



Adult Safeguarding Policy

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Signed off by the Board of Directors on 15/11/21

Signed:



Don Leeson
Chair, Board of Directors

Policy due to be updated every three years, i.e. Autumn 2024 unless any legislative changes etc need to be incorporated.

Adult Safeguarding Policy 2021

esc films's previous Policy and Procedures for the Protection of Vulnerable Adults have been updated to reflect changes in legislation which came into place in 2015 when the Health and Justice departments developed a joint policy 'Adult Safeguarding; Prevention and Protection in partnership', which seeks to keep adults safe wherever they live and whenever they access services.

esc films work in partnership with Health Trusts and partner organisations when working with adults and young people and are also governed by their policies and procedures.

ADULT SAFEGUARDING POLICY

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It is a broad continuum of activity and ranges from empowerment of communities, through prevention and early intervention, to risk assessment and management, including protective intervention. In summary, safeguarding includes activity which prevents harm from occurring and activity which protects adults at risk where harm has occurred. esc films is committed to safeguarding adults and has measures in place to prevent and respond to incidents should they arise.

Adult Safeguarding Policy Statement

Underpinning principles:

All of esc films' Safeguarding activities will be guided by five underpinning principles.

1. A rights-based approach: to promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination
2. An empowering approach: to empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk
3. A person-centred approach: to promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings, and where appropriate, the views of others who have an interest in their safety and well-being
4. A consent-driven approach: to make the presumption that an adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, including advocacy or who lack the capacity to consent; intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law
5. A Collaborative Approach: to acknowledge that adult safeguarding will be most effective when it has the full support of partners across the statutory, voluntary and independent sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood.

At esc films we are committed to good practice which protects all adults from harm. We intend to create an environment in which adults are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Staff and volunteers in this organisation accept and recognise our responsibilities in this matter and seek to develop awareness and understanding of the issues that can cause harm to vulnerable adults.

As a result we will endeavour to safeguard adults by:

- Adopting a code of practice to protect adults, staff and volunteers;
- Sharing information about safeguarding adults with staff and volunteers;
- Following carefully procedures for the recruitment and selection of staff and volunteers; ensuring that all staff and freelance associates are police (ACCESS NI) checked regularly.
- Providing effective management for staff and volunteers through supervision, support and training.

We are committed to the review of our policies and procedures on a regular basis to keep them up to date with guidelines given by Social Services, other statutory bodies and current law.

This policy relates to all people aged 18 or over.

esc films ADULT SAFEGUARDING PROCEDURE 2020

(To be read in conjunction with esc films Adult Safeguarding Policy)

1. Key definitions

As defined within the DHSSPS 'Adult Safeguarding: Prevention and Protection in Partnership Policy', 2015;

Safeguarding

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It is a broad continuum of activity and ranges from empowerment of communities, through prevention and early intervention, to risk assessment and management, including protective intervention. In summary, safeguarding includes activity which prevents harm from occurring and activity which protects adults at risk where harm has occurred.

esc films' Adult Safeguarding Champion provides strategic and operational leadership and oversight in relation to adult safeguarding and is the main point of contact with Health & Social Care (HSC) Trusts and the PSNI for all adult safeguarding matters.

This role is the responsibility of the esc films CEO, Dr Kirsten Kearney.

Adult at risk of harm

An 'Adult at risk of harm' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) personal characteristics
- AND/OR
- b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, mental or physical frailty. Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

Adult in need of protection

An 'Adult in need of protection' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) personal characteristics
- AND/OR 2
- b) life circumstances
- AND

c) who is unable to protect their own well-being, property, assets, rights or other interests;

AND

d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed

Harm is the impact on the victim of abuse, exploitation or neglect. It is the result of any action whether by commission or omission, deliberate, or as the result of a lack of knowledge or awareness which may result in the impairment of physical, intellectual, emotional, or mental health or well-being.

Abuse is 'a single or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to another individual or violates their human or civil rights'. Abuse is the misuse of power and control that one person has over another and can involve direct and indirect contact.

2. Recognising Adult Safeguarding Concerns

There are a variety of ways staff could be alerted that adults are at risk (this list is not exhaustive):

- Someone may tell you of their concerns, or you see or hear something that causes you concern;
- The individual at risk may show some signs of physical injury, or may demonstrate a change in their behaviour/demeanour
- The behaviour of a person close to an individual may make you feel uncomfortable (this may include another staff member, volunteer, peer or family member)

esc films expects that the workforce takes seriously all concerns about possible abuse, as being alert plays a major role in ensuring that adults are safeguarded. When there are concerns, or where a disclosure or allegation is made, it is important for staff to know that they are neither responsible for deciding whether abuse has occurred or not; nor are they responsible for conducting any investigations (this is the role of the appropriate authorities). Staff members must not attempt to deal with the situation alone.

3. Responding to an Adult Safeguarding Concern

If you have concerns, or have received information suggesting an adult is at risk of harm, you must factually record and date an account of the incident/concern using the esc films Reporting a Safeguarding Concern Form (Appendix 1). You must then inform your manager, as soon as possible, but no later than within 24 hours. The manager will take any immediate action required to ensure the adult at risk of harm is safe and make a decision as to when it is appropriate to speak with

the adult at risk of harm about the concerns and any proposed action. This manager may or may not be esc films' Adult Safeguarding Champion (ASC). If the manager is not the ASC, they must provide a hard copy of the completed form to the ASC.

If you have information which suggests a person, who works with an adult at risk of harm or in need of protection, in a paid or unpaid capacity, has behaved in a way that has harmed or may have harmed an adult, or they have possibly committed a criminal offence against, or related to an adult, this must be reported to your manager in the first instance.

If the concern relates to your manager, you must engage the processes outlined in esc films' Whistle blowing policy.

4. Capacity & Consent

Adults at risk of harm should be central to decisions regarding any actions to prevent or protect them from harm. The adult's reasons for refusal to consent to a referral to the HSC Trust for assessment and support should be explored with them.

If an adult at risk of harm does not want a referral made, the ASC must be alerted and will consider the following:

- Does the person have capacity to make this decision?
- Have they been given full and accurate information in a way which they understand?
- Are they experiencing undue influence or coercion?
- Is the person causing harm a member of staff, a volunteer or someone who only has contact with the adult at risk because they both use the service?
- Is anyone else at risk from the person causing harm?
- Is a crime suspected or alleged?

Consent may be over-ridden in some cases, for example, where the individual lacks the capacity to appreciate the nature of the concerns and the potential consequences to them of not addressing those concerns; where there is a potential risk to others or in the public interest.

If in doubt, the ASC will contact the HSC Trust Gateway service for advice and guidance. If it is determined that the concern(s) do not meet the threshold for referral, the concerns raised must be recorded; including any action taken; and the reasons for not referring to HSC Trust.

The Adult Safeguarding Champion will ensure that records of reported concerns are compiled and analysed to determine whether a number of low-level concerns are accumulating to become significant.

5. What to do if there is a clear or immediate risk of harm or a crime is alleged or suspected

If an adult is at risk of harm and no alternative safeguarding measures can be put in place by esc films, or there is a clear protection issue, or a crime is alleged or suspected, the matter should be referred directly to the HSC Trust Adult Protection Gateway Service and/or PSNI (see Appendix 2 for contact details) by the ASC.

If you think a crime has occurred where medical or forensic evidence might still be present, consider the need for an urgent referral to the police service and be cautious not to touch or disturb possible evidential material.

6. Confidentiality

In normal circumstances observing the principle of confidentiality will mean that information is only passed on to others with the consent of the person at risk. However it should be recognised that in order to protect an adult at risk of harm or in need of protection, it may be necessary, in some circumstances, to share information that might normally be regarded as confidential.

esc films will inform any individual, and their carers/representatives where appropriate when information needs to be shared and with whom.

7. Support for esc films Staff and Volunteers

esc films will ensure staff, associates and volunteers are checked for disclosures, appropriate to the role they are undertaking and will update these every three years.

Staff, associates and volunteers will be provided with appropriate training and supervision regarding safeguarding. This includes covering Procedures at Induction, frequent training appropriate to their work role requirements, and reflective practice through team meetings and 1:1 meetings.

Staff, associates and volunteers who make a report of suspected abuse are acting within the course of their services to esc films (refer to esc films Whistle Blowing Policy) and in such circumstances will receive the full support of esc films.

APPENDIX 1

SAFEGUARDING ALERT RECORD

1. Incident

Date of Incident:

Time of Incident:

Reported by:

Reported to:

2. Person/s Involved – Adult at risk of harm or in need of protection

Name:

DOB:

Female

Male

Address:

Telephone:

Social Worker Name & Department:

Telephone:

3. Persons/involved – alleged abuser

Name:

Relationship to Victim:

Address:

4. Record

It is important that facts, direct statements and direct observations should be distinguished from hearsay reports and opinions

Nature of the Incident

Location of the Incident

Persons Involved

5. Immediate Action Taken

Is this an adult in need of protection? Yes No

If yes, provide this record to the ASC who will record the incident on an APP(1) form and refer to the relevant agencies

If no, document immediate action taken below:

6. Action Proposed (following discussion with ASC)

Was a discussion had with the Gateway Team? Yes No
Is a referral to the Gateway Team Required? Yes No

7. Resolution/Outcome

Report completed by:

Signature:

Countersigned by:

Adult Safeguarding Champion Name:

Date:

APPENDIX 2

INTERNAL CONTACT DETAILS

Adult Safeguarding Champion (esc films):

Kirsten Kearney;

028 90502169;

07504826236;

Kirsten@esc-film.com

EXTERNAL AGENCIES CONTACT DETAILS

Health & Social Care Trust Adult Safeguarding Contact Details

| | |
|--|---------------|
| HSCT Trust Adult Safeguarding Number Belfast | 028 9504 1744 |
| Northern | 028 2563 5512 |
| Western | 028 7161 1366 |
| South Eastern | 028 9250 1227 |
| Southern | 028 3741 |
| | 2015/2354 |

Regional Emergency Social Work Service (RESWS)

Tel: 028 9504 9999 (Mon-Fri 5pm-9am; Saturday & Sunday)

(<https://www.nidirect.gov.uk/articles/who-contact-if-you-suspect-abuse-exploitation-or-neglect>)

PSNI

Report the matter directly to the police service on **'101' the non emergency number**, and you will be put in contact with a specially trained police officer who will speak to you, or
In an emergency situation dial the police emergency number **'999'**

(https://www.psni.police.uk/advice_information/know-what-to-do-landing/if-you-suspect-an-adult-is-being-abused/)