

Safeguarding and Adults at Risk Policy

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1. Introduction

This Safeguarding and Adults at Risk policy details the arrangements LifeLine Projects has in place to comply with our safeguarding duties under the Care Act 2014, and compliance with the London Multi-Agency Safeguarding Policy and Procedures when making adult at risk safeguarding referrals.

LifeLine Projects is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults who access and participate in our programmes and services.

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be safe from harm and be able to live free from fear of abuse, neglect and exploitation.

LifeLine Projects seeks to ensure that services and programmes are inclusive and make reasonable adjustments for any ability, disability or impairment. The rights, dignity and worth of all adults will always be respected. Everyone who accesses LifeLine Projects programmes and services is entitled to do so in a safe and enjoyable environment.

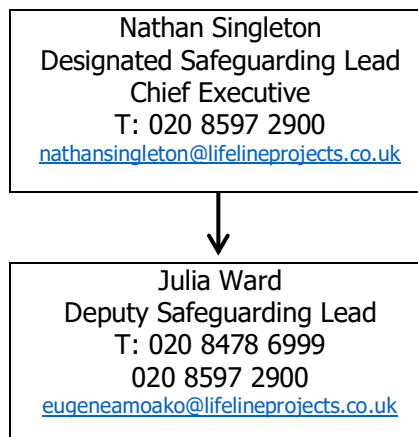
We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within LifeLine Projects, for example inappropriate behaviour of staff, or in the wider community.

LifeLine Projects recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Board.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

2. Key safeguarding contacts at LifeLine Projects

LifeLine Projects has appointed a senior manager as Designated Safeguarding Lead and a Deputy Safeguarding Lead, as shown in the table below:



These roles are designed to provide support and advice to staff about safeguarding and adult at risk concerns.

3. Types of abuse

In the context of the legislation, specific adult safeguarding duties apply to any adult aged 18 and over who:

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

The Care and Support statutory guidance identifies types of abuse, but also emphasises that organisations should not limit their view of what constitutes abuse or neglect.

The specific circumstances of an individual case should always be considered. All three factors identified above need to be satisfied for a safeguarding enquiry to be addressed in accordance with Section 42 of the Care Act. The list that follows identifies what forms of abuse are considered:

- Disability hate crime
- Discriminatory abuse, including online
- Domestic abuse
- Female genital mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Hate crime
- Honour-based violence
- Human trafficking
- Mate crime
- Modern slavery
- Neglect and acts of omission
- Online abuse, including bullying and harassment, sharing of illegal and inappropriate imagery, cyberstalking, impersonation and hacking, disinformation and misinformation and the oversharing of personal information
- Organisational abuse
- Physical abuse
- Psychological
- Restraint
- Sexual abuse
- Sexual exploitation, including online exploitation and grooming.

4. Who might be an abuser?

Adults at risk can be abused by a wide range of people – anyone, in fact, who has contact with them. This includes family members, professional staff, paid care workers, other adults at risk, volunteers, other service users, neighbours, friends and associates, people who deliberately take advantage of vulnerable people, strangers and people who see an opportunity to abuse.

Abuse is always wrong, but it's especially worrying when carried out by someone in a position of power or authority over someone, who uses that power to harm an adult at risk.

5. Signs of abuse

Signs that an adult is suffering from abuse include, but are not limited to:

- changes in behaviour
- deterioration in general well-being
- comments which may give cause for concern, or the things they say (direct or indirect disclosure)
- changes in appearance
- unexplained bruising, marks or signs of possible abuse or neglect
- any reason to suspect neglect or abuse outside our services.

Or the person may make a disclosure to you.

We will follow referral procedures where we have concerns.

6. Referral procedures

6.1 Dealing with concerns or uncertainties

There may be occasions when concerns about an adult, which do not appear to justify a referral of suspected abuse, may leave staff feeling uncomfortable. In these circumstances, following consultation with the Designated Safeguarding Lead, we will contact Adult Social Care to talk through concerns and ask for advice.

6.2 What is an adult safeguarding concern?

An adult safeguarding concern is any worry about an adult who has or appears to have care and support needs, that they may be subject to, or may be at risk of, abuse and neglect and may be unable to protect themselves against this.

