



SAFEGUARDING ADULTS POLICY

YOUTH CANCER TRUST

VERSION 1.0

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Version Control

Amendments

Version	Author	Date	Comments
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Reviewed By

Name	Date	Next Review	Comments
Policy Pros	August 2021	August 2022	General review and update
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Introduction

Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

Unfortunately, in many cases of abuse, the lack of identification and reporting of safeguarding issues has led to individuals suffering unnecessary abuse and harm.

It is the duty of organisations working with vulnerable adults or providing care or support to adults to work with the Local Authorities and act to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives "Making Safeguarding Personal".
- Promote an outcomes approach in safeguarding that works for people resulting in the best experience possible.

The nature of working with vulnerable adults who are or have been affected by cancer means that Youth Cancer Trust must recognise and acknowledge the importance of vulnerable adult protection and safeguarding issues.

Youth Cancer Trust will ensure that we promote a safe physical and online environment for vulnerable adults. Adults however differ from children in regard to safeguarding in that they have a general right to independence, choice and self-determination including control over information about themselves. In the context of adult safeguarding these rights can only be overridden in certain circumstances.

Youth Cancer Trust believes that everyone has the right to protection from abuse, regardless of their age, culture, disability, gender, racial origin, language, religious belief or sexual orientation and is committed to creating and maintaining high standards of care and professionalism in dealing with Adult Protection and Safeguarding issues.

Relevant Legislation

Legislation relevant to Safeguarding Adults.

The YCT Safeguarding Adults Policy has been developed in line with the following legal policies.

- 1998 White Paper Modernising Social Services
 - Stresses the importance of protection for adults needing care and support.
 - Promotes the protection of vulnerable adults.
- 1998 Human Rights Act

- Placed a positive duty on public bodies to intervene proportionately to protect the rights of citizens.
- Promotes an individual's right to live a life free from abuse and neglect
- 2000 No Secrets
 - Guidance to local agencies who have a responsibility to take action when a vulnerable adult is believed to be suffering abuse.
 - Promotes development of local agency policy, procedures and protocols.
- 2003 Sexual Offences Act
 - Outlines a range of offences against children and adults with a mental disorder
 - Promotes the safety of adults with mental disorders from sexual exploitation and abuse.
- Disability Discrimination Act 2003
 - Significantly extends the rights of disabled people
 - Promotes equality of opportunity for disabled people
- 2004 Domestic Violence Crime and Victims Act
 - Strengthens the protection available to victims of domestic violence by criminalising any breach of a non-molestation order, extending the availability of restraining orders, making common assault a criminal offence.
 - Introduces a new offence of causing or allowing the death of a vulnerable adult.
 - Promotes the protection of vulnerable adults from domestic abuse.
- 2005 Mental Capacity Act
 - It aims to protect people who cannot make decisions for themselves due to a learning disability or mental health condition.
 - Promotes the right of an adult to make his or her own decision. It sets out a single clear test for assessing whether a person lacks capacity to make a decision at a particular time.
- Safeguarding Adults - National Framework of Standards 2005
 - This document collects best safeguarding practice and sets them within 11 good practice standards.
 - These are to be used as an audit tool and guide for those implementing adult protection work.
 - Promotes consistency and best practice across agencies.
- Safeguarding Vulnerable Groups Act 2006
 - Strengthens the local governance arrangements for safeguarding by putting Safeguarding Adults boards on a statutory footing.
 - Promotes effective partnership and joint working.
- 2007 Mental Health Act
 - This makes changes to the procedures for authorising the deprivation of liberty of a person in a hospital or care home who lacks the capacity to consent to be there.

- Promotes principle of supporting a person to make a decision when possible, acting at all times in a person's best interests and in the least restrictive manner.
- Vetting and Barring Scheme 2009
 - Brings in new and improved measures to prevent unsuitable people from working or volunteering with children and vulnerable adults. It also puts a duty on employers to refer to the Independent Safeguarding Authority (ISA) information about individuals working with children or vulnerable adults where they consider them to have caused harm or pose a risk of harm.
 - Promotes safer recruitment and safer workforce
- 2008 Information Sharing
 - Guidance for practitioners and managers.

