

# Adult Safeguarding Policy

**Helping employees and volunteers  
understand and report abuse**



EasyRead version  
March 2017

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Orchardville

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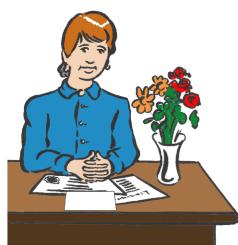
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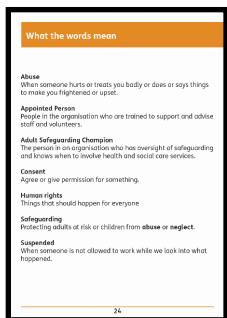
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Some words are in **bold**.

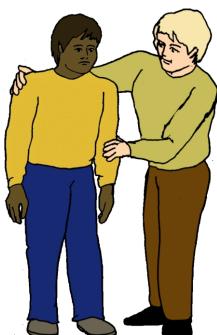
There is a list of what they mean on the last page.



# About us



Orchardville wrote this policy or plan.



We support people with a learning disability and/or autism.



We want people with a learning disability to have the same chances in life as everyone else.



We will make sure people with a learning disability and people with autistic spectrum disorder have the chance to do the things they really want to.

## We call this **EQUIP**. This stands for:



- **Empowerment** – we will work with families, employers and funders to help people do the things they really want to do



- **Quality** - we will use imagination and new ideas to give everyone a great service that is right for them



- **USER** – people who use our services are the most important thing to think about



- **Integrity** – we will be reliable and honest and treat everyone equally and with respect



- **Passion** - our team are passionate about helping people find out about and achieve their dreams.



## About our safeguarding policy



We want everyone who uses our services to feel safe and respected.



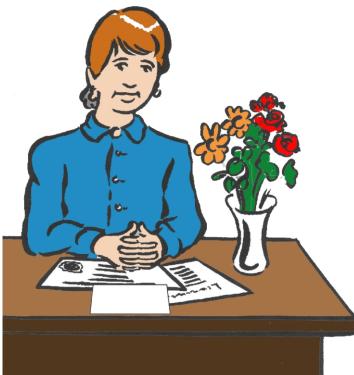
If they tell us about **abuse** or we think something has happened, we will quickly deal with it in the right way.



All our staff and volunteers will respect people they support and keep to rules about **safeguarding**.



They will look out for signs of **abuse** and know how to report it.



**Adult Safeguarding**  
**Champions/Appointed Persons** will deal with safeguarding and know when to involve health and social care services.



This **policy** is for our staff and volunteers, wherever they work.



This policy is to protect:

- **Adults at risk of harm**



- **Adults in need of protection.**



This means someone over 18 who needs social care services and cannot protect themselves against serious harm because of:



- their age



- a physical disability



- a learning disability



- their mental or physical health.



We will check this policy every 2 years to make sure it is up to date.



Staff and volunteers get information about **safeguarding** when they start working for us and have regular training. They can talk to their manager or the **Adult Safeguarding Champion/Appointed Person** if they need any help or advice.



## Different types of abuse



**Abuse** happens in lots of different ways when:

- someone hurts or treats you badly



- someone does or says things to make you frightened or upset. This includes online **abuse**.



**Abuse** is always wrong.



We will train our staff and volunteers about different types of **abuse** including:



### **Physical abuse**

When someone hurts you or does not stop you being hurt. This includes using **restraint** or medication in the wrong way.



### **Sexual abuse**

When someone touches your body or makes you do or watch sexual things that you do not want to do. This includes doing things online.



## Neglect

When someone does not look after you properly. This includes deliberately not giving you the care and support you need to stay safe or well.



## Emotional abuse

When someone says or does bad things to hurt your feelings or frighten you. This can affect your mental health.



## Financial abuse

When someone threatens you or takes advantage of you and steals money or something that belongs to you. This includes taking control of your money or making you pay for things.

## Institutional abuse



When paid staff in a hospital or care home do not care for you properly or respect your rights. This includes not having enough staff and bad behaviour that does not think about your **human rights**.



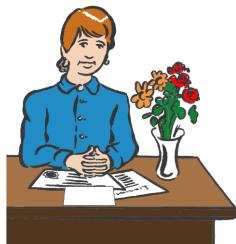
## Bullying

When someone keeps using their power to deliberately hurt or upset you or take away your rights. This includes bullying online or by text.



## Exploitation

When someone deliberately uses their power to control you.



# The Adult Safeguarding Champion



All organisations like Orchardville must have an **Adult Safeguarding Champion**.



This is someone with the training and skills to:

- lead on **safeguarding** and make sure everyone knows about and uses our Safeguarding Policy
- be the person everyone contacts about **safeguarding**
- make sure everyone who works for us recognises the sign of **safeguarding** and knows how to report anything they are worried about





- tell our staff and volunteers about **safeguarding**



- find out what training people need



- keep good records about **safeguarding**.



This includes writing a report each year to show the number of **safeguarding** cases we look at and how we deal with them.



The report must also show other people how our Safeguarding Policy helps us keep to rules about **safeguarding**.



## How we keep people safe

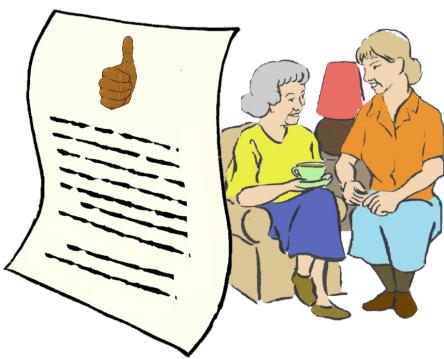


We will follow the law and keep people safe by:



**Only telling new staff and volunteers they can work for us after:**

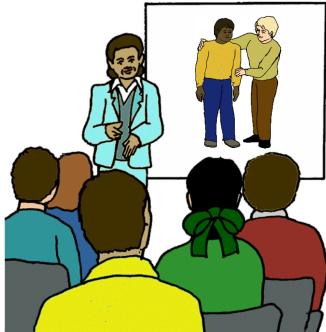
- an interview



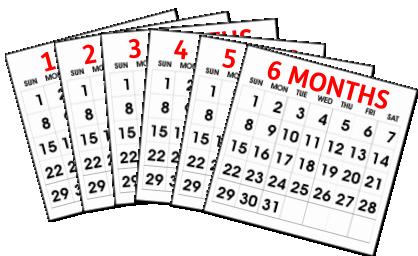
- we have references from people they have worked for before



- we have proof of who people are and where they live



- they have been trained about **safeguarding**

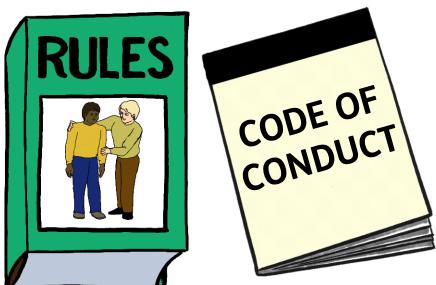


- they have worked for us for 6 months without any problems.

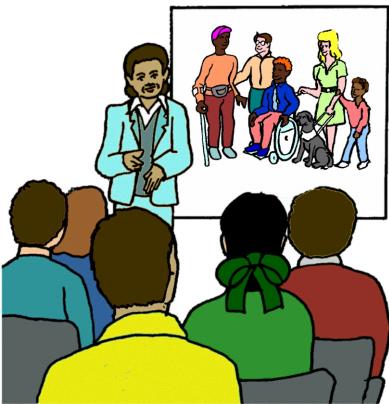


## Training about safeguarding

- giving all staff and volunteers regular training



- making sure everyone knows about and sticks to our Code of Conduct or rules about working with young people and adults at risk

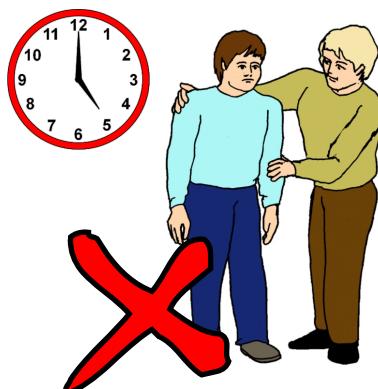


- disability training and any other training people need in their role.



## Protecting people we support, our staff and volunteers

Sometimes people are accused of harming people they support. We will make sure staff and volunteers do not:



- spend too much time alone with people they support



- take people they support to their homes unless this is agreed with their manager



- take part in rough physical games unless they are organised sports



- take part in flirting or sexy games



- touch people in ways they should not



- staff will encourage people they support to treat everyone with respect including not using bad language or swearing



- use sexual language



- ignore it if someone who uses services accuses them of something



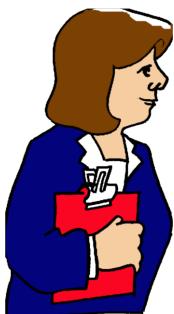
- do personal care, provide support with feeding or give medication



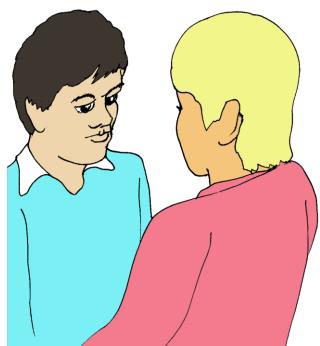
## Recognising abuse



Staff and volunteers need to know what to look out for.

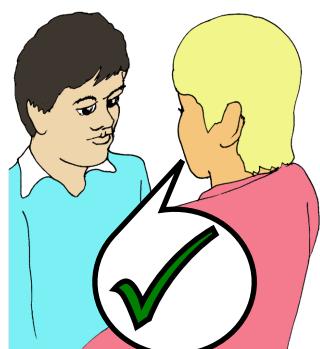


They should keep checking people and take any worries seriously. They must tell the **Adult Safeguarding Champion/Appointed person** right away.

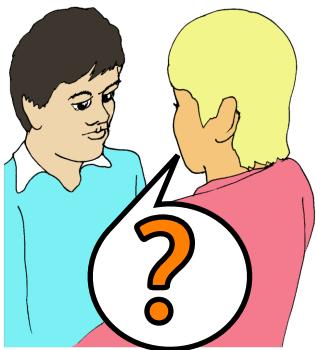


If an adult at risk tells a member of staff or volunteer about **abuse** they should:

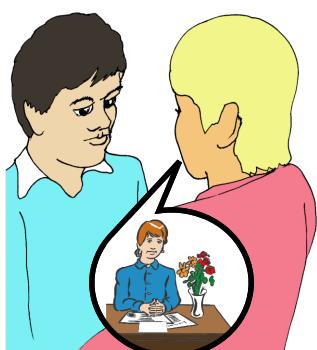
- stay calm and listen



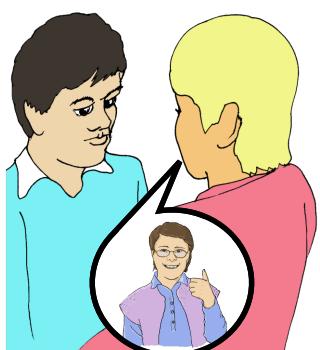
- let them know it was right to tell them and they will take it seriously



- explain what will happen next



- explain that they need to tell someone else what they said



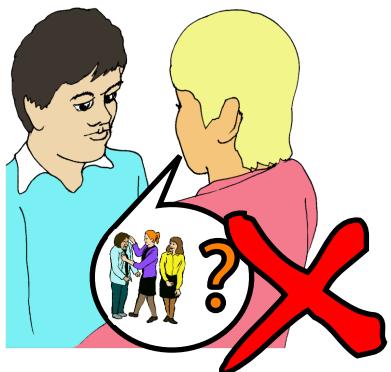
- make sure the person is safe



- write down everything they say, sign and date it and give it to the **Adult Safeguarding Champion/Appointed Person.**

## They must never:

- stop someone telling them about **abuse**, ask them to say something again or promise to keep things secret
- try to find out what happened or deal with things
- share any information by email or voicemail.





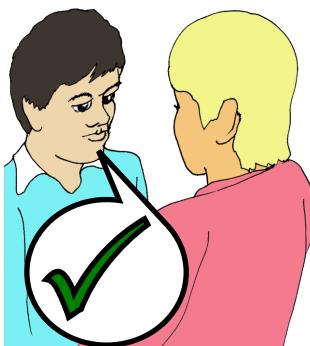
## Reporting abuse



1. **Safety** – the person in charge should make sure the person is safe and tell the **Adult Safeguarding Champion**



2. **Confidentiality** – we will only share information with other people to help us keep everyone safe



3. **Consent** – we will check if the person agrees we can look into what happened. But sometimes we might have to go ahead anyway to protect them or other people



4. **Tell the Adult Safeguarding Champion** (or most senior member of staff) right away then fill in an incident report form



## 5. The Adult Safeguarding Champion will:

- check whether this is **abuse** or not



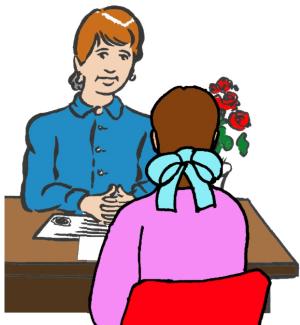
- think of how to support or help staff and volunteers if it is not a **safeguarding** issue



- keep the person safe and get them any medical help they need



- tell the health trust, social services or police.

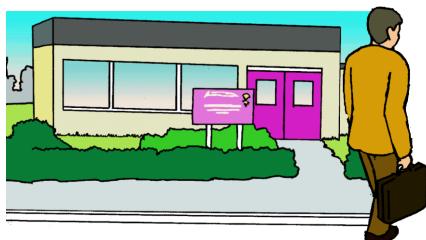


## 6. To report a member of staff or volunteer for abuse

- tell the **Appointed Person** or **Adult Safeguarding Champion** right away



- they will report it to the health trust. Social services and the police might also look into it



- the member of staff or volunteer will usually be **suspended** while the health trust look into things



- they must not try to contact the person who might have been abused or their family



- when the health trust has looked into things we might take action against the person.

# What the words mean

## **Abuse**

When someone hurts or treats you badly or does or says things to make you frightened or upset.

## **Appointed Person**

People in the organisation who are trained to support and advise staff and volunteers.

## **Adult Safeguarding Champion**

The person in an organisation who has oversight of safeguarding and knows when to involve health and social care services.

## **Consent**

Agree or give permission for something.

## **Human rights**

Things that should happen for everyone

## **Safeguarding**

Protecting adults at risk or children from **abuse** or **neglect**.

## **Suspended**

When someone is not allowed to work while we look into what happened.



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