



The Link Charitable Trust Safeguarding Adults Policy

Purpose of this policy

The Link Charitable Trust has a duty, both in law and as a responsible organisation, to take reasonable care of adults at risk coming onto its premises. The Link Charitable Trust aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of adults at risk. Having policies and procedures to safeguard adults is a legal requirement under the Care Act 2014.

What is Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

The Link Charitable Trust is fully committed to meeting the requirements of safeguarding, both in relation to children and adults at risk, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential. Please follow the links for more information and updated guidance

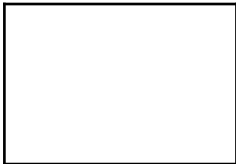
[Safeguarding Adults England, 2019-20](#)

[Carers And Safeguarding Adults – Working Together To Improve Outcomes](#)

[Making Safeguarding Personal: Guide 2014](#)

[Care and Support Statutory Guidance](#)

[Care Act 2014 chapter 23](#)



Scope

Please Click the image to take you to Teeswide Safeguarding Adults Board

This policy outlines the steps The Link Charitable Trust will make to safeguard adults if they are deemed to be at risk. This policy sets out the roles and responsibilities of The Link Charitable Trust in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

The Link Charitable Trust will ensure that decisions made will allow adults to make their own choices and include them in any decision making. The Link Charitable Trust will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within The Link Charitable Trust to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all employees and volunteers of The Link Charitable Trust to:

- have an overview of safeguarding adults

- be clear about their responsibility to safeguard adults

ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

Policy Statement

The Link Charitable Trust believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. The Link Charitable Trust will not tolerate abuse and exploitation by staff or associated personnel.

The Link Charitable Trust commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

The Link Charitable Trust adheres to following the six key principles that underpin safeguarding work

(See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

The Link Charitable Trust will not tolerate the abuse of adults and staff and volunteers should ensure that their work reflects the principles above and ensure the adult is involved in their decisions and informed consent is obtained. The Link Charitable Trust should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. The Link Charitable Trust should be transparent and accountable in delivering safeguarding actions.

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [as appropriate] or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the HR Team.

Who do I go to if I am concerned?

The named responsible person for safeguarding adults duties for The Link Charitable Trust is:

Katie Finkill (DSL)

01642 989198

OR

Lorraine Bateman (DSL)

01642 989198

OR

Hannah Moloney (DSL)

All staff and volunteers should contact the Safeguarding Lead for any concerns/queries they have in regards to safeguarding adults. A log of the concern must be kept.

The Safeguarding Lead/Deputy will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.

The Safeguarding Lead/ Deputy will also ensure that the safeguarding adults policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and adults accessing the service . The Safeguarding Lead will ensure they are up to date with their safeguarding adults training.

What should I do if I am concerned?

Staff and volunteers at The Link Charitable Trust who have any adult safeguarding concerns should:

1. Respond

- If someone is at Immediate Risk:

Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention.

Dial 999 for emergency services. Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation

- If no Immediate risk, but have concerns:

Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

2. Report

- Staff/ Volunteers should report any safeguarding concerns to the Safeguarding Lead/Deputy. **See Process**

Flow chart Appendix 1

3. Record

- The information relating to safeguarding concerns should be logged on the service user file within The Link Charitable Trusts online database Lamplight.
- Records should be written up at the earliest opportunity, dated and signed. (The LCT has a policy that all contacts are recorded within 48 hours, however it is expected within a safeguarding incident, this would take priority and be completed immediately)
 - Records about safeguarding concerns are kept confidential and in a location where the alleged abuser will not have access to the record. Access will not be given to any unauthorised personnel for accessing confidential information including the sharing of passwords. See *The Link Charitable Trust Data Protection Policy*

4.Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into

account: (1) the adult's wishes and preferred outcome

(2) whether the adult has mental capacity to make an informed decision about their own and

others' safety

(3) the safety or wellbeing of children or other vulnerable adults

(4) whether there is a person in a position of trust involved

(5) whether a crime has been committed

This should inform the decision whether to escalate the concern to the following people:

To the **POLICE** if a crime has been committed and/or

- Redcar and Cleveland's adult social care services for possible safeguarding enquiry
- Relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission or Service commissioning teams
- Family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

What are your roles and responsibilities?