A concern may be raised by anyone, and can be:

- An active disclosure of abuse by the adult, where the adult tells a member of staff that they are experiencing abuse and/or neglect
- A passive disclosure of abuse where someone has noticed signs of abuse or neglect, for example staff who notice unexplained injuries
- An allegation of abuse by a third party, for example a family/friend or neighbour who have observed abuse or neglect or have been told of it by the adult
- A complaint or concern raised by an adult or a third party who doesn't perceive that it is abuse or neglect. Staff should consider whether there are safeguarding matters
- A concern raised by staff or volunteers, others using the service, a carer or a member of the public
- An observation of the behaviour of the adult at risk
- An observation of the behaviour of another
- Patterns of concerns or risks that emerge through reviews, audits and complaints or regulatory inspections or monitoring visits, for example the Care Quality Commission (CQC).

Concerns can be raised in person, by telephone, email or letter.

Some concerns may not sit under adult safeguarding processes, but remain concerns that may require other action. All concerns should be reported to the Designated Safeguarding lead should be satisfied that concerns are being addressed appropriately through their oversight of safeguarding practice.

Immediate Action by the Person Raising the Concern

The person who raises the concern has a responsibility to first and foremost safeguard the adult at risk:

- a. Make an evaluation of the risk and take steps to ensure that the adult is in no immediate danger
- b. Arrange any medical treatment. (Note that offences of a sexual nature will require expert advice from the police)
- c. If a crime is in progress or life is at risk, dial emergency services – 999
- d. Encourage and support the adult to report the matter to the police if a crime is suspected and not an emergency situation
- e. Take steps to preserve any physical evidence if a crime may have been committed, and preserve evidence through recording
- f. Ensure that other people are not in danger
- g. Inform the Designated Safeguarding lead
- h. Record the information received, risk evaluation and all actions.

Action to be taken by the Designated Safeguarding Lead

Clarify that the adult at risk is safe, that their views have been clearly sought and recorded and that they are aware what action will be taken.

Address any gaps:

- a. Check that issues of consent and mental capacity have been addressed
- b. In the event that a person's wishes are being overridden, check that this is appropriate and that the adult understands why
- c. Contact the children and families department if a child or young person is also at risk
- d. If the person allegedly causing the harm is also an adult at risk, arrange appropriate care and support
- e. Make sure action is taken to safeguard other people

- f. Take any action in line with disciplinary procedures; including whether it is appropriate to suspend staff or move them to alternative duties
- g. For services registered with the Care Quality Commission, and the incident constitutes a notifiable event, complete and send a notification to CQC
- h. In addition, if a criminal offence has occurred or may occur, contact the Police force where the crime has / may occur
- i. Preserve forensic evidence and consider a referral to specialist services for example the Haven
- j. Make a referral under Prevent if appropriate
- k. Record the information received and all actions and decisions.

6.3 Decision Making: Pre-Referral to the Local Authority

The Designated Safeguarding Lead will lead on decision making. Staff should also take action without the immediate authority the Designated Safeguarding Lead:

- If discussion would involve delay in an apparently high-risk situation
- If the person has raised concerns with the Designated Safeguarding Lead and they have not taken appropriate action (whistleblowing).

Decisions need to take into account all relevant information that is available, including the views of the adult in all circumstances where it is possible and safe to seek their views. If the adult does not want to pursue matters through safeguarding action, staff should be sure that the adult is fully aware of the consequences of their decisions, and that all options have been explored and that not proceeding further is consistent with legal duties.

There may be some occasions when the adult at risk does not want to pursue a referral to the Local Authority. Where it is a personal matter and may cause family disharmony, if possible the adult at risk's wishes should be respected and other ways of ensuring the adult's safety explored. Where there is a potentially high risk situation, staff should be vigilant of possible coercion and the emotional or psychological impact that the abuse may have had on the adult.

Decision makers also need to take account of whether or not there is a public or vital interest to refer the concern to the Local Authority. Where there is a risk to other adults, children or young people or there is a public interest to take action because a criminal offence had occurred and the view is that it is a safeguarding matter, the wishes of the individual may be overridden. Where the sharing of information to prevent harm is necessary, lack of consent to information sharing can also be overridden.

