



Safeguarding Adults Policy and Procedures

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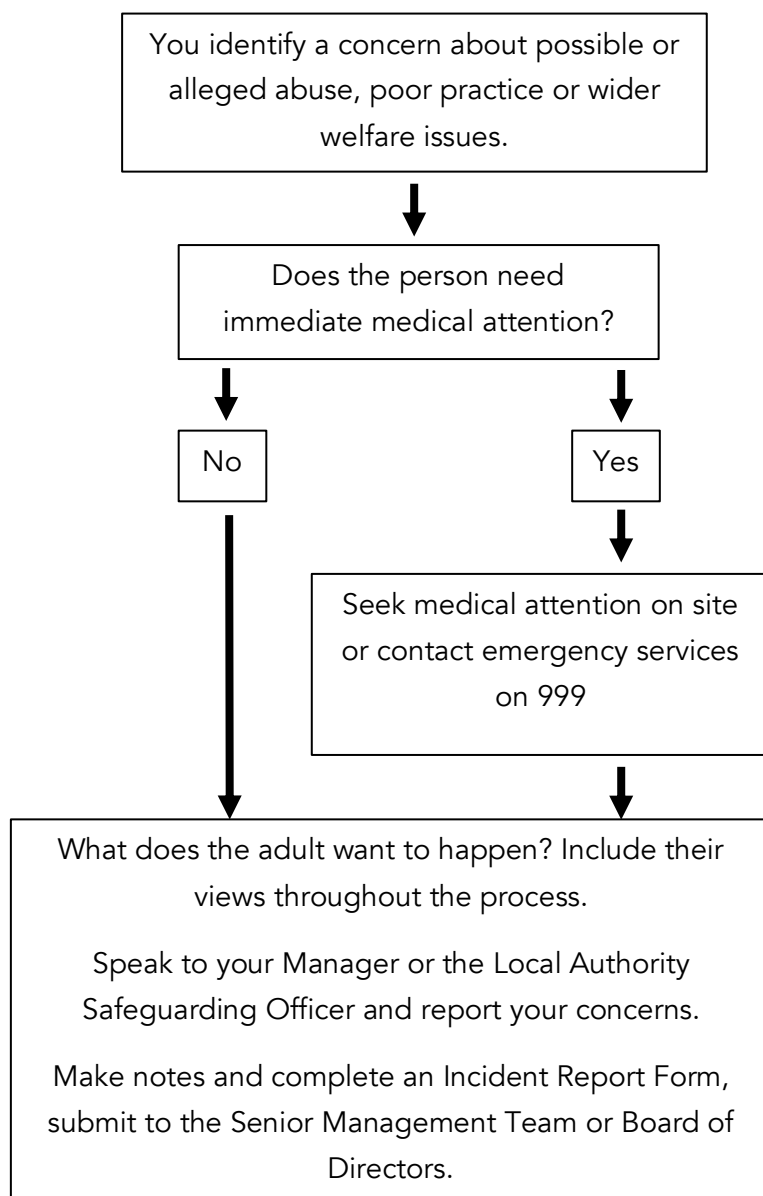
Do you have concerns about an adult?

Safeguarding is everyone's responsibility.

If you have concerns about an adult's safety and or wellbeing, you must act on these.

It is not your responsibility to decide whether or not an adult has been abused. It is, however, your responsibility to act on any concerns.

A full Safeguarding Adults Flow chart can be found later in this policy.



Introduction

The Pearl Exchange is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved, in accordance with legislation.

The Pearl Exchange safeguarding adults policy and procedures apply to all individuals involved in The Pearl Exchange.

The Pearl Exchange will encourage and support partner organisations, to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedures document.

This policy will be checked by Trustees annually and signed off at a meeting by a Trustee or senior manager.

Principles

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- The Pearl Exchange will seek to ensure that our organisation is inclusive and make reasonable adjustments for any ability, disability or impairment. We will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.
- Safeguarding adults is everyone's responsibility. 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 The Pearl Exchange or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with The Pearl Exchange Safeguarding Adults Policy and Procedures.
- The Pearl Exchange recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with local safeguarding procedures.

The Principles of Adult Safeguarding

There are four separate pieces of legislation for the UK with separate principles around how adults should be safeguarded. Each piece of legislation recognises that it is the circumstances that adults find themselves in that makes them more vulnerable to abuse. The legislation expects adults to be central to the decision-making process and makes the adult's welfare and wellbeing the primary consideration in any decision making.

Making Safeguarding Personal

'Making safeguarding personal' means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control, as well as improving quality of life, well-being and safety.

Wherever possible safeguarding concerns should be discussed with the adult to get their view of what they would like to happen. They should be involved in the safeguarding process, giving their consent to share information outside of the organisation where necessary.

Types of Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. Each Home Country defines categories of adult abuse and harm as follows:

Categories of Abuse / Harm

England (Care Act 2014)
Physical
Sexual
Emotional/Psychological/Mental
Neglect and acts of Omission
Financial or material abuse
Discriminatory
Organisational / Institutional
Self-neglect
Domestic Abuse (including coercive control)
Modern slavery

There are additional definitions which, while not included in legislation, are also relevant. These are;

- Cyber Bullying
- Forced Marriage
- Mate Crime
- Radicalisation

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the organisation who a participant comes into contact with. Alternatively, other participants, workers or volunteers may suspect that an adult is being abused or neglected outside of the organisation's setting. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- 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. You may notice that a participant in a team has been missing from sessions and is not responding to reminders.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group of people or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassment of a participant because they are or are perceived to have protected characteristics.
- A participant who sends unwanted sexually explicit text messages to an adult with learning disabilities they are training alongside.
- A participant threatening another participant with physical harm and persistently blaming them for poor performance.

What to do if you have a concern or someone raises concerns with you

It is not your responsibility to decide whether an adult has been abused. It is, however, everyone's responsibility to respond to and report concerns.

If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to one of the **The Pearl Exchanges Designated Safeguarding Leads**.

Fliss Loxley

07595465852

fliss@thepearlexchange.org.uk

Milly Moore

07845655587

partnerships@ thepearlexchange.org.uk

If the Safeguarding Lead is implicated, then report to the Board of Trustees.

Polly Hughes

pollyannahughes@gmail.com

When raising your concern with the Safeguarding Lead, remember to 'make safeguarding personal'. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult of what actions you intend to take.

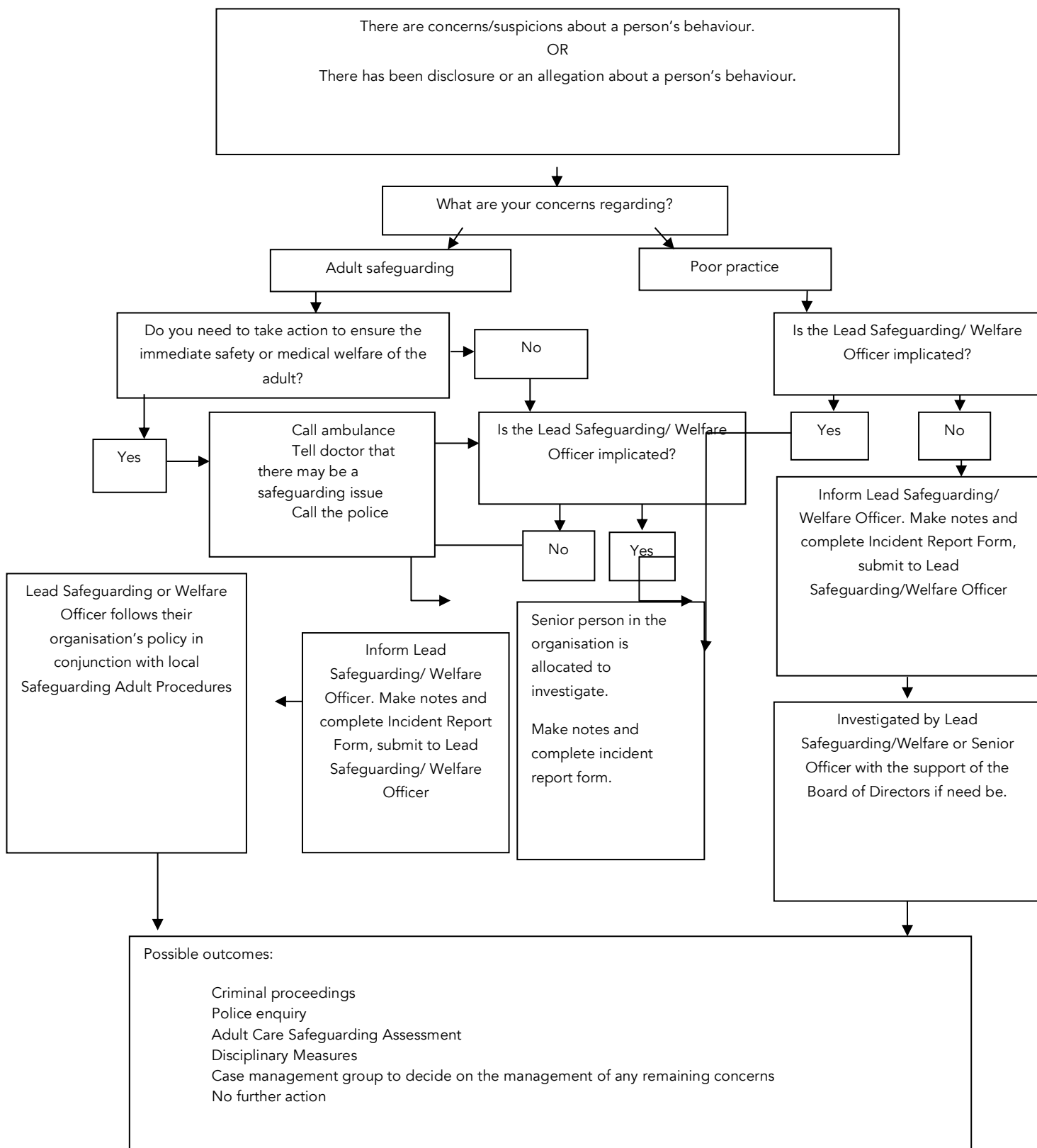
It is important when considering your concern that you keep the person informed about any decisions and action taken about them, and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the The Pearl Exchange Safeguarding Lead.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your lead safeguarding or welfare officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times. This information must only be shared with your Safeguarding Lead and others on a need-to-know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the emergency services immediately.

Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



Roles and responsibilities of those within The Pearl Exchange

The Pearl Exchange is committed to having the following in place:

- A Safeguarding Lead to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- An inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Formal training for all staff, volunteers and Trustees.

Good practice, poor practice and abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in The Pearl Exchange to make judgements regarding whether or not abuse is taking place. However, all Pearl Exchange personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

The Pearl Exchange expects that all employees, facilitators, volunteers and therapists of adult participants:

- Adopt and endorse all practices within this and The Pearl Exchange other policies.
- Aim to make the experience fun and enjoyable.
- Promote fairness.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

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

Appendix 1

Sample Incident Report Form The Pearl Exchange

Safeguarding Adults Incident form

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer.

The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved, and if necessary, social care or other relevant organisations.

Section 1 – details of adult at risk		
Name of adult		
Address		
Date of Birth		
Age (if date of birth not known)		
GP practice (if known)		
Contact number		
Section 2 – your details		
Name		
Contact phone number(s)		
Email address		
Line manager or alternative contact		
Name of organisation / club		
Your Role in organisation		
Section 3 – details of Concern		
Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)		
Section 4 - Abuse type if know (leave blank if uncertain)		
Physical	Psychological	Financial
Sexual	Discriminatory	Organisational/ institutional
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Female genital Mutilation (FGM)
Forced Marriage	Domestic abuse	Radicalisation

Self-Neglect		
Section 5 - Have you discussed your concerns with the adult? What are their views? What outcomes have they stated they want (if any)?		
Section 5A – Reasons for not discussing with the adult		
Adult lacks capacity		
Adult unable to communicate their views		
Discussion would increase the risk		
State why the risks would increase:		
Section 5B - Have you discussed your concerns with anyone else? E.g. carer/ partner/ spouse/ family member. What are their views?		
Section 6 – What action have you taken /agreed with the adult to reduce the risks?		

Information passed to Safeguarding Officer, confirm details:	Referral to Social Care Confirm details:
Contact with the police Confirm details:	Referral to other agency – please confirm details:
Other – please specify:	
No action agreed – state why:	
Section 7 – Risk to others	
Are any other adults at risk Yes/No – delete as appropriate	
If yes state why and what actions have been taken to address these?	
Are any children at risk Yes/No Delete as appropriate	
If yes state why and what actions have been taken to address these?	
Signed:	
Date:	

OFFICE USE ONLY
Section 8 – sharing the concerns (To be completed by Lead Safeguarding Officer)
Details of your contact with the adult at risk. Have they consented to information being shared outside of (insert name of your organisation)?

Details of contact with the Social Care Team where the adult at risk lives – advice can be still sought without giving personal details if you do not have consent for a referral

Details of any other agencies contacted

Details of the outcome of this concern

Date created: October 2022

Date reviewed: February 2025

Date of next review: February 2026

Reviewed by: Fliss Loxley – Managing Director – Designated Safeguarding Lead

Signed:

