



The Wildlife Trust for
**Lancashire
Manchester &
North Merseyside**

Safeguarding Adults at Risk Policy

LWT046v2.0

March 2024

This document is available on the Trust's Intranet site and it should be noted that any printed copies are uncontrolled and may not be the current version of this document.

The Lancashire Wildlife Trust Ltd
The Barn
Berkeley Drive
Bamber Bridge
Preston
PR5 6BY

Approvals

Approval	Name	Role	Date
Content	Rhoda Wilkinson	Head of Community Engagement & Designated Safeguarding Lead	21/03/2024
Quality Assurance	Monica Atherton Patel	Company Secretary	28/11/2024
Trust Body	Council		21/03/2024

The Content Approval denotes that the content of the document has been reviewed and approved by the document owner or their authorised deputy.

The Quality Assurance Approval denotes that this document has been reviewed and approved for conformity with the Lancashire Wildlife Trust QMS. The Document Review Checklist is held within QMS Records.

The Trust Body Approval denotes that if required by the scheme of delegation then the appropriate Trust body has approved the document. Enter 'n/a' if Trust Body Approval is not required.

Revision History

Rev. No.	Change Request	Date	Author	Description
1.0	n/a	21/03/2024	Rhoda Wilkinson	Initial version separating Children and Adults at Risk Policy
2.0	32	28/11/2024	Monica Atherton Patel	Online Safety Guidance reference updated and moving categories of abuse to the appendix

Table of Contents

1. Introduction	4
2. Definition	4
3. Purpose	4
4. Context.....	5
5. The Principles of Adult Safeguarding.....	5
6. Making Safeguarding Personal	5
7. Safeguarding Commitment.....	5
8. Recognising the Signs of Abuse and Neglect	6
9. Online Safety	6
10. Roles and Responsibilities for Safeguarding.....	7
11. Duty to Refer.....	8
12. Persons in a Position of Trust (PiPoT)	8
13. Supporting Adults with Mental Health Difficulties.....	9
14. Serious Incidents and Charity Regulators	10
15. References	10
16. Designated Safeguarding Lead	10
17. Appendix: Categories of Abuse	10

1. Introduction

This policy outlines Lancashire Wildlife Trust's (LWT) commitment to Safeguarding Adults at Risk from abuse and neglect.

Safeguarding duties apply to an adult who:

Has needs for care and support (whether or not the local authority is meeting any of those needs) and;

Is experiencing, or is at risk of, abuse or neglect; and;

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.

2. Definition

England (Care Act 2014)

An adult at risk is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- (b) is experiencing, or at risk of, abuse or neglect, AND;
- (c) 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.

3. Purpose

The purpose of this policy and the associated procedure is to provide clarity to all staff, trustees and volunteers on LWT's approach to Safeguarding Adults at Risk.

LWT is committed to the highest standards of charity governance for Safeguarding and this policy is the foundation of a universal approach across the movement that puts Safeguarding at the heart of LWT's engagement with adults at risk.

LWT has a duty of care to adults at risk, carers and/or families that take part in our activities. We endeavour to provide a safe, friendly and inclusive environment that celebrates all achievements. We will achieve this by ensuring that employees, volunteers and trustees comply with all legal, contractual and professional standards and responsibilities in their work with adults at risk – whether within a group situation or one to one.

This policy applies to all staff, volunteers and trustees working on behalf of LWT. Where LWT undertakes activities with third parties, staff shall have due regard to the Safeguarding policies of the third-party provider.

This policy will be reviewed annually or in line with key legislation updates or changes and will be promoted through induction, training and ongoing supervision and support.

4. Context

The Care Act 2014 (England and NI) sets out a clear legal framework for how local authorities and organisations such as charities should protect adults at risk from abuse or neglect.

This 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 Act Guidance 2014).

5. The Principles of Adult Safeguarding

England (Care Act 2014)

- The Act's principles are:
- 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. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

6. Making Safeguarding Personal

Outlined in the Care Act, this is an approach to working with adults which supports a person-centred, outcome-focus to Safeguarding. In practice this means talking to the adult about what they want to happen and understanding their views, wishes, feelings and beliefs before any actions are decided. Working in this way helps to ensure the adult is happy with the outcome from a safeguarding enquiry. Upon contacting your local authority to raise a concern, it is likely you will be asked what the adult wants to happen as a result of the referral; so it is important, where possible to have a conversation and understand the wishes and feelings of the adult.

