

## ADULT AT RISK SAFEGUARDING AND PROTECTION POLICY AND PROCEDURE

Author:	Nicole Francis, ERC Chief Executive
Applicable from:	1st August 2019
Approved by Trustees:	28th September 2023
Lead Trustee:	Sade Alade
Date of latest review:	<b>9<sup>th</sup> October 2023</b>
Date for next review:	September 2024

### DESIGNATED SAFEGUARDING LEADs

Name: Chisom Nene  
Title: Head of College  
E-mail: [chisom@elfridacamden.org.uk](mailto:chisom@elfridacamden.org.uk)  
Tel: 020 7424 1617 / 07917 193 885

Name: Nicole Francis  
Title: Chief Executive  
E-mail: [nicole@elfridacamden.org.uk](mailto:nicole@elfridacamden.org.uk)  
Tel: 020 7424 1610/ 07917193697

### TRUSTEE SAFEGUARDING LEAD

Name: Sade Alade  
E-mail: [sade.alade@walthamforest.gov.uk](mailto:sade.alade@walthamforest.gov.uk)  
Tel: 07971311879

### Safeguarding Adults in Camden

If you are worried about an adult please call 020 7974 4000 and select option 1, or email us on [adultsocialcare@camden.gov.uk](mailto:adultsocialcare@camden.gov.uk).

### PREVENT Contacts

Email [prevent@camden.gov.uk](mailto:prevent@camden.gov.uk)  
Tel: 020 7974 2010.

## **ADULT AT RISK SAFEGUARDING AND PROTECTION POLICY**

### **Overview**

Elfrida Rathbone Camden has zero tolerance of all forms of abuse of children and vulnerable adults and the purpose of this policy is to provide a framework for adult and protection and safeguarding for all staff. The term staff includes staff, governors and volunteers.

This policy and its associated procedure are mandatory for all staff, as they must be aware of their individual and collective roles and responsibilities in safeguarding and protecting adults at risk from abuse and neglect.

At ERC we recognise our responsibilities as set out in the London Multi Agency Adult Safeguarding policy and procedures updated (June 2019). The legislative and regulatory requirements that ERC has to comply with in our safeguarding policies and procedures regarding adults at risk of abuse or neglect are set out in the Care Act 2014, the Care Act factsheets and specifically factsheet 7: (Safeguarding) and in Chapter 14 of the Care and Support Statutory Guidance issued under the Care Act 2014.

### **Outcomes**

As a result of the policy and associated procedure being followed, adults at risk will be better protected from the impact of abuse and neglect. Staff will take the necessary steps to safeguard and protect adults at risk, where outlined in procedures, contacting statutory agencies and/or if appropriate, discussing concerns with the adult at risk (and on occasions when appropriate their parents/carers or advocates).

### **Key Principles**

- This policy and corresponding procedures aim to achieve a culture in ERC in which a proactive approach is taken to safeguarding, promoting, and protecting the rights of learners.
- All learners attending ERC have the right to live a life free from abuse, harm, and neglect regardless of age, disability, sex identification, racial heritage, religious belief, sexual orientation, or identity.
- All allegations, concerns or suspicions of abuse or neglect are taken seriously and responded to within the steps laid out in the corresponding procedure.
- To work in partnership with learners of ERC and their families/carers.
- To work in partnership with the local Safeguarding Teams and comply with the Pan London multi-agency Safeguarding Procedures.
- All staff have a responsibility to ensure they are informed, trained, and understand their duty to operate within this policy and procedure.
- All staff have a shared responsibility to take appropriate steps to protect learners at risk.
- Trustees and the Senior Leadership Team have responsibility for ensuring effective governance and safe services and will achieve this through:
  - o Effective, comprehensive Policies and Procedures.
  - o Implementation of Safer Recruitment principles and requirements.
  - o Effective monitoring of safeguarding.
  - o The provision of effective and comprehensive training.

### **The Policy Statement**

- o This policy and associated procedure apply to all staff of ERC.
- o ERC has zero tolerance of all forms of abuse and neglect of adults.
- o ERC is committed to the prevention of, and protection from, abuse and neglect of all adults at risk of abuse or neglect who come into contact with the organisation through its

staff, or representatives, in whatever capacity that contact occurs.

- ERC is committed to taking all necessary steps to stop abuse happening, whether that abuse is perpetrated by staff, family members, members of the public or other learners.
- ERC is committed to its duty of care to all adults it has contact with. If there are concerns about staff perpetrating abuse, it will facilitate any action required to address this without delay. This will include actions required to address abusive behaviours and attitudes.
- When staff have been dismissed because of concerns about abuse, or neglect, they will be referred to the Disclosure & Barring Service (DBS) and professional bodies.
- ERC is committed to ensuring that adults at risk of abuse or neglect are given information, advice, and support, in a form that they can understand and have their views included in all forums where decisions are made about their lives.
- ERC is committed to challenging and investigating learner on learner abuse within local Safeguarding of Adults Frameworks.
- ERC is committed to working in partnership with parents and carers. That partnership will be with their consent when this is required and appropriate.
- ERC will publish online the Adult at Risk Safeguarding Policy and Procedure.
- ERC has a duty to contact the home and host Local Authority Adult Social Care department if there are concerns that an adult at risk may be being abused.
- ERC is committed to providing a curriculum that enables adults and other users of its services to learn to keep themselves safe and how to raise concerns if they do not feel safe in all aspects of their lives.
- ERC is committed to ensuring that senior members of the organisation will be without delay, fully briefed and consulted with by staff on any concerns about abuse or neglect: the process for this is detailed in the procedure.
- The Chief Executive and Head of College are the DSLs. The DSLs takes lead responsibility for both learners and adult protection and wider safeguarding arrangements and will advise on situations where learners may need the support of an Appropriate Adult under the Police and Criminal Evidence Act 1984 (PACE).
- ERC is committed to working within the London Multi Agency Adult Safeguarding policy and procedures (June 2019) and the procedures of any other local authorities where any adult at risk may reside.
- ERC is committed to working with all home Local Authorities its learners reside in particular Camden as our host Borough, Local Authority Designated Officers and/or Adult Social Care department and the police if there are any concerns about, or perceived risks, in respect of staff at the college.

