



# Safeguarding Adults Policy

Intended for public use

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## **Abstract**

This document outlines the Safeguarding Adults Policy that must and will be adhered to by all staff and/or agents of Fruitful Success Ltd. This is a living document that will be reviewed periodically.



## Reference(s)

Document/Url	Description
<a href="https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted">https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted</a>	Care Act 2014
<a href="https://www.legislation.gov.uk/ukpga/2012/9/contents/enacted">https://www.legislation.gov.uk/ukpga/2012/9/contents/enacted</a>	Protection of Freedoms Act 2012
<a href="https://www.gov.uk/government/publications/domestic-violence-crime-and-victims-amendment-act-2012">https://www.gov.uk/government/publications/domestic-violence-crime-and-victims-amendment-act-2012</a>	Domestic Violence, Crime and Victims (Amendment ) Act 2012
<a href="https://www.legislation.gov.uk/ukpga/2010/15/contents">https://www.legislation.gov.uk/ukpga/2010/15/contents</a>	The Equality Act 2010
<a href="https://www.legislation.gov.uk/ukpga/2006/47/contents">https://www.legislation.gov.uk/ukpga/2006/47/contents</a>	The Safeguarding Vulnerable Groups Act 2006
<a href="https://www.legislation.gov.uk/ukpga/2005/9/contents">https://www.legislation.gov.uk/ukpga/2005/9/contents</a>	Mental Capacity Act 2005
<a href="https://www.legislation.gov.uk/ukpga/2003/42/contents">https://www.legislation.gov.uk/ukpga/2003/42/contents</a>	Sexual Offences Act 2003
<a href="https://www.legislation.gov.uk/ukpga/1998/42/contents">https://www.legislation.gov.uk/ukpga/1998/42/contents</a>	The Human Rights Act 1998
<a href="https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted">https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted</a>	The Data Protection Act 2018



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# Introduction

## Purpose of this policy

Fruitful Success Ltd has developed and will implement this Safeguarding Adults Policy and associated procedures to:

- Provide guidance for Fruitful Success Ltd staff on safeguarding issues, policy and procedures;
- Articulate minimum safeguarding standards when Fruitful Success Ltd works in partnership with other organisations for adults in need of support;
- Provide guidance on safeguarding in specific mental or physical activities.

## Setting the context

Fruitful Success Ltd is a private company limited by shares and provides the function of offering health and wellbeing services in Southend and further afield. Our specific focus is dealing with stress reduction and management.

Fruitful Success Ltd recognises that these activities often place individuals in a position of trust with significant influence over other people. This document should be used in conjunction with the Southend, Essex & Thurrock (SET) Safeguarding Adult Board SET Safeguarding Adult Guidelines.

Fruitful Success Ltd recognises that local authorities, schools, and other non-statutory services will have their own safeguarding policies.

## Terminology used in this document

Classes	Used to define any mental or physical classes, workshops, or events
DBS Check	Means a Disclosure and Barring Service Check (the DBS check superseded the CRB check from December 2012 when the Criminal Records Bureau and Independent Safeguarding Authority merged to become the DBS)
DSO	Designated Safeguarding Officer
Staff	Staff means anyone working for or on behalf of Fruitful Success Ltd



Adult	Anyone aged 18 or over
Adult at Risk	A person aged 18 or over who is in need of care and support, regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term “vulnerable” to describe adults potentially at risk from harm or abuse
Adult safeguarding	Protecting a person’s right to live in safety, free from abuse and neglect
Abuse	A violation of an individual’s human and civil rights by another person or persons
Capacity	Refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005)