In the event that people lack the capacity to provide consent, action should be taken in line with the Mental Capacity Act 2005. Please refer to section 3.1 Mental Capacity and Consent in the London Multi-Agency Adult Safeguarding Policy & Procedures for further guidance: <http://londonadass.org.uk/wp-content/uploads/2015/02/Pan-London-Updated-August-2016.pdf>

Where a possible crime has been committed people should always be encouraged to report the matter to the police.

Good Practice Guidance - Disclosure

- Speak in a private and safe place
- Accept what the person is saying
- Don't 'interview' the person; but establish the basic facts avoiding asking the same questions more than once
- Ask them what they would like to happen and what they would like you to do
- Don't promise the person that you'll keep what they tell you confidential; explain who you will tell and why
- If there are grounds to override a person's consent to share information, explain what these are
- Explain how the adult will be involved and kept informed
- Provide information and advice on keeping safe and the safeguarding process
- Make a best interest decision about the risks and protection needed if the person is unable to provide informed consent.

Establish:

- The risks and what immediate steps to take
- Communication needs, whether an interpreter or other support is needed
- Whether it is likely that advocacy may be required
- Personal care and support arrangements
- Mental capacity to make decisions about whether the adult is able to protect themselves and understand the safeguarding process.

Concerns checklist

- Safety of adult and others made
- Initial conversation held with the adult
- Emergency services contacted and recorded
- Medical treatment sought
- Consent sought
- Mental Capacity considered
- Best Interest Decisions made and recorded
- Public and vital interest considered and recorded
- Police report made
- Evidence preserved
- Referrals to specialist agencies e.g. Haven and Channel
- Referral to children services if there are children and young people safeguarding matters
- Action taken to remove/reduce risk where possible and recorded.
- Recorded clear rationales for decision making
- Referral to Local Authority included relevant

6.4 Storing and retaining adult at risk records

Adult at risk records, and reports are kept in a separate confidential folder on LifeLine Projects shared drive.

Access to this folder is restricted to the Designated Safeguarding Lead and Designated Safeguarding Officers. These records are stored away from the adult's main file.

LifeLine Projects will keep written records of concerns about adults, even where there is no need to refer the matter immediately. These records will be kept within a separate confidential file or secure electronic file. Records will be kept up to date and reviewed regularly. A record of each and every episode/incident/concern/activity regarding an adult, including telephone calls to other professionals, must be recorded in chronological order and kept within the confidential folder.

The Designated Safeguarding Lead must be notified by email each time a record is updated.

We will retain safeguarding records in line with the advice given in the London Multi-Agency Adult Safeguarding Policy and Procedures.

6.5 Referral to the Local Authority

If, on the basis of the information available, it appears that the following three steps are met a referral **must** be made to the Local Authority:

1. A person has care and support needs
2. They may be experiencing or at risk of abuse and neglect
3. They are unable to protect themselves from that abuse and neglect because of those care and support needs.

The indicative timescales for making referrals are:

- Immediate action in cases of emergency
- Within one working day in other cases.

7. Reporting concerns to boroughs

If there is immediate risk of serious harm, or an emergency, call the Police - Dial 999.

The concern MUST be raised immediately with the Safeguarding Adults Team if the person remains at risk or within 24 hours for all other cases.

7.1 LB Barking and Dagenham

7.1.1 To ensure that an incident is reported as quickly as possible, LBBB has developed an online, secure concern form or you can download and complete the word version and email to the secure email address safeguardingadults@lbbd.gov.uk

7.1.2 The telephone number for the Safeguarding Adults team is 020 8227 2915.

Access the online form on this link	https://www.lbbd.gov.uk/safeguarding-adults-at-risk-of-abuse-or-neglect
Downloadable form	https://www.lbbd.gov.uk/safeguarding-adults-at-risk-of-abuse-or-neglect
Email the completed concern form to the secure email address	safeguardingadults@lbbd.gov.uk

(Note: do not post alert forms as this may lead to delays).

7.1.3 If 'Out of Hours' contact the LBBB Emergency Duty Team on 0300 555 1249 or email adult.edt@nhs.net

7.1.4 If a criminal act is alleged or suspected alert the Police in an emergency calling 999 or 0300 123 1212 (non-emergency), or report in person at the front desk of ANY police station or report online at <https://online.met.police.uk/>.

7.1.5 Consider how to preserve potential evidence and secure your records.

7.1.6 Inform your Line Manager (where it is appropriate and safe to do so).

7.1.7 If the concern has taken place within a Care Home, Nursing Home, or Acute Hospital alert the regulatory body. (Care Quality Commission) 0845 0150 120 enquiries@cqc.org.uk.

7.1.8 If children are thought to be at risk alert Child Protection on 020 8227 3852 / 82 / 60 or email Childrens@lbbd.gov.uk

7.1.9 If you suspect that domestic abuse has taken place or you wish to seek advice on domestic abuse, please contact the local domestic abuse service on 020 8591 3498.

7.2 LB Havering

Safeguarding Adults Team

Tel: 01708 433550

Fax: 01708 432497 (Safe Haven)

The Havering Multi-Agency Safeguarding Adults Alert Form is downloadable on this link: [Havering form](#)

Report abuse by emailing the Safeguarding Adults Form to: safeguarding_adults_team@havering.gov.uk

7.3 LB Redbridge

Complete the Safeguarding Adult Referral Form and email it to adults.alert@redbridge.gov.uk. The Form will be reviewed by the First Contact Team.

The link to the form is here: [Redbridge Safeguarding Adults Referral Form \[Final\]](#)

If you need to speak to someone about your referral:

- Telephone Redbridge Health and Adult Social Services on 020 8708 7333 (Monday to Friday 9.00am to 5.00pm)
- Or telephone 0208 553 5825 outside of these hours (evenings and weekends)
- Or email: adults.alert@redbridge.gov.uk

8. Information sharing

LifeLine Projects works with adult social care, health and other services to promote the welfare of adults and protect them from harm.

Our safeguarding arrangements take into account the procedures and practices of the local authorities in which we work.

As part of meeting an adult at risk needs, LifeLine Projects recognises the importance of information sharing between professionals and local agencies.

Whilst the General Data Protection Regulation places a duty on organisations to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in an adult being placed at risk of harm. LifeLine Projects does not allow fears about sharing information to stand in the way of the need to promote the welfare and protect the safety of adults at risk.

9. Prevent Duty

LifeLine Projects has due regard to the Prevent duty. In practice this means that:

- At least one member of staff has received Prevent awareness training and acts as a source of advice and support to other members of staff on protecting adults from the risk of radicalisation.
- Within our programmes and services, we will ensure adults are safe from other forms of extreme views and behaviour that may influence them such as dieting.
- We promote the fundamental British Values.
- Take action when we observe behaviour of concern.
- We are aware that adults and staff may be exposed to radicalised views. Where this is suspected we will ensure staff are able to identify the signs and know what to do when they are identified.
- We will make referrals to local Channel Panels, Channel Police Practitioners or Local Safeguarding Adults Boards, if there are concerns that an individual may be vulnerable to being drawn into terrorism or extremism.
- Assess our training needs in the light of our assessment risk.
- We ensure our safeguarding arrangements take into account the policies and procedures of the Local Adult Safeguarding Boards.

10. Safer Recruitment

10.1 Pre-employment checks

Pre-employment checks will be undertaken on LifeLine Projects employees, as detailed below:

- an identify check
- medical fitness (where required for the post)
- a check to establish the person's right to work in the UK
- verification of professional qualifications
- employment history (including the identification of gaps in work history)
- employment references.

In addition to the above, LifeLine Projects will conduct further checks for candidates who have lived or worked outside the UK.

Any offer of appointment made to a successful candidate will be conditional on satisfactory completion of the necessary pre-employment checks.

Staff are required to advise LifeLine Projects immediately where there have been changes to their DBS.

10.2 Disclosure and Barring Service (DBS) checks

To ensure adults are protected whilst accessing LifeLine Project's services, we will make sure our staff and volunteers are carefully selected, screened, trained and supervised.

LifeLine Projects obtains enhanced DBS checks for staff and volunteers who work with children, young people and adults at risk.

It is LifeLine Project's policy that staff and volunteers employed to work with adults at risk will work under supervision until the receipt of a clear DBS check.

10.3 Volunteers

Where a volunteer is new or helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one-to-one contact with adults at risk.

