

Safeguarding People from Abuse or Harm policy

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	<p>Court of Protection</p> <p>Equality Act 2010</p> <p>Human Rights Act 1998</p> <p>Suffolk Safeguarding Partnerships</p> <p>Disclosure and Barring Service (DBS)</p> <p>Advocacy and victim support services</p> <p>Care Certificate</p> <p>Hourglass</p> <p>Care Rights UK</p> <p>Specialist Safeguarding Training (Level 4)</p> <p>Safeguarding Leaders Development Programme (Level 5)</p> <p>Safeguarding unit (LMAC5C/S) - Level 5</p> <p>Diploma in Leading and Managing Adult Care Service</p>
CQC requirement (if applicable)	Regulation 13: Safeguarding Service Users from Abuse and Improper Treatment
Other related policies and documents:	<p>Code of Practice</p> <p>Accident & Incident policy</p> <p>Health and Safety policy</p> <p>Advocacy policy</p> <p>Care and Support Planning policy.</p> <p>Confidentiality of resident's info policy</p> <p>Consent to Care policy.</p> <p>Duty of Candour policy</p> <p>Equality, Diversity, and Inclusion (Res) policy</p> <p>Falls policy.</p> <p>Mental Capacity Human Rights Dols policy</p> <p>Moving, Handling and transferring People policy</p> <p>Record Keeping and Access to Records policy</p>

	Recruitment and Selection policy Risk Assessment policy Professional Boundaries policy Whistleblowing policy
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Contents

1.	Introduction and policy statement	Page 3 - 4
2.	Policy	Page 4 - 16
3.	Training	Page 16
4.	Roles and responsibilities	Page 16
5.	Compliance and monitoring arrangements	Page 16

1. Introduction and policy statement

This safeguarding policy sets out the:

- principles and values underlying Seckford Care’s approach to the safeguarding of people receiving its care.
- ways in which Seckford Care does this.
- steps taken to avoid abuse/harm taking place.
- actions taken to deal with abuse/harm if it occurs.
- how it learns from incidents of abuse to prevent reoccurrence.

Seckford Care works on the principle that it is the right of vulnerable people receiving care to be kept safe from all forms of abuse/harm. Being and feeling safe will contribute a great deal to their wellbeing and quality of life. It therefore recognises that it must at all times protect people receiving care and identify and deal with specific instances of abuse/harm if they occur, following the required procedures and best practice guidance.

Seckford Care is always aiming for the very best quality of care and will not be satisfied with anything that falls short of this. It takes every possible action to prevent abuse/harm and associated risks and to deal with the issues as promptly and effectively as possible when they arise.

Seckford Care seeks to work in line with local safeguarding adults’ authority policies and procedures and guidance from the Care Quality Commission (CQC). It recognises the importance of government and national guidance and seeks to comply in all respects with current safeguarding legislation and regulations.

Seckford Care recognises that people receiving care who lack mental capacity are particularly vulnerable to abuse/harm and exploitation. It is accordingly mindful of the need to follow the principles and practice guidance that has accompanied the Mental Capacity Act 2005. These apply

particularly to investigations of possible abuse/harm in which it is important to seek means of ascertaining the experiences and views of any victim or indeed alleged perpetrator who might lack capacity, e.g. through Seckford Cares of independent advocates.

Seckford Care recognises that anyone who might need the help of an independent advocate when engaged in safeguarding enquiries and plans is entitled to one (as legislated for by the Care Act 2014). It will always support a person to have advocacy help where required in line with its (separate) advocacy policy.

Seckford Care has all required systems in place to track and monitor incidents, accidents, disciplinary action, complaints and safeguarding concerns, and to identify patterns of potential abuse/harm to people receiving its care.

Seckford Care also has a separate policy on mental capacity act and deprivation of liberty authorisation procedures.

All our safeguarding policies are also in line with the Making Safeguarding Personal (MSP) agenda, which has been developed by the Local Government Association (LGA) with the Association of Directors of Adult Social Services (ADASS), and other national partners. The MSP aims for:

- a person-centred approach so that safeguarding is done with, not to, people
- practice that achieves meaningful improvement to people's circumstances rather than just on "investigation" and "conclusion"
- an approach that makes use of social work skills rather than just "putting people through a process"
- an approach that enables practitioners, families, teams and SABs to know what difference has been made.

