Safeguarding – Adults and Children at Risk

Policy and Standard Operating Procedure

This document details the stages, roles, responsibilities and documentation required upon the identification of adults and children at risk.

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Signed by:	

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Introduction

- Operation Florian personnel may encounter or become aware of allegations relating to adults and children who are at risk either from their circumstances, environment, lifestyle choices or from other person through abuse, neglect or exploitation. These encounters and allegations may arise in or out of work and may involve a risk that is not specifically fire related. Operation Florian has a duty to ensure that people identified as being at risk receive appropriate support through safeguarding.
- Safeguarding is a statutory duty and any failure to deliver could constitute a significant organisational risk.
- The safeguarding duty is placed upon us by the No Secrets Act 2000 and is overseen by the independent Safeguarding Authority
- In order to fulfil safeguarding obligations a referral process and ongoing monitoring systems are required.
- Ofsted Policy provides the background of good practice to be followed Ofsted Safeguarding policy
- This Policy outlines the procedures for raising a concern whether it arises at during activities or on deployment.
- All members have a duty to report and pass on any concerns over an individual's wellbeing.
- This Policy adheres to Child Protection and Safeguarding Procedures.

Significant Hazards

- Failure to comply with Safeguarding Procedures and Safeguarding Vulnerable Adults Policy.
- Failure to identify and refer vulnerable people at risk of harm.
- Failure to monitor repeat attendances.
- Failure to record & monitor individual referrals.
- Insufficient resources to monitor and follow up referrals.
- Failure to follow referral process, by use of local contacts resulting in a inadequate or non existent audit trail.

Organisational Arrangements

Responsibilities of Individuals or Groups

Board Members / Trustees

- The Safeguarding Lead Trustee is the Lead for safeguarding as part of the role of strategic risk management.
- The Safeguarding Lead Trustee will refer issues identified to the organisational risk register.
- The Safeguarding Lead Trustee will be the first point of contact in respect of allegations of abuse or inappropriate behaviour in relation to a child, young person or vulnerable adult, against a member of the Service's staff or volunteer.
- The Safeguarding Lead Trustee will have received training in Safeguarding and be ensure all concerns are dealt with appropriately and passed to the relevant person, this may be in the UK or Overseas
- Carry out a dynamic Risk Assessment and any immediate actions identified to control the risk.
- Preserve potential evidence as far as is reasonably practical.
- For concerns raised during the course of normal duties or identified.

Project managers

- Refer to The Safeguarding Lead Trustee for advice
- Prioritise cases as urgent or non-urgent. Review the level of urgency and seek immediate assistance through Police or Social Services if necessary.
- Initiate referral process to Adults and or Children's Service's for serious cases and indicate which agency the referral should be made to.
- Refer to The Safeguarding Lead Trustee for advice

The Safeguarding Lead Trustee

- Ensure that the Charities responsibilities are delivered in accordance with Procedures and Child Protection and Safeguarding Procedures and Procedures for Child protection and Safeguarding are implemented and maintained.
- Engage with partners and other appropriate professional bodies to contribute towards the development of safeguarding procedures.
- The Safeguarding Lead Officer will maintain information of cases using data the data contained in the forms will be held on a secure password protected data base. The data will be retained for a period of 5 years.

Operation Florian Members

- Maintain compliance with this Policy.
- Report any concerns of relating to known actual harm or abuse immediately
- Make detailed and immediate (contemporaneous) notes to assist in the provision of an investigation
- Investigating suspected or alleged abuse is a highly skilled process, which MUST be left to the appropriate, competent professional staff.

Planning & Implementation

Management of Safeguarding
- The Safeguarding Lead Trustee will provide the statutory strategic leadership and management frame work to ensure the safeguarding of vulnerable individuals.

Training and competency framework
- Operation Florian will ensure competencies are maintained in accordance with Safeguarding procedures.
- Training will be delivered in partnership between Safeguarding professionals or their nominated training provider.
- A training implementation plan for safeguarding will be delivered by the Board.

Information Sharing
- Operation Florian will comply with the established information sharing protocols with strategic partners.

- All information gathered in the course of managing responsibilities for safeguarding will be managed and shared in accordance with the Data Protection Act 1998.
- Operation Florian will provide all information requested under the freedom of information act without prejudice to either the Data Protection Act.
- All requests for information regarding a safeguarding issue will be managed by the Safeguarding Lead Trustee
- The information will be held on a securely password protected. It will be subject to an annual audit and kept for no longer than 5 years

References:

" What to do if You're worried a child is being abused" - (https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFES-04320-2006)
Ofsted Safeguarding policy
NHS Safeguarding Policy

Appendix A – Safeguarding Aide Memoire

Purpose
To assist Managers in capturing the key information for reporting people at risk:
- To enable consistent actions with clear outcomes.
- To ensure that the responsibility is handed over to the appropriate agency/person.
- To supply the level of detail required by partner agencies to take the right course of action.