7. Safeguarding Commitment

The Trust's Safeguarding Commitment is outlined in:

- LWT045 Safeguarding Commitment Statement

8. Recognising the Signs of Abuse and Neglect

An adult may confide in a staff member, volunteer or another participant that they are experiencing abuse inside or outside of our settings. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. Here are some pointers to be aware of:

- Unexplained injuries or bruises.
- The adult has belongings or money going missing.
- The person might start missing sessions and you notice a change in their mood or loss of confidence.
- They may have lost weight or have an unkempt appearance.
- You might notice a distinct change in their behaviour towards other people in their life e.g. an adult looking quiet when their son comes to collect them from a session in contrast to their support worker who they greet with a wave and a smile.
- Self-harm.
- A fear of a particular group of people or individual.
- Somebody else for example a parent or carer always speaks for the adult and doesn't allow them to make their own choices.
- They may also tell you they are being abused or neglected – a disclosure.

Abuse and neglect of adults at risk can happen anywhere – it could be an someone in their own home or a public place, whilst attending a day centre, in a college or whilst joining a work party. In our everyday engagement with adults at risk, it's important to know the signs of abuse and neglect so if staff or volunteers witness an incident or are told/notice something about an adults' circumstances that causes a concern, we can refer to the people who can help keep them safe.

The person causing the harm may be a stranger, but it's more likely to be someone known to the adult such as a health or care professional, family member, neighbour or member of staff. The abuser is usually someone in a position of trust or power to the individual.

It is important to consider the signs of abuse and neglect for adults at risk engaging with LWT in two contexts:

- experiencing possible abuse or neglect in their home or care environment.
- experiencing possible abuse or neglect whereby undertaking activities organised by Lancashire Wildlife Trust or by staff members or volunteers.

(please see Appendix: Categories of Abuse for further information).

9. Online Safety

Online Safety guidance is set out in:

- LWT057 Online Safety Guidance

10. Roles and Responsibilities for Safeguarding

Role	Responsibilities
Trustee lead for Safeguarding	<ul style="list-style-type: none"> taking an overall lead in this area on behalf of the board of trustees. challenging any strategic decisions which adversely affect anyone's wellbeing. with the CEO, reporting serious incidents as necessary to the Charity Commission.
All Trustees	<ul style="list-style-type: none"> support the lead trustee in creating a positive Safeguarding culture that works to protect children and adults at risk who come into contact with Lancashire Wildlife Trust. approving Safeguarding policy and procedures and ensure that Safeguarding is considered at within decision making.
CEO	<ul style="list-style-type: none"> ensure that safeguarding is embedded within all decisions made by the Senior Leadership Team by: maintaining a clear strategic and operational focus on safeguarding children and adults at risk. ensure Lancashire wildlife trust meet the required legislative standards. making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns. reporting serious incidents as necessary to the Charity Commission.
Designated Safeguarding Lead	<ul style="list-style-type: none"> safeguarding subject expert and the point of advice throughout the Trust. responsible for developing policy, procedure, training and reporting mechanisms as well as being a support for the Safeguarding point of contacts. responsible for ensuring that staff complete regular training appropriate to their roles. responsible for making referrals and overall safeguarding case management.
Safeguarding point of contacts	<ul style="list-style-type: none"> they will be the point of contact for concerns and will be responsible for liaising with the local authority when referrals are necessary. they will offer support and advice.
All Trust staff, volunteers and trustees	Safeguarding is everyone's responsibility. Everyone has a duty to understand and act upon any concerns they may have regarding children and adults at risk

11. Duty to Refer

The Charity Commission are very clear that as an organization working with adults at risk we have a responsibility to recognise and refer any concerns or disclosures of abuse and neglect, as well as put in place the correct supportive frameworks and recruitment processes to enable this.

The main pieces of legislation governing Safeguarding Adults at Risk is the Care Act 2014 (England and NI) Social Services and Well-Being 2014 (Wales), The Public Bodies Joint Working (Scotland) and The Safeguarding Act 2018 (Isle of Man) which set out clear legal frameworks for how local authorities and organisations such as charities should protect adults at risk from abuse or neglect. This includes the duty for all to refer incidents of concern.

Where a local authority believes an adult at risk is experiencing or at risk from abuse or neglect, it must make enquiries or cause others better placed to do so, such as Police or health professionals. Those professionals leading the enquiry may contact any organisation working with them, such as LWT, for information to help build a full picture of their life and to ascertain if any further concerns have been raised or noted.