### **Risk Assessment**

Should this policy and associated procedure be ignored or disregarded, the possible outcomes are:

- For adults at risk of abuse or neglect – being placed at further risk of harm and neglect.
- For staff – may be subject to inquiry, investigation internally or externally for failing to take appropriate steps, internally may then be subject to a disciplinary process.
- For the DSLs and Board of Trustees and possible inquiry and report from the Charities Commission and regulators or recommendation from local authorities to regulators.
- For ERC – possible risk of public scrutiny and ultimately risk of prosecution
- and/or additional inspections from regulators and ultimately deregistration. All the above
- can lead to negative media attention and damage to the reputation of ERC.

### **Definitions**

Safeguarding Adults at risk of abuse or neglect means protecting an adult's right to live in safety, free from abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action, considering their Mental Capacity at the time.

The Safeguarding duties apply to an adult who:

- Is a learner of ERC at the age of 18 or over; and
- Has need for care and support (whether or not a Local Authority is meeting any of those needs); and
- 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.

Most adults that use ERC services are likely to fall within these definitions should they be at risk of abuse or neglect, generally, though not always, as a result of a lack of capacity within the meaning of the Mental Capacity Act 2005.

Abuse and Neglect: Refers to: 'ill-treatment (including sexual abuse and forms of ill treatment that are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, emotional, social or behavioural development'. (Who Decides?" Law Commission, 1997). Appendix 1 defines neglect in more detail.

Abuse was defined by 'No Secrets' (2000, DH and Home Office) as: '...a violation of an individual's human and civil rights by any other person or persons'.

### **Legislation, Regulatory Requirements and Guidance.**

For ERC to meet our regulatory and statutory responsibilities, the following legislation and associated guidance are of significance (N.B. This is not an exhaustive list).

- The principal source (since 2015) is the Care Act 2014 (section 42). This defines abuse and sets out the statutory duties and the institutional responsibilities for those duties.
- The (Care Act) Care and Support Statutory Guidance provides the detail in relation to both the meaning of wellbeing and safeguarding. Chapter 14 sets out in detail the duties found in sections 42 to 46 of the Care Act, including definitions of the aims and objectives of adult safeguarding activity and a representative range of types of adult abuse and neglect.

ERC services that are regulated must comply with service-specific regulations, which include ensuring there are measures in place for the prevention of abuse.

- Disclosure and Barring Service 2012 (last updated guidance 2018)
- Keeping Children Safe in Education 2023.

Also relevant:

- The Education and Inspections Act 2006
- Mental Capacity Act 2005 and the Mental Capacity Act Code of Practice 2007 (both to be updated when the Mental Capacity (Amendment) Act 2019 comes into force)
- Health and Safety at Work Act 1974
- Moving and Handling Operations Regulations 1992 (2002)
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Making Safeguarding Personal 2019
- Data Protection Act 2018
- Counter Terrorism and Security Act 2015

### **Equality Statement**

Some learners have an increased risk of abuse, and additional barriers can exist for some learners with respect to recognising or disclosing it. Adults with learning disabilities may be more vulnerable to abuse than their peers. We are committed to anti-discriminatory practice and recognise learners' diverse circumstances. We ensure that all learners have the same protection, regardless of any barriers they may face.

### **Links with other policies**

This policy links to the following policies and procedures:

- Code of Conduct
- Selection and Recruitment
- Compliments and Complaints
- Health and Safety
- Data Protection
- Whistleblowing
- Preventing Extremism and Radicalisation.

### **Monitoring arrangements**

This procedure and the linked Procedure will be reviewed annually by the Chief Executive. At every review, it will be approved by the Board of Trustees.

---

## **ADULT AT RISK SAFEGUARDING AND PROTECTION POLICY**

### **Roles and Responsibilities**

Safeguarding is everyone's responsibility and hence is a whole organisational approach. This policy applies to all staff in ERC and is consistent with the procedures of Camden Safeguarding Adults Procedures and Guidance. Our policy and procedures also apply to off-site activities, such as work experience placements.

#### ***All staff responsibilities***

All staff will read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education 2023 (KCSiE) and review this guidance at least annually.

All staff will be aware of:

- Our systems, which support safeguarding, including the staff code of conduct, the role of and how to contact the designated safeguarding leads (DSLs), online safety and acceptable use policy.
- What to do if they identify a safeguarding issue or a learner tells them they are being abused or neglected, including specific issues, such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as sexual exploitation, honour-based abuse and radicalisation. The organisation has a separate Preventing Extremism and Radicalisation Policy. (See Appendix 3).
- Any allegations about the possibility of abuse by staff will always be treated seriously and will be fully investigated (see Appendix 2 Allegations of abuse against staff) following discussion with the Local Authority Designated Officer or Adult Safeguarding Team.

#### ***The Designated Safeguarding Leads (DSLs)***

- The Chief Executive and Head of College are Designated Safeguarding Leads (DSLs). The DSLs takes lead responsibility for adult protection and wider safeguarding arrangements.
- During term time, the DSLs will be available during college hours for staff to discuss any safeguarding concerns.
- When the DSLs are absent, the Training and Learning Manager will act as cover for ERC.
- The DSLs will liaise with home and host Local Authority case managers and designated officers for adult protection concerns as appropriate. They will also brief and update the Chair of Trustees as appropriate.

The DSLs will:

- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- Refer cases of concern, as appropriate, to the relevant body (Local Authority Adult at Risk social care, Channel programme, and/or police), and support staff who make such referrals directly.
- Be aware of the PACE requirements for vulnerable people to have an Appropriate Adult. (Further information can be found in the Statutory guidance – (PACE Code C 2019).
- Be aware of PREVENT responsibilities and local arrangements for liaison with the police.
- Be aware of, and follow, the NSPCC guidance on when to make a direct referral to the police.
- Where learners have an allocated social worker, as a result of concerns about abuse or neglect, ensure relevant staff are aware of this so that additional learning and/or pastoral support can be offered to the young person.

### **Governance**

The Board of Trustees will appoint a senior board level member, to monitor the effectiveness of and approve this policy and procedure at each review and the Chief Executive will report to the committee on its implementation at each subsequent meeting of the committee. The Chief Executive will act as the 'case manager' if an allegation of abuse is made against the Head of College. The Chair of Trustees will act as the 'case manager' if an allegation of abuse is made against the Chief Executive. Trustees must follow the specific guidance outlined in How to report serious incidents in your charity Sept 2017, Charities: how to protect children and adults at risk 2018 and Strategy for dealing with safeguarding issues in charities Dec 2017. The Chief Executive will advise the Chair of Trustees when a safeguarding incident needs to be reported to the Charity Commission.

### **Procedure details**

The procedures detailed here are mandatory and must be followed. Procedures cannot predict every set of circumstances, and if any member of staff is dealing with a safeguarding matter, then they should raise concerns without delay, seek support through supervision and debrief with a DSL at each stage of the process. Responding to concerns that an adult may be being abused or neglected.

### **Recognition of signs and indicators of abuse**

If the member of staff believes that an adult is at immediate risk of harm or abuse, they will take immediate and reasonable steps to protect the adult. However, such situations are very rare, and, in most circumstances, staff will raise a concern following the process below.

### **Raising a concern**

Staff will raise a concern by reporting directly, and without delay, to the DSLs, verbally within two hours and followed up by email within 24 hours. If, for whatever reason staff struggle to locate the DSLs they need to report their concerns to the Training and Learning Manager immediately. After raising a concern verbally, staff will also make a detailed account by email of what they have seen, observed or heard. The member of staff who noted and raised the concern is known as the 'alerter'; adult social care or the police may wish to speak to the 'alerter' at some point. If more than one member of staff was present, each must make their own report by email.

### **Recording**

The keeping of accurate and prompt recording is fundamental to effective safeguarding and all staff have a responsibility to ensure all concerns are recorded appropriately. The DSLs will produce the safeguarding records using the contact from the emails. The emails from staff should include;

- Who they have concerns about (name of adult at risk).
- In the view of the staff member does the adult at risk have the capacity to understand the concerns and that they may have been abused.
- What has been shared with the adult at risk about the concerns and what response have they made.
- If the adult at risk has capacity to understand the involvement of other agencies, what have they said about this.
- Date and time they are making the record.
- Date and time the incident occurred (if this is known).
- What was observed, heard or noted that led to the concern being raised.
- Source of information (if the concern was not directly observed i.e., a parent informs a member of staff that he/ she has seen abuse indicators).
- Behavioural observations (noting that this is one of the most likely ways in which a member of staff is likely to note concerns).

- If an adult at risk has made an allegation or disclosure, what was said or communicated.

When reporting a concern to the home and host local authority, the DSLs will inform the home and host Local Authority that a written record of the concern is available and will e-mail details of the concerns to the Local Authority if requested. Any details in relation to the adult concerned must be communicated in a secure way in line with our Data Protection Policy. If at any stage ERC or the Local Authority decide that no further action is to be taken, then the reason for this and who made the decision will be recorded.

All subsequent actions/events following the reporting of a concern should be recorded as should any documentation received from the Local Authority, police or other agencies.

### **Confidentiality and storage of safeguarding concerns**

DSLs have responsibility to ensure all concerns within ERC are recorded, monitored and secured.

All staff are required to record their concern via email these records are accessible only to the DSLs and the trustees. Where anyone other than the DSLs and trustees need access to the records relating to an adult at risk, this will be recorded in the chronology. If records are sent outside of the organisation, then the records would be password protected and/or sent via an encrypted email system such as Egress Switch.

Electronic records relating to safeguarding concerns including e-mails and reports will be saved on Sharepoint. ERC will provide any new setting with a summary of any outstanding concerns and the names/contact details of key professional from other agencies who are aware of the concerns. Wherever possible, this will be with the knowledge and consent of the learner who is the subject of the data; however, under GDPR and the Data Protection Act 2018, ERC may share the information without consent if in our judgement this is necessary to protect an adult from abuse or harm.

Adults at risk with capacity may request access to anything that is recorded about them. Therefore, anyone recording safeguarding issues should consider this and ensure that records are factual and clear and, where opinion is expressed, it should be recorded as such and distinguished from fact.

### ***Initial fact finding***

It is reasonable to check some basic facts prior to alerting other professionals. The DSLs will always lead on initial fact finding. They may delegate specific tasks of the initial fact finding to staff unrelated to the concerns. Initial fact finding should involve checking files and recent records and clarifying basic facts with key staff including the member of staff who raised the concern, as well as discretely asking other staff who have had recent contact with the adult to ascertain if they have any issues or concerns.

Initial fact finding should never involve asking an adult at risk to discuss the concerns or repeat a disclosure or allegation that has been made. Initial fact finding can lead to the DSLs deciding that there are no protection concerns that warrant a referral to Adult Social Care or the police. In such circumstances, when no further action is being taken, then the decision needs to be recorded.

***Concern that an adult may be at risk of significant harm by staff, parents, carers or someone known to the adult.*** If the concerns and initial fact finding lead to the conclusion that an adult may have been harmed or at risk of significant harm, then the DSLs will raise an alert to the Adult Social Care Department in the home and host Local Authority area where the adult at risk lives or in the case of this being a concern about a member of staff then the LA host



Borough Adult Social Care Department will be contacted.

### ***Involving the adult at risk***

It is important that, prior to making a referral to Adult Social Care or the police, timely consideration has been given to the ability of the adult at risk to understand the concerns, and whether they have an ability to give consent to concerns being raised with other agencies. It is likely that one of the first questions that the Local Authority is likely to ask is 'Does the adult at risk have capacity?' This refers to capacity as defined under the Mental Capacity Act 2005, which is explained in more detail in Appendix 1.

In brief:

It is always essential in safeguarding to consider whether the adult at risk is capable of giving informed consent. If they are, their consent should be sought prior to making a referral. This may be in relation to whether they give consent to:

- An activity that may be abusive – if consent to abuse or neglect was given under duress, for example, as a result of exploitation, pressure, fear or intimidation, this apparent consent should be disregarded.
- A Safeguarding Adults investigation going ahead in response to a concern that has been raised.
- Where an adult at risk, with mental capacity, has made a decision that they do not want action to be taken and there are no public interest or vital interest considerations, their wishes must be respected. This may present challenges at ERC, if the adult also asserts, they do not want their parents or carers to be informed. The person must be given information, have the opportunity to consider all the risks and fully understand the likely consequences of that decision over the short and long term.

If, after discussion with the adult at risk who has mental capacity, they refuse any intervention, their wishes will be respected unless:

- There is a public interest, for example, not acting will put other adults or children at risk.
- There is a duty of care to intervene, for example, a crime has been or may be committed.

In such circumstance in the above two points, an alert to the Adult Social Care Department must be made. When there are concerns that a crime has been committed, then the police should also be informed. An allegation of abuse or neglect of an adult at risk, who does not have capacity to consent on issues about their own safety, will always give rise to action under the Safeguarding Adults process and subsequent decisions made in their best interests will be made in line with the Mental Capacity Act and Mental Capacity Act Code. Section 44 of the Act makes it a specific criminal offence to wilfully ill-treat or neglect a person who lacks capacity.

### ***Raising an Alert***

Raising an alert with the Adult Social Care Department will require a lot of information to be shared. This should happen without delay by telephone. All London Local Authorities now have forms that will also be required to be completed once the telephone referral has been made.

***The Local Authority decision to accept or not, the concern of an adult at risk.*** Adult safeguarding processes have historically evolved out of serious concerns for adults living in institutional settings; therefore, an Adult Social Care Department may attempt not to accept the nature of the concern, if the abuse is within a family setting. For example, they may attempt to classify the concern as domestic violence. In such circumstances advice should be carefully recorded and any signposting to other agencies followed without delay.

If the concerns are accepted as an adult at risk:

- If the adult at risk has capacity, the Local Authority will arrange to speak with the adult to clarify facts and to find out from them what is happening, discuss the concerns and carry out a risk

assessment with them. This will establish if they understand the risk and what help they may need to support them to reduce the risk if that is what they want.

- The Local Authority will want to be satisfied that the ability to make an informed decision is not being undermined by the harm they are experiencing and is not affected by intimidation, misuse of authority or undue influence, pressure or exploitation, if they decline assistance.
- If the adult at risk does not have capacity, then their capacity will be appropriately assessed as soon as possible; in safeguarding, this is a process that the Local Authority will lead on.
- If it is established that the adult at risk lacks capacity, feedback will be given by the Local Authority to them and anyone who is acting in their best interests (for example a family member, attorney or court appointed deputy), unless they are implicated in the allegation.

### **Strategy meetings**

The Local Authority Adult Social Care Department can decide that there is a need for a strategy meeting. It should be anticipated that a DSL will be invited to attend. At the meeting the following should be discussed:

- The wishes of the adult at risk.
- Whether an investigation will take place, and if so, how it should be conducted and by whom.
- A risk assessment.
- An interim protection plan.
- A clear record of the decisions.
- A record of what information is shared.
- An investigation plan with timescales.
- A communication strategy.

The strategy discussion or meeting should take place before any investigation; the exception to this is if a police investigation is required to gather evidence. ERC should not begin an investigation prior to a decision by the multi-agency strategy meeting or discussion.

### ***Outcomes of strategy meeting***

There are a wide range of possible outcomes that can come from a strategy meeting, these include:

- That the police are going to investigate - The staff member who raised the concern and the DSLs are likely to be interviewed. (If the concerns relate to an ERC staff then they will also be interviewed by the police, and this could be under caution.)
- That the Local Authority is going to investigate - Again the staff member who raised the concern and the DSL are likely to be interviewed.

### **Case Conference**

Following any investigation, a case conference is convened by the Local Authority.

The aim of a case conference is to:

- Consider the information contained in the investigating officer's report(s).
- Consider the evidence and, if substantiated, plan what action is indicated.
- Plan further action if the allegation is not substantiated.
- Plan further action if the investigation is inconclusive.
- Consider what legal or statutory action or redress is indicated.
- Make a decision about the levels of current risks and a judgement about any likely future risks.
- Agree a protection plan.
- Agree how the protection plan will be reviewed and monitored.

#### ***Possible outcomes for the adult at risk***

- Increased monitoring.
- Removal from property/support, advice, services.
- Assessment/services.
- Application to Court of Protection.
- Application to change appointeeship.