All staff, management, trustees and volunteers at The Link Charitable Trust are expected to report any concerns to the named person for safeguarding. If the allegation is against one of The Link Charitable Trust members, volunteers, trustees or directors, seek advice from The Link Charitable Trust safeguarding leads. If the allegation is against the safeguarding lead, seek advice from Redcar and Cleveland's Access & Advice Team.

The designated safeguarding adults lead(s) should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. The named organisation should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centered approach is adopted.

Why is it important to take action?

It may be difficult for vulnerable adults to protect themselves and to report abuse. They rely on you to help them. Confidentiality and information sharing

The Link Charitable Trust expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, The Link Charitable Trust does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm.

Recruitment and selection

The Link Charitable Trust is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

The Link Charitable Trust will make it clear to candidates when advertising a job role if the work involved is regarded as a regulated activity/work. The organisation will determine this in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006.

Before The Link Charitable Trust can employ a candidate in a regulated activity/work, the organisation will require the candidate to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the candidate is suitable to perform this work and is not barred from doing so.

The Link Charitable Trust will make any offer of employment in a regulated activity/work conditional upon satisfactory application, Interview, references, background checks, including satisfactory criminal record and barred list checks. The organisation reserves the right not to employ a candidate where these conditions are not satisfied.

Training

Safeguarding Level 3 training is required upon induction for all staff and volunteers whom have direct contact with children, young people and families. Those staff/volunteers whom do not have direct contact are required to complete the core Safeguarding training. This training is provided by Redcar and Cleveland LSCB and is renewed annually. Upon Induction your HR/Line Manager will arrange for this to be booked for you by the Training co-ordinator who will also monitor expiry of training and book your renewal as needed.

Work that becomes regulated

If work either becomes a regulated activity/work, or if an employee is asked to perform work that is a regulated activity/regulated work, The Link will require the individual to provide a satisfactory Enhanced Disclosure with a relevant barred list check from the Disclosure and Barring Service. The purpose of this check is to confirm that the individual is suitable to perform this work and is not barred from doing so.

If an employee refuses to undertake these checks, or if a disclosure confirms that the individual has a relevant criminal conviction or has been placed on a relevant barred list, the organisation will

investigate the circumstances further and will fully consider the effect of this on continued employment.

Where an individual is not legally permitted to perform a regulated activity, or where the organisation otherwise has reason to believe that this will be inappropriate, the organisation may consider if there are any other non-regulated activities in which the individual can be employed.

The Link reserves the right to dismiss an employee where continued employment cannot be supported. **Where an employee is added to a barred list during employment**

If an employee of The Link Charitable Trust is added to a barred list during employment, the organisation cannot legally allow the employee to continue to engage in a regulated activity.

Where an individual is not permitted to perform a regulated activity, or where, the organisation may investigate if there are any other non-regulated activities in which the individual can be employed.

The organisation reserves the right to dismiss an employee where continued employment cannot be supported. **Reporting allegations of abuse**

All members of staff, and any volunteers engaged on behalf of The Link Charitable Trust, must be vigilant at all times to risks of abuse towards service users. This may include behaviour from relatives, other service users and members of staff.

Abuse is a violation of an individual's civil or human rights by another person. This can be a single act or multiple acts and it may occur in a variety of ways. Abuse of an individual may be verbal, physical or psychological. It may occur from a deliberate act or a failure to act.

Abuse may also occur when an individual is persuaded to do something that he or she has not consented to, or is unable to consent to, or where the individual is exploited by another person. Below is a step by step guide on how to report allegations of abuse:

- Any person who believes or suspects that a service user has been subjected to abuse must refer the matter to his or her Manager, or the CEO if his or her line manager is implicated, immediately. The Link Charitable Trust will consider all allegations of abuse seriously.
- When reporting an allegation of abuse, it is important to provide as much detail as possible, including the

name of the person who has been subjected to abuse, the nature of the abuse, the dates and times of any specific incidents and details of any evidence or other witnesses that may be available. • Any advice/instruction given by his or her Manager or the CEO must be followed, if at any time it is felt that the allegation of abuse is not been given the sufficient due care and attention it needs by management then a second opinion can be sought from Redcar and Cleveland's Access Team (Contact 01642 771500)

Investigation

The organisation will investigate all complaints of alleged or suspected abuse fully, in accordance with the disciplinary procedure.