Under the acts, local authorities have Safeguarding duties that have been created to protect adults at risk and any person or organisation such as LWT must cooperate with enquiries and provide information when requested.

An enquiry overseen by the local authority must establish whether any action needs to be taken to prevent or stop the abuse and neglect and most importantly, ascertain the adults' views and wishes.

As well as a duty to refer any concerns about individuals, we also have a duty to act upon and escalate any concerns regarding the conduct of staff or trustees working with adults at risk. If your concerns relate to a member of the Safeguarding leads, or how a Safeguarding incident is being managed, please consult:

- Whistleblowing Policy

or the Human resources Team.

Further information about making referrals see:

- Safeguarding Procedure and Guidance

12. Persons in a Position of Trust (PiPoT)

LWT has a responsibility to respond to allegations or concerns raised about a person, whether an employee, volunteer or student (paid or unpaid) who works with adults with care and support needs as part of their role. These individuals are known as People in a Position of Trust (PiPoT).

If a PiPoT is alleged to have abused or harmed an adult with care and support needs, or who may pose a risk of abuse to an adult with care and support needs, it is essential that the concerns are appropriately reported to the Trust's Designated Safeguarding Lead who in turn may need to notify their Local Authority. Examples of concerns could include allegations that relate to a person who works with adults with care and support needs who has:

- Behaved in a way that has harmed or may have harmed an adult or child.
- Committed a criminal offence against, or related to, an adult or child.
- Behaved towards an adult or child in a way that indicates they may pose a risk of harm to adults with care and support needs.

Concerns could also arise from the person's home or personal life, as well as within their work. Where concerns relate to personal/private life, if the Trust is the employing organisation, they would maintain the responsibility for oversight of a case. This may include situations such as :

- A person has behaved (or is alleged to have behaved) towards another adult in a way that indicates they may pose a risk of harm to adults with care and support. For example, this may include situations where a person is being investigated by the police for domestic abuse to a partner and undertakes voluntary work with adults with care and support needs.
- A person has behaved (or is alleged to have behaved) towards children in a way that indicates that they may pose a risk of harm to adults with care and support need. For example, this may include situations where a person is alleged to have abused a child and is a student undertaking professional training to work with adults with care and support needs.
- A person is the subject of a formal safeguarding enquiry into allegations of abuse or neglect which have occurred in one setting. However, there are also concerns that the person is employed, volunteers or is a student in another setting where there are adults with care and support needs who may also be at risk of harm.

Any allegations must be investigated promptly in line with the Trusts internal allegations management process. Unless it puts the adult at risk or a child in danger, the person should be informed of an allegation against them.

If the person is employed, volunteers or is a student (paid or unpaid) in another local authority area, inform the relevant local authority area. If there is a concern the individual may also pose a risk to children, the Trust should inform the relevant Local Area Designated Officer (LADO).

Alongside the duty of care towards the adult at risk, is the duty of care to the staff member/volunteer/trustee who the allegation has been made against. The Trust must ensure they provide support to minimise stress associated with the process, for example, support to understand the procedures being followed, regular updates on developments as well as the opportunity to respond to allegations/concerns and support to raise questions or concerns about the allegation.

13. Supporting Adults with Mental Health Difficulties

Mental health is fluid and can change day to day, week to week and year to year. Many people with mental health problems do not receive support services and when 'well' would consider themselves able to take care of themselves independently. This means if we have concerns about individuals experiencing mental health difficulties, they may not be eligible for a safeguarding adult's referral and we need to be aware of other pathways for support. These may include encouraging them to talk to their GP, local support services in your area, attending A&E in an emergency or accessing support through MIND or Samaritans. Please refer to one of Lancashire Wildlife Trusts Mental Health First Aider or a member of the Safeguarding Team for further advice and guidance.

14. Serious Incidents and Charity Regulators

A serious incident amounts to a situation whereby harm has occurred to the Trust's beneficiaries, staff, volunteers, or others who encounter the Trust through our work.

In England and Wales, the Charity commission requires charities to report serious incidents. The responsibility for this lies with the Trustees, however operationally this is delegated to the Chief Executive Officer and the Company Secretary and Safeguarding Lead must also be notified before any incident is reported.

In all circumstances, the Royal Society of Wildlife Trust (RSWT) must be notified of any member of staff, trustee or Wildlife Trust reporting a serious incident to a charity regulator.

