

Little gate farm adult safeguarding policy



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Policy statement

Organisation: Little Gate Farm

What we do at the farm

Little Gate Farm is a care farm for learning disabled adults and adults with autism, who we call 'trainees'. Trainees can be upwards of 19yrs. The aim of the project is to find our trainees paid jobs in the local community, through our supported employment program. The farm is where the employment training begins and trainees engage in a wide variety of activities, that include woodland, animal care, horticulture and catering. These activities are used as a tool to build employment skills, and trainees will focus on key development areas, including confidence, communication, independence and work skills. When the trainee is ready and we have found a paid job they want to pursue, then we place a job coach with them in role, supporting them until they can do the job on their own.

Trainees can come from all walks of life and many ages. Disabilities can include complex needs, milder to more severe learning disabilities, Autism, Asperger's, Downs Syndrome & chromosomal disorders, communication difficulties and physical disabilities. Many of our trainees have been socially isolated, been targets of discrimination and abuse & are affected by the problems associated with poverty such as unemployment, poor housing, a culture of worklessness & simply a lack of money for basic items. In addition, many trainees also have mental health issues, including depression and anxiety, which again has led to more isolation and difficulty in engaging and thriving in life. We as an organisation, aim to help support our trainees in a safe and a secure environment, helping them to have less reliance on benefits, improve their physical and mental health, help increase their social connections/friendship and find a sense of purpose.

While working with our trainees it is essential that we remain vigilant to signs of abuse. Even as adults, the trainees have different needs and vulnerability, meaning that there is an increased risk of abuse. Therefore, effective safeguarding is essential to ensure that our trainees are protected and are working and living in a safe environment.

Safeguarding is the action that is taken to promote the welfare of our vulnerable adults and protect them from harm.

What Safeguarding means:

- protecting vulnerable adults
- preventing neglect and harm to vulnerable adults health
- ensuring that the care provision of vulnerable adults is safe and effective
- taking action to enable all vulnerable adults to have the best lives and outcomes.

Effective adult safeguarding is part of the safeguarding process. It focuses on protecting vulnerable individuals from suffering or likely to suffer significant harm. This includes adult safeguarding procedures which detail how to respond to concerns of abuse.

The Care Act 2014 is a major step forward in safeguarding adults who are experiencing or are at risk of abuse or neglect, and are unable to protect themselves.

- Learning disabled adults can be abused in families, institutional settings or, more rarely, by trainees.
- Abuse is caused by someone inflicting harm or knowingly not preventing harm
- There is an increased vulnerability to learning disabled adults, because they are more dependent and have less control over their lives and are often cared for by others

Little Gate Farm follows the guidelines, laid down within the Care Act 2014 These include:

- Taking action to identify and prevent abuse from happening
- Responding appropriately when abuse has or is suspected
- Ensuring that the agreed safeguarding procedures are followed at all times
- Providing support, advice and resources to staff in responding to adult safeguarding issues.
- Ensuring staff are aware of their responsibilities and attend regular training

Duty to Safeguard Adults

Everyone has the right to live their lives free from violence and abuse. This right is underpinned by the Human Rights Act (1998)

These rights include:

- the Right to life
- the Right to Freedom from torture (including humiliating and degrading treatment)
- the Right to family life' (one that sustains the individual)

Recognising abuse and procedures

The main types of abuse

1. Physical abuse
2. Domestic violence or abuse
3. Sexual abuse
4. Psychological or emotional abuse
5. Financial or material abuse
6. Modern slavery
7. Discriminatory abuse
8. Organisational or institutional abuse
9. Neglect or acts of omission
10. Self-neglect

Physical abuse

Types of physical abuse

- ❖ Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- ❖ Rough handling
- ❖ Scalding and burning
- ❖ Physical punishments
- ❖ Inappropriate or unlawful use of restraint
- ❖ Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)

- ❖ Involuntary isolation or confinement
- ❖ Misuse of medication (e.g. over-sedation)
- ❖ Forcible feeding or withholding food
- ❖ Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

Possible indicators of physical abuse

- ❖ No explanation for injuries or inconsistency with the account of what happened
- ❖ Injuries are inconsistent with the person's lifestyle
- ❖ Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- ❖ Frequent injuries
- ❖ Unexplained falls
- ❖ Subdued or changed behaviour in the presence of a particular person
- ❖ Signs of malnutrition
- ❖ Failure to seek medical treatment or frequent changes of GP

Domestic violence or abuse

Types of domestic violence or abuse

- ❖ psychological
- ❖ physical
- ❖ sexual
- ❖ financial
- ❖ emotional.