2. Policy

Policy Aims

We recognise the safeguarding duties of the local authority under the Care Act 2014, which apply to an adult who:

- a. has needs for care and support (whether or not the authority is meeting any of those needs)
- b. is experiencing, or is at risk of, abuse or neglect
- c. as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

This policy shows how Seckford Care protects people receiving care from abuse or harm in line with these local authority responsibilities by complying with all legal requirements and best safeguarding practice guidance, including the National Institute for Clinical and Health Excellence: N189, *Safeguarding Adults in Care Homes* (NICE, 2021). It reflects in particular:

- Regulation 13: Safeguarding Service Users from Abuse and Improper Treatment of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

- the CQC’s Quality Statement on safeguarding, which it will be using as a benchmark in its assessment of service provision, i.e.

“We work with people to understand what being safe means to them as well as with our partners on the best way to achieve this. We concentrate on improving people’s lives while protecting their right to live in safety, free from bullying, harassment, abuse, discrimination, avoidable harm and neglect. We make sure we share concerns quickly and appropriately.”
- the statutory guidance for the Care Act 2014 (Chapter 14: Safeguarding), which describes the duties and responsibilities of local authorities and its partner organisations to protect adults with care and support needs from abuse, neglect and other sources of harm, and to make enquiries if they suspect or have evidence of people being abused.
- the relevant sections of the Mental Capacity Act 2005 as set out in its Code of Practice, which provides the basis for a care service’s responsibilities to safeguard anyone receiving its service, who currently might be subject to Court of Protection judgment that could restrict or deprive them of their liberty
- the Equality Act 2010, which legally protects people by way of age, disability, gender, assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation from discrimination in the workplace and in wider society. Working to the Equality Act will help to enable an adult at risk to understand and take part in the safeguarding process.

Seckford Care recognises that its safeguarding practice should be in line with the Human Rights Act 1998, which means protecting an adult’s right to live in safety, free from abuse and 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.

Seckford Care has also studied and follows all Local Authority Adults Safeguarding Board guidance and recommendations, as found on its website together with relevant documentation for raising alerts to the safeguarding team and staff training.

Seckford Care will also remind its staff of their duties to protect vulnerable people, which are included in their job descriptions and Code of Practice for Social Care Workers.

Safeguarding Framework

Seckford Care shares and is committed to the vision of the local safeguarding authority, which is to empower and protect adults who are at risk of abuse and neglect, as defined in legislation and statutory guidance.

Seckford Care understands that local safeguarding arrangements and developments follow a government strategy based on:

- empowerment — supporting people to make decisions and have a say in their care.
- protection — support and representation for those in greatest need
- prevention — it is better to take action before harm occurs.
- proportionality — safeguarding must be built on proportionality and a consideration of people’s human rights.

- partnership — local solutions through services working with their communities.
- accountability — safeguarding practice and arrangements should be accountable and transparent.

Safeguarding Responsibilities

In line with best practice, Seckford Care has a safeguarding lead or “champion”, who provides a one-stop point of contact for addressing initially all safeguarding concerns in Seckford Care and in corresponding and communicating with external agencies, particularly the local authority adult safeguarding team.

The current safeguarding leads are:

Gemma Bloomfield (Director of Care) email: GBloomfield@seckford-foundation.org.uk

Cassie Parratt (Head of Care) email: CParratt@seckford-foundation.org.uk

Related Policies

This policy should be read with the several other policies of Seckford Care that relate to safeguarding of people receiving care. They include the policies on complaints, physical restraint, the management of a person’s money and financial affairs, recruitment, induction, staff development and training, staff supervision and importantly whistleblowing. The policy on mental capacity will also be relevant in some circumstances.

Seckford Care recognises that safeguarding involves a range of responses to different forms of abuse and potential sources of harm and the different contexts in which abuse occurs. Accordingly, this policy should be read and used in association with a suite of policies all designed to make sure that users are safe from abuse and the risks of their coming to harm are kept to the minimum and well managed.

It also has policies and procedures for the sharing of safeguarding information amongst other forms of information that might be shared with other agencies and professionals. These are written to comply with confidentiality principles and data protection laws.

Local Authority Safeguarding

Seckford Care develops its policies and procedures in line with local Safeguarding Adults Boards (SABs) recommendations and guidance, as found on its website together with relevant documentation for, e.g. raising alerts and staff training.