# 1. Policy

## 1.1. Key principles of the Policy

- Everyone who participates in our classes is entitled to experience a safe and supportive environment.
- The welfare and safety of those participating in any classes organised by, or in association with, Fruitful Success Ltd is paramount.
- All people have the right to protection from abuse and the right to be treated with dignity and respect irrespective of their age, gender status, culture, disability, language, racial origin, ethnicity, religious belief, marital status and sexual orientation.
- We recognise that ability and disability can change over time and that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- We recognise that a disabled adult may or may not identify themselves or be identified as an adult “at risk”.
- Partners can expect that all suspicions and allegations of abuse or poor practise will be taken seriously by Fruitful Success Ltd, and responded to swiftly and appropriately.
- Fruitful Success Ltd recognises the role and responsibilities of other partners and agencies in safeguarding adults and is committed to complying with their procedures where relevant and applicable.
- Confidentiality will be upheld in line with data protection legislation, including the Data Protection Act 1998, the Human Rights Act 2000, and the Freedom of Information Act 2004.
- All staff shall have recourse against any allegation made against them and be supported if they report a concern.
- This policy will be promoted to all relevant parties and be freely available from the Fruitful Success Ltd website.
- This policy and it’s procedures are mandatory for all staff.

## 1.2. The Six Principles of Adult Safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults



- **Empowerment** – People being supported and encouraged to make their own decisions, and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk prevented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

### 1.3. Guidance and Legislation

The practises and procedures in this policy are based on the principles contained within the UK and legislation and government guidance, and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

### 1.4. Policy Statement

Fruitful Success Ltd believes that all people have the right to take part in classes and activities free from harm and abuse.

### 1.5. Adoption of this policy

The Fruitful Success Ltd Safeguarding Policy was formally approved and adopted by the Fruitful Success Ltd Board of Management on 04/10/2021.



## 1.6. Review

Fruitful Success Ltd Safeguarding Policies and associated procedures will be reviewed annually, or if there is an incident and intermediate review as a result of learning from this, or if there is a change in legislation or government guidance which requires an immediate review.

The Fruitful Success Ltd Safeguarding Action Plan will also be reviewed on an annual basis at the start of each calendar year. The review will be signed off by the Fruitful Success Ltd Director. The review will include, but not be limited to:

- Ensuring that the documentation reflects the organisation's role, current legislation and government guidance;
- Compliance with the recruitment, induction and training processes;
- Currency of any relevant training and DBS checks required;
- Examination of reported and recorded cases;
- Efficiency of communication about the policy to all partners and staff.

## 1.7. Roles and Responsibilities

### 1.7.1. General Responsibilities of Fruitful Success Ltd

Fruitful Success Ltd is committed to safeguarding and promoting the welfare of all people whilst they are engaged in any activity provided by, or through, Fruitful Success Ltd.

Fruitful Success Ltd will endeavour to do this by:

- Leading on the production, implementation, monitoring and review of this policy and the accompanying procedures;
- Ensuring that all staff are clear on their role in safeguarding and promoting welfare;
- Ensuring that all staff are appropriately selected, trained and supervised;
- Ensuring that the inclusion of adequate safeguarding arrangements is a key element of all partnership agreements.



### **1.7.2. Roles and responsibilities of the Fruitful Success Ltd Board of Management**

The Board of Management, as the strategic steering body for Fruitful Success Ltd, will:

- Ensure that safeguarding remains a central principle of the operations and development of the organisation;
- Have strategic accountability for the development of policies for safeguarding and promoting the welfare of adults;
- Have strategic accountability for effective implementation of organisational policies and procedures to safeguard, including those related to safe recruitment;
- Represent the organisation's approach to safeguarding adults at risk and communicate this approach to other organisations as appropriate;
- Maintain a Board of Management Safeguarding Champion who will liaise between the Board and the Lead Safeguarding Officer.

### **1.7.3. Roles and responsibilities of the Senior Management Team**

The Senior Management Team will:

- Oversee arrangements to ensure the organisation fulfils its duty of care towards adults at risk in line with this policy document;
- Contribute to the development of management and implementation of policies for the safeguarding and protection of adults at risk;
- Develop, maintain and review other organisational policies and procedures that contribute to safeguarding, including those related to recruitment, complaints and disciplinary procedures;
- Work collaboratively with external agencies on cases of poor practise or abuse;
- Ensure partner organisations have adequate safeguarding policies and procedures in respect of safeguarding;
- Ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning and partnership agreements;
- Represent the organisation's approach to safeguarding and communicate this approach to other organisations, where appropriate;



- Ensure that resources are available to support the delivery of the safeguarding action plan and to embed safeguarding within the organisation.

