

Cedarwood Trust

Safeguarding Adults Policy

Policy Statement

Adult Safeguarding is a term used to describe how we protect adults from abuse or neglect. It is an important shared priority of many public services.

Individuals may be at risk of abuse or neglect due to the actions (or lack of action) of another person. It is vital that public services work together to identify those at risk and put measures in place to prevent abuse or neglect.

Cedarwood values and encourages the involvement of *adults in danger of abuse or neglect* in what we do and recognises the additional responsibilities when working with them.

Through our Adult Safeguarding Policy, we commit to promoting the well-being and enjoyment of all adults who use our facilities, and to protect their health, safety, and general welfare while in the care of our Workers.

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1 Introduction

- a. It is mandatory that all trustees, staff, volunteers, agency workers on placement at Cedarwood have read, understood, and follow this policy.
- b. We have a legal obligation and duty of care to safeguard all adults and failure to immediately report any disclosures or suspicions of abuse may result in harm to the individual and others. Knowingly not reporting concerns in line with the guidance below may result in disciplinary proceedings being instigated.

1.1 Policy Statement

- a. Adult Safeguarding is a term used to describe how we protect adults from abuse or neglect. It is an important shared priority of many public services.
- b. Individuals may be at risk of abuse or neglect due to the actions (or lack of action) of another person. It is vital that public services work together to identify those at risk and put measures in place to prevent abuse or neglect.
- c. Cedarwood values and encourages the involvement of *adults in danger of abuse or neglect* in what we do and recognises the additional responsibilities when working with them.
- d. Through our Adult Safeguarding Policy, we commit to promoting the well-being and enjoyment of all adults who use our facilities, and to protect their health, safety, and general welfare while in the care of our Workers.

1.2 Our Commitment

- a. We believe that everyone has the right to live free from violence and abuse.
- b. The purpose of this policy is to safeguard and protect all *adults in danger of abuse or neglect* that we come into contact within the course of our work.
- c. Safeguarding involves placing the person at risk at the heart of decisions and keeping them involved in the process as much as possible.
- d. We will endeavour:
 - To uphold our duty to protect individual *adults in danger of abuse or neglect* and in need of safeguarding who are identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.
 - To work with all adults who use our facilities to empower them to protect themselves from abuse and neglect.
 - To ensure that all concerns and allegations of abuse are taken seriously and responded to appropriately.
 - To work with all adults who use our facilities in ways that are transparent and supportive, and to keep them informed of all relevant policies and procedures.
 - To use best practice in the recruitment and training of workers, to ensure that we recruit workers with the skills and knowledge to provide high quality support to all adults who use our facilities.
 - To ensure all workers have access to quality induction, training, and supervision.
 - To work in partnership with colleagues in Social Care and the Police to ensure a prompt and effective response is provided to adults at risk of abuse or neglect.
 - To ensure that no adult or group of adults will be treated any less favourably than others. We believe that all people without exception have the right to protection from abuse regardless of age, disability, gender reassignment, marriage or civil

partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

- To treat Safeguarding as a priority that is discussed within Cedarwood at every level from team to Board.

1.3 How we will achieve this

- a. Cedarwood is accountable for this commitment through the Designated Safeguarding Lead, our Chief Executive Officer, and our Board of Trustees. These workers are responsible for ensuring that the policy and procedures are being followed at every level within Cedarwood.
- b. All Trustees, Employees, and Volunteers (hereafter referred to as “workers”) must read and understand the policy and procedures and commit to following them. Line Managers have a responsibility to ensure that the policy and procedures are always followed.
- c. Guests of Cedarwood referred to any individual accessing the centre of any of its services.
 - Cedarwood acknowledges that all adults, not just those that are classed as vulnerable or at risk, have equal rights to protection. This Users of our community hub and our public facilities
 - Learners who attend our courses
 - Those who make use of our scheduled activities
 - Those who make use of our pastoral care services
 - *Adults in danger of abuse or neglect*
 - However, we have a specific duty of care towards those who are at risk of harm.
- d. We will work to promote preventative practice in safeguarding by:
 - Ensuring Safeguarding Officers are appointed
 - Ensuring that all workers know who our Safeguarding Officers are
 - Promptly rolling out and communicating any new guidance
 - Having a Code of Conduct in place for all workers
 - Safeguarding training to cover potential vulnerabilities of adults to ensure best practice.
 - Fostering an approach that is person-led rather than process-driven
 - Providing pastoral support
 - Having robust recruitment procedures for workers
 - Providing ongoing Safeguarding and Prevent training to workers
 - Conducting risk assessments where necessary
 - Regularly reviewing policies and updating them where necessary
 - Ensuring that adequate staffing levels are maintained to minimize risk

1.4 Who does this policy apply to?

- a. The policy and related procedures and guidance apply to all Cedarwood workers. This includes Trustees, paid workers (including full and part time workers, and temporary workers) and unpaid workers, including volunteers.
- b. The policy and related procedures and guidance applies to all *adults in danger of abuse or neglect* and in need of safeguarding who come into contact with Cedarwood, regardless of whether they or their families are guests of Cedarwood includes (hereafter referred to as *Guest of Cedarwood*):

- c. Safeguarding is the responsibility of all of us, and all Cedarwood workers have a legal responsibility to report any safeguarding concerns.