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- ❖ acts of assault, threats, humiliation and intimidation
- ❖ harming, punishing, or frightening the person
- ❖ isolating the person from sources of support
- ❖ exploitation of resources or money
- ❖ preventing the person from escaping abuse
- ❖ regulating everyday behaviour.

Possible indicators of domestic violence or abuse

- ❖ Low self-esteem
- ❖ Feeling that the abuse is their fault when it is not
- ❖ Physical evidence of violence such as bruising, cuts, broken bones
- ❖ Verbal abuse and humiliation in front of others
- ❖ Fear of outside intervention
- ❖ Damage to home or property
- ❖ Isolation – not seeing friends and family
- ❖ Limited access to money

Sexual abuse

Types of sexual abuse

- ❖ Rape, attempted rape or sexual assault
- ❖ Inappropriate touch anywhere
- ❖ Non- consensual masturbation of either or both persons
- ❖ Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- ❖ Any sexual activity that the person lacks the capacity to consent to
- ❖ Inappropriate looking, sexual teasing or innuendo or sexual harassment
- ❖ Sexual photography or forced use of pornography or witnessing of sexual acts
- ❖ Indecent exposure

Possible indicators of sexual abuse

- ❖ Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- ❖ Torn, stained or bloody underclothing
- ❖ Bleeding, pain or itching in the genital area
- ❖ Unusual difficulty in walking or sitting
- ❖ Foreign bodies in genital or rectal openings
- ❖ Infections, unexplained genital discharge, or sexually transmitted diseases
- ❖ Pregnancy in a woman who is unable to consent to sexual intercourse
- ❖ The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- ❖ Incontinence not related to any medical diagnosis
- ❖ Self-harming
- ❖ Poor concentration, withdrawal, sleep disturbance
- ❖ Excessive fear/apprehension of, or withdrawal from, relationships
- ❖ Fear of receiving help with personal care
- ❖ Reluctance to be alone with a particular person

Psychological or emotional abuse

Types of psychological or emotional abuse

- ❖ Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- ❖ Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- ❖ Preventing someone from meeting their religious and cultural needs
- ❖ Preventing the expression of choice and opinion
- ❖ Failure to respect privacy
- ❖ Preventing stimulation, meaningful occupation or activities
- ❖ Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- ❖ Addressing a person in a patronising or infantilising way
- ❖ Threats of harm or abandonment
- ❖ Cyber bullying

Possible indicators of psychological or emotional abuse

- ❖ An air of silence when a particular person is present
- ❖ Withdrawal or change in the psychological state of the person
- ❖ Insomnia
- ❖ Low self-esteem
- ❖ Uncooperative and aggressive behaviour
- ❖ A change of appetite, weight loss/gain

- ❖ Signs of distress: tearfulness, anger
- ❖ Apparent false claims, by someone involved with the person, to attract unnecessary treatment

Financial or material abuse

Types of financial or material abuse

- ❖ Theft of money or possessions
- ❖ Fraud, scamming
- ❖ Preventing a person from accessing their own money, benefits or assets
- ❖ Employees taking a loan from a person using the service
- ❖ Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- ❖ Arranging less care than is needed to save money to maximise inheritance
- ❖ Denying assistance to manage/monitor financial affairs
- ❖ Denying assistance to access benefits
- ❖ Misuse of personal allowance in a care home
- ❖ Misuse of benefits or direct payments in a family home
- ❖ Someone moving into a person's home and living rent free without agreement or under duress
- ❖ False representation, using another person's bank account, cards or documents
- ❖ Exploitation of a person's money or assets, e.g. unauthorised use of a car
- ❖ Misuse of a power of attorney, deputy, appointeeship or other legal authority
- ❖ Rogue trading – eg. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Possible indicators of financial or material abuse

