



LEEDS WOOD RECYCLING

Safeguarding Adults Policy & Procedure

Aims and Objectives

Leeds Wood Recycling is committed to participating in a multi-agency approach to safeguard adults at risk. This policy is designed to provide a framework for the reporting of safeguarding issues promptly and correctly per the procedures required by the Local Authorities in which Leeds Wood Recycling operate.

Leeds Wood Recycling has a responsibility to respond appropriately to safeguarding issues and to ensure staff, volunteers and trainees are protected and supported by:

- Clarifying roles and responsibilities
- Defining adults at risk, categories of abuse and identifying indicators
- Establishing links to local safeguarding, regulatory and contractual procedures
- Promoting positive interventions which focus on satisfactory outcomes for the person at risk
- Clear procedures to follow to ensure any concerns are addressed, reported, accurately recorded and monitored

Who we safeguard

This policy applies to all employees, trustees, participants and volunteers of Leeds Wood Recycling including secondees into and out of the organisation, students, trainees, contractors, and temporary workers, including casual workers and those working on an agency contract referred to thereafter as employees.

Leeds Safeguarding Adults Procedures

The policy should be read in conjunction with Leeds' Multi-Agency Safeguarding Adults Policy & Procedures. Employees have a personal responsibility to ensure they familiarise themselves with these procedures and follow the reporting systems within them as required; these can be found on the area's local authority website.

<https://leedssafeguardingadults.org.uk/safeguarding-adults/multi-agency-policy-and-procedures>

Where persons have acted within procedural guidelines they will be supported fully by Leeds Wood Recycling.

What is abuse, neglect and self-neglect?

The Care and Support Statutory Guidance 2020 states that local authorities should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual should always be considered.

Incidents may be:

- one-off incidents,
- something that happens repeatedly,
- something that affects one person or many people,
- intentional or non-intentional.

The Care and Support Statutory Guidance 2020, however, provides the following examples:

Physical abuse including:

- assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.

Sexual abuse including:

- rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, sexual assault, 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, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse including:

- theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

Modern slavery encompasses:

- slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse including forms of:

- harassment, slurs or similar treatment, because of race, gender and gender identity, age, disability, sexual orientation, religion.

Neglect and acts of omission including:

- ignoring medical, emotional 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.

Organisational abuse including:

- neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Domestic abuse

The Domestic Abuse Act 2021, Section 1 introduces a new definition of domestic abuse: The behaviour of a person towards another is domestic abuse, if both people are aged 16 or over and are personally connected to each other; and the behaviour is abusive.

Abusive behaviour consists of any of the following—

- (a) physical or sexual abuse;
- (b) violent or threatening behaviour;
- (c) controlling or coercive behaviour;
- (d) economic abuse
- (e) psychological, emotional or other abuse;

Furthermore it does not matter whether the behaviour consists of a single incident or a course of conduct.

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

The LSAB Self-neglect policy provides additional information and guidance about self neglect, legal frameworks, and best practice principles.

Responsibility of Leeds Wood Recycling

Leeds Wood Recycling has a responsibility to ensure that all employees are aware of this guidance, the relevant procedures to be followed and to review and update them as required. We will:

- Ensure that recruitment and selection procedures minimise potential risk to everyone at LWR, including DBS checks every three years for all employees
- Ensure that ALL employees have training to prevent, recognise, respond and report abuse and neglect to the safeguarding leads at LWR
- Ensure that the safeguarding policy and procedures are covered during an employee's Induction
- Ensure that safeguarding leads are supported appropriately through supervision in dealing with abuse cases.
- Ensure that individuals' risk assessments address service user vulnerability to abuse or exploitation from others (including employees).
- Have two appointed Safeguarding Leads. The two Safeguarding leads are Charlie Stanley, Manager of LWR and Sam Williamson, Community Engagement Worker at LWR. Telephone 0113 450 5275 for the LWR office. Staff, volunteers and participants should contact their manager in the first instance for advice.

Responsibilities of the Safeguarding Manager

The Manager, or the person deputising for them, will provide leadership in relation to the safeguarding agenda by setting safeguarding strategies, objectives and priorities. Under the Care Act 2014 they will have the role of Safeguarding Concerns Manager. This is a nominated person within the organisation who is responsible for ensuring that concerns of possible abuse and neglect are responded to and reported appropriately.

They will:

- Have a good understanding of Safeguarding issues
- Ensure LWR policy and procedures are consistent with local procedures.
- Promote awareness of the prevention and recognition of adult abuse and ensure a training plan is in place to enable employees to attend training commensurate with their roles.
- Ensure that any actions taken by the organisation do not jeopardise potential enquiries by other organisations, e.g. Police, Care Quality Commission.
- Ensure that relevant statutory and regulatory authority bodies are informed of any safeguarding concerns by either of the safeguarding leads
- Ensure information is available to volunteers/trainees on how to report abuse or make a complaint.
- Provide support and guidance to employees and ensure they understand their responsibilities to work in partnership.
- Facilitate learning and improvement.