1.5 Who are we Safeguarding?

- a. Cedarwood acknowledges that all adults, not just those that are classed as vulnerable or at risk, have equal rights to protection. This The Department of Health defines an *adult in danger of abuse or neglect* as a person who is aged 18 or over that has or may need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves or protect themselves from harm or exploitation.
- b. An *adult in danger of abuse or neglect* can be defined as someone who:
- Is diagnosed to be mentally and/or physically ill.
 - Has mental health needs such as dementia or downs syndrome.
 - Is unable to report abuse and decide for him/herself.
 - Is old and frail due to physical disability.
 - Is temporarily vulnerability, due to homelessness or bereavement etc.
- c. We are not always aware that an adult may be in danger of abuse or neglect unless they specifically inform us. Therefore, we should always be vigilant for signs of abuse or neglect in all adults who use our Hub.
- d. We should also be mindful that we are not only looking for abuse that happens on Cedarwood property. We need to be vigilant for signs of abuse that may be happening elsewhere.

1.6 Principles of good safeguarding

We endeavour to follow the principles of good safeguarding, as outlined in the 2014 Care Act:

Empowerment	People being supported and encouraged to make their own decisions and informed consent
Prevention	It is better to take action before harm occurs.
Proportionality	The least intrusive response appropriate to the risk presented.
Protection	Support and representation for those in greatest need.
Partnership	Local solutions through services working with their communities
Accountability	Remain transparent and responsible for safeguarding care.

1.7 Relevant policies, guidance, and information

This policy should be implemented in conjunction with other policies, legislation, and guidance.

1.7.1 Cedarwood Policies and Procedures

The following Cedarwood policies support our approach to Adult Safeguarding

- Cedarwood Employee Handbook
- Cedarwood Code of Conduct
- Cedarwood Disciplinary Policy
- Cedarwood Grievance Policy
- Cedarwood Equality and Diversity Policy
- Cedarwood Volunteer Policy

- Cedarwood Prevent Policy
- Cedarwood Recruitment Policy
- Cedarwood Induction Policy
- Cedarwood Complaints Policy
- Cedarwood Whistleblowing Policy

1.7.2 Legislation

The following legislation underpins this policy and procedures

- Domestic Abuse Act 2021
- Equality Act 2010
- Mental Health Act 1983 & 2007
- Human Rights Act 1998
- Health and Social Care Act 2008
- The Education Act 1981
- NHS and Community Care Act 1990
- The Registered Homes Act 1984
- The Registered Homes (Amended) Act 1991
- Care Act 2014
- The Mental Capacity Act 2005
- Children and Family Act 2014
- The Sexual Offences Act 2003.
- Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedom Bill.
- Public Interest Disclosure Act.
- The Modern Slavery Act 2015.

1.7.3 Other Guidance

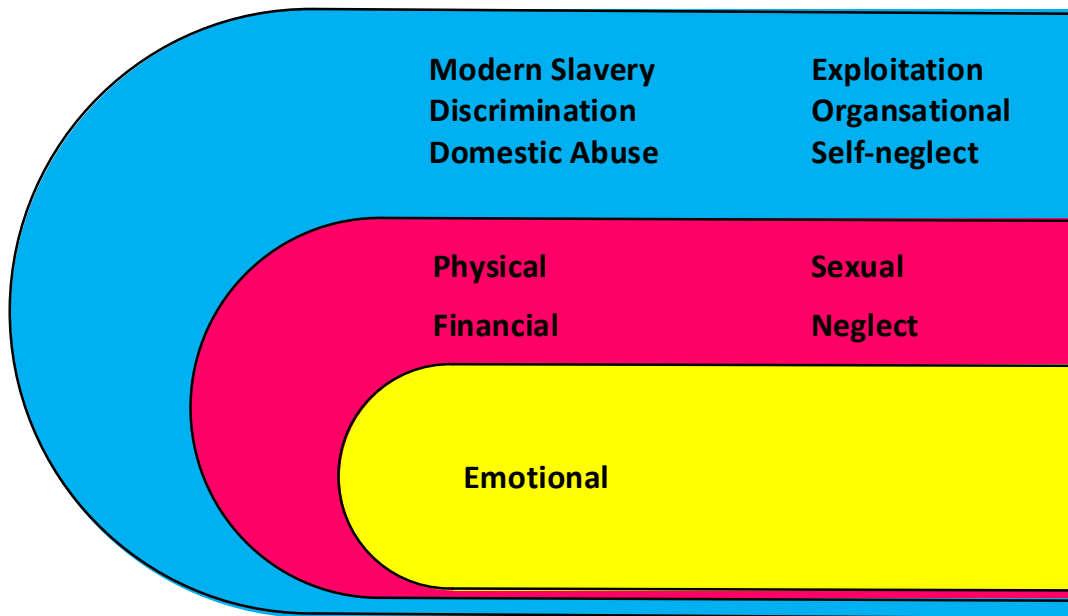
The following guidance has been considered during the formulation of this policy:

- Department for Education Guidance about peer-on-peer abuse between learners
- Findings and recommendations of Ofsted’s review of sexual abuse in schools and colleges
- North Tyneside Local Safeguarding Children Board’s protection procedures
www.my.northtyneside.gov.uk/category/1033/safeguarding-adults

2 What is abuse?

- a. Abuse is the violation of a person's human or civil rights.
 - It occurs where someone does something which puts another person, or themselves, at risk of harm, and impacts on their health and wellbeing.
 - Abuse comes in many forms and can have a damaging effect.
 - The effects of abuse may be short term or may last a long time.
- b. The signs of abuse may not be obvious, and the victim may not disclose what is happening. Sometimes they are not aware that they are being abused.
- c. It is important that Workers record and report as soon as they suspect abuse.

2.1 Categories of Abuse (The Care Act 2014)



2.1.1 Emotional / Psychological Abuse

- a. Examples of emotional and psychological abuse include:
 - Threats of harm or abandonment
 - Deprivation of contact or refusal of visitors
 - Humiliation, restricting personal choice and refusing to respect privacy
 - Blaming, controlling, or intimidating behaviour
 - Coercion and harassment
 - Verbal abuse, or the use of infantilising language
 - Forced isolation, or withdrawal from services or support networks
 - Removal of mobility or communication aids
 - Intentionally leaving someone unattended when they need assistance
 - Cyber bullying.

2.1.2 Physical Abuse

- a. Physical abuse includes:
- b. hitting,

- c. pushing,
- d. kicking,
- e. restraint,
- f. misuse of medication.
- g. It might also involve improper use of sanctions, particularly those that involve physical restraint. Instances of physical abuse can be isolated incidents, or they could be ongoing. Both are serious, and both warrant investigation and action.

2.1.3 Financial Abuse

- a. Financial abuse is a type of abuse which involves:
 - b. having money or other property stolen,
 - c. being defrauded,
 - d. being put under pressure in relation to money or other property
 - e. having money or other property misused.
- f. Financial abuse can be subtle and is often hard to detect. It can be committed by anyone anywhere, even people employed to provide care.

2.1.4 Sexual Abuse

- a. Sexual abuse is about direct or indirect involvement in sexual activity without the person's consent. This includes:
 - b. the inability to consent, or situations where there has been pressure or inducement to consent or take part.
 - c. Sexual abuse includes indecent exposure, sexual harassment, sexual assault, and rape.

2.1.5 Neglect and Acts of Omission

- a. This abuse can either be a one-off incident or an ongoing culture of ill-treatment. The abuse can take many forms, including:
 - b. neglect, and poor professional practices as a result of the structure, policies, processes, and practices in an organisation.
 - c. Examples of neglect include:
 - o Ignoring medical or physical care needs,
 - o Ignoring a person's cultural, religious, or ethnic needs,
 - o Failing to provide access to health, social care, or educational services,
 - o Refusing access to visitors,
 - o Ignoring or isolating a person,
 - o Preventing a person from making their own decisions
 - o Withdrawing necessities of life such as medication, nutrition, and heating

2.1.6 Modern Slavery

- a. Modern Slavery includes such activities as:
 - o Sexual exploitation including prostitution and 'adult entertainment'
 - o Organ harvesting
 - o Forced criminality, benefit fraud, burglary, theft, or begging
 - o Forced labour, including domestic servitude

2.1.7 Discriminatory Abuse

- a. It is illegal to discriminate based on protected characteristics, which are:
- Age,
 - Being pregnant or on maternity leave,
 - Disability,
 - Gender reassignment,
 - Marriage status, (including civil partnerships),
 - Race (including skin colour, nationality, or ethnic or national origin),
 - Religious belief,
 - Sex,
 - sexual orientation.
- b. Discrimination may take on a number of forms:
- Direct** Treating someone with a protected characteristic less favourably than others.
- Indirect** Putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- Harassment** Unwanted behaviour linked to a protected characteristic that violates someone’s dignity or creates a hostile environment for them.
- Victimisation** Treating someone unfairly because they’ve complained about discrimination or harassment.

2.1.8 Domestic Abuse

- a. Domestic abuse refers to any incident or pattern of incidents of controlling, coercive, 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.

2.1.9 Exploitation

- a. Exploitation involves the mistreatment of an individual for another person's or groups gain or benefit. Forms of exploitation include; grooming, being forced or coerced to do something against their will, such as sexual acts, criminal activity, or forced labour. Exploitation is deliberate and based on manipulation tactics with power and control being central to the abuse.

2.1.10 Organisational Abuse

- a. This relates to neglect and poor practice within a specific care setting. This could be a hospital or a care home, or the care you receive in your own home
- b. This abuse can either be a one-off incident or an ongoing culture of ill-treatment. the abuse can take many forms, including neglect, and poor professional practices as a result of the structure, policies, processes and practices in an organisation.

2.1.11 Self-Neglect

- a. The term self-neglect covers a wide range of behaviour that involves neglecting one's own health and wellbeing. This includes; neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

2.2 When to raise a concern

- a. Concerns should be raised and reported when any suspected or disclosed instances of harm or abuse occur.
- b. If you have a concern or suspicion around a member of staff report this to your direct line manager as soon as possible. If the concern cannot be directed to your line manager, please speak to the DSL or a Safeguarding Officer.
- c. If you do not feel you can speak to anyone in the Safeguarding team you can report any concerns to the local authority directly through the Front Door service or online through the “My Care” option.
- d. Your concerns might relate to any kind of abuse, including physical, verbal, emotional/psychological, criminal exploitation, and sexual abuse.
- e. In addition, these procedures should be applied when there is an allegation that any person who works with *adults in danger of abuse or neglect*:
 - o Has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to an *adult in danger of abuse or neglect* but could, for example, include arrest for possession of a weapon.

3 Guiding principles

In welcoming and working with *adults in danger of abuse or neglect*, Cedarwood aims to address six principal areas.

3.1 Providing a Safe Space

Provide a friendly welcome for them and promote their general welfare.

3.2 Treating people as individuals

Recognise their rights as individuals and treat them with dignity and respect.

3.3 Rigorous selection of Workers

Consistently apply fair and objective methods of selecting Workers and contractors.

3.4 Planning activities to minimise risk

Plan activities involving *adults in danger of abuse or neglect* with care to minimise risks to their health and safety.

3.5 Raising awareness of dangers

Raise awareness of the dangers to which *adults in danger of abuse or neglect* may be susceptible.

3.6 Responding to extraordinary events

Develop appropriate procedures for responding to accidents, incidents, allegations, suspicions, or disclosures of abuse.

4 Safeguarding Procedures

- a. This section contains the procedures you must follow if you suspect that an *adult in danger of abuse or neglect* is being abused.
- Step 1: **Respond** you must act on all allegations immediately
- Step 2: **Record** you must gather factual information and complete the Adult Safeguarding Disclosure form.
- Step 3: **Report** to a Safeguarding officer, the Designated Safeguarding Lead, your Line Manager, the CEO, or the Chair of the Board of Trustees. All allegations, incidents and observations will be assessed appropriately.
- b. Contact details for local social services, the Safeguarding boards and Police etc., can be found in Appendix 1.

4.1 How will the information in this policy be communicated?

- a. It is important that guests of Cedarwood are aware of the policy and procedures and understand the impact of the policy and procedures on them. This includes understanding the limitations of confidentiality.
- b. Workers will ensure that:
- Information about policies and procedures is available to guests of Cedarwood.
 - Guests of Cedarwood have access to the policy and procedures in an accessible format.
 - Guests of Cedarwood understand what the policy and procedures mean for them.
 - Guests of Cedarwood feel able to ask questions about the policy and procedures and have them answered in a clear and transparent way.

4.2 Confidentiality

- a. *Adults in danger of abuse or neglect* and in need of safeguarding provide sensitive information and have a right to expect that the information that they directly provide, and information obtained from others will be treated respectfully and that their privacy will be maintained.
- b. *Adults in danger of abuse or neglect* have a right to:
- Expect that their personal data and information will be treated confidentially.
 - Be made aware of the limits of confidentiality where safeguarding is concerned, as early as possible in their relationship with Cedarwood, so that they can make informed choices about what they disclose and to whom.
 - Be made aware if confidentiality must be breached
- c. If you have a safeguarding concern this will always override any expectations of confidentiality.
- d. To explain to *adults in danger of abuse or neglect* the boundaries regarding confidentiality you may wish to use the statement below:

We are here to support you and to listen if you want to talk about something that has upset you. The exception to that is if you tell us that a child or an adult who is vulnerable is being harmed or is at risk of being harmed. If that happens, the law and our duty of care towards the individual means that we have to tell someone. If we do that, we'll do our best to speak to you first.

- b. Whether information is shared with or without the consent of the adult at risk, the sharing process should abide by the principles of the Data Protection Act 1998.
- c. In those instances, where the person lacks the mental capacity to give informed consent, staff should always bear in mind the requirements of the Mental Capacity Act 2005, and whether sharing it will be in the person’s best interest.
- d. The Data Protection Act 1998 should not be a barrier to sharing information. It provides a framework to ensure personal information about living persons is shared appropriately

4.3 Roles and Responsibilities

4.3.1 The Cedarwood Safeguarding Team

Role	Name	Contact
Alerte	All staff	
Safeguarding Officer	Jo Scorer	joanne@cedarwoodtrust.com
Safeguarding Officer	Lindsey Newton	lindsey@cedarwoodtrust.com
CEO and Designated Safeguarding Lead	Solomon Lennox	Solomon.lennox@cedarwoodtrust.com
Safeguarding Link-Trustee	Helen Young	helen.young@cedarwoodtrust.com
Chair of the Board of Trustees	John Appleby	john.appleby@cedarwood.com

4.3.2 Alerte Responsibilities

All Cedarwood operational workers are considered Alerte's because safeguarding is the responsibility of all of us. Alerte's identify and report concerns about abuse.

- a. You have a personal responsibility to report safeguarding concerns to a Safeguarding Officer (SO).
- b. The SO may advise you that the concern is unlikely to meet thresholds, but they should never instruct you not to refer a concern. If this happens to you, you should contact the Designated Safeguarding Lead (DSL) to report this.

4.3.3 Safeguarding Officer (SO) Responsibilities

The Safeguarding Officer dealing with the referral must:

- o Report the incident to the DSL or escalate if they are not available.
- o Support the staff member who is dealing with the safeguarding incident.

4.3.4 Designated Safeguarding Lead (DSL) Responsibilities

- a. All safeguarding incidents must be reported as soon as possible to the DSL so they can be logged securely on the individuals Upshot record (and an index maintained on TEAMS) and any actions requiring external agency referrals, such as Police and Local Authority, can be undertaken by the DSL.
- b. The DSL will proactively link with external agencies such as community police to keep updated with local safeguarding information.
- c. Any updates the DSL receives from relevant sources such as Adult Safeguarding Board will be shared with staff promptly.
- d. The DSL will notify CEO and Trustee Safeguarding link of any significant safeguarding issues as soon as is practicable.

- e. The DSL will provide updates in the weekly Leadership Meeting and monthly staff meetings.
- f. The DSL will prepare annual reports to share with the trustees.

4.3.5 Responsibilities of the CEO

- a. The CEO retains overall responsibility of the centre as a whole and will act as a support to the DSL
- b. The CEO is responsible for alerting the Trustees of any significant Safeguarding issues.
- c. If there is an allegation against the DSL, the CEO act as DSL in this instance.

4.3.6 Responsibilities of the Chair of the Board of Trustees

- a. Chair of Trustees must show good governance by reviewing safeguarding reports and understand what is happening at a front-line level.
- b. Serious incidents will be raised and discussed as part of trustee meetings

4.4 For Safeguarding to be effective

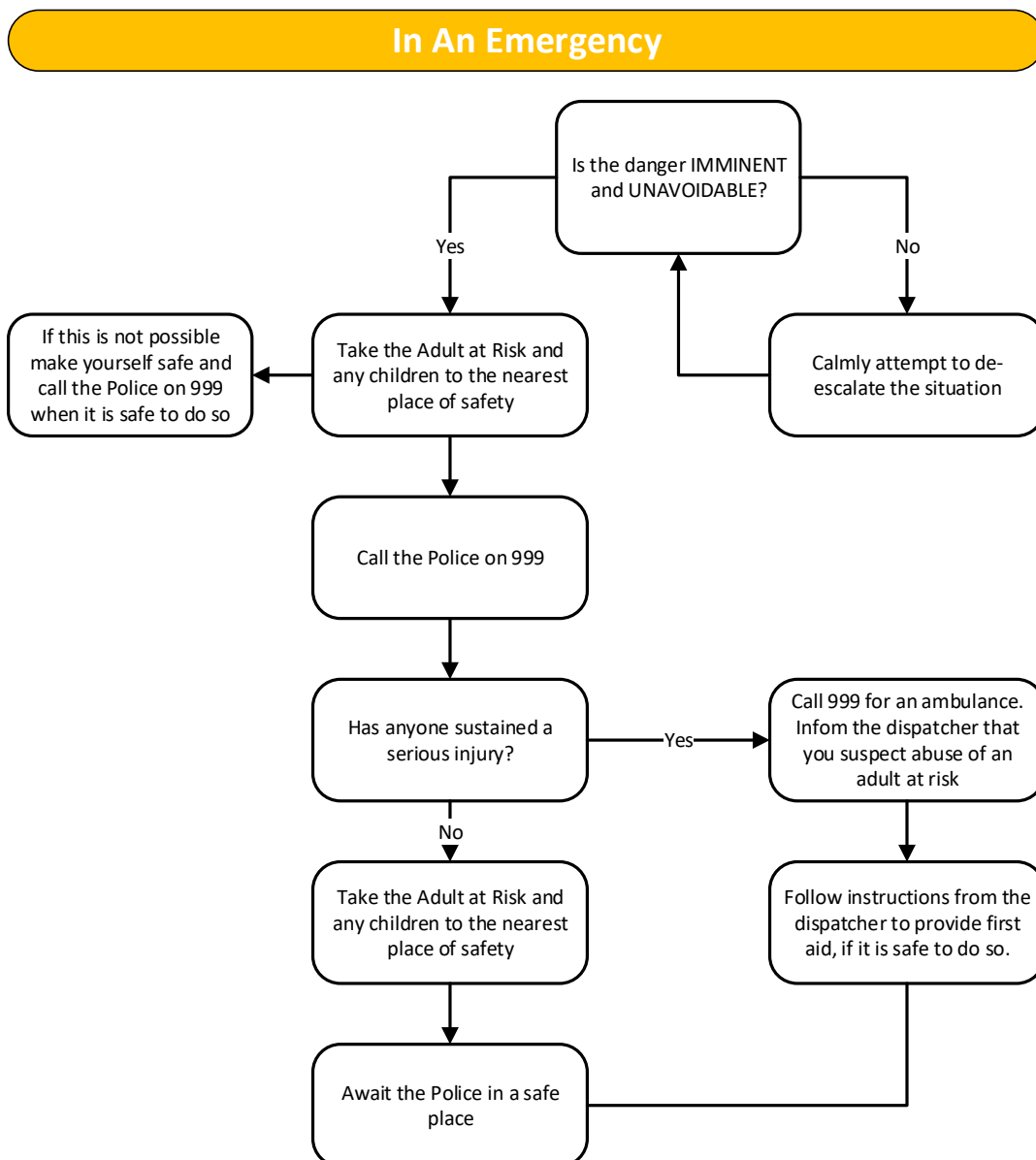
- a. The needs and wishes of each individual must be put first, so that every individual receives the support they need before a problem escalates.
- b. Adults at risk and in need of safeguarding should, where possible, be empowered to make their own decisions, and to keep themselves safe from abuse and neglect.
- c. Each individual must be supported in expressing their wants and needs, and workers must make every effort to overcome any difficulties in communication that may arise due to, disability, language skills, or any other barriers.
- d. All workers who come into contact with adults at risk and in need of safeguarding should be alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose.
- e. All workers must share appropriate information in a timely way and discuss any concerns about an individual adult at risk and in need of safeguarding with colleagues and, where appropriate, with local authority adult social care.
- f. Workers should use their judgement to put the individuals needs at the heart of the safeguarding system so that the right solution can be found for each individual.
- g. All workers should contribute to whatever actions are needed to safeguard and promote the welfare of adults at risk and in need of safeguarding.

5 Step 1: Respond

5.1 In an emergency

If there is UNAVOIDABLE AND IMMINENT DANGER

1. If appropriate, and with their consent, take the adult at risk and in need of safeguarding to the nearest place of safety. You should take the minimum and least disruptive action necessary to make the individual safe.
2. Call the Police on 999 immediately.
3. If anyone has sustained a serious injury, call 999 for an ambulance before doing anything else. You MUST inform the dispatcher and first responders that you suspect abuse of an adult at risk and in need of safeguarding.
4. If you are unable to protect an adult who is in immediate danger, make yourself safe and call the Police on 999 as soon as it is safe to do so.



5.2 If an adult at risk tells you they are being abused

- a. Where appropriate, gently remind them that if they tell you that a child or adult at risk and in need of safeguarding is being harmed or is at risk of abuse, the law says that you have to tell someone. Explain that they can choose how much to tell you, and that you are here to listen, support them. Be prepared to explain what this means in practice, including who you will tell.
- b. Stay calm and actively listen – keep your voice neutral and avoid showing your shock or worries. If you appear shocked this can cause the person to stop talking or retract.
- c. Do not ask leading questions - it is important that you do not start interrogating the person and that you do not investigate.
- d. Reassure them that they deserve support and that what has happened to them is not ok. Reassurance can make a big impact to a person who may have been keeping the abuse secret.
- e. Give time and space. Allow them to tell their story at their own pace – this could have taken a person a long time to build the courage up to tell their story, follow their pace.
- f. Tell them it's not their fault – Abuse is never the fault of the victim or survivor, and they need to know this.
- g. Do not make promises – Never promise to keep the information a secret, be clear that you need to report what has been said, to someone who will be able to help.
- h. Explain what will happen next, including who you are going to tell.
- i. If it is appropriate to make a safeguarding report, you must do so within 24 hours of a disclosure.
- j. Report as soon as possible, so that the details are fresh in your mind and action can be taken quickly.

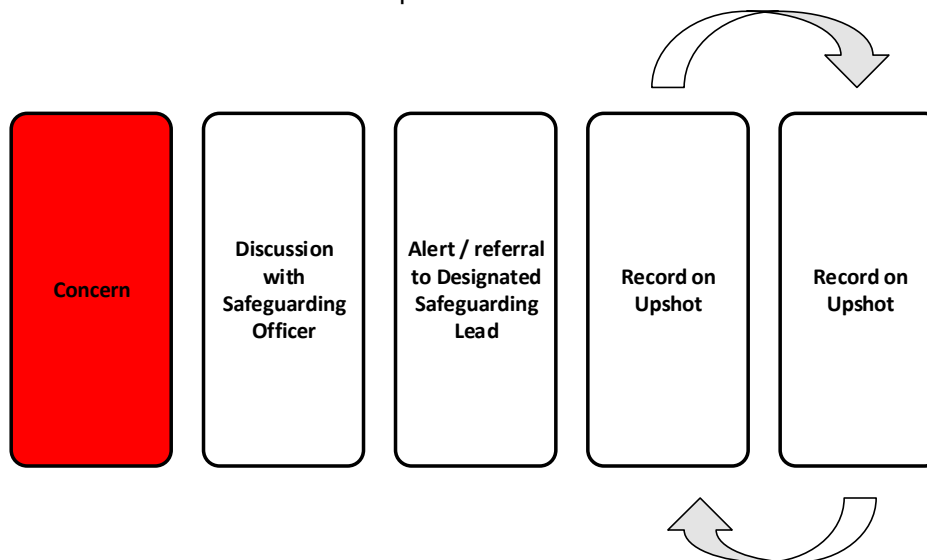
This guidance applies to all forms of abuse, including sexual exploitation and criminal exploitation.

6 Step 2: Record

Where Cedarwood or partner organisations have raised safeguarding adult concerns to external safeguarding bodies, this must be recorded on within 24 hours of the concern arising.

6.1 Recording Process Overview

- a. The flowchart below sets out a process overview. It is particularly important that concerns are discussed with line management or a safeguarding lead and raised externally before being recorded on Upshot. Generally, the person raising the concern should record the referral onto Upshot.
- b. Due to the nature of safeguarding, it is not always possible to know the outcome once this has been passed to a statutory service. However, if an outcome is known, this can also be recorded on Upshot



6.2 What makes a good report?

- a. When reporting you should keep your account factual and concise. A fact is evidence based, and the evidence should be recorded. If something is your opinion, you should make this clear by stating ‘in my professional opinion’ and follow with an explanation of how and why that opinion has been reached.
 - Did you witness the abuse? If so write down:
 - What you saw
 - When and where it happened
 - Was there any damage to the environment, or things missing?
 - Who else saw what happened
 - The appearance, demeanour, and mood of the people involved
 - If the person makes a disclosure, write down what was said to you. Use exact words and phrases where possible
 - Has anyone been injured? If so, describe the injuries.
 - Write down that you have contacted your manager, Social Care Direct, Police and noted down the name(s) of the person you spoke to, and times and dates
 - Write down any actions resulting from those discussions

- Be aware your notes and case files may be required in a Safeguarding investigation and may be produced in a court of law as evidence
- Sign and date everything you have written

7 Step 3: Report

This section explains how to report your concerns. Where possible and appropriate you must seek the consent of the adult at risk and in need of safeguarding before making a safeguarding report, in line with the 2014 Care Act.

- a. Wherever appropriate safeguarding action should be taken in consultation with the adult at risk and in need of safeguarding. Adults have a right to make decisions about their lives, and wherever possible should be empowered to make their own decisions and keep themselves safe from abuse and neglect.
- b. However, there might be circumstances where you will need to make a report even if the adult at risk and in need of safeguarding does not consent. This can include:
 - There is an immediate threat of danger
 - Any individuals at risk of abuse or neglect
 - The adult at risk and in need of safeguarding is not able to give consent, either through lack of mental capacity or as a consequence of the abuse or neglect
 - The rights of another person would be compromised by not making a report
- c. Who should I report to? Your written report should be recorded as soon as possible using our disclosure forms, this should be given to the DSL or officer. Remember to get as much information as possible to support in decisions that may need to be made.
- d. You must report as soon as possible. Safeguarding should always be a priority

7.1 Can I talk to anyone else?

You can discuss any concerns with the DSL, or another safeguarding officer. Information regarding safeguarding should be on a need-to-know basis, however if you have heard a disclosure that has caused you distress please speak to your line manager. However, you must ensure any safeguarding concerns are only discussed with relevant safeguarding bodies and must be treated in the strictest confidence.

7.2 Making a Referral to the Local Authority Adults Social Care

Contact details for your local adult social care services can be found in Appendix 1.

- a. If you need to contact your local authority, you can do this by visiting *My Care* on the local authority website
- b. Usually at Cedarwood the DSL or safeguarding officer will do this on your behalf, however if you need to Contact your Local Authority Adults Social Care Service direct you may do so. The worker will talk you through the information they need to take the referral.
- c. All referrals to Local Authority Social Care services or the Emergency Out of Hours team should be made verbally in the first instance.
- d. As a professional making an adult safeguarding referral you cannot remain anonymous: your name, position and work address must be given.
- e. What information will the Safeguarding Team need?
- f. When making a call to Safeguarding Teams the officer will need to know:
 - Your name, job title, and organisation
 - The name of the person you are referring and their contact information and DOB.
 - Details and circumstances of abuse
 - Support networks of the adult concerned
 - Risk factors

- Impact on the adult concerned
- Setting or location of alleged abuse
- Details of the perpetrator if known
- Identity of any witnesses
- Any actions that have been taken to safeguard the person

7.3 What if I can't get through to the service?

If you are unable to speak to a social worker immediately, you must chase this up until you get a response.

All referrals must be made the same working day that the adult safeguarding concern was identified

7.4 Making a Prevent Referral

- a. There is a duty placed on local authorities to prevent children and adults at risk becoming drawn into terrorism. As a voluntary organisation working in partnership with local authorities, Cedarwood also has a responsibility to our Guests of Cedarwood to safeguard them from radicalisation and assess the risk of individuals becoming radicalised.
- b. If you are concerned that any Guest of Cedarwood is at risk of becoming drawn into terrorism or is being radicalised, Channel must be contacted in line with the Cedarwood Prevent policy and procedures.
- c. Radicalisation is comparable to other forms of exploitation, such as grooming and Child Sexual Exploitation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.
- d. There are a number of factors that may make the individual susceptible to exploitation by violent extremists.

8 Implementation of the policy

8.1 Review and Maintenance of Policy

- a. Cedarwood shall undertake to review this policy, its implementation and effectiveness annually (unless guidance changes in the meantime). If you find that any of the information in this guidance is out of date, please notify your Line Manager.
- b. Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.
- c. All Workers will receive training in *adults in danger of abuse or neglect* protection procedures and the training will be reviewed as and when required.
- d. This policy will be given to Board of Trustees for approval after yearly review.

8.2 Distribution of copies

- a. A copy of this policy and associated procedure will be made available as a reference guide to Workers.
- b. The above groups shall also be aware if any change is made to the policy of procedure.

8.3 Awareness

- a. Adult Safeguarding is on the agenda for discussion at the following meetings:
 - Weekly Leadership Team Meetings
 - Monthly Full-team Meetings
 - Bi-monthly Board of Trustees Meetings

8.4 Ongoing Training

- a. This guidance should not be considered a replacement for training and formal learning.
- b. A training programme to support this policy and good practice will be made available to all Workers at Cedarwood.
- c. Workers will have annual Adult Safeguarding refresher training with monthly updates implemented during full Worker meetings.
- d. Staff with additional Safeguarding responsibilities should annually undertake more in-depth training through Local Authority training opportunities (or through a registered training provider if Local Authority training is not available).

9 Glossary of Terms

Worker refers to paid staff (including full time, part-time, temporary, permanent, or agency staff), trustees, volunteers, and students.

Guest of Cedarwood Any person who uses the facilities at Cedarwood whether they use the Bistro, Early Years, the NOURISH Food Store, our educational facilities, attend our community events, or approach us to help and support.

Child refers to any person under the age of 18.

Designated Safeguarding Lead (DSL) This is the person within Cedarwood who leads on Safeguarding and child protection

Safeguarding Officer (SO) is the person to whom all reports of Safeguarding should be made in the first instance.

Safeguarding Board / Local Safeguarding Children Board This is a part of the Local Authority who have responsibility for coordinating local work to safeguard and promote child welfare.

Caldicott Guardian this is a person responsible for protecting the confidentiality of people's health and care information and making sure that it is used properly

Appropriate Adult this is a legal term for a parent or guardian or social worker who must be present if a young person or adult at risk is to be searched or questioned in police custody

Appendix 1 - Useful Contacts and Information

Cedarwood Contacts

CEO and Designated Safeguarding Officer – Solomon Lennox

Email – solomon.lennox@cedarwoodtrust.com

Phone – 07354 984 768

Chair of the Board of Trustees – John Appleby

Email: john.appleby@cedarwoodtrust.com

Phone: 0191 259 0245

Link Trustee – Helen Young

Email: helen.young@cedarwoodtrust.com

Phone: 0191 259 0245

North Tyneside Adult Safeguarding

Email: ntsab@northtyneside.gov.uk

Gateway number: Telephone: (0191) 643 2777 (office hours) or 0330 333 7475 (evenings and weekends)

Children’s Safeguarding Procedures

North Tyneside Local Safeguarding Children Board’s protection procedures

<https://my.northtyneside.gov.uk/category/1033/safeguarding-adults>

NSPCC 24-hour telephone line

Phone: 0800 800 500

North Tyneside Protection Team

Email: community.protection@northtyneside.gov.uk

Phone: 0191 643 3333

Prevent

email: childrenandadultcontactcentre@northtyneside.gov.uk

Phone: 0345 2000 109

Phone: 0191 2006800 (out of hours)

Channel Phone: 0800 022 3764

My Care

<https://mycare.northtyneside.gov.uk/web/portal/pages/home>