The local multi-agency Adults Safeguarding Board/Hub to which this care service relate as a partner organisation is:

Title: Customer First Team

Address: Suffolk Safeguarding Partnership, Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Telephone numbers: 08008 800 4005 or MASH consultation line 0345 606 1499.

website: <https://www.suffolk.gov.uk/care-and-support-for-adults/how-social-care-can-help/contact-adult-social-care>

Referrals

Seckford Care understands that in the event of having to make a referral we can use the online referral form on the local authority website.

We make available to the people who live in the care home and their relatives the local safeguarding board's information leaflets and means by which they can obtain full information from their website and raise any concern directly with the local safeguarding team.

For advice or to raise a concern directly we will use the above contacts and all staff will have this information or access to it.

In an emergency we should dial 999 and ask for the appropriate emergency service.

Information Sharing

Seckford Care has policies and procedures for the sharing of safeguarding information amongst other forms of information that might be shared with other agencies and professionals. These are written to comply with confidentiality principles and data protection laws.

Other contacts and sources of Assistance

In addition to notifying the safeguarding authority, people can make contact with the following, which forms part of our safeguarding network.

The Care Quality Commission	Telephone 03000 616161
Hourglass (formerly Action for Elder Abuse)	24-hour Helpline 0808 8088141
Care Rights UK	Helpline 020 7359 8136
Suffolk Advocacy	Tel 0300 456 2370

Defining Abuse

Seckford Care works to definitions of abuse that have been developed nationally and included in the Care Act 2014 statutory guidance and which have been adopted locally. It recognises that abuse/harm of people using services in Seckford Care may take many forms including:

- actual physical abuse/harm
- social abuse, including bullying, cyberbullying, harassment and personal exploitation.
- social isolation/scapegoating/ostracism/stigmatisation
- financial or material exploitation/abuse/harm
- psychological or emotional abuse/harm
- sexual abuse/harm/exploitation
- neglect and acts of omission.
- discriminatory abuse/harm
- self-harm, including self-neglect.
- inhuman or degrading treatment

- inappropriate or excessive restraint and restrictions on movement and activities
- organisational abuse/harm.

There are also various forms of antisocial behaviour that intentionally or unintentionally can result in being abused or harmed. These include general rowdiness, creating lots of noise, keeping people awake, interfering and invasions of people's privacy. Seckford Care might need to act in response to antisocial behaviour with the responsible authorities.

The scope of local authority statutory safeguarding responsibilities includes domestic abuse and violence, modern slavery, female genital mutilation and forced marriage as forms of abuse that will need to be addressed by Seckford Care if it has evidence that any person using services was experiencing any of these forms of abuse.

It is also possible that in the course of our service delivery we might find that we are working with people who are being subject to radicalisation processes that are resulting in their being harmed or being at risk of being harmed and in consequence at risk of causing others. In these circumstances we would act in line with our duty of care and anti-radicalisation policies to alert the safeguarding authority.

It is recognised that the service must always protect its users and identify and deal with specific instances of abuse/harm if they occur

Identifying Abusers — Those Who Harm People at Risk

Seckford Care accepts that abuse/harm can be committed by a range of possible people. It therefore accepts its responsibility to protect the people who live in Seckford Care from possible abuse from all sources, which include:

- the staff and management of Seckford Care
- volunteers working in Seckford Care
- visiting health and social care practitioners and other official visitors
- relatives and friends of people receiving our care.
- people who have contact with people receiving care while they are temporarily outside the premises of their home.
- other people living in Seckford Care and receiving care.
- total strangers, including those who engage in random attacks on other people.
- people who set out to exploit and abuse a vulnerable person.

People in Positions of trust (PIPOT)

Seckford Care is aware of its responsibilities under the Care Act 2014 to act appropriately if it has intelligence of or receives information about any of its employees or volunteers that raises concerns about the safekeeping and wellbeing of any child or vulnerable adult.

We will always deal with this information in line with the safeguarding principles described above with particular attention to people's rights to confidentiality and data protection.

On receipt of any such information the registered manager/safeguarding lead will always carry out an immediate risk assessment and where there is evidence that anyone is at risk discuss the concerns with the safeguarding authority or even police if there is evidence that a crime might have been committed.