- Referral to advocacy service.
- Referral to counselling services.
- Guardianship/use of Mental Health Act 2007.
- Review of self-directed support.
- Restriction/management of access.
- Referral to MARAC (London based domestic violence units)
- No further action.
- Other.

***Possible outcomes for the person alleged to have caused harm***

- Criminal prosecution/formal caution.
- Police action.
- Assessment/services.
- Removal from property/support, advice, services.
- Management of access to adult at risk.
- Referral to the Disclosure and Barring Service.
- Disciplinary action.
- Action by OFSTED.
- Continued monitoring.
- Counselling/training.
- Referral to court-mandated treatment.
- Action under Mental Health Act 2007.
- Exoneration.
- No further action.
- Other.

***Protection Plans and reviews***

One outcome of a case conference is the agreement of a protection plan. This could mean that ERC is requested to provide additional services, monitoring or support as part of the plan. Staff involved with the plan and the adult at risk should have a good understanding as to what the plan involves, and the DSLs should have a written copy of the plan.

The protection plan should be reviewed by the convening of a review meeting.

***Closing a safeguarding adults at risk process***

The Safeguarding Adults process may be closed at any stage if it is agreed that an on-going investigation is not needed or if the investigation has been completed and a protection plan is agreed and put in place. In most cases a decision to close the Safeguarding Adults process is taken at the case conference or at a protection plan review. The Safeguarding Adults process may close, but other processes may continue, for example, a disciplinary or professional body investigation.

**Complaints and concerns about college and staff safeguarding practices**

***Complaints against staff***

Complaints against staff that are likely to require an adult protection investigation and will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see Appendix ).

***Other complaints***

Concerns raised against the organisation in relation to its handling of safeguarding issues should be referred to the Chief Executive who will raise this with the Chair of Trustees where appropriate.

### ***Whistleblowing***

Staff access to the support provided by the whistleblowing procedure is an important element of Safeguarding. For information on Whistleblowing, please see the ERC. The DSLs will act as Whistleblowing Champion for the college. Where a member of staff is not satisfied that their concerns have been responded to by the Charity, or not taken seriously, then they should approach the Camden Adult safeguarding team.

### **Training**

#### *All staff*

All staff members will undertake safeguarding and adult protection training at induction, to ensure they understand our safeguarding systems and their responsibilities, and can identify signs of possible abuse, neglect or safeguarding issues. This training will be regularly updated and will be in line with advice from our local safeguarding adult partnership.

All staff will have training on the government's anti-radicalisation strategy, PREVENT, to enable them to identify students at risk of being drawn into terrorism and to challenge extremist ideas. Staff will also receive regular safeguarding and adult protection updates (for example, through emails and staff meetings) as required, but at least annually.

#### *The DSLs*

The DSLs will undertake adult protection and safeguarding training at least every three years. In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, meeting other DSLs, or taking time to read and digest safeguarding developments). They will also undertake PREVENT awareness training at least every three years.

#### *Trustees*

All Trustees receive safeguarding training every three years to make sure they have the knowledge and information needed to perform their functions and understand their strategic responsibilities as outlined in KCSiE part two.

### **Links with other policies**

This policy links to the following policies and procedures:

- Code of conduct
- Selection and Recruitment
- Compliments and Complaints
- Health and Safety
- First Aid
- Data Protection
- Whistleblowing

## **Appendix 1: Outline to the Mental Capacity Act and Safeguarding Mental capacity**

The presumption in the Act is that adults have mental capacity to make informed choices about their own safety and how they live their lives. Issues of mental capacity and the ability to give informed consent are central to decisions and actions in Safeguarding Adults. All interventions need to take into account the ability of adults to make informed choices about the way they want to live and the risks they want to take.

This includes their ability:

- To understand the implications of their situation.
- To take action themselves to prevent abuse.
- To participate to the fullest extent possible in decision making about interventions.

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who may lack capacity to make decisions for themselves and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters. All decisions taken in the Safeguarding Adults process must comply with the Act. The Act says that: '... a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance, in the functioning of the mind or brain'.

Further, a person is not able to make a decision if they are unable to:

- Understand the information relevant to the decision or;
- Retain that information long enough for them to make the decision or;
- Use or weigh that information as part of the process of making the decision or;
- Communicate their decision (whether by talking, using sign language or by any other means as muscle movements, blinking an eye or squeezing a hand).

Mental capacity is time and decision specific. This means that a person may be able to make some decisions but not others at a particular point in time. For example, a person may have the capacity to consent to simple medical examination but not to major surgery. Their ability to make a decision may also fluctuate over time.

### **Principles of the Mental Capacity Act 2005**

Any person from the age of 16 (the age at which the Mental Capacity Act applies) at risk has the right to make their own decisions and must be assumed to have capacity to make decisions about their own safety unless it is proved (on a balance of probabilities) otherwise:

- Adults at risk must receive all appropriate help and support to make decisions before anyone concludes that they cannot make their own decisions
- Adults at risk have the right to make decisions that others might regard as being unwise or eccentric and a person cannot be treated as lacking capacity for these reasons.

Decisions made on behalf of a person who lacks mental capacity must be done in their 'Best Interests' and on the basis of a 'Reasonable Belief' and should be the least restrictive of their basic rights and freedoms.

### **Ill treatment and wilful neglect**

An allegation of abuse or neglect of an adult at risk who does not have capacity to consent on issues about their own safety will always give rise to action under the Safeguarding Adults process and subsequent decisions made in their best interests in line with the Mental Capacity Act and Mental Capacity Act Code as outlined above. Section 44 of the Act makes it a specific criminal offence to wilfully ill-treat or neglect a person who lacks capacity.