Purpose

Youth Cancer Trust has developed an overall Adult Safeguarding Policy that encompasses:

- All vulnerable adults accessing and engaging with Youth Cancer Trust.
- All vulnerable adults working for or on behalf of Youth Cancer Trust.
- Training to ensure staff in contact with vulnerable adults are aware of and understand the main types of abuse this group are at risk from and enabling them to identify potential risks.
- Identifying the person responsible for Adult Protection and Safeguarding at Youth Cancer Trust (the Safeguarding Lead) and the supporting staff.
- Vetting of all Youth Cancer Trust staff, ancillary workers, volunteers and partner organisations.
- How we promote diligence in risk assessment to reduce to a reasonable level, potential risks in activities undertaken within the scope of our work.
- Promoting an environment where all individuals working for or with us and all individuals accessing our service are made to feel comfortable about raising any concern they might have regarding adult protection or safeguarding issues.
- Ensuring that procedures are in place to deal with any concerns or issues brought to our attention.

Scope

Protecting vulnerable adults is not just a moral duty, government guidance makes it clear that it is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise.

This policy applies to all Youth Cancer Trust staff including trustees, employees, volunteers and ancillary workers.

Definitions

An at risk or vulnerable adult is defined as ‘Aged 18 years or over who 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.’

The Equality Act 2010 defines disability as: ‘A physical or mental impairment, that has a substantial or long term negative effect on your ability to do normal daily activities.’

The Equality Act 2010 classifies anyone who has been diagnosed with cancer as having a disability. This means that these individuals are automatically covered by this policy and classed as vulnerable.

Roles and Responsibilities

Safeguarding is everyone’s responsibility, however, as a service providing services directly to vulnerable adults, we have a duty of care to safeguard our adult service users.

Every staff member, including ancillary staff, are responsible for following this policy and related procedures and safeguard the vulnerable adults accessing our services.

The Youth Cancer Trust Adult Safeguarding Lead and supporting manager are responsible for managing adult safeguarding concerns and allegations and making the appropriate referrals to the authorities.

Types and Identification of Abuse

The following are known types of adult abuse:

- Physical abuse – including hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions
- Sexual abuse – including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- Exploitation – either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain
- Financial or material abuse – including theft, fraud, exploitation, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property,

inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
 - 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 harm as a result of self-neglect, failure to seek help or access services to meet health and social care needs, inability or unwillingness to manage one’s personal affairs or hoarding
 - Discriminatory abuse – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment
 - Organisational abuse – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, for example. This may range from isolated incidents to continuing ill-treatment
 - Radicalisation– exposing an adult to extremist ideas which could lead to or incite terrorism
 - Hate Crimes – a crime, typically one involving violence, that is motivated by prejudice on the basis of race, religion, sexual orientation, or other grounds
 - Domestic Abuse including Forced Marriage, other ‘honour-based violence’ and controlling or coercive behaviour in an intimate or family relationship
 - Female Genital Mutilation – an illegal practice when a female's genitals are deliberately altered or removed for non-medical reasons
 - Human Trafficking - the movement of people by means such as force, fraud, coercion or deception, with the aim of exploiting them, includes modern Slavery- including slavery, servitude or forced labour
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- Mate Crime – exploitation of a vulnerable adult by a befrienders
 - Restraint – unlawful or inappropriate use of restraint or physical interventions.

Policy

A Person-Centred Approach

Youth Cancer Trust is committed to taking a person-centred approach.

Every adult, as every child and young person, has the right to be involved in the decisions which affect their lives. Youth Cancer Trust will ensure that the views of vulnerable adults are considered in decisions made during their engagement with us.