Where Seckford Care has evidence that a person would pose a risk to vulnerable people if employed in a position of trust elsewhere, for example, having left the care provider's employment before it has been able to complete a full disciplinary investigation after safeguarding allegations have been made against them, it will raise the matter with the Disclosure and Barring Service (DBS).

Staff Responsibilities

Seckford Care insists that all its staff have a responsibility to:

- treat people receiving care with sensitivity and respect at all times.
- never engage in any abusive/harmful action in relation to people receiving care
- appoint a safeguarding lead/champion (who could be the registered manager or another senior staff member) who will act as the main point of contact in relation to all safeguarding issues.
- report anything, they witness which is or might be abusive/harmful.
- co-operate in every possible way in any investigation into alleged abuse.
- participate in training activities relating to abuse/harm and protection from harm.

Managers' Responsibilities

The care provider requires its managers to be responsible for:

- developing the systems and structures within which it is possible to deliver the best possible care.
- encouraging a culture and ethos that is hostile to any sort of abuse/harm.
- producing and regularly revising the policies and procedures to prevent and deal with abuse/harm.
- operating personnel policies which identify, appropriately deal with and, if necessary, exclude from practice potential or actual abusers
- providing training for staff in all aspects of safeguarding, abuse/harm and protection

- investigating any evidence of abuse/harm speedily and sympathetically
- implementing improvements to procedures if any enquiry into abuse/harm reveals deficiencies in the way Seckford Care operates.
- collaborating with all other relevant agencies in combating abuse/harm and improving the safeguarding and protection of people receiving care
- liaising with the relevant safeguarding adult's authority teams and following their guidance and instructions where applicable, including the issues arising from multi-agency involvement
- notifying the Care Quality Commission of all instances of abuse, alleged or suspected abuse, using CQC's online reporting procedures.

Safe Recruitment Practices

Seckford Care takes great care in the recruitment of staff, carries out all possible checks on recruits to ensure that they are of a high standard, and co-operates in all initiatives regarding the sharing of information on care workers who are found to be unsuitable to work with people at risk.

Seckford Care ensures that new employees employed in regulated activity have been checked against Disclosure and Barring Service (DBS) criminal records and barred lists in line with the current requirements. (See the Recruitment and Selection Policy.)

Approved Contractors

Seckford Care will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved by a selection and evaluation procedure to ensure that only competent contractors are used by Seckford Care.

Agency staff

Seckford Care recognises that it is the responsibility of any employment agency who supplies staff to the home to have carried out all the required DBS checks. Seckford Care always seeks confirmation from the agency that it has carried out these checks and can verify that it has done so. It regularly reviews the practices of any agency that supplies staff to Seckford Care to make sure that all required checks are being carried out.

Preventing Abuse/Harm

Seckford Care is committed to taking all possible steps to prevent abuse or harm of people receiving care including:

- setting out and making widely known the procedures for responding to suspicions or evidence of abuse/harm
- operating personnel policies which ensure that all potential staff involved in regulated activity are rigorously checked, by the taking up of references and clearance through DBS criminal records and barred list checks, with equivalent checks for staff employed from overseas.

- incorporating material relevant to abuse/harm into staff training at all levels
- maintaining vigilance concerning the possibility of abuse/harm of people receiving care from any source
- encouraging among staff, people receiving care and all other stakeholders a climate of openness and awareness that makes it possible to pass on concerns about behaviour that might be abusive or that might lead to abuse/harm.
- devising systems that minimise the risk of abuse of people receiving care by others by understanding and dealing appropriately with any form of aggression.
- maintaining effective procedures for regulating any contact the staff of Seckford Care need to have with the property, money or financial affairs of people receiving care.
- communicating concerns to the local Adults' Safeguarding Board or, where applicable, Safeguarding Children Board
- helping people receiving care as far as possible to avoid or control situations or relationships that would make them vulnerable to abuse/harm.
- having a clear whistleblowing policy that informs staff of their rights and responsibilities when reporting concerns to management or an appropriate outside agency.