## Consent

It is always essential in safeguarding to consider whether the adult at risk is capable of giving informed consent. If they are, their consent should be sought. This may be in relation to whether they give consent to:

- An activity that may be abusive – if consent to abuse or neglect was given under duress, for example as a result of exploitation, pressure, fear or intimidation, this apparent consent should be disregarded.
- A Safeguarding Adults investigation may go ahead in response to a concern that has been raised. Where an adult at risk with capacity has made a decision that they do not want action to be taken and there are no public interest or vital interest considerations, their wishes must be respected. The person must be given information and have the opportunity to consider all the risks and fully understand the likely consequences of that decision over the short and long term, also;

The recommendations of an individual protection plan being put in place:

- A medical examination.
- An interview.
- Certain decisions and actions taken during the Safeguarding Adults process with the person or with people who know about their abuse and its impact on the adult at risk.

If, after discussion with the adult at risk who has mental capacity, they refuse any intervention, their wishes will be respected unless:

- There is a public interest, for example, not acting will put other adults at risk.
- There is a duty of care to intervene, for example, a crime has been or may be committed.

## Deprivation of Liberty Safeguards (DoLS)

DoLS, which is integrated as an amendment into the Mental Capacity Act (as a result of the so called Bournemouth Judgment), apply to people from the age of 18 who have a mental disorder and who do not have mental capacity to consent to their liberty being restricted or removed.

At present the obtaining of local authorisation to deprive someone who lacks capacity of their liberty is reserved to those in a hospital, residential setting and, since new case law made in 2014, to supported living settings. Other regulated settings such as schools and colleges are expected to be aware of the principals of the Safeguards. Care homes must make applications to a Local Authority for authorisation to deprive someone of their liberty if they believe it is in their best interest. Hospitals must similarly make requests to their Clinical Care Groups (CCG). Where the grounds are met for the authorisation, the authorising body may issue a certificate lasting up to 12 months, thereby lawfully permitting the deprivation of liberty of that individual. All decisions on care and treatment must comply with the Mental Capacity Act and the Mental Capacity Act Code.

The Care Quality Commission (CQC) has also issued guidance for providers of registered care and treatment services on DoLS. Reference should be made to the relevant Local Authority or health trust/CCG for procedures relating to DoLS. The fundamental test rests upon whether depriving an adult of their liberty is consistent with a best interest's decision.

It is to be noted that in any other setting, such as a college or a day care setting, authority to deprive an individual who lacks capacity of their liberty can ONLY be authorised by the Court of Protection. A deprivation of liberty in the absence of a Deprivation of Liberty certificate or an order from the Court of Protection would be likely to be regarded as a criminal offence.

The threshold at which the degree of control of an individual may be regarded as being a deprivation of liberty is defined by case law (so may change) and is confined to: using force to admit someone who lacks capacity to an institution, complete and effective control over care and movement, control over contacts and residence, preventing someone electively leaving a setting,

refusal to permit carers to remove the person from a setting, denial of social contacts and where autonomy is lost through continuous supervision and control.

### **Advocates**

The Local Authority lead should consider whether an adult at risk may benefit from the support of an independent advocate. There are two distinct types of advocacy – instructed and non-instructed – and it is important that people involved in the Safeguarding Adults process are aware of which type of advocate is representing the person and supporting them to express their views. Instructed advocates take their instructions from the person they are representing. For example, they will only attend meetings or express views with the permission of that person.

Non-instructed advocates work with people who lack capacity to make decisions about how the advocate should represent them. Non-instructed advocates independently decide how best to represent the person. Advocates should be invited to the strategy meeting or case conference, either accompanying the adult at risk or attending on their behalf, to represent the person's views and wishes. Instructed advocates would attend only with the permission of the adult at risk.

### **Independent mental capacity advocates (IMCAs)**

IMCAs provide one type of non-instructed advocacy. Their role was established by the Mental Capacity Act 2005 to provide a statutory safeguard mainly for people who lack capacity to make important decisions and who do not have family or friends who can represent them to do so. IMCAs have a statutory role in the Safeguarding Adults process.

There is a legal requirement to make a decision about instructing an IMCA for an adult at risk who is the focus of Safeguarding Adults processes where they lack capacity to make decisions about their safety. IMCA instruction may be unnecessary if the adult at risk has adequate alternative independent representation. This could be from another advocate, or from family or friends. It is good practice for the Local Authority lead to make a decision about the need for IMCA instruction and, if required, to make the instruction to the local IMCA provider. Before making an instruction to an IMCA for Safeguarding Adults, it is necessary to assess the person as lacking capacity for consenting to at least one protective measure which is either being considered or has been put in place. Examples of protective measures may include (but are not limited to):

- Restrictions on contact with certain people
- Temporary or permanent moves of accommodation
- The police interviewing the person or collecting forensic evidence which may support a prosecution
- Increased support or supervision
- An application to the Court of Protection
- Restrictions on accessing specific services and/or places
- Access to counselling or psychology with the aim of reducing the risk of further abuse.

### **Court of Protection**

The Court of Protection deals with decisions and orders affecting people who lack capacity. The court can make major decisions about health and welfare, as well as property and financial affairs. The court has powers to:

- Decide whether a person has capacity to make a particular decision for themselves.
- Make declarations, decisions or orders on financial and welfare matters affecting people who lack capacity to make such decisions.
- Appoint deputies to make decisions for people lacking capacity to make those decisions.
- Determine DoLS matters where certification is not permitted.
- Decide whether a lasting power of attorney or an enduring power of attorney is valid.
- Remove deputies or attorneys who fail to carry out their duties.

In most cases decisions about personal welfare will be able to be made legally without making an application to the court, as long as the decisions are made in accordance with the core principles

set out in the Mental Capacity Act 2005 and the best interests checklist and any disagreements can be resolved informally.

However, it may be necessary and desirable to make an application to the court in a safeguarding situation where there are:

- Particularly difficult decisions to be made
- Disagreements that cannot be resolved by any other means
- On-going decisions needed about the personal welfare of a person who lacks capacity to make such decisions for themselves
- Matters relating to property and/or financial issues that need to be resolved
- Serious healthcare and treatment decisions, for example, withdrawal of artificial nutrition or hydration
- Concerns that a person should be moved from a place where they are believed to be at risk
- Concerns or a desire to place restrictions on contact with named individuals because of risk or where proposed Safeguarding Adults actions may amount to a deprivation of liberty outside of a care home, supported living setting or hospital.

### **Office of the Public Guardian (OPG)**

The OPG was established under the Mental Capacity Act to support the Public Guardian and to protect people lacking capacity by:

- setting up and managing separate registers of lasting powers of attorney, of enduring powers of attorney and of court-appointed deputies
- supervising deputies
- sending Court of Protection visitors to visit people who lack capacity and also those for whom it has formal powers to act on their behalf
- receiving reports from attorneys acting under lasting powers of attorney and deputies providing reports to the Court of Protection the OPG may be involved in Safeguarding

Vulnerable Adults in a number of ways, including:

- promoting and raising awareness of legal safeguards and remedies, for example,
- lasting powers of attorney and the services of the OPG and the Court of Protection
- receiving reports of abuse relating to vulnerable adults ('whistle blowing')
- responding to requests to search the register of deputies and attorneys (provided free of charge to local authorities and registered health bodies)
- investigating reported concerns, on behalf of the Public Guardian, about the actions of a deputy or registered attorney, or someone acting under a single order from the court
- Working in partnership with other agencies, including adult care social services and the police.

### **Investigations undertaken by the OPG**

The OPG can carry out an investigation into the actions of a deputy, of a registered attorney (lasting powers of attorney or enduring powers of attorney) or someone authorised by the Court of Protection to carry out a transaction for someone who lacks capacity, and report to the Public Guardian or the court.

How the investigation is carried out will depend on the particular circumstances but will typically involve contact with people and agencies that have contact with the person.

Family and friends and other relevant people who are not implicated in the allegation of abuse often have an important part to play in the Safeguarding Adults process and provide valuable support to the individual and to manage the risk. If appropriate and possible, and where the adult at risk has mental capacity and gives their consent and there are no evidential constraints; family and friends should be consulted. If the adult does not have mental capacity, family and friends must be consulted under the Mental Capacity Act 2005.



### **Vital interest**

If the adult at risk has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information under Safeguarding Adults procedures with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult at risk is not being unduly influenced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult at risk that this action is being taken unless doing so would increase the risk of harm.

### **Best interest**

If an adult at risk lacks capacity to make informed decisions about maintaining their safety and they do not want any action to be taken, professionals have a duty to act in their best interests under the Mental Capacity Act 2005. This would automatically trigger a Safeguarding Adults referral.

### **Public interest**

If the adult at risk has the mental capacity to make informed decisions about maintaining their safety and they do not want any action to be taken, practitioners have a duty to share the information with relevant professionals to prevent harm to others. This will automatically trigger a Safeguarding Adults referral.

### **Personal decisions**

The adult at risk will have views about what is an acceptable level of risk to them and about balancing the risks in order to maintain the lifestyle or contacts they wish. There may be a balance to be struck between the benefits of achieving safety and the loss of contact with someone whom they value. A person with mental capacity may choose to live in a situation which is seen as unsafe by professionals, if the alternatives they are being offered are unacceptable to them. They do not, however, have a right to make decisions about the protection other people may need where they may also be at risk from the same person, service or setting.

Adults at risk need to be able to make informed choices from the information they are given. In order to do this, they may need support in a variety of ways such as the help of a family member or friend (as long as they are not the person alleged to have caused the harm), an advocate or IMCA, a language interpreter or other communication assistance or aid

## **Appendix 2: Allegations of abuse made against staff**

This section of this policy applies to all cases in which it is alleged that a current member of staff has:

- Behaved in a way that has harmed a learner, or may have harmed a learner or;
- Possibly committed a criminal offence against or related to a learner, or;
- Behaved towards a learner in a way that indicates he or she may pose a risk of harm to learners.

It applies regardless of whether the alleged abuse or behaviour took place in Elfrida Rathbone Camden.

Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police.

We will deal with any allegation of abuse against a member of staff very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and good judgement.

### *Suspension*

Suspension will not be the default position and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative. Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the college so that the individual does not have direct contact with the learner (s) concerned.
- Providing an assistant to be present when the individual has contact with learners
- Redeploying the individual to alternative work in ERC so that they do not have unsupervised access to learners.
- Working from home

### *Definitions for outcomes of allegation investigations*

Substantiated: there is sufficient evidence to prove the allegation

Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive

False: there is sufficient evidence to disprove the allegation

Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)

Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made

### **Procedure for dealing with allegations.**

In the event of an allegation that meets or appears to meet any of the criteria above:

- The Chief Executive will immediately inform the Chair of Trustees.
- If the allegation is likely to be considered a Serious Incident the Chief Executive will inform the Trustee responsible for safeguarding and a report to the Charity Commission undertaken.
- The Chief Executive is responsible for completing the report to the Charity Commission.
- The Chief Executive will agree the case manager who must be a trained DSL.