- ❖ Missing personal possessions
- ❖ Unexplained lack of money or inability to maintain lifestyle
- ❖ Unexplained withdrawal of funds from accounts
- ❖ The person allocated to manage financial affairs is evasive or uncooperative
- ❖ The family or others show unusual interest in the assets of the person
- ❖ Recent changes in deeds or title to property
- ❖ Rent arrears and eviction notices
- ❖ A lack of clear financial accounts held by a care home or service
- ❖ Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- ❖ Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- ❖ Unnecessary property repairs

Modern slavery

Types of modern slavery

- ❖ Human trafficking
- ❖ Forced labour
- ❖ Domestic servitude
- ❖ Sexual exploitation, such as escort work, prostitution and pornography
- ❖ Forced to work to pay off debts that realistically they never will be able to

Possible indicators of modern slavery

- ❖ Signs of physical or emotional abuse
- ❖ Appearing to be malnourished, unkempt or withdrawn
- ❖ Isolation from the community, seeming under the control or influence of others

- ❖ Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- ❖ Lack of personal effects or identification documents
- ❖ Always wearing the same clothes
- ❖ Avoidance of eye contact, appearing frightened or hesitant to talk to staff
- ❖ Fear of law enforcers

Further Home Office information on identifying and reporting modern slavery

Discriminatory abuse

Types of discriminatory abuse

- ❖ Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as **'protected characteristics' under the Equality Act 2010**)
- ❖ Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- ❖ Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- ❖ Harassment or deliberate exclusion on the grounds of a protected characteristic
- ❖ Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- ❖ Substandard service provision relating to a protected characteristic

Possible indicators of discriminatory abuse

- ❖ The person appears withdrawn and isolated
- ❖ Expressions of anger, frustration, fear or anxiety
- ❖ The support on offer does not take account of the person's individual needs in terms of a protected characteristic

Organisational or institutional abuse

Types of organisational or institutional abuse

- ❖ Discouraging visits or the involvement of relatives or friends
- ❖ Run-down or overcrowded establishment
- ❖ Authoritarian management or rigid regimes
- ❖ Lack of leadership and supervision
- ❖ Insufficient staff or high turnover resulting in poor quality care
- ❖ Abusive and disrespectful attitudes towards people using the service
- ❖ Inappropriate use of restraints
- ❖ Lack of respect for dignity and privacy
- ❖ Failure to manage residents with abusive behaviour
- ❖ Not providing adequate food and drink, or assistance with eating
- ❖ Not offering choice or promoting independence
- ❖ Misuse of medication
- ❖ Failure to provide care with dentures, spectacles or hearing aids
- ❖ Not taking account of individuals' cultural, religious or ethnic needs
- ❖ Failure to respond to abuse appropriately
- ❖ Interference with personal correspondence or communication
- ❖ Failure to respond to complaints

Possible indicators of organisational or institutional abuse

- ❖ Lack of flexibility and choice for people using the service
- ❖ Inadequate staffing levels
- ❖ People being hungry or dehydrated
- ❖ Poor standards of care
- ❖ Lack of personal clothing and possessions and communal use of personal items
- ❖ Lack of adequate procedures
- ❖ Poor record-keeping and missing documents
- ❖ Absence of visitors
- ❖ Few social, recreational and educational activities
- ❖ Public discussion of personal matters
- ❖ Unnecessary exposure during bathing or using the toilet
- ❖ Absence of individual care plans
- ❖ Lack of management overview and support

Neglect and acts of omission

Types of neglect and acts of omission

- ❖ Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- ❖ Providing care in a way that the person dislikes
- ❖ Failure to administer medication as prescribed
- ❖ Refusal of access to visitors
- ❖ Not taking account of individuals' cultural, religious or ethnic needs
- ❖ Not taking account of educational, social and recreational needs
- ❖ Ignoring or isolating the person
- ❖ Preventing the person from making their own decisions
- ❖ Preventing access to glasses, hearing aids, dentures, etc.
- ❖ Failure to ensure privacy and dignity