The protection of vulnerable adults, and the promotion of their welfare, will be central to our work.

To ensure that we provide a person-centred approach and uphold our responsibilities, Youth Cancer Trust provides:

An appropriately trained Adult Safeguarding Lead:

Brenda Clark phone 01202 763591

Supporting the Adult Safeguarding Lead will be:

Georgina Hillman (Administration Manager) georgina@yct.org.uk or phone 01202 763591

Our Status

Whilst we have and intend to again provide short stays to adults who have been affected by cancer and their friends/family. Youth Cancer Trust provides no personal care or respite facilities to children or adults. This has been confirmed by Delia Amos, the local National Care Standards Commission Inspector in her letter of 19 July 2002 following her visit to Tracy Ann House.

Youth Cancer Trust provide activities in the following places (but is not limited to):

- Short stays at Tracy Ann House
- Visits to:
 - Burley Villa School Equestrian Centre
 - New Forest Water Sports
 - Christchurch Ski and Leisure Centre
 - Riviera Hotel Swimming Pool
 - Wessex Raceway Go-Karting
- Online:
 - Group chats on Facebook and our Website
 - One to one buddy sessions
 - Group activities

Managing Risk

A detailed risk assessment has been undertaken to determine where risks to vulnerable adults might arise and the measures necessary to alleviate, minimise and/or preferably eliminate such risks. Where it is not entirely possible to eliminate such risks Youth Cancer Trust has taken all reasonable precautions to reduce such risks.

Youth Cancer Trust ensures that all external activity providers have adequate public liability insurance and risk assessment policies in place. Copies of which are kept on file at Youth Cancer Trust.

Recruitment Procedures for Staff and Volunteers

All staff must be of good character, have an enhanced DBS check which is clear, must not have any pending police charges or convictions and must not be barred from working with children or vulnerable adults.

1. All staff and volunteers coming into contact with vulnerable adults are DBS (formally CRB) checked before they are employed or undertake voluntary work with vulnerable adults.
2. The DBS certificate must have been granted within the last 12 months or be a DBS update certificate.
3. Pre-employment reference checks are undertaken on all new members of staff and volunteers coming into contact with vulnerable adults.
4. Ancillary staff are vetted before commencing employment by the taking up of written references and, if it unavoidable that they might have unaccompanied access to vulnerable adults, they must be DBS checked.
5. Where agency staff are employed only agencies operating DBS and reference checking procedures are used for the provision of staff who might have access to vulnerable adults.

Vetting Service Providers and Organisational Partners

Youth Cancer Trust will ensure that third party service providers and partner organisations accessing children and/or vulnerable adults or receiving referrals from us:

- Are or use staff that are DBS checked; and
- Have the relevant safeguarding and other policies in place; and
- Are researched to ensure that the provider is well-reputed.

Staff and Volunteer Training

In addition to pre-selection checks, Youth Cancer Trust ensures that all staff and volunteers receive adequate training to help all staff and volunteers to:

- Be aware of and self-evaluate their own actions and practice in the workplace
- Ensure their own practice protects them from false allegations
- Recognise their own responsibilities
- Know the correct procedure to report concerns of abuse or poor practice
- Work safely and appropriately with vulnerable adults

The Youth Cancer Trust Adult Safeguarding Lead is trained to the appropriate Safeguarding Adults level required by the local authority.

Maintaining Good Standards of Practice

It is of primary importance to promote Youth Cancer Trust's understanding of good practice to ensure the vulnerable adults that take part in activities provided by Youth Cancer Trust and our organisational partners are receiving the best possible experience.

By promoting and adhering to these standards of good practice, the risk of abuse within Youth Cancer Trust should be greatly reduced as well as being a mechanism to protect all staff, volunteers and participants.

There are general understandings of good practice that will be outlined in this section with examples, where possible/necessary, of Youth Cancer Trust's recognition of these standards. There is also an agreement of behaviour for Youth Cancer Trust between staff and the adults accessing our services.