15. References

Reference	Document Name
LWT045	Safeguarding Commitment Statement
LWT057	Online Safety Guidance
	Safeguarding Procedure and Guidance
	Whistleblowing Policy

16. Designated Safeguarding Lead

Designated Safeguarding Lead: Rhoda Wilkinson, Head of Community Engagement

Tel: 07738 121238

Email: rwilkinson@lancswt.org.uk

17. Appendix: Categories of Abuse

The following are the categories of abuse for Safeguarding adults, a description of each indicator and what to look out for. There are 11 different categories of abuse and neglect for adults at risk.

Category of abuse	Description	Indicators and what to look out for in adults at risk
Physical Abuse	Physical abuse includes assault, hitting, slapping, pushing,	<ul style="list-style-type: none">unexplained or inappropriately explained injuries.

	kicking, misuse of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty.	<ul style="list-style-type: none"> adult exhibiting untypical self-harm. unexplained cuts or scratches to mouth, lips, gums, eyes or external genitalia.
Psychological abuse	Psychological abuse includes 'emotional abuse' and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), cyber bullying, isolation or withdrawal from services or support networks.	<ul style="list-style-type: none"> adult appears anxious or withdrawn, especially in the presence of the alleged abuser. adult exhibits low self-esteem. untypical changes in behaviour (e.g. continence problems, sleep disturbance). adult is not allowed visitors/phone calls.
Financial	This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.	<ul style="list-style-type: none"> lack of heating, clothing or food inability to pay bills/unexplained shortage of money. lack of money, especially after benefit/pension or pay day.
Sexual abuse	Sexual abuse including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.	<ul style="list-style-type: none"> adult appears unusually subdued, withdrawn or has poor concentration. adult exhibits significant changes in sexual behaviour or outlook. adult's underclothing is torn, stained or bloody. a woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant.
Neglect	These include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.	<ul style="list-style-type: none"> adult has inadequate heating and/or lighting. adult's physical condition/appearance is poor (e.g. ulcers, pressure sores, soiled or wet clothing). adult is malnourished, has sudden or continuous weight loss and/or is dehydrated.

Organisational Abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within their own home. This may range from one off incidents to on-going ill-treatment.	<ul style="list-style-type: none"> • an adults environment is unsafe and unhygienic. • the adult is given an inflexible routine. • lack of privacy, dignity, and respect for people as individuals. • the adult withdraws from community and family support. • no choice offered with food, drink, dress or activities. • no respect or thought given to religion, belief, or an adult's occupation.
Self-neglect	Self-neglect entails neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	<ul style="list-style-type: none"> • living in very unclean, sometimes verminous, circumstances. • poor self-care leading to a decline in personal hygiene. • poor eating habits and the adult may have lost weight. • inappropriate clothing. • the adult is withdrawn and isolated. • failure to take prescribed medication. • hoarding within the home is often associated with self-neglect.
Domestic abuse	This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.	<ul style="list-style-type: none"> • the adult may seem unhappy or distressed. • the adult may appear frightened, anxious or agitated without identifiable cause, or in relation to certain people. • they may be experiencing sleeping problems.
Modern Slavery	Modern slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	<ul style="list-style-type: none"> • the adult is not in possession of their legal documents (passport, identification and bank account details) and they are being held by someone else. • the adult looks malnourished, unkempt, or appears withdrawn.

		<ul style="list-style-type: none"> • they have few personal possessions and often wear the same clothes. • what clothes they do wear may not be suitable for their work.
Discriminatory abuse	<p>This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Hate crime can be viewed as a form of discriminatory abuse, although will often involve other types of abuse as well.</p>	<ul style="list-style-type: none"> • an adult may reject their own cultural background and/or racial origin or other personal beliefs, sexual practices or lifestyle choices. • an adult making complaints about the service not meeting their needs.
Sexual Exploitation	<p>Adult Sexual Exploitation is a form of sexual abuse that involves someone taking advantage of an adult, sexually, for their own benefit through threats, bribes and violence. Perpetrators usually hold power over their victims due to age, gender, sexual identity, physical strength or status</p>	<ul style="list-style-type: none"> • an adult self-harming or displaying significant changes in emotional well-being. • developing inappropriate or unusual relationships or associations. • displaying inappropriate sexualised behaviour including behaviour, language or dress. • unexplained acquisition of money, clothes and mobile phones.