Possible indicators of neglect and acts of omission

- ❖ Poor environment – dirty or unhygienic
- ❖ Poor physical condition and/or personal hygiene
- ❖ Pressure sores or ulcers
- ❖ Malnutrition or unexplained weight loss
- ❖ Untreated injuries and medical problems
- ❖ Inconsistent or reluctant contact with medical and social care organisations
- ❖ Accumulation of untaken medication
- ❖ Uncharacteristic failure to engage in social interaction
- ❖ Inappropriate or inadequate clothing

Self-neglect

Types of self-neglect

- ❖ Lack of self-care to an extent that it threatens personal health and safety

- ❖ Neglecting to care for one's personal hygiene, health or surroundings
- ❖ Inability to avoid self-harm
- ❖ Failure to seek help or access services to meet health and social care needs
- ❖ Inability or unwillingness to manage one's personal affairs

Indicators of self-neglect

- ❖ Very poor personal hygiene
- ❖ Unkempt appearance
- ❖ Lack of essential food, clothing or shelter
- ❖ Malnutrition and/or dehydration
- ❖ Living in squalid or unsanitary conditions

- ❖ Neglecting household maintenance
- ❖ Hoarding
- ❖ Collecting a large number of animals in inappropriate conditions
- ❖ Non-compliance with health or care services
- ❖ Inability or unwillingness to take medication or treat illness or injury

Recruitment and selection

Safe recruitment of staff is the first step to ensuring a safe environment for our learning disabled adults at the farm. All of our trainees have a disability or autism, therefore they have increased vulnerability. They often have little control over their own lives and are at a higher risk of suffering abuse.

It is essential that our recruitment and selection process follows safe procedures and that all staff, volunteers and apprentices, follow our procedures and understand our safeguarding policies. Little Gate Farm promotes the welfare of adults and expects all staff and volunteers to share and promote these values.

Safer Recruitment Training

Little Gate Farm will ensure that staff.....

- Complete thorough safeguarding training, understanding what the indicators of abuse are in vulnerable adults, understand the organisations procedures and understand the policies.
- Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with vulnerable adults,, or who is disqualified from working with vulnerable adults, or does not have the suitable skills and experience for the intended role.
- Keep and maintain a single central record of recruitment and vetting checks
- Ensure that the terms of any contract require them to follow all safeguarding procedures and to promote and implement measures described in this procedure.

The following pre-employment checks will be undertaken:

- A completed application/ new starter form
- Interviewing each candidate to assess suitability
- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity
- A satisfactory DBS check
- Successful completion of their probationary period
- Successful completion of an induction period

Roles and responsibilities

It is the responsibility of the CEO and Head of Little Gate Farm to ensure that:

- Effective policies and procedures are in place, that are followed by all staff and volunteers
- That all safeguarding procedures and policies are completed and that regular training is provided.
- The farm operates safe recruitment procedures and applies appropriate checks on all staff and volunteers who work at the farm
- Promote welfare of vulnerable adults at all times

It is the responsibility of all existing staff, including volunteers to comply with all safeguarding policies

Advertising

Little Gate Farm supports equal opportunity practice across all elements of employment

Recruitment and selection will, as far as possible, be conducted on an objective basis and will focus on the applicant's suitability for the job and their ability to fulfil the job requirements. Our interest is on the skills, motivations, abilities, qualifications, attitude and the potential of an individual to do their jobs. There will be no discrimination.

Applications

Little Gate Farm will request that candidates submit a CV and cover letter

Any gaps in working history will need to be discussed at interview.

If an applicant provides false information, then their application may be rejected or dismissed if already employed.

References

References must be received before the candidate starts their role. One reference must be from a current or former employer. References must be specific to the job that has been applied for.

Any past disciplinary or allegations will be dealt with on an individual basis. If the allegations were not proved, unfounded or the issue was resolved some time ago. Or if the allegation is such that it is not of any concern within the realms of the role or relating to a safeguarding issue, and that it is not going to cause any future concerns, then a job offer may still be made.