#### 1.7.4. Roles and responsibilities of the Designated Safeguarding Officer

Fruitful Success Ltd will maintain a Lead Designated Safeguarding Officer. The DSO will:

- Lead the development and implementation of the Fruitful Success Ltd approach to safeguarding adults;
- Provide the first point of contact for and respond to any communications and/or concerns regarding safeguarding;
- Work with partners to maintain, develop and review policies and procedures to safeguard vulnerable people in line with Government and legislative guidance;
- Advise staff on the implementation of the Fruitful Success Ltd safeguarding policies and procedures;
- Advise on the development of and implementation of staff training;
- Implement reporting procedures and maintain relevant records in line with the organisational procedure, maintaining confidentiality where appropriate;
- Represent the organisations approach to safeguarding and protecting adults;
- Advise on adequate safeguarding arrangements as a key part of all commissioning and partnership agreements;
- Co-ordinate the dissemination of policy, procedures and resources as appropriate;
- Provide advice and support to Lead Safeguarding Officers within partner organisations;
- Signpost individuals to sources of support during and following an incident, allegation of abuse or complaint.

#### 1.7.5. Roles and responsibilities of Staff

All staff will:

- Be aware of what is meant by safeguarding adults;



- Be alert to the risks that individual abusers, or potential abusers may pose;
- Demonstrate knowledge of Fruitful Success Ltd's policies and procedures and how to apply these in practice;
- Report all concerns in line with the organisation's procedures;
- Ensure that the inclusion of adequate safeguarding arrangements is a key element of commissioning and partnership agreements, where these are relevant;
- Represent the organisation's approach to safeguarding and protecting adults and communicate this approach to partners.

#### **1.7.6. Roles and responsibilities of the Board of Management Safeguarding Champion**

- To support the Lead Safeguarding Officer and/or Deputy Safeguarding Officer(s) in their promotion and delivery of the Fruitful Success Ltd Annual Safeguarding Plan;
- To receive from the Lead Safeguarding Officer regular reports on progress of the action plan;
- To present to the Board the annual report (from the LSO) and any appropriate information in between;
- To ensure that Safeguarding is included in an agenda item at Board meetings;
- To ensure that the Board takes safeguarding issues into consideration when making decisions;
- To help ensure all Board members are up to date with relevant safeguarding training.



## 2. Procedures

### 2.1. Recruitment, Deployment and Training of Staff

It is vital that all reasonable steps are taken to prevent unsuitable people from working with anyone who is vulnerable to abuse.

#### 2.1.1. Staff Recruitment

Recruitment procedures for Fruitful Success Ltd staff will include:

- For eligible and/or required posts, an appropriate level Disclosure and Barring Service (DBS) check. Should these not be completed before employment commences, a risk assessment will be undertaken and the necessary safeguards put in place;
- A risk assessment undertaken on any positive disclosure or reference information;
- Personal identification should be requested, e.g. valid passport or driving license with photo.

Recruitment adverts should reference the organisation's commitment to safeguarding and state requirement for DBS checking and references, if appropriate.

#### 2.1.2. Pre-employment Interview

Potential employees will be required to undertake an interview carried out to acceptable protocol including:

- A check that the application form has been completed in full, including sections on criminal records and self-disclosures. Any gaps or inconsistencies in employment history should be identified;
- Any relevant qualifications should be substantiated;
- The job requirements and responsibilities should be clarified to the candidate.

#### 2.1.3. Induction and Training

It should be clearly recognised that pre-employment checks are only part of the process. It is important that the recruitment and selection process



is followed by a needs analysis as part of the induction process and then provision for appropriate training.

All staff will undergo an induction process, a part of which will familiarise them with safeguarding policies, associated procedures, and their specific responsibilities.