Identifying Actual or Possible Abuse

Seckford Care will identify any instances of actual or possible abuse/harm of people receiving care by all possible means including:

- fostering an open and trusting communication structure so that staff, people receiving care and others feel able to discuss their concerns with someone authorised to take action.
- ensuring that all staff and people receiving care know whom they may turn to for advice and action if they become aware or suspect that abuse/harm is occurring.
- encouraging staff to recognise that a commitment to the highest possible standards of care must, when necessary, overrule loyalty to colleagues individually or corporately.
- making it clear to staff that failing to report incidents or suspicions of abuse is itself abusive and may lead to disciplinary or criminal proceedings.
- offering support and supervision to staff so that they feel that they can speak out if they feel anyone is at risk of being harmed or is being harmed and making clear that they can do so under the Whistleblowing Policy (separate document).
- operating systems of management, supervision, internal inspection and quality control that have the potential to reveal abuse/harm where it exists.

Procedures for when Abuse Has Occurred or is Alleged to Have Occurred

If abuse/harm is clearly occurring or is alleged to have occurred, Seckford Care takes swift action to limit the damage to people receiving care and to deal with the abuse, as follows.

Initial procedures

- A staff member who witnesses a situation in which a person receiving care is in actual or imminent danger must use their judgement as to the best way to stop what is happening without further damage to anyone involved including themselves.
- It Is not possible to be prescriptive about this because the circumstances might be different in each case. The staff member could act by immediately intervening personally or by summoning help from the nearest source, which could be from spectator or colleague, use of a panic alarm, phoning a line manager or 999.
- Seckford Care will carry out risk assessments so that it has contingency plans for responding to the more likely events or when anyone is most likely to be in danger from acts of harm. Staff will be trained in emergency procedures, for example, in responding to violent behaviour.
- Any staff to whom actual or suspected abuse/harm is reported — usually the manager or a senior staff member — must immediately take any further action necessary to provide protection, support or additional care to a person who has been harmed.
- The manager will discuss with the known or suspected abused/harmed person what actions they consider to be appropriate. In some circumstances, the person might not wish any action to be taken or agree to a referral being made on their behalf.
- In such cases, the manager will consider whether there are reasons for overriding the person’s wishes, e.g. because it is in the public interest and to prevent further harm. This could include seeking advice from the Safeguarding Adults’ Authority.
- Any “victim” whom it is thought might lack mental capacity to give their consent for the abuse/harm to be reported will be assessed for their capacity to decide and a “best interests” decision will be taken in line with Mental Capacity Act procedures.

Referring incidents of abuse or of alleged abuse

- Once a person has consented to further action being taken, or for someone unable to give their consent it has been decided that it is in their best interests to do so, the senior staff member or manager (or whoever has authority at the time) will then alert the local Safeguarding Adults’ Authority and follow its procedures and guidance from that point on. This could involve a strategy meeting and an action plan to be implemented from the strategy meeting.
- The specific procedures to be followed and referral forms are those available on the local SAB website.
- In some instances, the registered manager/person responsible for safeguarding might need to report the matter directly to the police and take guidance from them on the measures to be taken.
- The registered manager must ensure that there is no further risk of the victim being abused/harmed by the alleged or suspected perpetrator.

- The registered manager must address the needs of the alleged victim of the abuse/harm for any special or additional care, support or protection or for checks on health or wellbeing as set out in the person’s safeguarding plan.
- If the alleged abuser is a staff member and there is sufficient evidence that abuse/harm has or might have occurred, the manager will suspend the person from duty pending the outcome of a disciplinary investigation.
- The manager will receive guidance on the steps to be taken following the local safeguarding adults authority strategy meeting, which will be held following the reporting of the abuse or suspected abuse/harm.
- If the evidence is insufficiently strong to warrant suspension, the staff member against whom the allegation has been made will be instructed not to have further unsupervised contact with any people using services until the matter is resolved.
- However, it should be noted that in the event of a referral being made to the police because a criminal offence might have been committed the police investigation will take precedence and no action should be taken that might jeopardise its enquiries, which might contaminate the evidence it is seeking and collecting.

Enquiring into alleged abuse

In line with “making safeguarding personal”, Seckford Care will make any enquiries it is required to make person-centred in which the wellbeing of the victim or alleged victim is the central focus of all the activities involved.

In some cases, and in coordination with our safeguarding lead, we might seek to appoint an external person to carry out any enquiries depending on the action plan agreed with the safeguarding team.