Self-declaration of convictions by job applicants

All applicants for posts, including volunteers will be asked to declare all criminal convictions, spent, unspent or pending.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

The selection process will include:

- Face to face interview
- A workshop or alternative activity, where candidates will work and be observed (supervised at all times), with our trainees. Trainee opinions will be considered.
- A written activity

Commencement of Employment prior to satisfactory DBS being received

In a circumstance where a staff member is permitted to work or to complete their induction prior to completion of their DBS, then they must be supervised at all times.

Personal file records

We are committed to safe recruitment and selection procedures to safeguard vulnerable adults, Pre-employment checks ensure that we meet all the relevant legal requirements in this respect. These checks are carried out before an individual starts work at the farm.

We keep a record of these security checks in a central record. Only a provisional offer of employment can be made prior to all the checks below being successfully completed:

From January 2017, Little Gate Farm will retain the following information for each staff member:

- CV and cover letter if submitted
- Interview notes and
- Induction
- References
- Enhanced Disclosure Barring Service (DBS) check
- Proof of identification Evidence of identity Qualifications (if necessary for the post)
- Job/VOLUNTEER application form
- Evidence of eligibility to work in the UK (if appropriate)
- Evidence of the DBS clearance. DBS certificate reference number.

Training and induction

All staff, volunteers, apprentices will undergo effective safeguard training within their induction period. This will ensure that all employees know the values of Little Gate Farm, the purpose, services and structure. It will allow all staff to understand the process of reporting any safeguarding issues and who should be informed and to fully read and understand the safeguarding policy. How often will training occur:

- The designated lead safeguarding officer: External DSL training course, followed by bi-annual refresher, (external training course).
- All staff (including the safeguarding team)
 - Completion of e- learning in induction (Safeguarding children and vulnerable adults, through the East Sussex learning portal, or suitable alternative).
 - Internal processes and procedural training, including signs of abuse on induction
 - All staff will repeat the online e -learning annually and all staff will attend internal procedures training (must be attended in person bi annually. An online process training with test will also be mandatory, for those who can't make live training).

Staff will learn the following:

- Little Gate farm values, aims, structure and services
- Signs of abuse and how to recognise the indicators
- The process to follow if abuse is suspected, reporting procedures
- Staff responsibilities
- Social media/ photos/ storage promotional footage and permission and photo misuse
- concepts of safeguarding and how they relate to your job
- Safe working practices by employees at Little Gate Farm
- Safeguarding policies
- All staff should clearly understand the need to maintain appropriate professional boundaries in their dealings with vulnerable adults,
- An ongoing culture of vigilance should be maintained

Staff responsibilities

ROLES AND RESPONSIBILITIES

A designated safeguarding Professional lead:

The role of the Lead is to:

- Ensure staff working with vulnerable adults are recruited safely -DBS checks and references are in place
- Staff have training on adult safeguarding, as part of their induction and have regular training thereafter
- Ensure staff and volunteers have regular supervision
- Ensure Little Gate Farm has robust record keeping and safe and secure storage of information
- Ensure little gate farm has policies and procedures for raising concerns about acts of wrong doing or malpractice in the workplace (whistleblowing)

We believe that safeguarding is the responsibility of all staff at Little Gate Farm, both through the proactive measures outlined above and through sharing any concerns with the designated safeguarding officer (Hannah Briars (DSL), Sam Anderson (Deputy DSL), Niki Ashley (Deputy DSL), Jo Rainsbury Deputy DSL), Gemma Mogford (Deputy DSL))

Storage of material

Little Gate Farm must:

- know the reason why we are keeping records about children and/or adults (for example, because they relate to protection concerns)
- Assess how long we need to keep the records for
- Have a plan for how and when the records will be destroyed – retention period
- To keep personal information secure,
 - compile and label files carefully
 - keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis

If you are keeping records for protection reasons, you don't necessarily need to get consent from the adults concerned.

- Keep an accurate record, using the standard Little Gate reporting forms that Little Gate farm use for both adult and child safeguarding concerns.
 - the date and time of the incident/disclosure
 - the date and time of the report
 - the name and role of the person to whom the concern was originally reported and their contact details
 - the name and role of the person making the report (if this is different to the above) and their contact details
 - the names of all parties who were involved in the incident, including any witnesses
 - the name, age and any other relevant information about the individual who is the subject of the concern (including information about their parents or carers and any siblings)
 - what was said or done and by whom
 - any action taken to look into the matter
 - any further action taken (such as a referral being made)
 - Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed and dated by the person making the report.