All staff are to be provided with opportunities to learn about how to recognise and respond to safeguarding concerns. Assistance will be provided to ensure that individuals can access appropriate basic awareness courses.

Staff with designated responsibilities in relation to safeguarding will have a written job description for that role and will be provided with relevant training to enable them to develop the necessary skills and knowledge, and to have regular opportunities to update their knowledge and understanding.

Fruitful Success Ltd Safeguarding Officers will attend the Designated Safeguarding Lead Children and Adults course, plus any other relevant safeguarding adults training deemed required and appropriate by Fruitful Success Ltd.

Any members of staff whose role specifically requires working with adults at risk will also be provided with relevant training.

Training and/or written guidance on safer recruitment practice will be provided for those responsible for recruiting, selecting and deploying staff. Training should also include guidance and help for staff to recognise additional vulnerability of some people based around:

- Race
- Gender
- Age
- Religion
- Disability
- Sexual orientation
- Social background
- Culture
- Mental health



#### 2.1.4. Mentoring and Review

A record will be kept of relevant staff training and required DBS checks, etc. This will be reviewed as part of the safeguarding annual review.

Any training or checking needs that are identified will be reported to the individual's line manager for implementation.

## 2.2. Recognition of Abuse and Poor Practise

Even for those experienced in working with abuse it is still not always easy to recognise a situation where abuse may be occurring. Staff working within classes are not expected to be experts at recognising abuse. They do, however, still have a responsibility to report any concerns about the safety and welfare of other people, or about any individuals who may pose a threat.

Poor practise is a term often used to describe behaviour that fails to follow codes of conduct and ethics. Often, this may not be a deliberate action and/or constitute abuse as such, but it is still an issue that needs to be addressed as it could have a detrimental effect. Concerns about poor practise should be reported in the same way as abuse.

#### 2.2.1. Abuse

The dictionary definition of abuse refers to the use or treatment of something (person, item, substance, concept, idea or vocabulary) that is harmful. It can be classed by target or type of abuse.

Abuse is a serious term and often conjures up images of physical harm and physical evidence, like bruising, cuts, abrasions, fractures, etc. However, harm can be caused in many different, often quite subtle ways. For example:

- Using stereotypes and degrading language;
- Using overfamiliar or inappropriate terms;
- Undermining someone's confidence;
- Ignoring their wishes;
- Poking fun at the conditions some people live with;
- Treating people by their condition and not as individuals living with a condition;



- Restricting an individual's liberty or choices;
- Making decisions for someone without their knowledge/permission.

### 2.2.2. Types of Abuse and Neglect

Definitions from the Care Act 2014 include:

- **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. This could be an individual whose appearance becomes unkempt, does not wear suitable attire and demonstrates deterioration in hygiene.
- **Modern slavery** – encompasses slavery, human trafficking, forced-labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment. For example, it may be noticed that an individual has been missing from attendance and is not responding to communications where they could reasonably be expected to.
- **Domestic abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so-called "honour" based violence. A power imbalance may be noticed between a participant and a family member. For example, a participant with Downs Syndrome may be looking quiet and withdrawn when a family member comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- **Discriminatory** – discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act, e.g. this could be the harassing of a club member because they are, or are perceived to be, transgender.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. This may range from one-off incidents to an 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.



- **Physical abuse** - includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate 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, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **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, or the misuse or misappropriation of property, possessions or benefits. For example, someone taking the possessions of another person who suffers from dementia.
- **Neglect** - including ignoring medical or physical care needs, failure to provide access to appropriate health or social care or educational services, the withholding of the necessities for life, such as medication, adequate nutrition and heating.
- **Emotional or Psychological abuse** - this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

- **Cyberbullying** - this occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails, text messages, or other messaging platforms, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities). Instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it. Cyberbullying can constitute the criminal offence of harassment.



- **Forced marriage** – forced marriage is a term used to describe a marriage in which one or both parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third-party in identifying a spouse. The Anti-Social Behaviour Crime and Policing Act 2014 makes it a criminal offence to force someone to marry.
- **Mate Crime** – a “mate crime” as defined by the Safety Net Project is when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act, but still has a negative effect on the individual. Mate Crime is carried out by someone the adult knows and it often happens in private.
- **Radicalisation** – the aim of those engaged in radicalisation is to attract people to their reasoning, embed extreme views and often to persuade vulnerable individuals of the legitimacy of a cause. This may be direct through a personal relationship or through the use of social media.

### 2.2.3. Signs and indicators of Abuse and Neglect

Abuse can take place in any context and by all manner of perpetrators. Staff may suspect that an individual is being abused or neglected outside of the class setting. There are many signs and indicators that may suggest abuse or neglect, including:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present;
- Person has belongings or money going missing;
- Person is not attending/no longer enjoying their sessions;
- Someone losing or gaining weight/an unkempt appearance;
- A change in behaviour or confidence of a person;
- Self-harm;
- Feat of a particular group or individual;
- Disclosure, i.e. informing another person.



## 2.3. Responding to concerns

It is not the responsibility of those working for Fruitful Success Ltd to individually decide whether abuse or poor practice is occurring. However, it is the responsibility of all to report any concerns to the appropriate agencies.

The extremely sensitive nature of issues regarding abuse should be understood by all along with the need for appropriate confidentiality.

Concerns about possible abuse can arise through:

- A direct **disclosure** of poor practice/abuse;
- An **allegation** of poor practice/abuse;
- A **suspicion** that poor practice/abuse may have taken place based on other signs or indicators.

If someone indicates that they may be being abused or information or observations made give rise to concerns, the response should be immediate. The procedures that have been developed to deal with allegations of suspicions about abuse are based on the fundamental principle that the welfare of all participants is paramount.

### 2.3.1. General Response

Immediate action should be taken if concerns arise about the safety and welfare of any individuals. In incidents of disclosure, the person receiving the information should:

- React calmly and do not try to resolve the issue yourself;
- Listen carefully to all the information that is disclosed;
- Where appropriate, ask open questions to establish clarity of what is being disclosed whilst taking great care not to ask leading questions and not pry into intimate details, ensuring the person does not feel they are being interrogated;
- Ensure the safety of the person – if they need immediate medical treatment, call an ambulance. If there is immediate danger, call the police;
- Discuss with the person the situation of confidentiality. The victim may not wish the information to be passed on further. However, other people may also be at risk unless the situation is dealt with



appropriately. As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concerns with the appropriate people, i.e. the Designated Safeguarding Officer.

### **2.3.2. Staff response to disclosure, complaint or concern**

Any staff member who receives a disclosure, complaint, or concern should report this to a Designated Safeguarding Officer (DSO) as soon as possible.

The DSO will take action to forward the details to the relevant professional body.

If a DSO cannot be contacted and there is immediate concern, contact should be made directly with the local authority Social Care team, or where immediate risk of harm is suspected, contact the police.

The next steps are as follows:

- A Report Form should be completed either with the DSO or passed to the DSO as soon as possible;
- The DSO will contact the appropriate part or professional body (Police or Social Care);
- The DSO will record the details of the response;
- Where a report has been made, written or verbal, to a professional body, the DSO will follow up to confirm that the information has been received;
- Where advice is given to a third-party to contact statutory services, the DSO should also follow up to confirm what action has been taken by the third-party.

### **2.3.3. Confidentiality and storage of information**

Any confidential information must be stored securely. Confidentiality must be maintained for all concerned and access limited to designated people, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. Information should only be distributed on a need to know basis. The people designated to receive information are:

- Fruitful Success Ltd's Designated Safeguarding Officers;
- Appropriate Social Care personnel;



- The Police;
- The person making the allegation;
- The alleged abuser (and parents if the alleged abuser is a child)

#### **2.3.4. Responding to suspicions about staff**

Staff, for this purpose, includes anyone working on behalf of Fruitful Success Ltd in a paid or voluntary capacity.