Potential Safeguarding Issue Identified
Report to Safeguarding lead Trustee If it is a concern about someone who is at immediate risk of **HARM** or **ABUSE** and the danger is **IMMEDIATE and LIFE THREATENING:**
- Information received directly from a child, young person or adult and/or when you suspect abuse or have concerns.
- Listen and do not promise total confidentiality.
- Keep calm, reassure and do not ask leading questions.
- Allow the person to finish and tell them what you will do.
- Safeguarding lead Trustee will report potential crime to the **POLICE on 999 and/or call a Duty Social Worker**.
- Carry out a DRA including the safety of those present.
- Gather facts, concerns and actions taken for reporting.

If the concern is about someone who is **VULNERABLE, SELF-NEGLECT, HIGH FIRE RISK (HOARDING) and may need some support:**
OIC or Line Manager will:
- Carry out a DRA including the safety of those present.
- Gather facts, concerns and actions taken for reporting on the SVA1 form.
- These cases are assessed by Social Care and their actions are dealt with during normal working hours.

Reporting - Essential information
Obtain as much as possible of the following:
- Persons full name
- Gender
- DOB or Age
- Address
- Contact details
- State of property, including risk of fire, sufficient heating, security, hoarding…
- Whether they are on careline
- What detection they have
- Details of any other prevention action at time of incident
- Appearance of person (including clothing, weight, personal hygiene, hot or cold)
- Health concerns (physical and/or mental)
- Family/relatives, carers, any known social networks
- Whether the person has given CONSENT – It is helpful to obtain the person's agreement to refer but is not essential if the person is at risk.
- What are the risks and concern? Effective referrals require a good picture of the concerns, issues and facts with as much detail as possible including why the FRS was in attendance.
- It is VITAL that this information is obtained at the time and recorded on the form

Appendix B - Safeguarding Alert Form (SVA 1)

Date form completed:			
Date of alleged incident:		Time of alleged incident:	
Name of the person who completed this form and contact details:			
Name of person making alert (if different) and contact details:			

1 Adult at Risk details (or a description)

Full name:		**CIS no.**	
		NHS no.	
Address, Postcode, Phone No:			
Gender:	Male ☐ Female ☐	Date of birth:	
		Or age:	

Next of kin or the main person involved in their life:

Full name:	
Address, Postcode, Phone No:	
Relationship to Adult at risk:	

Details of GP's surgery

Name of GP, Surgery Address, Phone No:	
Does this person live alone? If no, please give details:	Yes ☐ No ☐
Does this person have a carer? If yes, please give details:	Yes ☐ No ☐

Is the adult at risk aware of this alert? If yes, what are their views:	Yes ☐ No ☐
Please give details of any communication issues (eg: language/hearing loss):	
Are there any issues regarding this person's mental capacity?	

2 Details of the concern

Please include dates and locations of any incidents and a full description of concerns including any witnesses:

(If the concern is about a person alleged responsible and potential harm to other adults, please give details)

Person/Service suspected of causing the concern:

Name and relationship to adult at risk:	
Address and contact details:	
Is this person also an adult at risk?	Yes ☐ No ☐
Is this person/service aware of the alert?	Yes ☐ No ☐

Other information about the concern:

Are the police aware or involved? If yes please give details:	Yes ☐ No ☐
Do you consider other adults may be at risk? If yes please give details:	Yes ☐ No ☐
What, if any, action has already been taken to protect the adult at risk or others?	
Are there any risks to people who might visit? If yes, please give details:	Yes ☐ No ☐
Are there any agencies currently involved? If yes, please give details:	Yes ☐ No ☐
Are there any concerns about the safety of children in the household? If yes, please give details:	Yes ☐ No ☐

Please complete the following information if known:

What type of concern do you have?					
Physical	☐	Sexual	☐	Discriminatory	☐
Financial	☐	Neglect	☐	Institutional	☐
Emotional/Psychological	☐				

Ethnicity:					
White British	☐	White Irish	☐	Other White background	☐
Traveller of Irish Heritage	☐	Gypsy/Roma	☐	White Black Caribbean	☐
White Black African	☐	White Asian	☐	Other Mixed Black	☐
Indian	☐	Pakistani	☐	Bangladeshi	☐
Other Asian	☐	Caribbean	☐	African	☐
Other Black Background	☐	Chinese	☐	Other Ethnic Group	☐
Refused	☐	Information not yet obtained	☐		

Service User Group:			
Acquired brain injury	☐	Adult asylum seeker	☐
Carer	☐	Learning Disability	☐
Mental health problem	☐	Physical illness/disability or frailty	☐
Sensory loss/impairment	☐	Substance abuse	☐

Is the person making the Alert doing so as a?	
Non professional ☐	Professional ☐
I understand that by making this Alert/completing this SVA1 form that I am agreeing to the information being shared with other agencies, and to the possible investigation of the allegation that is being made. ☐	
please complete details below:	
Your role	
Name of Trustee reported to.	

🔒 **The information contained in this form will be processed in accordance with the provisions of the Data Protection Act 1998**