Responsibilities of all Leeds Wood Recycling Employees

- Act to safeguard individuals
- Be attuned to the risk of neglect, harm or abuse of volunteers/trainees and raise

- concerns with their line manager
- Wherever and whenever in the course of their duties, employees have contact with a person thought to be at risk of abuse or exploitation, then employees have a responsibility to act. Anyone can make a safeguarding referral. Doing nothing is not an option.
 - Work with partner agencies and share good practice
 - Employees have a responsibility to ensure that no action or omission on their part would be detrimental to the safety of an adult at risk. Individual risk assessment profiles should be referred to as these may contain valuable information as to agreed action to manage any risks arising out of vulnerability.
 - The relationship between worker and service user must be based on trust and respect for the individual. Employees must at all times be aware of the power imbalances within the relationship and must ensure that they do not embark upon or collude with any actions, which would be interpreted as abusive.
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- **Employees MUST take action - take all allegations or suspicion of abuse seriously and respond quickly and appropriately.**
 - **Advise one of the safeguarding leads immediately if you have any concerns. Contact emergency services 999 if the adult at risk is in danger or in need of urgent medical attention and action must be taken to ensure their immediate safety or well-being. Contact the Police where a crime is taking place or has just taken place. Ensure any evidence is preserved.**

If you are not sure raise a concern

Alert Line Manager

Report any concerns or information that indicates that an adult is, or may be experiencing abuse, immediately to your line manager/supervisor

If this is not possible or the concern involves the line manager, the matter must be taken to a member of the Management Team, or if the concern involves the manager on site, report to another member of the Management Team. If this is felt to be inappropriate the local Safeguarding Adults Unit must be contacted.

Discuss the matter fully with the line manager and agree the most appropriate form of action, in line with this policy. Your line manager will then report the concerns to one of the Safeguarding Leads

Where employees feel that appropriate action was not taken by their line manager, or Safeguarding Lead, employees have the right to report to the Board of Directors to ensure concerns are dealt with.

Where actions are needed urgently or if the Line Manager / Safeguarding Leads Manager are unavailable, **any employees or volunteer** may need to Raise a Concern with the local authority themselves and undertake other actions required to safeguard

the adult at risk without delay.

General principles: Responding to safeguarding concerns

When deciding how to respond to a safeguarding concern, the following factors should be considered: **Listen; Assess; Report.**

Listen: 'Talk to me, hear my voice'

Have you discussed the concerns with the adult at risk?

If you are considering reporting a safeguarding concern, remember the Talk to me, hear my voice principles.

The following prompts should be considered a useful starting base for such conversations:

- 'Talk to me about the concern'
- 'Talk to me about what I want to happen now'
- 'Talk to me about what changes I would like to achieve'
- 'Talk to me about what safeguarding adults is'
- 'Talk to me about reporting the concern'
- 'Explain if you have a duty to report the concern'
- 'Talk to me about what might happen next'
- 'Talk to me about who I want to be informed, such as my friends and relatives'

It may not always be possible and/or safe to have this conversation with the person at risk. It may depend on a number of factors, such as:

- The urgency of the risk.
- The nature of your role or relationship.
- The person's engagement with you.
- The possibility of increasing the risk or placing others at risk.
- The possibility of prejudicing a police inquiry.

However, the citizen-led, Talk to me, hear my voice principle requires practitioners and services to seek to involve the person at risk, wherever it is possible and safe to do so.

Assess: Immediate safety concerns

Consider:

- Are there immediate actions needed in order to keep the person or others safe?
- Are there actions you could reasonably and safely undertake?
- Is any person in need of medical attention? Do they need you to seek assistance for them?
- Is there an immediate risk to someone's safety? Are the police needed to maintain anyone's safety?

Report: Safeguarding concerns

Do you have enough information about the concern to decide whether to report a safeguarding concern? You do not need to establish that someone is experiencing abuse, neglect or self-neglect, but rather if there is reasonable cause to suspect that they are experiencing or a risk of it.

To make your decision, managers may need to obtain more information such as by clarifying the concerns, checking records, speaking to colleagues to understand the concerns. This is not an enquiry or investigation, at this stage you are trying to ascertain if there is reasonable cause for one to take place.

When deciding whether to raise a safeguarding concern the following additional guidance should be taken into account:

- Guidance for services: Understanding key terms
- Guidance for services: Do I need consent to report concerns?

If you remain unsure whether you ought to be raising a safeguarding concern:

- Consider who else you can talk to within your organisation
- Consider seeking advice from the Adult Social Care

To report a safeguarding concern, contact Adult Social Care for details of the ways in which concerns can be reported. Consider if the person at risk wishes to raise the concern themselves and if they need support to do that.