The case manager will:

- Immediately discuss the allegation with the designated officer at Camden (the LADO). This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or adult social care services. (The case manager may, on occasion, consider it necessary to involve the police before consulting the LADO – for example, if the accused individual is deemed to be an immediate risk to learners there is evidence of a possible criminal offence. In such cases, the case manager will notify the LADO as soon as practicably possible after contacting the police).
- Where the police and/or adult social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies.
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or adult social care services, where necessary).
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with learners at ERC is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the LADO, police and/or adult social care services, as appropriate.
- If immediate suspension is considered necessary, agree and record the rationale for this with the LADO. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within one working day, and the individual will be given a named contact at ERC and their contact details.
- If it is decided that no further action is to be taken in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the LADO what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation.
- If it is decided that further action is needed, take steps as agreed with the LADO to initiate the appropriate action in college and/or liaise with the police and/or adult social care services as appropriate.
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative from ERC to keep them informed of the progress of the case and consider what other support is appropriate.
- Inform the parents or carers of the learner/s involved about the allegation as soon as possible if they do not already know (following agreement with adult social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against staff (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a staff member will be advised to seek legal advice.
- Keep the parents or carers of the learner/s involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence).
- If the allegation is founded make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a vulnerable adult, or if the individual otherwise poses a risk of harm to a vulnerable adult.

If ERC is made aware that the Secretary of State has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency (TRA). Where the police are involved, wherever possible ERC will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in ERC's

disciplinary process, should this be required at a later point. The same will be requested where adult social care are undertaking s47 enquiries.

### **Timescales**

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within one week.
- If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within three working days.
- If a disciplinary hearing is required and can be held without further investigation, we would usually hold this within 15 working days.

### ***Specific actions following a criminal investigation or prosecution***

The case manager will discuss with Camden's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

### ***Conclusion of a case where the allegation is substantiated***

If the allegation is substantiated and the individual is dismissed or ERC the case manager AND THE Chief Executive will discuss with the LADO and referrals will be made to DBS when the organisation believes a person has caused harm or poses a future risk of harm to vulnerable groups, including children.' If the individual concerned is a member of teaching staff, the case manager and personnel adviser will discuss with the LADO whether to refer the matter to the TRA to consider prohibiting the individual from teaching. A referral would be appropriate if the alleged misconduct is so serious that it warrants a decision on whether the teacher should be prevented from teaching.

### ***Individuals returning to work after suspension***

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this. The case manager will also consider how best to manage the individual's contact with the learner/s who made the allegation, if they are still attending ERC.

### ***Unsubstantiated or malicious allegations***

If an allegation is shown to be deliberately invented, or malicious, the Chief Executive or other appropriate person in the case of an allegation against the Chief Executive, will consider whether any disciplinary action is appropriate against the learner(s)/staff who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a learner.

### ***Confidentiality***

ERC will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The case manager will take advice from the LADO, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared.
- How to manage speculation, leaks and gossip, including how to make parents or carers of a learner/s involved aware of their obligations with respect to confidentiality.
- What, if any, information can be reasonably given to the wider community to reduce speculation.
- How to manage press interest if, and when, it arises.

### ***Record-keeping***

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case.

Such records will include:

- A clear and comprehensive summary of the allegation.
- Details of how the allegation was followed up and resolved.
- Notes of any action taken, and decisions reached (and justification for these, as stated above).

If an allegation or concern is not found to have been malicious, ERC will retain the records of the case on the individual's confidential personnel file and provide a copy to the individual. We will normally retain these records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer. However, for the duration of an Inquiry into an incident it is unlawful to destroy any records that may be called as evidence to the inquiry; as a result, the records relating to any allegation of sexual harm of a child or children will be retained for the duration of the inquiry, regardless of the outcome.

The records of any allegation that is found to be malicious will be deleted from the individual's personnel file, unless they fall within the scope of the IICSA as described above.

### **References**

When providing employer references, we will not refer to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.

### **Learning lessons**

At the conclusion of any case, we will review the circumstances of the case using a 'lessons learnt' approach to determine whether there are any improvements that we can make to ERC's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff.
- The duration of the suspension.
- Whether or not the suspension was justified.
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual.
- Whether there are any training needs or changes to policies / procedures needed

## Appendix 3: ERC PREVENT STRATEGY

Elfrida Rathbone Camden will seek to ensure that we have in place policies and procedures to safeguard vulnerable young people and adults from radicalisation and recruitment by terrorist organisations. ERC's learners include individuals whose support needs or disability can mean that they are vulnerable to messages from people who are seeking to exploit them, involve them in extremist organisations or behaviour or draw them into criminal activities.

ERC staff support the individuals and families we work with to learn about and deal with all kinds of risks. Leighton College gives learners opportunities to understand the risks associated with extremism and help develop the knowledge and skills to be able to challenge terrorist ideologies.

Extremist organisations sometimes try to recruit people who are susceptible or vulnerable, in person or through the internet. If the early signs are spotted and acted upon, it safeguards the person concerned and helps protect all of us who live and work in the city. Staff in ERC working in partnership with other local agencies are well placed to identify needs and support the welfare of individual learners and service users who may be particularly vulnerable.

Concerns that an individual may be vulnerable to radicalisation does not mean that you think the person is a terrorist; it means that you are concerned that they are prone to being exploited by others. It is important to that staff trust their professional judgement - if they are concerned that someone is at risk of getting involved in extremism, they should in the first instance contact the Designated Safeguarding Leads. After discussing and recording the concerns they will if required contact the Camden Prevent Co-ordinator. They will, in partnership with other safeguarding professionals, investigate further to assess the nature and extent of the risk and the Channel Panel will develop the most appropriate support package for the individual concerned.

### Definitions

- **An ideology** is a set of beliefs.
- **Radicalisation** is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- **Safeguarding** is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.
- **Terrorism** is an action that endangers or causes serious violence damage or disruption and is intended to influence the Government or to intimidate the public and is made with the intention of advancing a political, religious, or ideological cause.
- **Vulnerability** describes factors and characteristics associated with being susceptible to radicalisation.
- **Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Calls for the death of British armed forces is also included.