Our Core Standards of Good Practice

All staff are responsible for:

- Assessing risk and avoiding high risk activities and/or situations.
- Ensuring that staff are aware of the risk assessments.
- Ensuring that staff are vigilant and report to the Safeguarding Lead any concerns relating to safeguarding or vulnerable adult welfare.
- Ensuring that staff are aware of the Youth Cancer Trust procedures relating to how we manage health, safety, welfare and safeguarding.
- Being aware of and following online and face to face safeguarding protocols.
- Treating vulnerable adults and with respect and dignity. This standard is implemented as a fundamental aspect of all Youth Cancer Trust's existence and work.

- Always putting the welfare of vulnerable adults and children first.
- Ensuring that staff act safely and responsibly by:
 - Not entering into inappropriate conversations with vulnerable adults.
 - Not giving or receiving gifts or favours to or from vulnerable adults.
 - Not giving out personal contact details to vulnerable adults or engaging in communications or activities outside of their role.
 - Dressing appropriately.
 - Using appropriate language.
 - Understanding that even good intentions may be misconstrued – so maintaining professionalism.
- Ensuring that our privacy policy is followed.
- Ensuring that images and video recordings of video recordings are only taken on Youth Cancer Trust equipment, in appropriate circumstances, and stored/shared as per our GDPR/Safeguarding Personal Data Online policies.
- Learning from mistakes and accepting and act upon feedback.
- It is also a term of our employment/working relationship that staff must maintain professional boundaries.

Online Safeguarding Protocols

Recording Online Sessions

YCT records some online sessions if all members of the group provided consent that is recorded on the zoom. Support group sessions and other sessions where confidential information is disclosed will never be recorded.

Recordings that are made must be accessible to the Senior Managers and Safeguarding Lead.

Appropriate Dress and Background

Before each session both staff and adult participants must ensure that the following are addressed:

- Appropriate dress must be worn at all times – this includes modest top and bottoms. There may be children present in the sessions and it is important to dress in a way that does not put others in an uncomfortable position.
- Backgrounds and surrounding areas must be free from offensive photographs, posters, books etc. This may include nude or partially nude images, text containing swearing or hate speech.

Staff must:

- Ensure that there are no other individuals in the background or vicinity that are a potential risk to the vulnerable adults attending.
- Ensure that there is nothing containing personal or sensitive information in the background such as addresses, sensitive letters, etc.
- Ensure that there is nothing that may cause offence or compromise the professional relationship such as images or photographs which are inappropriate, violent or sexual in nature.

Bullying

Bullying is behaviour that hurts someone else. It includes name-calling, ‘banter’, hitting, pushing, spreading rumours, threatening, or undermining someone.

It can happen anywhere – person to person or online. It is usually repeated over a long period of time and can hurt the victim both physically and emotionally.

Youth Cancer Trust does not tolerate bullying of any kind, and any individual found to be bullying or harassing another person accessing our services or staff member will be removed from the session/activity.

Future provision of services will be reviewed and if bullying or harassment persists the individual(s) involved will be removed from our online sessions or physical activities and may be denied future engagement/services.

Promoting a Safe and Open Environment

We are committed to responding to all allegations, suspicions or disclosures of abuse and will deal with such matters effectively and with compassion, ensuring that rights to privacy are upheld where possible and appropriate.

Any concern, act or omission which has or may lead to abuse, whether current or historical will be investigated and Youth Cancer Trust is fully committed to cooperating with the relevant authorities to the fullest extent during external investigations.

All staff are obligated to report concerns, suspicions, allegations, disclosures and incidents that indicate actual or potential abuse.

Youth Cancer Trust ensures that all staff and volunteers are trained in:

- Safeguarding; and
- Whistle blowing.

Staff and volunteers are encouraged to report any concerns relating to vulnerable adult protection/safeguarding.