The Link Charitable Trust may be required to refer information to the Disclosure and Barring Service. The organisation may also consider it necessary to inform the Police of allegations under investigation.

Suspension

The Link Charitable Trust reserves the right to suspend an employee on full pay pending investigation into an allegation of abuse and pending any resulting disciplinary proceedings.

Disciplinary action

Where The Link Charitable Trust has reason to believe that an allegation of abuse has foundation, the organisation will arrange a disciplinary meeting with the individual. This could result in a decision to take disciplinary action against the employee, up to and including dismissal.

Duty to refer information

The Link Charitable Trust is legally required to refer certain information about an individual to the Disclosure and Barring Service.

This duty applies where:

- The individual is dismissed because he or she has harmed, or may harm a child or adult • The organisation has suspended an individual and has reason to believe that he or she has engaged in relevant conduct, or has harmed or may harm a child or adult, or has received a caution or a conviction for a relevant criminal offense.
- The individual resigns in circumstances where there is a suspicion that he or she harmed, or may harm, a child or vulnerable adult. This may, for example, arise where an employee resigns before disciplinary action is taken by the organisation.

Training, awareness raising and supervision

The Link Charitable Trust ensures that all staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of The Link Charitable Trust and commitment to safeguarding adults.

Similarly, staff and volunteers may encounter concerns about the safety and wellbeing of children. For more information about children's safeguarding, see The Link Charitable Trust Safeguarding Children and Young People Policy

Prevent

Radicalisation and extremism of vulnerable adults is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that a vulnerable adult is at risk of being radicalized and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

Signed: Hannah Moloney, Chief Executive Officer

Signed: Katie Finkill, Project Coordinator

Reviewed: January 2025, by Hannah Moloney

Review date: January 2026

Useful contacts

NHS Safeguarding APP - a useful app for raising concerns, types of abuse, exploitations and neglect, multi-agency safeguarding arrangements, etc

Come together to end domestic abuse - [Womens Aid.org.uk](https://www.womensaid.org.uk)

Domestic Abuse Information – [Hidden Hurt](https://www.hiddenhurt.org)

[Equality and Human Rights Commission](https://www.equalityhumanrights.com) - Promoting and upholding equality and human rights ideals and laws across England, Scotland and Wales.

Redcar and Cleveland Council;

Abuse can take place anywhere which includes the home, a public place, a care home or a day centre. The abuser may be a stranger or someone known to the person.

- If you, or the person you are concerned about, is in immediate danger contact the police or ambulance service immediately (call 999);
 - If there is no immediate danger contact Redcar & Cleveland Adult Social Care on 01642 771500. •
- If you have safeguarding concerns about a child or young person under the age of 18 years use the same contact numbers to report.

Contact the Adult Social Care Team

You can contact the Adult Social Care Team by telephone on 01642 771500.

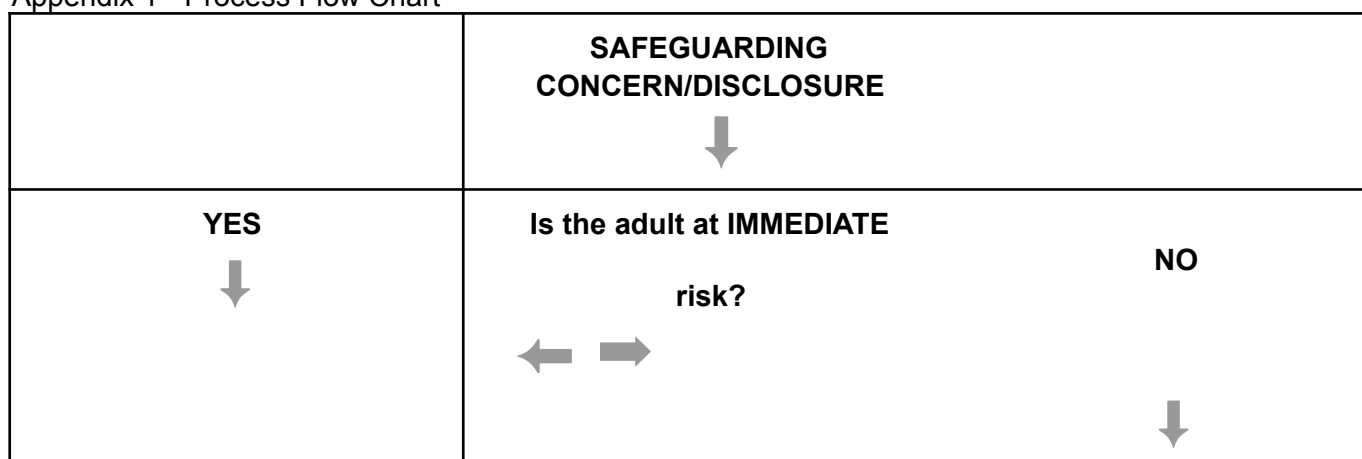
For more information about Safeguarding Adults, please visit: <https://www.tsab.org.uk/>

Glossary

Vulnerable Adults	A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation
Abuse	Abuse can include physical, sexual or emotional harm, neglect or negligent treatment, maltreatment, radicalisation or exploitation. Abuse can take place in person or online, by any person (which could include by other Children and Adults at Risk or by people in positions of trust).

Physical	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused by a person or carer fabricates the symptoms of, or deliberately induces illness.
abuse	The persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on the persons emotional health. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of the other person. It may include not giving the person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they say or how they communicate. It may include overprotection or preventing the person participating in normal social interaction.
Emotional	It may involve serious bullying (including cyber-bullying), causing a person frequently to feel frightened or in danger, or the exploitation or corruption of a person. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.
Sexual abuse	Involves forcing or enticing a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as kissing, rubbing and touching outside of clothing. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse.

Appendix 1 - Process Flow Chart



<ul style="list-style-type: none"> • Ensure you remain with the person to ensure their safety. 		<p>If someone discloses abuse report this to Social Services - 01642 771500 or out of hours 01642 524552</p> <p>If someone discloses they have had thoughts</p>
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<p>For concerns regarding Mental Health:</p> <p>If a person has harmed themselves call an ambulance - 999</p> <p>If a person discloses they have plans and intentions to harm themselves/they are at risk of immediate harm contact the crisis team - 0800 0516171</p> <p>If necessary contact the persons In Case of Emergency.</p> <p>For concerns regarding risk to others or risk from others (considering wider family):</p> <p>If there is an immediate risk or a crime has been committed contact the police - 999</p> <p>DO</p> <p>DO Stay with the person</p> <p>DO Follow all instructions from services contacted</p> <p>DO Report the disclosure to your DSL DO Listen and remain non-judgemental DO Inform the person the process you need to follow to ensure their safety (where safe to do so)</p> <p>DO explain to the person the limits of confidentiality</p>		<p>to harm themselves:</p> <ul style="list-style-type: none"> - Confirm the person is able to keep themselves safe, has no immediate plans to harm themselves - <i>using guidance on appendix 2 if required.</i> - (If they cannot keep themselves safe, move back to top of flowchart and follow 'YES, at immediate risk route) <ul style="list-style-type: none"> - Complete a risk management plan using risk assessment form (<i>appendix 3, page 3</i>) with the person ensuring they have all necessary crisis numbers/helpines. - If necessary, and with clients consent, share with other agencies to seek further support. - Where risk is increasing and you are concerned, Inform the person, we will notify their GP (<i>as already explained in confidentiality statement</i>) <p>DO</p> <p>DO Follow all instruction/advice from the Safeguarding Lead Team</p> <p>DO Listen to the person and remain non-judgemental</p> <p>DO Inform the person the process you need to follow instructions to ensure their safety DO explain to the person the limits of confidentiality</p>
<p>DO NOT</p> <p>DO NOT ask leading questions which could jeopardise future investigations</p>		<p>DO NOT</p> <p>DO NOT ask leading questions which could jeopardise future investigations</p>

Steps to take to record a Safeguarding Concern/Disclosure

- Ensure you have informed you Designated Safeguarding Lead
 - In person where necessary, or via email
- Ensure any necessary referrals have been made to share information and safeguard.
 -

Upload a copy of any referral made on Lamplight to the persons case view via 'Log Communication'

- Upload details of the disclosure on Lamplight
 - Access persons profile
 - Case View/ Select Case/ Work/ Safeguarding/ Safeguarding concern
 - In 'Description' Type up the details of the disclosure including factual information, exact wording client used. Use the Follow up section to describe your actions, and any other follow up.
- Amend Risk rating.
 - Using RAG Rating Guidance, update the clients level of risk.
 - Also in the Risk assessment tab, in 'Summary of Risk/Incident' Give a brief description of incident and the date. *This will enable other staff to locate the safeguarding details from case view.*

Checklist:

Client Risk Management plan complete and given to client where appropriate
Designated Safeguarding Lead informed
Necessary referrals made (all possible actions taken to safeguard)
Disclosure/Concern Logged on Lamplight under 'safeguarding'
Risk Rating Updated
Date/brief description noted within risk assessment.

Appendix 2

MANAGING RISK (guidance available to all staff)

Ask the Client:

- Do you have any thoughts of ending your life or hurting yourself?
- Yes – what are the thoughts?
- Have you made plans of how you would end your life/hurt yourself?
- On a scale 0-10 what are the intentions of acting upon those thoughts or/and plans today? When was the last time you acted upon those thoughts?
- In terms of self harm (DSH – deliberate self harm) ask the same question. We also need to know when was the last time time they acted upon this, what did they use to DSH, where on the body, was it superficial, or did the wound bleed? Was the wound attended to and was medical attention

sought.

- 5/10 = 50% intention for example – are you saying there is 50% intention of ending your life/hurting yourself today? *Update GP if risk has increased or intention.* Do you feel able to keep yourself safe?
- No – ring Crisis Team, also if necessary, ring the Police for a safety check. Letter also to GP to follow up.
- You are not alone with these decisions – Your Safeguard Lead and Line Manager are there to support you.
- Yes they can keep themselves safe – do they have the Crisis Team number if they need it at a later time?

Appendix 3

THE LINK RISK ASSESSMENT

Current Presenting difficulties (any known mental health disorder?):
Current circumstances:
Known Historic Risk : Risk to Self - Risk to Others - Risk from Others -

Current Risk

<u>Risk to Self</u> <i>Suicidal ideation, Suicidal attempts, Self-harm, Aggression, Substance Misuse (drugs/alcohol), known to Crisis and any other agencies ie Social Care.</i> Description: Frequency: Triggers:
<u>Risk to Others</u> <i>Verbal aggression, Physical aggression, violence, crime, known to Youth Offending or Forensics</i> Description: Frequency: Triggers: <u>Risk from Others</u> Abuse & Neglect: Yes No Unknown Details: Victimisation/bullying: Yes No Unknown Details: Parental/Family Mental health: Yes No Unknown Details:

Resilience Factors

Consider what's working well (coping, supports in place, interests, areas of positive reinforcement/strengths)

Home:

Education/Employment:

Social:

Individual:

RAG Rating

Risk to Self: Red Amber Green

Risk to Others: Red Amber Green Risk from Others: Red Amber Green

Overall RAG Rating: Red Amber Green Rational:

RAG Rating Guidance

RED Long history and frequent incidents of harm to self/other has happened within the last 4 weeks. Active plans and previous attempts to harm self/others.
Little/no support network to remove or minimise potential exposure. Are at risk from others and unable to keep themselves safe.

Unable to identify any personal resilience factors.

AMBER Occasional or more recent incidents within the last 6 months to harm self/others.
Regular intrusive thoughts to harm self/others. Inconsistent use of support network to remove or minimise potential exposure. Potential risk from others or risk unknown and inconsistent ability to keep themselves safe.

Inconsistency across environments (home, school, social) with limited resilience factors identified.

GREEN Isolated incidents of harm to self/others which happened more than a year ago.
Occasional thoughts to harm self/others with no plans or intent. Healthy support network that is fully informed and involved with removing or minimising potential exposure. No risk from others and able to keep themselves safe.

Or none of these factors present

Stability across environments (home, school, work, social) with multiple resilience factors identified.

Client Risk Management Plan

Would you contact Crisis team/other helplines if thoughts escalated or you felt unable to keep yourself safe?

Yes, Details (Numbers given)

No: Who else may you contact?

****If no to both, reconsider the level of risk, question are they able to keep themselves safe? Inform GP.***

Protective Factors (the things or people you think of to stop you acting on your thoughts)

Are they likely to change?

If so, are there any other factors you can think of?