

Oxford Hub Adult Safeguarding Policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, interns, volunteers or anyone working on behalf of Oxford Hub. Oxford Hub believes that no one should ever experience abuse of any kind. We have a responsibility to promote the welfare of all adults and to keep them safe. We are committed to practice in a way that protects them.

The purpose of this policy:

- To protect adults who participate in Oxford Hub activities, including parents and carers of participants.
- To provide staff and volunteers with the overarching principles that guide our approach to adult protection.

We recognise that:

- The welfare of the vulnerable adult is paramount
- All vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with vulnerable adults, carers and other agencies is essential in promoting their welfare

What does it mean to Safeguard Adults?

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

Care and Support Statutory Guidance, Department of Health, updated February 2017

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.

Oxford Hub adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

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

Oxford Hub will not tolerate the abuse of adults in staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. Oxford Hub 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. Oxford Hub should be transparent and accountable in delivering safeguarding actions.

What is Making Safeguarding Personal (MSP)?

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

Oxford Hub will not tolerate the abuse of adults. Oxford Hub will ensure that adults are involved in their safeguarding arrangements and each individual is dealt with on a case by case basis. As adults may have different preferences, histories and life styles, the same process may not work for all.

In relation to young adults specifically, we also recognise that:

- Young people don't stop needing safeguards when they reach their 18th birthday - their legal status might change but independence is a gradual process that starts at birth and goes on well into adulthood
- New challenges arise when a young person enters the adult world. This is an exciting time for anyone, but creates the potential for new risks and new areas of vulnerability. Many young people are moving away from home for the first time, or starting work or volunteer placements. Most are starting to take full control of their finances, and many are starting relationships with adult partners. Some are becoming parents.
- Service providers continue to have a duty of care to the young people that use their services, even after those young people are 18. However, young adults who may have previously received health or local authority services (e.g. those who have been 'in care' or 'looked after' by a local authority) may find that on attaining 18 years, these services are withdrawn and they are in danger of 'falling through the net' and of being denied services they require on an ongoing basis.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect vulnerable adults, namely:

- Mental Health Act 1983
- Registered Homes Act 1984 (the provisions of which will be extended by the Care Standards Bill)
- NHS and Community Care Act 1990
- Public Interest Disclosure Act 1998
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- The Care Act 2014 and the Care and Support statutory guidance
- Protection of Freedoms Act 2012
- General Data Protection Regulations (GDPR) 2018

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

This policy should be read alongside our policies and procedures on:

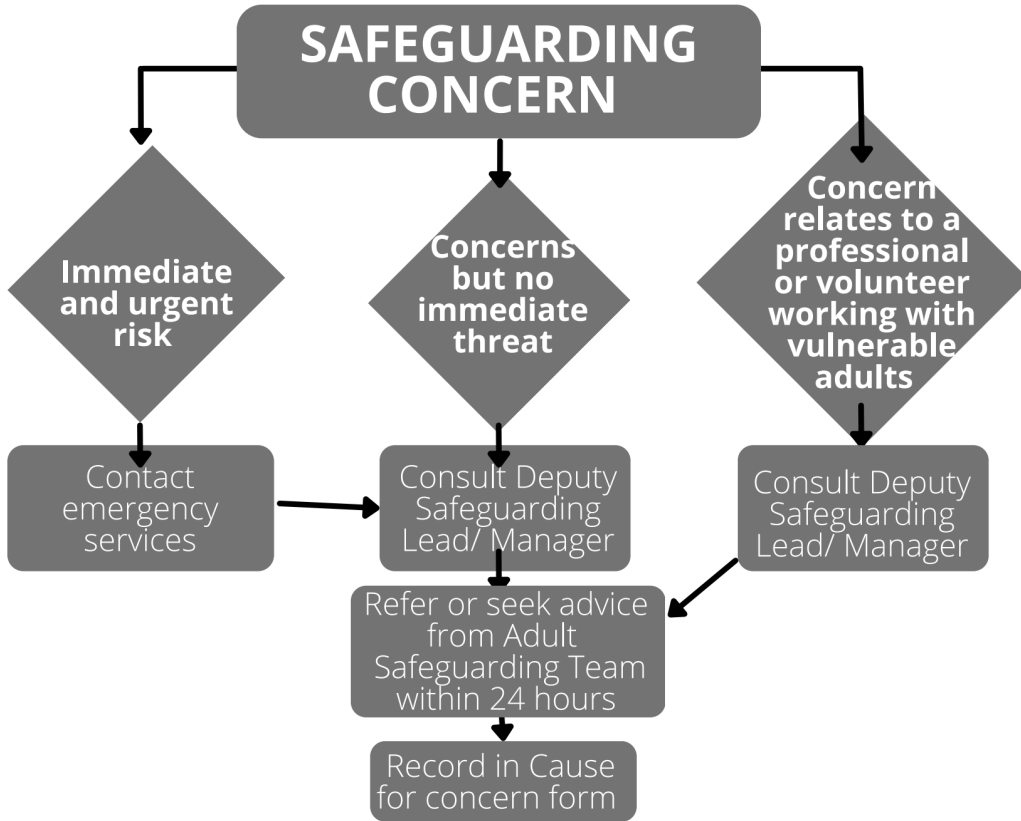
- Safer recruitment policy
- Definition of abuse
- Recruitment, induction and training, including of ex-offenders
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a vulnerable adult
- Recording and information sharing
- Code of conduct for staff and volunteers
- Safer recruitment
- Managing complaints against staff/volunteers
- Complaints against other vulnerable adults
- Whistleblowing
- Health & safety
- Training, supervision and support
- Lone working policy and procedure
- Quality assurance
- Managing complaints against staff/volunteers