Records retention and storage guidelines

- Storage of adult protection records, whether your adult protection records are electronic or paper-based, they need to be kept confidential and stored securely.
- Electronic files should be password protected and stored on computers with protection against hackers and viruses.
- Information about child or adult protection concerns and referrals should be kept in a separate protection file for each trainee, rather than in one 'concern log'.
- The protection file should be started as soon as you become aware of any concerns.
- Safeguarding files will be stored away from their general files/ application files
- If you need to share records (within your own organisation or externally), make sure they are kept confidential.

- If your staff and volunteers use their personal computers to make and store records, you need a clear agreement to ensure the records are being stored securely. This will occur in safeguard training during staff inductions. If the person responsible for managing your child and adult protection records leaves your organisation, make sure you appoint somebody to take over their role and arrange a proper handover.

Retention periods

- All safeguarding records will be storage for 7 years after the individual has passed away, this is in line with the policies from adult social care (confirmed on 18/11/19, 01797 724444)
- If the Little Gate Farm closes as an organisation, arrangements will be made to transfer these documents to the appropriate adult social care team.

We will not store copies of criminal records (DBS) check certificates unless there is a dispute about the results of the check.

Destruction of safeguarding documentation

When disposing of any safeguarding documentation, the information must be shredded

At the same time any electronic versions of the record must be purged.

If your organisation or part of an organisation is closed down, you must make arrangements for the ongoing management of records. This includes the review, retention and disposal of records.

Reviewing your protection records retention and storage policy

Little Gate Farm will review our safeguarding policy, which includes, records retention and storage, annually, to make sure it is effective and continues to comply with current legislation and guidance. This will be carried out as part of a wider review of safeguarding policies and procedures.

Summary: key points to consider You must consider the following questions when developing or reviewing protection records retention and storage elements of the safeguarding policy.

- Is our record-keeping in line with data protection principles?
- What records will we retain and for what purpose?
- How will the records be stored and who will have access to them?
- How long should we retain records for?
- Do we need to follow any statutory requirements about the retention of our records?
- What arrangements do we need to destroy them?
- Do our local safeguarding agencies provide guidance on record retention and destruction that we are expected to follow?

Reporting Procedures – adult trainee

Abuse or safeguarding issue is discovered or suspected



- Conversation with the trainee
- Find out their desired outcomes.
- Do not promise that it will remain confidential between you and them. The trainee must understand that if you feel abuse is happening, then you will escalate it.



Is the trainee in immediate danger?
Has a crime been committed?



Yes



Tell your Designated safeguarding lead (DSL) or Deputy DSL **immediately**.

If they are not present inform your manger, who will act immediately. If none are present, then **you** must act **immediately**.



No



Tell your Designated safeguarding lead (DSL) or Deputy DSL **immediately**. This can be via call or in person. If emailing, you must ensure they have received it – see contacts page 16

- **Safeguarding team 01797 260580** – Hannah Briars (DSL), in her absence, Sam Anderson, Niki Ashley, Jo Rainsbury (Deputy DSL), Gemma Mogford

If they are not present inform your manger, who will act immediately. If none are present, then **you** must act **immediately**.



Abuse is suspected



Inform the social worker if known:

Learning disability team – 01424 724900
Neighbourhood support team – 01424 724444
Transitions – 01323 466166

If no social worker, or if adult social care are closed, call the emergency line on: 0345 6080191



Record the incident and your actions, using the appropriate safeguarding documentation and pass to the DSL or deputy DSL. Ensure information is confidential and secure. The information must not be left unsecure, it **must not** be saved on Sharepoint The DSL will secure in the safeguarding file in a locked cabinet.



Ensure the DSL is informed of all safeguarding actions taken as soon as possible and that records are all stored at the central file at the farm office. For supported employment safeguarding's, a copy can also be stored at the Supported employment office.

If staff are suspected or implicated in a safeguarding, then consult DSL and CEO immediately.