Having reviewed the situation, the DSO will discuss with the Board of Management Safeguarding Champion (and if required with statutory agencies) and will make a decision as to whether the matter should be referred for external investigation to Social Services or if the incident can be dealt with internally, e.g. a failure to observe good practice.

#### **2.3.5. Responding to allegations against staff**

The following steps should be followed when an allegation is made against a Fruitful Success Ltd member of staff:

- Concerns should be reported to the DSO and an Incident Report Form completed;
- Any allegation that may be related to a staff member must be reported immediately by the DSO to the Board of Management Safeguarding Champion. (Note: if the allegation also concerns a child or young person, the DSO will also notify the Local Authority Designated Officer within 1 working day of the incident report);
- The staff member may need to be suspended from work whilst the matter is being investigated according to the existing disciplinary procedures operated by Fruitful Success Ltd. Any action taken will be in consultation with statutory agencies. Where this is deemed necessary, consideration should be given as to whether the accused is allowed to access potentially incriminating evidence, or devices that may contain this;
- Suspension will not be automatic and the decision will take into account the relevant circumstances and advice from statutory agencies;
- The reinstatement of an individual will follow procedures operated by Fruitful Success Ltd following the conclusion of any



investigations (both internal and external) and an assessment of all available relevant information.

### **2.3.6. Support for the reporter of suspected abuse**

A variety of feelings and concerns may be generated by the discovery that a member of staff is, or may be, abusing another person and this may raise concerns amongst other staff members.

Fruitful Success Ltd will fully support all staff and protect anyone who in good faith and without malicious intent reports their concerns about a colleague's practice or the possibility that a person may be being abused.

Details of disciplinary and grievance procedures are available through the Fruitful Success Ltd Grievance Procedures..

Advice on whistleblowing is available through the Fruitful Success Ltd Whistleblowing Policy.

### **2.3.7. Types of investigation**

When there is a complaint of abuse against a member of staff, the following types of investigation may occur:

- Criminal/Police;
- Safeguarding Social Services/Police;
- Internal.

There is also a possibility that civil proceedings could be initiated by the alleged victim, by an advocate, or indeed the person who has been accused.

### **2.3.8. Allegations of previous abuse**

There are situations that may arise where an allegation of abuse is made some time after the event has taken place. This may be months or, on occasion, even years afterwards. Where an allegation such as this is made, the allegation should still be investigated as other people could potentially be at risk from the accused. Procedures for investigation will remain the same.



## Appendix 1 - Useful Contacts

### Fruitful Success Ltd Safeguarding Contacts

#### **Lead Designated Safeguarding Officer**

Lisa Murphy-Brown

Email: [lisa.murphybrown@fruitfulsuccess.com](mailto:lisa.murphybrown@fruitfulsuccess.com)

#### **Board of Management Safeguarding Champion**

David Johnson

Email: [david.johnson@fruitfulsuccess.com](mailto:david.johnson@fruitfulsuccess.com)