Adults accessing our services, whether physical or online are provided with an Agreement and are provided with written and verbal information on joining of how they can report any concerns and are encouraged to do so.

At Youth Cancer Trust we have an open-door policy and take all concerns and disclosures seriously. Where made in good faith, the reporters are thanked and praised for their integrity and bravery.

Disclosure Procedure

All Youth Cancer Trust staff and volunteers must follow the Youth Cancer Trust Disclosure Procedure when receiving a disclosure from a vulnerable adult.

Reporting Concerns about Child Protection/Safeguarding

A safeguarding concern may be a feeling that something is 'not right' or may be due to something that has been seen or heard. These feelings and experiences must also be recognised and taken seriously.

Whatever initiates a concern, the following process must be followed to identify, and report safeguarding issues and initiate any immediate actions which may be required.

It is important to note that you need to seek consent from an adult with mental capacity before reporting a safeguarding issue, unless you believe that a crime is being committed and life or one or more children is/are at risk. Children living in the house or being accessible to the alleged abuser are all at risk.

All staff are obligated to report concerns, suspicions, allegations, and incidents that indicate actual or potential abuse of vulnerable adults to the Adult Safeguarding Lead so that we can record the information internally and take the necessary action where our staff are involved.

The procedure is as follows:

1. If any staff suspects an adult safeguarding concern, they should immediately inform the Adult Safeguarding Lead or Georgina Hillman via any secure means of communication at hand.
2. Collect as much information as possible, letting the individual talk and looking and listening for signs of abuse. Online sessions must be recorded, and information gathered written down securely.
3. If you feel that you need to speak with the vulnerable adult privately, ask them to go with you to a private space and get a colleague to join you. If it is a concern noted during an online session, ask them to arrange a call with you and the Adult Safeguarding Lead/Georgina Hillman at a more appropriate time – give them the contact details, ask when a good time to speak would be and if required, use a ruse of needing to speak to them about something else.
4. If a crime is being committed and life is in danger or one or more children are in immediate danger, the staff member should end the activity or online session and call the police on 999 immediately and only then inform a Safeguarding Lead.
5. If the vulnerable adult discloses any information, see the Disclosure Policy.
6. The Safeguarding Lead will advise the staff member what the next actions should be and may make a referral to the authorities.
7. Staff must keep the information collected and any video recordings private and confidential, only sharing it with the necessary Youth Cancer Trust staff and local authorities/Police.
8. Staff must make themselves available to assist the local authorities/Police where required.

Do not put yourself of the vulnerable adult in danger by your actions.

Do not delay in informing the Safeguarding Lead of your concerns.

Monitoring and Reviewing

This policy is reviewed annually to ensure that it is robust and continues to be fit for purpose. In the event of shortcomings in the policy coming to light at any time Youth Cancer Trust is committed to addressing such shortcomings as and when they arise and to make changes to this child protection policy more frequently if practice indicates it would be wise to do so.

Adult Safeguarding Contact Details

Adult Safeguarding Concerns:

Bournemouth Care Direct - Adult Social Care Contact Centre (01202) 454979

Out of Hours - Emergency Duty Service 0300 123 9895

Website: <https://www.mylifemycare.com/Contact-us>

The Local Dorset Police: 01202 222222

Emergency Services: 999

Safeguarding Lead Guidance on Sharing Information

As our staff do not have a professional duty of care to the adults accessing our services, we cannot usually make referrals without consent in their 'best interests'.

There are however a number of circumstances where a Safeguarding Lead can reasonably override such a decision, including if:

- The person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act outlined in the Disclosure Procedure
- Other people are, or may be, at risk, including children
- Sharing the information could prevent a crime
- The alleged abuser has care and support needs and may also be at risk
- A serious crime has been committed
- Staff are implicated
- The person has the mental capacity to make that decision but they may be under duress or being coerced
- The risk is unreasonably high and meets the criteria for a multi-agency risk assessment conference referral
- A court order or other legal authority has requested the information.