CEO – Andrea Randall- Smith 07902750542

DSL – 01797 260580

Board of trustees - john.hassell@outlook.com

Where either one are implicated, contact the board of trustees immediately.

If you do not feel this is dealt with swiftly or properly, contact adult social care immediately.

In some cases where the safeguarding is a minor concern, where the adult has the mental capacity and the adult is not at risk, then a decision may be made to log the incident and record a chronological order of events. Over time, this may get to a point where it needs to be escalated to adult social care and/or the social worker made aware.

Small concerns may include minor neglect such as not brushing teeth, coming in dirty clothes to the farm, not washing hair regularly, that may not be a safeguarding in themselves, but could build up a larger picture over time, which may then be reported as a safeguarding

- If a staff member has concerns relating to a vulnerable adult, they should immediately discuss it with the designated adult safeguarding officer, or if they are not available a senior member of staff.
- Concerns must always be given the highest priority.
- It is the responsibility of the Designated Safeguarding lead and team to decide upon an appropriate action and they will inform members of staff of the outcome.
- The staff member who has raised the concern must complete a report of the conversation or concerns held, care should be taken to write facts as accurately as possible and give as much information as possible.
- Internal records of concern will be kept in an individual trainee's protection file, made for that individual, and consulted if further concerns are raised.
- Matters relating to safeguarding will be treated with confidentiality and shared on a need to know basis only.

Helpful ideas:

- Remain calm
- Reassure if distressed
- Let them know you will help
- Listen carefully if any information is given
- Take what is said seriously

What to avoid:

- Doing nothing mischief
- Delaying help
- Don't take sole responsibility, consult someone else, in particular the designated safeguarding lead.
- Don't show distaste or shock
- Don't speculating about what may have happened
- Don't make negative comments
- Don't make promises you can't keep
- Don't expressing disbelief
- Don't ask leading questions e.g. did your.....do that?
- Don't tell the pupil off e.g. Why didn't you tell me before?
- Don't agree to keeping information secret

If any conflict between the needs of the vulnerable adults, and those of the carers arise, the needs of the vulnerable adult, must be put first. However, it is crucial to try to maintain our relationships with parents/carers during any Safeguarding process, although clearly this has sensitivities and potential demands. Prioritising the vulnerable adult (trainee), does not prevent us from giving support to parents and showing them compassion.

Due to the close professional relationship with vulnerable adults at the farm (Trainees), staff are also vulnerable to allegations. These accusations may be false, malicious or misplaced. They may also be true. On the extremely rare likelihood that this happens all concerns should be taken directly to the Chief executive. If the allegations are against the chief executive, the Chair of Trustee will be contacted.

Useful contacts

Contact Adult social care on 0345 60 80 191, without delay.

- ❖ Learning disability team – 01424 724900
- ❖ Neighbourhood support team – 01424 724444
- ❖ Transitions – 01323 466166
- ❖

Lead safeguarding contacts at Little Gate Farm



Safeguarding role	Name	Contact
Designated safeguarding lead of LGF	Hannah Briars	01797 260580 (main office)/ 01797 260125 (log cabin) Work mob: 07498585488
Deputy Safeguarding lead - adults	Sam Anderson	01797 260580 (main office)/ 01797 260125 (log cabin)
Deputy Safeguarding lead - children	Jo Rainsbury	01797 260580 (main office)/ 01797 260125 (log cabin)
Deputy Safeguarding lead - children	Niki Ashley	01797 260580 (main office)/ 01797 260125 (log cabin)
Deputy Safeguarding lead – adults and young people	Gemma Mogford	T: 01424 423505, M: 07498583299

In an emergency call 999

If no social worker, or if adult social care are closed, call the emergency line on: 0345 6080191

Other contacts

- Adult Social Care, 87-89 London Rd, St Leonards of Sea, East Sussex, TN37 6DH 01424 724444
- Community Learning disability Team, 4th Floor, Cavendish House, Breeds Place, Hastings, TN34 3AA 01424 724900; Minicom: 01323 466630 Fax: 01323 466567 Text: 07797 878111 Email: socialcaredirect@eastsussex.gov.uk