

Rising Voices Wessex Community Choir

Safeguarding adults policy



Introduction:

The purpose of this document is to set out the policy of the Practice in relation to safeguarding adults who are attending Rising Voices Wessex choir. Further guidance may be available on local inter-agency procedures via the Primary Care Organisation and / or Social Services.

Who is “an adult” at risk?

An Adult at Risk is: an adult aged 18 years or over ‘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 or herself, or unable to protect him or herself from significant harm or exploitation’ (No Secrets, DH, 2000).

Those at risk may live alone, be dependent on others (care homes etc.), elderly, a carer or socially isolated.

Forms of abuse include:

- Neglect – ignoring mental or physical needs, care, education, or basic life necessities or rights.
- Bullying – family, carers, friends.
- Financial – theft or use of money or possessions.
- Sexual – assault, rape, non-consensual acts (including acts where the individual is unable to give consent), touching, indecent exposure.
- Physical – hitting, assault, man-handling, restraint, pain or forcing medication.
- Psychological – threats, fear, being controlled, taunts, isolation.
- Discrimination – abuse based on perceived differences and vulnerabilities.

- Institutional abuse – in hospitals, care homes, support services or individuals within them, including inappropriate behaviours, discrimination, prejudice, and lack of essential safeguards.

Abuse may be deliberate or as a result of lack of attention or thought, and may involve combinations of all or any of the above forms. It may be regular or on an occasional or single event basis, however it will result in some degree of suffering to the individual concerned. Abuse may also take place between one vulnerable adult and another, for example between residents of care homes or other institutions.

Indications include:

- Bruising.
- Burns.
- Excess Falls.
- Apparent lack of personal care.
- Nervousness or withdrawn.
- Avoidance of topics of discussion.
- Inadequate living conditions or confinement to one room in their own home.
- Inappropriate controlling by carers or family members.
- Obstacles preventing personal visitors or one-to-one personal discussion.
- Sudden changes in personality.
- Lack of freedom to move outside the home, or to be on their own.
- Refusal by carers to allow the person into further care or to change environs.
- Lack of access to own money.
- Lack of access to equipment and mobility aids when needed.

What action is required?

Where abuse of an adult is suspected the welfare of the person takes priority. When deciding whether to disclose concerns to a third party or other agency the risk to the individual will need to be assessed. Ideally the matter should be discussed with the individual involved first, and attempt made to obtain consent to refer the matter to the appropriate agency if appropriate.

Where this is not possible, or in the case of emergency where serious harm is to be prevented, there is a need to balance the protection of the individual against the duty of confidentiality. The individual should usually be informed that there is a need to disclose information, and advice and support

should be offered. All actions and referrals must be documented in writing (appendix 1) including any additional contact made with other relevant parties (appendix 2).

Due regard will be taken of the individual's capacity to provide a valid consent. If a person lacks capacity then the referrer must act in the individual's best interest.

In assessing the risk to the individual, the following factors will be considered:

- Nature of abuse, and severity.
- Chance of recurrence, and when.
- Frequency.
- Vulnerability of the individual due to their frailty, age, physical condition etc.
- Others involved – family, carers, strangers, visitors etc.

Subject to the local pan Dorset Adult Safeguarding procedures, consideration should be given to:

- Reporting the concern to Social Services using the reporting form in appendix 1, or if it is of a criminal nature the Police (appendix 2)

**Rising Voices Community Choir
Adult Safeguarding Concern Reporting Form**

Date, time and place of disclosure, suspicion, allegation or actual incident of abuse	
Name and position of person about whom report, complaint or allegation is made	
Name and age of adult involved	
Nature of incident, complaint or allegation (continue on a separate sheet if necessary)	
What questions did you ask the adult at risk(continue on a separate sheet if necessary)?	
What did the adult needing safeguarding do/say (continue on a separate sheet if necessary)?	
Action taken (continue on a separate sheet if necessary)	
If Police or safeguarding Adult Social Care Services contacted, name, position and telephone number of person handling the case and date and time referred	
If the decision was taken not to consult with a relevant statutory agency, why was this decision taken?	
Name and position of person completing the form	
Contact telephone number	
Signature of person completing the form	
Print Name	
Date & time completed	

Notes

1. No matter what happens to a suspicion, allegation or actual incident of abuse (that is whether or not it is processed through a statutory agency or not) all details must be recorded.
2. If for any reason it is decided not to consult with a relevant statutory agency, a full explanation of why must be documented.
3. Recording should be factual that is no reference made to your own subjective opinions.
4. Records should be kept completely confidential and secure (always locked away) and only shared with those who need to know about the suspicion, allegation or actual incident of abuse.

5. This form is electronically available from the Trustees of Rising Voices

Who's who for safeguarding vulnerable adults?

Social Care:

Care Direct – Bournemouth	01202 454979
Help Desk – Poole	01202 633902
Dorset County Council	019289557712
Out of Hours	01202 657279

Police:

Bournemouth	01202 222434
Poole	01202 223331

In an emergency:

If a vulnerable adult is potentially seriously injured:	Ring 999
If someone is threatening to harm the vulnerable adult:	Ring 999