People who volunteer on a regular basis will have an enhanced DBS check to ensure their suitability to work with adults at risk.

Volunteers are expected to follow LifeLine Projects safeguarding and adult at risk policy and procedures in the same way as paid staff.

10.4 Single central register

LifeLine Projects maintains records of the date on which each check below was completed/certificate obtained:

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- further checks on people living or working outside the UK
- a check of professional qualifications
- a check to establish the person's right to work in the United Kingdom.

For supply staff, we will also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

11. Training

- We ensure all staff:
 - are trained to understand our safeguarding policies and procedures
 - are trained so that they are able to recognise the signs of all types abuse
 - have an up-to-date knowledge of safeguarding issues.
- Receive regular safeguarding and adult protection updates through activities such as training and being provided with updated guidance and at staff meetings
- New staff receive an induction that includes safeguarding training.
- We ensure that designated persons receive training in accordance with that recommended by the Adult Safeguarding Board.
- We ensure staff are aware of our procedures for making referrals.
- We keep up to date records about staff qualifications and training.

The designated safeguarding lead (and deputy) undergo training to provide them with the knowledge and skills required to carry out the role. This training is updated at least every two years.

12. Professional conduct

LifeLine Projects has a duty to ensure that professional behaviour applies to relationships between staff (includes trustees and volunteers) and adults that access our programmes and services and that all staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, staff are required to work in a professional way with adults who use our services and follow the requirements of the relevant Staff Code of Conduct.

13. Concerns about safeguarding practice (Whistleblowing)

LifeLine Projects seeks to cultivate an ethos where all staff feel confident, competent, comfortable and supported to draw safeguarding issues to the attention of the relevant manager and/or Designated Safeguarding Lead, and are able to pose safeguarding questions with "respectful uncertainty" as part of their shared responsibility to safeguard beneficiaries.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in LifeLine Projects' safeguarding adults at risk policy and procedures and know that such concerns will be taken seriously by the senior management team.

However, where a member of staff feels unable to raise an issue through normal routes, or feels that their genuine concerns are not being addressed, they can report a safeguarding concern using LifeLine Projects' Whistleblowing policy which is available to all staff on SharePoint.

Where a member of staff feels unable to raise an issue with LifeLine Projects, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them.

General guidance about Whistleblowing can be found at: <https://www.gov.uk/whistleblowing>

14. Responsibilities

An overview of board and committee duties are given below followed by individual job holder's responsibilities.

14.1 Board of trustees

Trustees are responsible for ensuring an appropriate senior member of staff is designated to take lead responsibility for adult protection.

14.2 Senior Management Team

The Senior Management Team are responsible for preventing people who pose a risk of harm from working with adults at risk by:

- ensuring procedures are in place for carrying out safer recruitment checks
- prioritising the welfare of beneficiaries who access LifeLine Projects services and programmes by creating a culture where staff are confident to challenge senior managers over any safeguarding concerns
- promoting to inter-agency working
- where relevant, making sure that adults are supported to keep themselves safe
- ensuring that volunteers are appropriately supervised
- ensuring that at least one member of staff on interview panels has completed safer recruitment training
- ensuring that there are procedures in place to handle allegations against members of staff and volunteers
- ensuring that allegations against members of staff and volunteers are referred to the Local Authority's designated officer.

14.3 Designated Safeguarding Lead

The designated safeguarding lead has responsibility to:

14.3.1 Manage referrals

- refer cases of suspected abuse to adult social care as required
- support staff who make referrals to adult social care
- refers cases to the Channel programme where there is a radicalisation concern as required
- supports staff who make referrals to the Channel programme
- refers cases where a staff member is dismissed or left due to risk, or actual harm to an adult to adult social care.

14.3.2 Work with others

The designated safeguarding lead will:

- liaise with managers to inform them of issues those involving police investigations
- as required, liaise with the "case manager" and the designated officer(s) at the local authority for adult at risk concerns
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

14.3.3 Training

The designated safeguarding lead (and deputy) undergo training that is updated at least every two years to provide them with the knowledge and skills required to carry out their roles.

