

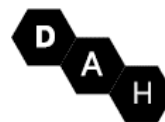


DISABILITY  
ACTION  
HARINGEY

# Disability Action Haringey (DAH)

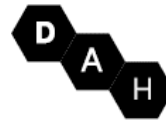
## Safeguarding Policy

Version 1.2	Date 20/08/2024
Named Safeguarding Lead	Chief Executive Officer
Review Date -	August 2025
Frequency of review	This policy must be reviewed by annually
File Location	BOT – Policy
Signed	G Day



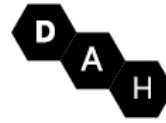
## **Index**

Introduction and background .....	Page 3
Aims.....	Page 4
Legislation and guidance .....	Page 4
Aims and principles of adult safeguarding .....	Page 4
Who do adult safeguarding duties apply to?.....	Page 6
What are your roles and responsibilities? .....	Page 6
Who do I go to if I am concerned? .....	Page 7
What should I do if I am concerned.....	Page 7
Whistleblowing, confidentiality and information sharing .....	Page 10
What should you do if you are concerned about a child? .....	Page 10
Supporting our staff volunteers and trustees .....	Page 10
Recruitment and selection .....	Page 11
Training .....	Page 11
Prevent (safeguarding and supporting those vulnerable to radicalisation) .....	Page 12
<b>Appendices</b>	
Appendix 1 Useful contacts .....	Page 13
Appendix 1 Useful links .....	Page 13
Appendix 2 Useful information .....	Page 14
Appendix 3 Types of abuse and definitions.....	Page 15
Appendix 4 Signs of abuse .....	Page 17
Appendix 5 Who may abuse or neglect.....	Page 18
Appendix 6 Raising a safeguarding concern flowchart .....	Page 19



**DISABILITY  
ACTION  
HARINGEY**

## **Introduction and Background**



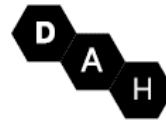
**DISABILITY  
ACTION  
HARINGEY**

Disability Action Haringey (DAH) is a user led Deaf and Disabled Person's organisation. It provides services for disabled people in Haringey and surrounding boroughs. DAH's vision is a more inclusive society, free of disabling barriers, where diversity and human rights are valued and where disabled people have dignity, independence, and equality of opportunity and are valued for the contribution they can make to society. At DAH we believe living an independent life that is free from harm and abuse is a fundamental right of every person. DAH will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm. Safeguarding (protecting people from harm) is therefore an important part of our everyday work and everybody's business. As an organisation we are committed to working in partnership with individuals and organisations to contribute to timely interventions and to being part of strong multi-agency partnerships which aim to prevent abuse and neglect.

This policy explains what anyone in the organisation, regardless of their role, should do if they have concerns about someone's wellbeing, it explains their responsibilities and outlines the support DAH provides its' staff, volunteers and trustees. It is underpinned by legislation, guidance and best practice.

An adult at risk is one in need of care and support and, as a result of this, is unable to protect themselves against abuse or neglect. This policy explains DAH's responsibilities and the expectations of staff, volunteers and trustees if they suspect an adult (person aged 18 or over) is at risk. All staff, volunteers and trustees will receive safeguarding training as part of their induction so they are able to recognise abuse and know how to respond should an allegation be made or they have any concerns. It will provide the opportunity to explore what is expected of them in their role and DAH's requirements in terms of reporting, recording and referring any concerns. Whilst DAH does not work directly with children, staff, volunteers and trustees may come into contact with families where they are concerned about a child's welfare. The same principles of reporting concerns immediately apply and there is a section in this policy which deals with this.

This policy applies to everyone whom DAH staff, volunteers and trustees come into contact with during the course of their work. DAH recognises people are unique individuals who have different preferences, lifestyles and experience and are committed to Making Safeguarding Personal,<sup>1</sup> involving the person 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. We see people as experts in their own lives, and are committed to working alongside them to identify the outcomes they want.

Copies of this policy are available within DAH and will be available on our website.

<sup>1</sup><https://www.local.gov.uk/our-support/our-improvement-offer/care-and-health-improvement/making-safeguarding-personal>

## **Aims**

This policy is intended to support staff, volunteers and trustees working within DAH to understand their role and responsibilities in safeguarding adults. All staff, volunteers and trustees are expected to follow this policy which sets out the expectations for both the charity and for individuals to ensure we keep people safe within the communities that they live.

The key objectives of this policy are for all staff, trustees and volunteers of DAH to:

- have an overview of adult safeguarding
- 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

## **Legislation and Guidance**

This policy is based on:

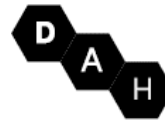
- The Care Act (2014) and the Care and Support statutory guidance
- Haringey Safeguarding Adults Policies and Procedures
- London Multi-Agency Adult Safeguarding Policy and Procedures

It is underpinned by:

- Making Safeguarding Personal
- The Mental Capacity Act (2005) and Deprivation of Liberty Safeguards (DoLS)
- Human Rights Act 1998

## **The aims and principles of adult safeguarding**

*‘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 (14.7), Department of Health, updated June 2020***

The aims of adult safeguarding (as detailed in the Care Act (2014)) are to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Stop abuse or neglect wherever possible
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Address what has caused the abuse or neglect

DAH expects staff, volunteers and trustees to fully subscribe to these aims and to follow and apply the six key principles which underpin all adult safeguarding work also outlined in (The Care Act (2014)) Care and Support Statutory Guidance.

These principles are:

**1. Empowerment**

People being supported and encouraged to make their own decisions and informed consent.

**2. Prevention**

It is better to take action before harm occurs.

**3. Proportionality**

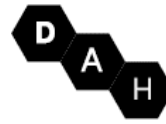
The least intrusive response appropriate to the risk presented.

**4. Protection**

Support and representation for those in greatest need.

**5. Partnership**

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.



## **6. Accountability**

Accountability and transparency in delivering safeguarding.

DAH will not tolerate any form of abuse. Staff, volunteers and trustees should ensure their work reflects the principles above and ensure adults with care and support needs are involved in their decisions and informed consent is obtained. DAH 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. DAH will be transparent and accountable in delivering safeguarding actions.

### **Who do adult safeguarding duties apply to?**

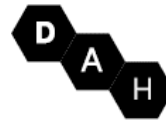
This policy outlines the steps DAH will make to safeguard an adult with care and support needs if there are concerns that they are at risk or it becomes known they are at risk. Adult safeguarding duties apply to *any* adult who:

- has care and support needs (whether or not the Local Authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse and neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

We believe, as enshrined in the Human Rights Act (1998), everyone has the right to live free from abuse and neglect. We also recognise that whilst all adults should be able to live free from fear and harm, some may not recognise they are being abused and or find it hard to get the help and support they need to stop abuse. There may be a number of reasons an adult may be unable to protect themselves from harm or exploitation, including their mental or physical incapacity, sensory loss or physical or learning disabilities. It may be the case that an adult who is usually able to protect themselves from harm maybe unable to do so because of an accident, disability, frailty, addiction, illness or fluctuating mental ill health. DAH staff, volunteers and trustees should be able to recognise and be able to respond to such circumstances and in the case of any concerns or doubt must discuss their concerns immediately with a manager.

### **What are your roles and responsibilities?**

All staff, volunteers and trustees at DAH are expected to report any concerns to the named safeguarding lead. If the allegation is against one of DAH members, staff, volunteers, or trustees, advice must be sought from the lead person Disability Action Haringey's CEO .If the allegation is against the safeguarding lead, advice should be sought from Haringey Council's Safeguarding Team and the Chair of Trustees should be notified of this action.



All trustees will work together to ensure an open culture is developed at DAH. Whilst DAH has a named trustee who leads on the development of safeguarding practices, policy and training each board member will make equal contributions and have equal responsibilities for contributions.

The CEO is responsible for providing acknowledgement of any referral/concern 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 must be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide who will lead on a safeguarding enquiry should it progress to that stage. An enquiry establishes whether any action needs to be taken to stop or prevent abuse or neglect, and if so, what action and by whom the action is taken. Staff, volunteers and trustees should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted in line with DAH's values and Making Safeguarding Personal.

The CEO is responsible for ensuring DAH's Safeguarding Adult's Policies and Procedures are in place and up to date and reviewed annually. They are also responsible for leading and promoting an open and safe environment for all staff, volunteers, trustees and adults accessing the service.

### **Who do I go to if I am concerned?**

All staff, volunteers and trustees have a duty to report abuse or any concerns they have that someone is at risk of harm. The named responsible person for safeguarding duties for DAH is The Chief Executive Officer – Tel: 02033550071 or via email at [phil@d-a-h.org](mailto:phil@d-a-h.org)

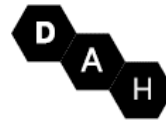
You must not delay, discuss any concerns immediately with your manager/supervisor or in their absence any DAH Manager or trustee. A safeguarding register of all concerns must be kept and is the responsibility of the CEO. The register details all safeguarding incidents, will be kept up-to-date by the CEO and reported on at each meeting of the Board of Trustees.

*Concerns out of hours must be reported to the London Borough of Haringey Emergency Duty Social Work Team Tel: **020 8489 0000***

### **What should I do if I am concerned?**

#### **A) Responding**

- If the adult is in immediate danger, first ensure they are safe and if immediate help is needed, call the emergency services on 999.



- 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
- Seek consent from the adult to take action and to report the concern and contact Adult Social Care without delay. 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.
- Where you are concerned about someone's capacity to make a decision you must discuss this with a manager who, will if they have concerns, discuss the matter with Adult Social Care First Response Team. The Mental Capacity Act 2005 and the Mental Capacity Act Code of Practice (see Appendix 2) will always be used in such circumstances. DAH's aim will always be to seek what is in the person's best interest. This will include giving consideration to whether an advocate is needed.

Don't forget responding appropriately and in a timely manner applies to concerns as well as observations and disclosures. If there is a disclosure you should:

- Assure the person you are taking them seriously
- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can, but avoid asking too many questions at this stage
- Do not give promises of complete confidentiality
- Explain that you have a duty to tell your manager and their concerns may be shared with others who could have a part to play in protecting them
- Reassure them they will be involved in decisions about what will happen, and the Local Authority will try to take steps to protect them from further abuse or neglect
- If they have specific communication needs, provide support and information in a way that is most appropriate to them
- Do not be judgmental or jump to conclusions.

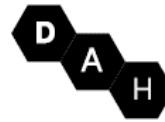
## **B) Reporting**

- If there is no immediate danger then the matter must be discussed with your line manager, or, in their absence, or where the line manager is implicated in the abuse, inform the next most senior person.
- The Safeguarding Lead at DAH is the CEO (insert name and contact number).
- Out of hours must be reported to the London Borough of Haringey Emergency Duty Social Work Team Tel: 020 8489 0000.
- Your manager, or the manager with whom you discuss the safeguarding issue, will advise and support with next steps.

## **C) Recording**

Staff, volunteers and trustees must make a clear factual record of their concern and the action taken, this includes ensuring they provide information to the CEO for the Safeguarding register which is regularly reported on at Board Meetings of the organisation's trustees.





Staff, volunteers and trustees must make a clear factual record of their concern and the action taken. They must:

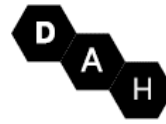
- Only ask the person sufficient questions to establish what has happened i.e. accident or possible abuse.
- Be careful not to destroy or contaminate evidence.
- You must make an accurate record at the time, including:
  - Date, time of incident, location (disclosure and the incident being referred to)
  - Exactly what the adult at risk said, using their own words (their account) about the abuse and how it occurred or exactly what has been reported to you
  - Appearance and behaviour of the adult at risk
  - Any injuries observed
  - The names of any other people or organisations supporting the individual and who may be aware of the abuse
  - Name and signature of the person making the record
  - If you witnessed the incident, write down exactly what you saw.
  - The record should be factual. However, if the record does contain your opinion or an assessment, it should be clearly stated as such and be backed up by factual evidence. Information from another person should be clearly attributed to them.
  - As far as possible, records should be written immediately after the incident and within 24 hours, dated and signed.
  - Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised person for accessing confidential information including the sharing of passwords. [Please refer to Data Protection Policy]

It is not the role of DAH personnel to investigate disclosures any further.

#### **D) Referring**

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 adults with care and support needs
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 notify the concern to the following people:

- the police if a crime has been committed and/or
- Haringey Council's First Response Team (part of Adult Social Care Services) for a possible safeguarding enquiry
- relevant regulatory bodies such as Care Quality Commission, Charities commission, Ofsted
- Commissioners
- Family/relatives as appropriate (seek advice from Adult Social Care)

The designated safeguarding lead will keep a record as part of DAH's Safeguarding register 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.

As soon as Adult Social Care Services become involved, a 4-stage safeguarding adults process is followed. The Local authority will decide whether any action needs to be taken to stop or prevent abuse or neglect, and if so, what action and by whom the action is to be taken. This will include the need for an independent advocate. For more information about this process refer to the London Safeguarding Adults Procedures (see Appendix 1).

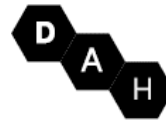
### **Whistleblowing, confidentiality and information sharing**

DAH expects all staff, volunteers and trustees to maintain confidentiality at all times. In line with Data Protection law DAH does not share information if not required however, information can be lawfully shared within the parameters of the data protection act (2018) and the general data protection regulation (GDPR). DAH is committed to signing up to local agreements and protocols which set out processes and principles for sharing information between organisations e.g. Local authority Multi-agency adults safeguarding board to keep adults and children safe from harm.

It should therefore be noted that information will 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. For further guidance on information sharing and safeguarding see:

<https://www.scie.org.uk/safeguarding/adults/practice/sharing-information>

DAH is committed to ensuring that staff, volunteers and trustees who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.



## **What should you do if you are concerned about a child?**

If you are concerned that a child may be at risk of significant harm or abuse, or that this has taken place, make immediate telephone contact with Haringey's [Multi Agency Safeguarding Hub](#) (MASH). Monday to Thursday: 8.45am to 5pm; Friday 8.45am to 4.45pm contact 020 8489 4470. Out of office hours, including weekends, contact the Emergency Duty Team on 020 8489 0000.

## **Supporting our Staff, Volunteers and Trustees**

In order to provide the best services and support to Haringey residents and the wider community and to keep people safe from harm, DAH will regularly monitor and review its' practices, policies and procedures DAH Safe Guarding policy must be reviewed annually or following any serious incident. DAH will operate safer recruitment practices, provide supervision for staff and volunteers and training which includes induction, more advanced and refresher training for all personnel.

## **Recruitment and selection**

DAH is committed to safer recruitment practices, we recognise in some instances personnel could be the abuser or be accused of abuse. DAH will operate a safer recruiting policy designed to reduce the risk of exposing adults with care and support needs to people unsuitable to work with them. Our policies will be designed to deter unsuitable applicants from applying for roles with vulnerable groups, and to identify and reject them if they do.

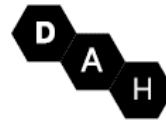
We are committed to recruiting, staff, trustees and volunteers who promote the right of people we support to be safeguarded at all times. The recruitment process will require of candidates:

- a full employment history or employment history since leaving a full time educational establishment together with evidence of study
- An interview to test suitability
- Two references, one of which must be from the last or most recent employer
- A satisfactory enhanced Disclosure and Barring check
- An occupational health check
- Confirmation, by presentation of original certificates, of stated qualifications

Any allegation of abuse will be dealt with through the disciplinary process, which will include protections against unfounded or malicious allegations. Where a criminal offence has been committed the police will always be informed as will any commissioners of our services and regulatory bodies.

## **Training**

DAH will provide training for all staff, volunteers and trustees appropriate to their role. The aim of the training is to provide them with the confidence, knowledge and skills to:



- Recognise, Respond to, Report and Record any suspected or alleged abuse.
- Know how to respond and what action to take to disclosures and or concerns including the 'Do's and Don'ts
- Be clear about the core values of DAH, its' commitment to safeguarding adults and understand DAH's expectations of them and their responsibilities to raise any concerns and how to do this
- Provide an adequate record of any safeguarding concerns
- Know who to report issues of concern to in a range of circumstances e.g. out of hours, where their line manager may be implicated
- Know about any specific initiatives which assist in safeguarding people DAH support.

Although we will not specifically train staff in the safeguarding of children, staff are expected to use the principles of safeguarding adults when dealing with children and understand it is every person's responsibility to safeguard all people they come into contact with, both children and adults.

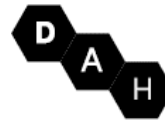
### **Prevent (safeguarding and supporting those vulnerable to radicalisation)**

Radicalisation and extremism of adults with care and support needs 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 an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see:

<https://www.gov.uk/government/publications/prevent-duty-guidance>



## Appendix

### Useful contacts

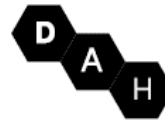
- **DAH Safeguarding Lead is the CEO**
- **Haringey Council's First Response Team (Adult Social Care Services):**  
Telephone: 020 8489 1400  
Email: [firstresponseteam@haringey.gov.uk](mailto:firstresponseteam@haringey.gov.uk)
  
- **London Borough of Haringey Safeguarding Adults Duty Number (for updates on referrals): Tel: 020 8489 6931**
  
- **Emergency Services      Dial 999**
- **Police (non-emergency)   Dial 101**

### Useful links:

#### London Borough of Haringey Safeguarding Adults

<https://www.haringey.gov.uk/social-care-and-health/safeguarding-adults>

**London Borough of Haringey Understanding Safeguarding Videos** – a series of 5 short videos designed to help everyone understand what we can do to protect children and vulnerable adults from abuse. <https://vimeo.com/showcase/6206013>



## **Appendix**

### **Useful Information:**

**Care Act (2014)** <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

**Care Act (2014) Care and Support Statutory Guidance**  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506202/239\\_02777\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/239_02777_Care_Act_Book.pdf)

### **Equality and Human Rights Commission**

Human Rights Act 1998

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

### **London Safeguarding Adults Policy and Procedures –**

<https://www.haringey.gov.uk/sites/haringeygovuk/files/multi-agency-adult-safeguarding-policy-and-procedures-final-.pdf>

### **Making safeguarding Personal**

<https://www.local.gov.uk/our-support/our-improvement-offer/care-and-health-improvement/making-safeguarding-personal>

### **Making safeguarding Personal Outcomes Framework**

<https://www.local.gov.uk/sites/default/files/documents/msp-outcomes-framework-may-2018-framework.pdf>

### **Mental Capacity Act Code of Practice**

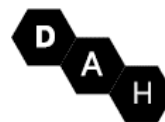
<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

## **Prevent**

<https://www.gov.uk/government/publications/prevent-duty-guidance>

## **Social Care Institute for Excellence (SCIE)**

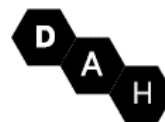
<https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>



### **Appendix 3                      Types of abuse and definitions**

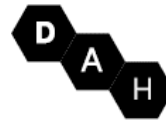
An open mind should be kept about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual's situation should always be considered. However, below are some types of abuse together with definitions. For more information please see paragraph 14.17 of the Care and Support Statutory Guidance.

<b>Type</b>	<b>Definition</b>
<b>Disability Hate Crime</b>	Any criminal offence which is perceived by the victim or other person to be motivated by hostility or prejudice based on a person's disability or perceived disability
<b>Discriminatory Abuse</b>	Based on a person's disability, race, faith, age, gender, sexual orientation and political views
<b>Domestic abuse</b>	Any incident or pattern of incidents of controlling, coercive or threatening behaviour violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality.
<b>Female Genital Mutilation</b>	Procedures that intentionally alter or injure female genital organs for non-medical reasons.
<b>Financial and Material Abuse</b>	Use of vulnerable person's property, assets, income without their informed consent or making financial transactions, which they do not comprehend (unless this is legally sanctioned).
<b>Forced marriage</b>	Marriage in which one or both of the parties are married without their consent or against their will
<b>Hate Crime</b>	'Any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability'.
<b>Honour Based Violence</b>	Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.
<b>Human trafficking</b>	The supply of people and services to a customer, all for the purpose of making a profit
<b>Mate Crime</b>	A 'mate crime' is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.'



<b>Modern Slavery</b>	Slavery, servitude and forced or compulsory labour
<b>Neglect and Acts of Omission</b>	Behaviour which results in the vulnerable person's basic needs not being met or their physical and/or emotional safety compromised
<b>Organisational abuse</b>	The regimentation of people supported/users of a service.
<b>Physical abuse</b>	The use of force which results in pain or injury or a change in the person's natural physical state
<b>Psychological Abuse</b>	Behaviour that has a harmful effect on a vulnerable adult's or child's emotional health and development
<b>Restraint</b>	Unlawful or inappropriate use of restraint or physical interventions
<b>Sexual abuse</b>	<p>The involvement of a vulnerable adult in sexual activities or relationships which</p> <ul style="list-style-type: none"> <li>(i) They do not want and have not consented to or</li> <li>(ii) They cannot understand and are not able to consent to</li> <li>(iii) Every person has a right to engage in sexual activities that are lawful and wanted and understood without being exposed to exploitation or sexual violence.</li> <li>(iv) Sexual activity between employed staff and vulnerable adult is always exploitative and abusive.</li> </ul> <p>Note: There may be sexual abuse in gay relationships.</p>
<b>Sexual exploitation</b>	Involves exploitative situations, contexts and relationships where adults at risk (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.





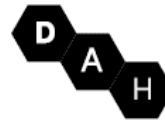
## **Appendix 4**

### **What are the possible signs of abuse?**

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation. You should also note this list is only intended to give examples of some of the possible signs of abuse.



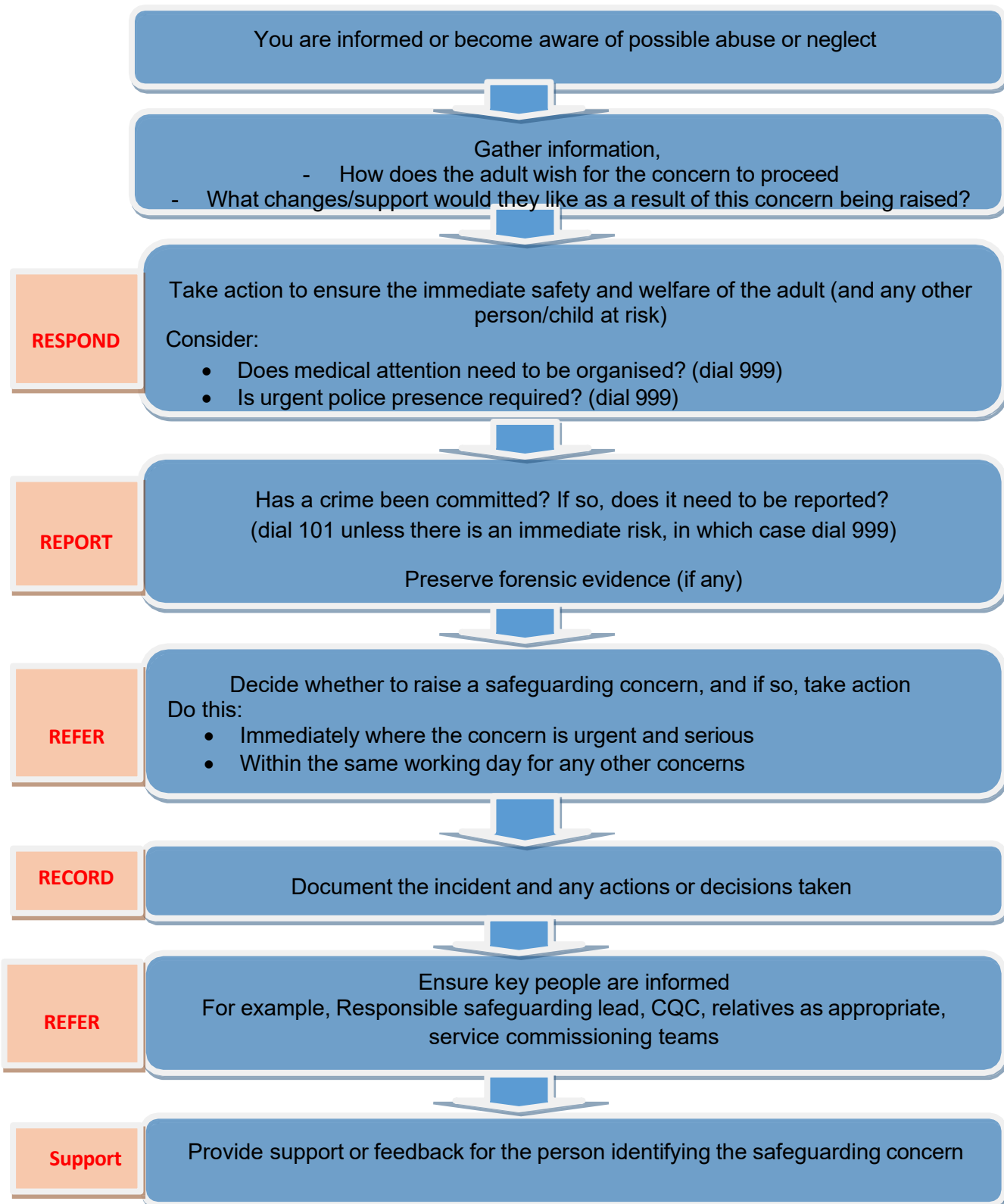
## **Appendix 5**

### **Who may abuse or neglect?**

Abuse can happen anywhere, including in somebody's own home. The person may live alone or with others. Most often abuse takes place by people who are in a position of trust and power. People (including children) at risk may be abused by a wide range of people which could be any of the following including (this list is not exhaustive):

- Husband/Wife/Partner
- Other family members
- Neighbours
- Friends
- Acquaintances
- Local residents
- People who deliberately exploit adults they perceive as vulnerable to abuse
- Paid staff or professionals
- Volunteers
- Strangers

## Appendix 6 Raising a safeguarding concern



With thanks and acknowledgements to West and North Yorkshire and York regional Multi-Agency Policy and Procedures from which this flowchart has been adopted.  
<http://www.wakefield.gov.uk/Documents/health-care-advice/adult-services/safeguarding/safeguarding-adults-from-abuse/summary-guide-policy-procedures.pdf>