How will we ensure Adults are Safeguarded?

We will seek to keep adults safe by:

- Appointing a Designated Safeguarding Officer (DSO), a deputy and a lead board member for safeguarding (see contacts below).
- Adopting safeguarding processes which ensure we monitor, review, follow up on and learn from safeguarding concerns raised.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made, including DBS checks where appropriate.
- Ensuring our staff have the relevant safeguarding training as part of their induction and ongoing learning
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with our service users, their families, staff and volunteers via leaflets, posters, one-to-one discussions
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving the service user, young people, parents, families and carers appropriately.
- Completing internal reporting and monitoring such as our Cause for Concern form to record, report, monitor, follow up and learn from safeguarding concerns about anyone we are working with.
- Ensuring safeguarding concerns are discussed at a dedicated internal safeguarding meeting and learning is incorporated into practice.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we provide a safe physical environment for our service users, staff and volunteers, by applying health & safety measures in accordance with the law and regulatory guidance.
- Following a clear policy on our use of photos and social media for adults and children.
- Building a safeguarding culture where staff and volunteers, service users and their families, treat each other with respect and are comfortable about sharing concerns.

Adults Safeguarding Process



*Cause for concern form found [here](#)

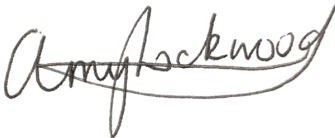
*If a concern arises out of working hours and you are unable to contact line management within 24 hours, continue to next step (i.e. refer to MASH/ seek advice from LCSS or refer to LADO.)

Contact details

Key Contact Details	
Adult Safeguarding Team	01865 328232 or referral on https://www.osab.co.uk/public/reporting-concerns/
Safeguarding Leads	
Designated Safeguarding Officer	Amy Lockwood - 07802 725297 Amy@oxfordhub.org
Deputy Safeguarding Leads	Donna Jewell (Children) - 07542 554164 Suzy Donald (Adults) - 01865 745260
Sources of info or advice	
Threshold of Needs Document	Threshold of Needs Matrix - Oxford Safeguarding Adults Board (osab.co.uk)

POLICY REVIEW

This policy and its practice will be reviewed by the Board of Trustees annually or in the light of legislative or organisational change.

Signature	
Name	Amy Lockwood
Position	Lead for safeguarding and Chief Executive Officer (CEO)
Date	18 July 2023

Appendix

Categories of Abuse

Abuse and neglect can take many forms. Organisations and individuals should not be constrained in their view of what constitutes abuse or neglect, and should always consider the circumstances of the individual case.

Physical Abuse including assault hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions
Sexual Abuse including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
Psychological Abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Financial or material abuse including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Neglect and acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Self - Neglect This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.
Organisational abuse including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment.