



## **Safeguarding Policy and Procedures for Vulnerable Adults**

- Safeguarding Lead for Grow Cornwall CIC – **Jack Greaves**
- Deputy Safeguarding Officer - **Susan Lewry**
- Deputy Safeguarding Officer - tba

We expect all staff working on behalf of Grow Cornwall CIC, including volunteers, to be aware of, and follow the principles of our Safeguarding Policy and Procedures adopted to protect vulnerable adults.

### **Our core safeguarding principles are:**

- A responsibility to work to protect the rights of vulnerable adults to live safely, free from harm and abuse.
- All vulnerable adults, regardless of their capacity to protect themselves from harm, which may be due to a physical or mental disability, will be supported to protect themselves from harm.
- All staff working with Grow Cornwall CIC have an equal responsibility to act to support the welfare of a vulnerable adult who is deemed to be at risk of harm.

At Grow Cornwall CIC we recognise our responsibility to safeguard the welfare of vulnerable adults in the work we do and in all the decisions we take. Vulnerable adults regardless of age, gender, ability, culture, race, language, religion or sexual identity have an equal right to protection from harm and abuse.

### **Our aims**

- To provide all staff, including volunteers, with the necessary information and training to enable them:
  - o to understand their role and responsibilities in safeguarding vulnerable adults and
  - o to meet their safeguarding responsibilities
- To demonstrate our commitment to safeguarding vulnerable adults by ensuring effective

working practices are in place to prevent risk of harm

- To build partnerships with other agencies and professionals to help prevent risk and protect vulnerable adults who work with us.

### **We will seek to keep vulnerable adults safe by:**

- Valuing, listening to and respecting them
- Making sure vulnerable adults know where to go for help if they have a concern
- Having a culture where staff and vulnerable adults treat each other with respect and are comfortable sharing any concerns.

In formulating our policy and procedures we were mindful of the legislation and guidance as set out in the Care Act 2014 and the relevant Care and Support guidance and the Mental Capacity Act 2005 and its Code of Practice.

### **The Safeguarding Lead :**

- is appropriately trained, and will attend updates as a minimum every three years
- will act as a source of support and guidance and has an understanding of locally agreed processes for dealing with Safeguarding matters.

### **The Designated Safeguarding Officer(s):**

- is appropriately trained, and will attend updates as a minimum every three years

### **Staff training**

It is important that all staff receive training to enable them to know what to do if they have a concern or have received a disclosure. Any Volunteers or Work Experience students, who will only work in a supervised capacity, will also receive guidance, training and information on safeguarding.

All new members of staff will undergo an induction that includes familiarisation with our Safeguarding Policy and Procedures.

### **Session Participants**

It is essential that those participating in our sessions are also aware of their responsibilities to keep themselves and others safe. Prior to the first session, participants will be made aware of our safeguarding procedure and where to access it. We will also include informal safeguarding information during our sessions, particularly during the pre-session briefing.

This policy was agreed on 16th January 2023 and will be reviewed every three years, or earlier if guidance and recommendations dictate.

## **Safeguarding Procedures**

### **Allegations or Disclosures**

When any allegation or disclosure is made, to a member of staff or to a volunteer, these set procedures must be followed. All concerns or queries should be raised with the Safeguarding Lead, or if the Safeguarding Lead is involved, in any way, in the allegation or disclosure, with one of the Designated Safeguarding Officers.

The Safeguarding Lead, or Designated Safeguarding Officer, will be responsible for making decisions on the next steps to be taken in respect of the allegation or disclosure made.

If a disclosure is made to you:

#### **LISTEN**

- Get brief details about what has happened but do not probe or conduct an investigation
- Seek consent, where possible, to take action or report the concern

#### **REPORT**

- Inform the Safeguarding Lead, or one of the Designated Safeguarding Officers, of the safeguarding concerns that have been raised

#### **RECORD**

- Write a record of the issues raised or, if an incident has occurred, describe what happened, what action was taken at the time and whether any further action was agreed
- Reports should be written as soon as possible after the allegation, incident or disclosure and dated and signed by the person who listened to the concerns or witnessed the incident.

#### **NOTIFY**

- Make the Safeguarding Lead, or one of the Designated Safeguarding Officers, aware that concerns have been raised by a vulnerable adult to enable them to make a decision on the next steps to be taken.

The Safeguarding Lead, or one of the Designated Safeguarding Officers, should keep a record of all the actions they have taken, including whether the concerns have been notified to a responsible body, noting the date and time, who they have spoken to and what was said, and any actions or next steps agreed if necessary.

#### **Confidentiality and sharing information**

All staff will understand that some issues warrant a high level of confidentiality, not only out of respect for the person involved but also to ensure that information does not compromise any investigation or data protection regulations.

Staff should only discuss concerns with the Safeguarding Lead, or Designated Safeguarding Officer. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. Information sharing is guided by the following principles. The information is:

- necessary and proportionate
- relevant

- adequate
- accurate
- timely
- secure













The Safeguarding Lead will normally obtain consent to share sensitive information with outside agencies. Where there is good reason to do so, the Safeguarding Lead may share information *without* consent, and will record the reason for not obtaining consent.

### **Raising concerns**

Any member of staff, volunteer or session participant who has noticed something of concern with regard to a participant, should report their concerns to the Safeguarding Lead, or, in his absence with the Session Lead. The Session Lead will refer the concerns raised with the Safeguarding Lead as soon as they are able. The concerns should not be discussed with anyone else in the session.

The Safeguarding Lead will be responsible for making decisions on the next steps to be taken in respect of any concerns raised.

## Grow Cornwall CIC : Safeguarding Summary

| <p><b>Introduction</b></p>  | <p><b><i>Responsibility</i></b></p> <p>All staff at Grow Cornwall CIC recognise their responsibility to safeguard and promote the welfare of vulnerable adults</p>  |  |   |  |   |  |
|---|---|--|---|--|---|--|
| <p><b>A Disclosure</b></p>  | <p><b><i>What to do if a vulnerable adult discloses information to you:</i></b></p>   |  |   |  |   |  |
|   | <p style="text-align: center;"><b><u>Golden Rules</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="470 660 997 795" style="text-align: center;"><b><u>Do</u></b><br/></th> <th data-bbox="997 660 1324 795" style="text-align: center;"><b><u>Don't</u></b><br/></th> </tr> </thead> <tbody> <tr> <td data-bbox="470 795 997 1400"> <p>Listen and accept</p> <p>Try not to interrupt</p> <p>Discuss with the person what you are going to do</p> <p>Make accurate notes using the vulnerable adult's words as soon as possible</p> <p>Inform the Safeguarding Lead or the Session Lead as appropriate</p> </td> <td data-bbox="997 795 1324 1400"> <p>Promise confidentiality</p> <p>Investigate</p> <p>Ask leading questions</p> </td> </tr> </tbody> </table> |  | <b><u>Do</u></b><br>   | <b><u>Don't</u></b><br>   | <p>Listen and accept</p> <p>Try not to interrupt</p> <p>Discuss with the person what you are going to do</p> <p>Make accurate notes using the vulnerable adult's words as soon as possible</p> <p>Inform the Safeguarding Lead or the Session Lead as appropriate</p> | <p>Promise confidentiality</p> <p>Investigate</p> <p>Ask leading questions</p>   |
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| <p><b>A concern</b></p>   | <p><b><i>What to do if you have concerns about a vulnerable adult:</i></b></p>  |  |   |  |   |  |
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