

Somersham and Pidley Time Bank

Reviewed	8 February 2016
Review due	August 2024

Adult Safeguarding

Introduction

Cambridgeshire and Peterborough Adult Safeguarding Board has agreed these Guidance and Procedures with its partner agencies. The aim of the procedures is to ensure that all responsible agencies and individuals work together to prevent abuse and safeguard adults where possible and where preventative measures fail, to deal sensitively and effectively with incidents of abuse. 'Adult safeguarding' means protecting an adult's right to live in safety, free from abuse and neglect' (Department of Health and Social Care, Care & Support Statutory Guidance S14.7). The Council takes its safeguarding responsibilities very seriously and is committed to dealing with all aspects of abuse.

Aim of Policy

The adult safeguarding guidance and procedures set out what actions need to be taken when abuse is disclosed, identified, suspected or alleged. The guidance provides valuable help in:

- defining abuse
- recognising and understanding how abuse can occur; and reducing the risk of abuse happening

Definition

A vulnerable adult is defined in 'No Secrets' as: - 'a person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

For the purpose of this guidance "community care services" will be taken to include all care services provided in any setting or context.

Abuse is defined in 'No Secrets' as the 'violation of an individual's human or civil rights by any other person or persons'.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. It may also occur through deliberate targeting or grooming of vulnerable people and may be carried out by individuals or groups of individuals.

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it:

- attends nursing, residential or day care settings
- is in hospital or custodial situations
- is receiving support services in their own home (supported housing)
- is in other places previously assumed safe
- is in a public place
- is in education, training or a work place setting

A consensus has emerged identifying the following main different forms of abuse:

- **Physical abuse** Some examples are: hitting, slapping, pushing, kicking, misuse of medication, restraint, inappropriate sanctions, rough handling, pinching, punching, shaking, burning, and forced feeding.
- **Sexual abuse** Some examples are: rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting. Inappropriate touching and fondling, indecent exposure, penetration (or attempted penetration) of vagina, anus or mouth by penis, fingers, or other objects.
- **Psychological abuse** Some examples are: emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks, withholding affection, shouting, depriving the person of the right to choice, information and privacy. Behaviour that has a harmful effect on the vulnerable adult's emotional health and development.
- **Financial or material abuse** Some examples are: theft, fraud, exploitation, and pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** Some examples are: ignoring medical or physical care needs, persons physical condition/appearance is poor e.g. ulcers, pressure ulcers, soiled or wet clothing, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and undermining personal beliefs.
- **Discriminatory abuse** Some examples are: racism, sexism, religious and ageism, based on a person's disability, and other forms of harassment, slurs or similar treatment.
- **Domestic abuse and violence** Domestic abuse and violence is best described as the use of physical and/or emotional abuse or violence, including undermining of self-confidence, sexual violence or the threat of violence, by a person who is or has been in a close relationship.

- **Professional abuse** - Is the misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/crimes, poor care practice or neglect in services, resource shortfalls or service pressures that lead to service failure and culpability as a result of poor management systems/structures.
- **Abuse by Organisations – Institutional Abuse** - Involves the collective failure of an organisation to provide an appropriate and professional service to vulnerable people.

This guidance and procedures must be read in conjunction with the full guidance which can be viewed on the Cambridgeshire County Council Adult Safeguarding Web Page

www.safeguardingcambspeterborough.org.uk/adults-board.

Reporting Procedures

If the allegation or suspicion of abuse is discovered by a Somersham or Pidley Timebank member, they should inform the Timebank co-ordinator as soon as possible.

The co-ordinator must make a written record of the allegation or suspicion of abuse (see appendix 1), and contact Cambridgeshire County Council direct

If a steering group member has been told about the allegation of abuse in confidence, they should attempt to gain the consent of person involved to make a referral. However, the gaining of the consent is not essential in order for information to be passed on. Consideration needs to be given to:

1. The scale of the abuse
2. The risk of harm to others
3. The capacity of the person involved to understand the issues of abuse and consent

If there is any doubt about whether or not to report an issue to Social Services then it should be reported.

In emergency situations where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services must be contacted.

Where a crime is taking place, has just occurred or is suspected, the police must be contacted immediately.

Responsibilities

All Timebank members have a responsibility to be aware of this policy and to report any suspicions that they might have concerning adult abuse.

The Timebank co-ordinator is responsible to ensure that all group members are familiar with the procedures set out in this policy.

Contact details for safeguarding referrals for adults at risk

Cambridgeshire County Council
03450455202 (9am tom 5pm)

<https://www.cambridgeshire.gov.uk/residents/adults/report-a-concern-about-an-adult>

Emergency number for immediate intervention
01733234724 or 999

- **Timebank Coordinator**
Office: The Norwood Building, Parkhall Road, Somersham, Cambs, PE28 3HE
Telephone: 01487 841359
Email: timebank@somersham-pc.gov.uk
Mobile: 07599 628106

Legislation

This is not an exhaustive list but provides an overview of some of the legislation that this policy adheres to:

- No Secrets 2000
- NHS and Community Care Act 1990
- Mental Health Act 1983
- Public Interest Disclosure Act 1998
- Care Standards Act 2000
- Mental Capacity Act 2005
- Care Act 2014