In addition to the formal training set out above, their knowledge and skills is refreshed via e-bulletins, meeting other designated safeguarding leads and taking time to read and digest safeguarding developments at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- have a working knowledge of how local authorities conduct adult at risk case conferences and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff has access to and understands the safeguarding and adult at risk policy and procedures, especially new and part-time staff
- are alert to the specific needs of adults at risk including those with a mental or physical disability, those who are ill or vulnerable due to their age
- are able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support LifeLine Projects services with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting adults at risk from the risk of radicalisation
- obtain access to resources and attend any relevant or refresher training courses.

14.3.4 Raise Awareness

The designated safeguarding lead:

- ensures adult at risk policies are known, understood and used appropriately
- ensures the safeguarding policy and adult at risk procedures are reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the senior management team in this
- ensure the safeguarding policy and adult at risk procedures are available publicly and people who access LifeLine Projects services are aware of the fact that referrals about suspected abuse or neglect may be made and the role of LifeLine Projects
- link with the local Safeguarding Adults Board to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

14.4 Managers of LifeLine Project services for adult

Managers of services will ensure that:

- the safeguarding and adult at risk policies and procedures are fully implemented and followed by all staff so that everyone knows what to do if there is a concern about an adult at risk

- sufficient resources and time are allocated to enable staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of adults
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to adults, and such concerns are addressed sensitively and effectively in a timely manner in accordance with the Whistleblowing policy
- they undertake safer recruitment training in order to comply with statutory requirements to have a trained person on every recruitment panel
- allegations against a member of staff are investigated and referred to the Local Authority and Care Quality Commission as appropriate.

14.5 Designated Safeguarding Officers

Designated safeguarding officers are responsible for:

- participating in training that provides the knowledge and skills required to carry out their roles
- co-ordinating concerns about adults at risk
- liaising with other agencies
- making referrals as necessary
- ensuring the locally established procedures are followed including reporting and referral processes
- acting as a source of advice for other staff to discuss concerns
- using the confidential record keeping system
- representing or ensuring there is representation at inter-agency meetings, in particular Strategy Discussions and adult protection conferences
- ensuring all staff have received appropriate and up to date adult protection training
- liaising with other professionals.

14.6 All staff (including trustees, directors, managers and volunteers)

Are responsible for:

- safeguarding adults wellbeing
- taking appropriate action, working with other services as needed
- learning about adults at risk in accordance with and as appropriate to their roles and responsibilities including emerging issues e.g. e-Safety, domestic violence, forced marriage, female genital mutilation, race and racism and extremism.

15. Specialist and competent person advice

This policy was developed using specialist and expert advice from:

- LB Barking and Dagenham, Havering and Redbridge Safeguarding Adults websites
- The London Multi-Agency Adult Safeguarding Policy and Procedures - <http://londonadass.org.uk/wp-content/uploads/2015/02/Pan-London-Updated-August-2016.pdf>

16. Implementation and monitoring

16.1 Implementation

Once approved, this policy will be available on SharePoint and the previous versions of the policy and associated documents removed. Lifeline Projects maintains an electronic archive of all policy documents.

16.2 Process for monitoring implementation and effectiveness

For this policy, the following monitoring processes are in place.

Standard	Monitoring process
Staff kept up to date with local authority safeguarding requirements and adults at risk protection procedures	Staff attend safeguarding training and cascade local authority requirements to relevant staff

Designated Safeguarding Lead maintains overview of the status of adults at risk protection referrals	Meetings held with key safeguarding staff reviews concerns/referrals
Designated Safeguarding Lead maintains overview of adults at risk and safeguarding across LifeLine Projects	Quarterly Safeguarding meeting held with relevant managers reviews adult at risk and safeguarding procedures.

17. References

- 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 General Data Protection Regulations

18. Related documents

This Policy must be read in conjunction with the policies relating to the safety and welfare of adults at risk. These together make up the suite of policies to safeguard and promote the welfare of adults at risk:

- General Data Protection Regulation
- Equality, Diversity and Inclusion
- Health and Safety
- Professional Conduct
- Safeguarding and Child Protection
- Whistleblowing

19. Version Control

Version	Date	Author(s)	Status	Comment
6	May 2012	Dave Gibbons	Approved	
7	06/06/2018	Julia Ward	Approved	
8	29/04/2021	Julia Ward	Approved	General update