Target timescales

Safeguarding concerns should be reported to the local authority on the same day they are identified; or immediately where urgent.

Report a crime

Issues of abuse or neglect may also be a crime. If you believe a crime has been committed you should consider reporting the concerns to the police. If you are unsure whether a crime should be reported, consider the following guidance:

<https://www.scie.org.uk/safeguarding/adults/practice/questions>

To report a crime:

- In an emergency: Telephone 999
- If it is not an emergency: Telephone 101

When reporting a crime:

- Preserve evidence that may be important for a police investigation, seeking their advice as needed. In particular, seek advice from police about preserving evidence in cases of sexual assault
- Seek advice from the police if you are concerned you need to take actions that may prejudice a subsequent police investigation. This might include taking actions that forewarn someone of a police investigation, giving them the chance to remove evidence.

Consider who else needs to be informed of the concerns

This will depend on individual circumstances. It may include:

- Relatives. This would usually be with the person's consent, or in their 'best interests' under the Mental Capacity Act.
- Commissioners / Care Quality Commission / Charities Commission in line with their reporting requirements.
- Senior managers / HR managers in line with organisational procedures
- Staff delivering a service on a need-to-know basis so that they can provide appropriate support and maintain a safe environment.

Additional Guidance: Do I need consent to report a concern?

Wherever practicable, seek the person's consent to report a safeguarding concern. Where it is not possible to seek consent or even if the person has declined consent, it may still be appropriate to report the safeguarding concern. Consent is an important consideration, but it is not the only consideration as illustrated in these examples:

- Concerns about people, employees and volunteers If you have reasonable cause to suspect the risk of abuse or neglect by an employee or volunteer providing care and support, you should report your concerns. It is in the public interest for any such concern to be reported regardless of the wishes of the person at risk. It would be good practice however for the person at risk to know the concerns are being reported, unless it might prejudice an organisation's subsequent investigation by doing so.
- Concerns about possible abuse or neglect within a care or support service If you have reasonable cause to suspect abuse or neglect is occurring within or by a care or support service, then you should report your concerns. It is in the public interest for such organisations to provide safe services. This would include for example, care homes, supported living services, hostels, day services, a hospital or domiciliary care services amongst others. It would again, be good practice for the person at risk to know the concerns are being reported, unless it might prejudice an organisation's subsequent investigation by doing so.
- Concerns about a person who lacks mental capacity in relation to the decision to seek support. Decisions should be made in the person's best interests in line with the Mental Capacity Act 2005. Seeking support for someone who is unable to protect themselves, will almost certainly be in the person's best interests.
- Concerns about someone who has mental capacity, and the abuse, neglect or

self neglect is taking place in their home or in their community (including occasions, where the person may be experiencing coercive control or undue influence).

Raising a safeguarding concern without a person's consent will be appropriate if it is proportionate to the concerns and be for a lawful purpose such as it being necessary:

- To assess the risk of harm to the person.
- To assess the risk of harm to any other person.
- To ensure the person is aware of the risks.
- To ensure the person is aware of the options to reduce those risks.
- To establish whether the person has the mental capacity to make decisions about their safety and wellbeing.
- To protect the vital interests of the person, or some other person e.g. to prevent serious harm or distress or in life threatening situations.
- To fulfil public interest duties to ensure that other people are also afforded their rights to safety and protection.

Alternative responses to safeguarding

If it is decided that the concern is not one that is appropriate to be addressed through the safeguarding policy and procedures, it remains essential to ensure the person receives appropriate support in relation to the risks they experience. As such, consideration must be given as to what further support, advice, information or signposting can be offered to the person you are concerned for.

It is not possible to list all the alternative forms of support, however these could include changes to service provision by a care provider, new/amended risk management or care plans, domestic violence services, GP services, trading standards or contacting Adult Social Care in relation to an assessment of care and support needs.

When deciding on alternative forms of support, an important starting point is an assessment of the risks, the person's own views about the outcomes they want to achieve, the kinds of support they want and the agencies they would like to be involved.

Record Issues and Actions

Record the details of incidents, concerns and all action taken, clearly and objectively in case notes.

Report using this link

<https://www.leeds.gov.uk/adult-social-care/worried-about-someone>

Monitoring

A summary of all Safeguarding Concerns made with the local authority, along with the outcomes and learning relating to safeguarding adults at risk will be reported to the

Board of Directors quarterly.

Regular Review

Leeds wood Recycling designated Adults Safeguarding Manager will review the procedure annually in light of all logs to test their effectiveness and consider whether any changes are necessary or sooner if needs dictate

Contact details

Charlie Stanley - Adults' Safeguarding Manager and Manager of Leeds Wood Recycling:

Tel: 07859 917514

Sam Williamson – Adults' Safeguarding Lead and Community Engagement Worker at Leeds Wood Recycling:

Tel: 07812 403772

Howard Bradley - Safeguarding lead on the board of Directors:

Tel: 07861622940