Appendix 1

CAMBRIDGESHIRE & PETERBOROUGH ADULTS SAFEGUARDING REFERRAL FORM

DIAL 999 IN AN EMERGENCY AND ASK FOR THE APPROPRIATE EMERGENCY SERVICE

Safeguarding Referrals:

Cambridgeshire: Call 0345 045 5202 (Monday to Friday, 9am to 5pm)

Peterborough: Call 01733 747474 (Monday to Friday 9am to 5pm)

For Both Areas: Out of Hours call 01733 234724

Completed referrals should be sent to:

Cambridgeshire: referral.centre-adults@cambridgeshire.gov.uk

Peterborough: adultsocialcare@peterborough.gov.uk

Details of Adult at risk. *An Adult at Risk is a person who is aged 18 or over and*

- *has needs for care and support (whether or not the local authority is meeting any of those needs);*
 - *is experiencing, or at risk of, abuse or neglect; and*
 - *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.*
- The Care Act (2014)*

Name	Click here to enter text.	Title	Click here to enter text.
DOB	Click here to enter text.	Approx. age if DOB not known	Click here to enter text.
Email	Click here to enter text.	Post code	Click here to enter text.
Permanent Address	Click here to enter text.	Phone	Click here to enter text.
Current Location (e.g. Ward or Unit)	Click here to enter text.		
Gender	Choose an item.	Nationality	Click here to enter text.
Preferred Language	Click here to enter text.	Ethnicity	Choose an item.

Does the adult at risk require support with communication?		Choose an item.	
If yes, please give details		Click here to enter text.	
Agency Identification No. (e.g. NHS No.)		Click here to enter text.	
Adult at Risk's GP details			
Name	Click here to enter text.	Is GP aware of referral?	Choose an item.
Surgery name and address	Click here to enter text.		
Details of any dependants (of any age)			
Name(s)	DOB	Gender	Lives with adult (Y/N)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<p>IF THERE ARE ANY CONCERNS FOR THE SAFETY OF ANY CHILDREN, THESE <u>MUST</u> BE REFERRED TO Children's MASH</p> <p>http://www.safeguardingcambspeterborough.org.uk/children-board/reporting-concerns/</p>			

Consent

Has the adult at risk given consent for this referral? Choose an item.

If No, please confirm why this referral is being made without it, e.g. risk to others or the Adult at Risk lacks the capacity to make this decision

[Click here to enter text.](#)

Is the adult at risk aware this referral has been made? Choose an item.

If No, please give the reason as to why the Adult at Risk was not made aware of the referral

[Click here to enter text.](#)

Are there any doubts about the adult at risks capacity to consent?
y/n comments

Do you think the adult at risk requires care and and support? Choose an item.

Please provide reasons for your view:

[Click here to enter text.](#)

Details of the incident/s and/or ongoing concerns

If you work for a care provider inform your line manager/supervisor about this incident as soon as possible.

Description of incident or concern
(Include - The nature, degree and extent of the abuse or neglect (what happened); The length of time it has been occurring (previous incidents, what happened and date); The impact on the individual and / or their carers / family (injury, distress); Location and time of any incident)

[Click here to enter text.](#)

Please indicate category of abuse:

Physical abuse	Choose an item.	Modern slavery	Choose an item.
Domestic violence	Choose an item.	Discriminatory abuse	Choose an item.
Sexual abuse	Choose an item.	Organisational abuse	Choose an item.
Psychological abuse.	Choose an item.	Neglect and acts of omission	Choose an item.
Financial or material abuse	Choose an item.	Self-neglect	Choose an item.

Does the adult at risk continue to be at risk of abuse? Choose an item.

If Yes, describe the risks that remain and any immediate action needed:

[Click here to enter text.](#)

Are there any other people who may be at risk of abuse? Choose an item.

If yes, add details and describe the risks that remain and action you are taking:

[Click here to enter text.](#)

Making Safeguarding Personal

Was the adult at risk asked what their desired outcomes were?? Choose an item.

If yes, add details of outcomes does the adult at risk wants to achieve:

[Click here to enter text.](#)

Details of alleged abuser/suspect

Name	Click here to enter text.	Title	Click here to enter text.
Address	Click here to enter text.		
Post Code	Click here to enter text.	Phone	Click here to enter text.
Relationship to the Adult at Risk?	Click here to enter text.		
If provider, please add the provider's name	Click here to enter text.		
Are they aware this referral has been made?	Choose an item.		
Reason as to why the alleged abuser/suspect was not made aware of the	Click here to enter text.		

referral			
Does the alleged abuser lives with the Adult at Risk?		Choose an item.	
Details of person making this referral			
Name	Click here to enter text.	Title	Click here to enter text.
Job Role (if applicable)	Click here to enter text.	Email	Click here to enter text.
Establishment	Click here to enter text.		
Phone	Click here to enter text.	Date/time referral completed	Click here to enter text.
Relationship to Adult at risk?	Click here to enter text.		
Does the referrer consent to their details being shared with third parties?			Choose an item.
Click here to enter text.			
Additional Information			
Is there any other information you believe we need to know about the referral?			
Click here to enter text.			

You will be contacted about your concern. However, depending on your involvement with the Adult at Risk we may not be able to provide you with detailed feedback about this case due to reasons of confidentiality and Data Protection.