, taken to hospital etc)
Are there any other Agencies involved? Yes/No	Please provide details of agencies:
Are there any capacity issues Yes/ No	Please provide details:
Has the victim made any previous referrals/alerts to The Gatton Trust? Yes/No	Please provide details (e.g. dates, type of abuse):
Have any immediate actions been identified to reduce the potential for further abuse? Yes/No	Is the victim in immediate danger of further abuse? Yes/No
Has an initial assessment been made to determine further potential risk to the victim? Yes/No	What actions have been taken to reduce the potential for further abuse?
Are there any risks to others? Yes/No (Adults at risk, children)	Please provide details (include who this information has been shared with – e.g. Children’s Social Care, Police):
Signed:	Date:
	Time:

(Optional) Signature of adult at risk:	Date:
	Time:
Signature of witness	Date:
	Time:

This form should be given to Louise Miller or the member of staff you have contacted about the incident as soon as possible after being made aware.

What to expect after reporting an incident:
 Usually the person reporting the incident doesn't hear anything further, but that doesn't mean nothing is being done. An important part of multi agency safeguarding is putting together all the small puzzle pieces. Witnessing abuse or receiving a disclosure can also be upsetting. Please contact Louise Miller or the other member of staff you have contacted about the incident – they will be able to offer you support.

This is a confidential document and should be stored

Decision by Safeguarding Manager

Safeguarding Alert Yes / No

If No – please give reasons for decision