Tel: 07599 075722

### Other useful contacts

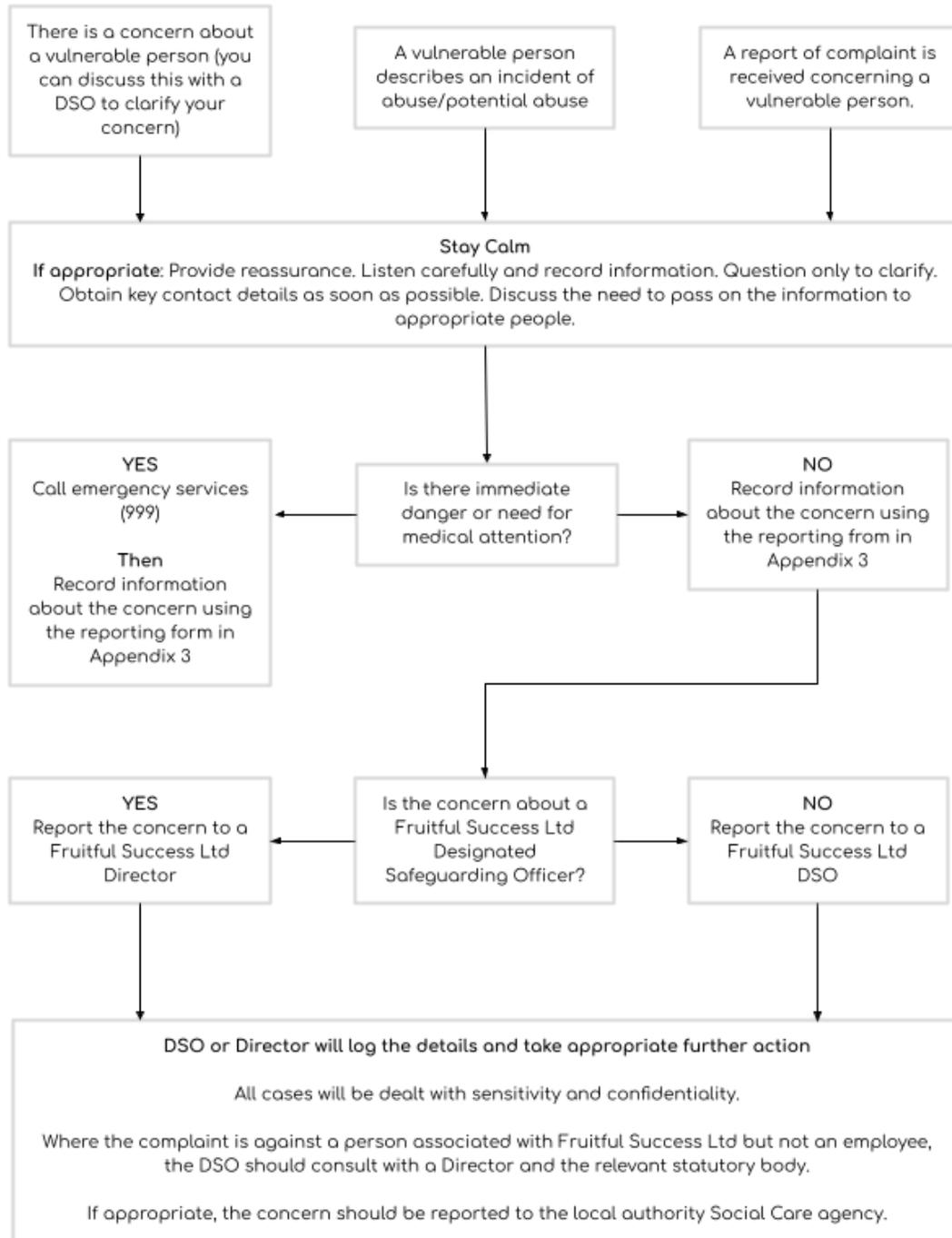
#### **AskSal**

Safeguarding Adults Helpline

Tel: 0808 801 0345



## Appendix 2 – Dealing with concerns and disclosure for Staff



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity



## Appendix 3 – Dealing with safeguarding calls or messages for Staff

### Received by telephone or verbally

The call should be passed immediately to a DSO. Do not transfer the call, as you may inadvertently cut the caller off. If no DSO is available, use the form below to record details:

Time of call	Date of call/report	Taken by

Caller/reporter's details	
Name	
Contact Number	
Relationship to person(s) at risk	
Person(s) at risk details	
Name	
Address/Location	
Are they aware of your concern?	
Details of concerns/incident	
Questions to ask: <i>What has happened?</i> <i>Why are you concerned?</i> <i>Where did this happen?</i> <i>When did this happen?</i>	
Has anyone else been informed?	(Detail who)
Is there any immediate danger?	If yes, advise to call emergency services (999)



Contact a Fruitful Success Ltd DSO as soon as possible. If immediate action is required and a DSO is not available, contact the appropriate social care service.

Do not pass on/forward the report form, letter or email to other persons. Keep all details confidential.