



**other halves**  
bringing dementia carers together

Registered Charity Number: 1170065.

Telephone: 07955 345290

## **Safeguarding Policy and Procedures**

<b>Version 1</b>	<b>Date: February 2021</b>
Named Safeguarding Lead	Jackie Fildes
Review Date	February 2022
Signed	

### **Policy statement**

Other Halves recognises the duty to protect and safeguard adults from harm or abuse, or the risk of harm or abuse. We will take appropriate action where necessary to ensure that any concerns are raised and reported to the relevant authorities and in line with the safeguarding policy set out below. Other Halves will ensure that all staff members, volunteers or anyone else who has involvement with the charity, will be appropriately checked for their suitability and understand the safeguarding procedures.

### **Aims**

Other Halves is a small charity that provides support to carers of spouses with dementia. This policy will benefit the organisation as Other Halves has a lot of involvement with adults who have care and support needs. Other Halves will respond to allegations of alleged abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps Other Halves will make to safeguard an adult with care and support needs if they are deemed to be at risk. This policy sets out the roles and responsibilities of Other Halves in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect. Other Halves will ensure that decisions made will allow adults to make their own choices and include them in any decision making (unless this is not feasible e.g. Capacity). It will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within Other Halves to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all employees and volunteers of Other Halves:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

This policy is based on:

- The Care Act 2014

- Essex Safeguarding Adults Board (ESAB)

Copies of this policy should be available within Other Halves and Other Halves will respond to alleged abuse of adults in the organisation, and staff and volunteers should be made aware of how this policy can be accessed.

### **What is safeguarding adults?**

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse. An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

Other Halves adheres to following the six key principles that underpin safeguarding work

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Other Halves will respond to the alleged abuse of adults and staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is gained. Other Halves should ensure that the safeguarding action agreed is the least intrusive response to the risk.

Who do adult safeguarding duties apply to?

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, **and**
- is experiencing, or is at risk of, abuse and neglect, **and**
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

### **Who do I go to if I am concerned?**

The named responsible person for safeguarding duties for Other Halves is Jackie Fildes, email: [jackie@otherhalves.org.uk](mailto:jackie@otherhalves.org.uk), Telephone: 07955 345290

All staff and volunteers should contact Jackie Fildes for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept. Jackie Fildes will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary. Jackie Fildes will also ensure that the safeguarding adults policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and adults accessing the service.

## **What should I do if I am concerned?**

Staff and volunteers at Other Halves who have any adult safeguarding concerns should:

### **1. Respond**

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation (unless advised by adult social care)
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

### **2. Report**

- Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above)

### **3. Record**

- Fill in the safeguarding log sheet as soon as possible and contact the person responsible immediately. Send your record to that person where it will be kept in a safe file. This information is confidential and will only be discussed with appropriate parties.
- As far as possible, records should be written contemporaneously, dated and signed.

Keep records about safeguarding concerns confidential. Access should not be given to any unauthorised person for accessing confidential information.

### **4. Refer**

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- the adult's wishes and preferred outcome
- whether the adult has mental capacity to make an informed decision about their own and others' safety
- the safety or wellbeing of other adults with care and support needs
- whether there is a person in a position of trust involved
- whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- The police if a crime has been committed and/or
- Essex adult social care for possible safeguarding enquiries
- Relevant regulatory bodies such as the charities commission
- Family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

### **What are your roles and responsibilities?**

All staff, management, trustees and volunteers at Other Halves are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Other Halves members, volunteers, trustees or directors, seek advice from Other Halves safeguarding lead Jackie Fildes. If the allegation is against the safeguarding lead, seek advice from Adult Social Care either by email at [socialcaredirect@essex.gov.uk](mailto:socialcaredirect@essex.gov.uk) or by telephone on 0345 603 7630. The designated safeguarding adults lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. The named organisation should not conduct its own safeguarding enquiry unless instructed to do so by the local authority. Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

Other Halves promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong. Other Halves is registered with the Charities Commission and therefore the safeguarding lead takes responsibility when things go wrong and shares this with the charities commission.

### **Confidentiality and information sharing**

Other Halves expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, Other Halves does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

### **Recruitment and selection**

Other Halves is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

### **Training, awareness raising and supervision?**

Other Halves ensures that all staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of Other Halves and commitment to safeguarding adult.