

Safeguarding Policy

V2.0

Change history to V2.0

Date	Section	Change	Reviewed by	Signed off By
January 2023	All	Multiple changes due to annual review	N Preston	R Lowbridge

This policy details the steps that SFEDI Awards will take where there are concerns that a vulnerable adult is experiencing abuse and/or neglect.

The procedures should ensure a speedy response for dealing with concerns.

Introduction

SFEDI Awards operates across a broad range of sectors, delivering quality assurance and certification services to those delivering qualifications in the field of enterprise, employability and business support. These procedures have been designed to ensure the welfare and protection of any adult who accesses the services provided.

Change History

Section	Change
Whole Policy	Rebranded, version control added and minor wording changes

SFEDI Awards is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved will be treated with dignity and respect.

These procedures are divided into the following sections

- Preventing and minimising abuse
- Recognising the signs and symptoms of abuse
- Named person for safeguarding adults
- Responding to people who have experienced or are experiencing abuse
- Managing allegations made against a member of staff or volunteer
- Recording and managing confidential information
- Disseminating/Reviewing policy and procedures

1. Preventing and minimising abuse

SFEDI Awards is committed to safer recruitment policies and practices for paid staff, volunteers and third party stakeholders. This includes DBS disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding Adults is provided for staff and volunteers.

- The organisation will work within the current legal framework for reporting staff that are abusers.
- Information will be made available about abuse and the complaints policy and Safeguarding.
- Service users will be provided with simple and straight forward ways to report their concerns.
- All staff and volunteers will be provided with information regarding the organisations safeguarding policies and procedures during their induction period.

Staff will be provided with opportunity to discuss Safeguarding issues during supervision and appraisal.

2 Recognising the signs and symptoms of abuse

SFEDI Awards is committed to ensuring that all staff and volunteers have a basic awareness of signs and symptoms of abuse

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” No Secrets: Department of Health, March 2000

Abuse includes:

- physical abuse, hitting, slapping, punching, burning
- sexual abuse, rape, indecent assault, inappropriate touching
- emotional abuse, belittling, name calling,
- financial or material abuse, stealing, selling assets
- neglect and acts of omission, leaving in soiled clothes, failing to feed properly
- discriminatory abuse (including racist, sexist, based on a person’s disability and other forms of harassment)
- institutional

Abuse may be carried out deliberately or unknowingly.

Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Vulnerable adult

Safeguarding Adults procedures relate to the multi-agency responses made to a person 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 is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’ [No Secrets 2000].*

3 Named person for safeguarding adults

The Designated Safeguarding Lead for SFEDI Awards is Nathan Hardwick.

The roles and responsibilities of the named person are:

- To ensure that all staff and volunteers are aware of what they should do and who they should go to if they have concerns that someone may be experiencing, or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded and referred on
- To follow up any referrals and ensure the issues have been addressed.
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security.
- To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- To co-operate with safeguarding investigations.
- To ensure that disciplinary procedures are co-ordinated with any other enquiries taking place as part of the ongoing management of any allegation.

4 Responding to people who have experienced or are experiencing abuse

SFEDI Awards recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with vulnerable adults and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.

How to respond if you receive a disclosure:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff and service users safe
- To inform the named person
- To record what happened in our diary document

All situations of abuse or alleged abuse will be discussed with the named person. The alleged victim will be told that this will happen. This stage is called the alert.

The named person can then take advice from the Safeguarding Adults Team and/or other advice giving organisations.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent.

If the individual experiencing abuse does not have the mental capacity to understand what is happening to them, a referral will be made without that person's consent.

Making a referral

- Once you have established that you believe there is an allegation of abuse, you have a duty to make a referral to the Designated Safeguarding Lead, who will contact the local Safeguarding team.
- Prior to making a referral, you will need to gather as much information as you can about the allegation, and complete as much of the Safeguarding Adults Incident Form as possible.

5 Managing allegations made against member of staff or volunteer

SFEDI Awards will ensure that any allegations made against a member of staff or will be dealt with swiftly.

Where a member of staff or volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

Where the allegation involves alleged abuse of a vulnerable adult, a referral should be made following the process in section 4. The safety of the individual(s) concerned is paramount and it should be ensured that they are safe and away from the person(s) who are the alleged perpetrators.

The Designated Safeguarding Lead will decide on the best course of action and to ensure that the Disciplinary Procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

6 Recording and managing confidential information

SFEDI Awards is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/disclosures/concerns should be recorded in the Safeguarding incident log. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

7 Disseminating/Reviewing policy and procedures

SFEDI Awards will ensure that the Safeguarding Adults Policy and Procedures are reviewed annually.

It may be appropriate to involve learners in the review and they will need to be informed of any significant changes. The Designated Safeguarding Lead will also ensure that any changes are clearly communicated to staff, volunteers and service users.

Report it

Please contact SFEDI Awards immediately if you have any concerns

[Associated Policies and Documents](#)

- Data Protection
- Equality and Diversity
- Privacy

Contact Us

If you have any queries about the content of this policy, please contact our customer service department.

SFEDI Awards, 19 Victoria Road, Darlington DL1 5SF

customerservices@sfediawards.com

0845 224 5928

@sfediawards