- The person appointed to make the enquiries will usually consult or “have a conversation” with the person who may have been abused/harmed to hear their account of what has occurred and their views about what action should be taken, involving the person’s relatives, friends or representatives if that is appropriate and in line with the wishes of the person receiving care.
- The enquiries should take into account:
 - a. the fears and sensitivity of the abused/harmed person
 - b. any risks of intimidation or reprisals
 - c. the need to protect and support witnesses.
 - d. any confidentiality or data protection issues
 - e. the possible involvement of other agencies, including the police, local safeguarding team and the CQC.
 - f. the obligation to keep the abused/harmed person and in specific instances the alleged perpetrator informed on the progress of the investigation.

- g. the mental capacity of the person and any need or wish for them to have support from an independent advocate.
- It will be important to assure the person who may have been abused/harmed that they will be taken seriously, that the comments will as far as possible be treated confidentially, that they will be protected from reprisals and intimidation, and that they will be kept informed of actions taken and of the outcome.
- It will be important to consider if the person needs independent help or representation, including Seckford Cares of an independent advocate, in presenting their evidence and, in conjunction with the registered manager, if necessary, will arrange for the appropriate help or support to be made available.
- If the abused/harmed person expressly states a wish that no further action should be taken, the investigating officer will consider whether:
 - a. a danger to others exists from not investigating further.
 - b. in the light of that assessment, it is possible to follow the person's wishes.
 - c. in any case precautionary measures should be taken to protect others from the possibility of abuse from the same source.
 - d. the person will be informed of what is to happen
- If it is decided that an investigation should proceed, the investigating officer will, as discreetly and confidentially as possible, look into all aspects of the situation. This will take into account how diversity, beliefs and values of people can influence the identification, prevention and response to safeguarding concerns.
- The enquiry could include interviewing the staff involved in the incident or circumstances up to that point, hearing and assessing evidence from any others who might be in a position to supply information, exploring every other possible source of evidence, maintaining appropriate contact with any other agencies involved, and if necessary seeking expert advice on any technical aspects of the situation which are outside the knowledge or expertise available within the organisation.
- Any staff from whom evidence is taken will be assured that they will be dealt with in a fair and equitable manner and informed of their employment, legal and procedural rights.
- The alleged victim of the abuse/harm, and where appropriate their relatives, friends or representatives, will at all times be kept as fully informed as possible of what is happening regarding the suspected abuse/harm.
- The investigation will be carried out within an agreed timescale.
- The findings will usually be presented to the local safeguarding adults strategy group, which will then decide what further action to take, e.g. that a safeguarding plan should be developed and implemented.

Following the Enquiry

- If it seems from the enquiries that on the balance of probabilities abuse/harm did indeed take place, the manager will, if the abuser is a staff member, initiate and carry through proceedings according to Seckford Care's disciplinary policy or, if the abuser is not a member of staff, take action to involve other responsible bodies.
- If abuse/harm is proved against a care staff member, the manager will initiate appropriate action, which most likely will be dismissal and referral to the DBS to prevent them from being employed further in regulated activity.
- Other employment sanctions could apply depending on whether there might have been mitigating or extenuating circumstances. In some cases, retraining could be appropriate.
- The person receiving care or representatives will be informed of the outcome of the investigation and any further action and will be consulted about whether any redress or apology would be appropriate and helpful to them in line with Seckford Care's duty of candour.
- The manager will take appropriate steps to inform the DBS for possible inclusion of the person on its barring lists as someone who is unsuitable to work again in regulated activity with at-risk adults and/or children.
- At all stages of the process, a careful record will be kept of all actions taken, paying particular attention to the sensitivity of the abused/harmed person.
- Where relevant to the resolution of the situation, a plan will be drawn up to address the issues with the alleged or known perpetrator(s), particularly if they will be continuing to form part of the victim's life, directly or indirectly.

Planning further action

At the end of an incident involving possible or actual abuse/harm, managers should review what has happened with a view to assessing whether Seckford Care or its management has been in any way culpable, ineffective or negligent, learning lessons for the way Seckford Care should operate in the future, and passing on any appropriate information to other agencies.

If necessary, the care provider will review and revise Seckford Care's policies, procedures and training arrangements in response to any material that has emerged from the incident or the investigation. Seckford Care might carry this out with advice and guidance from the local Safeguarding Adults' Authority.

Seckford Care will carry out through its safeguarding lead regular audits of its care records to identify hidden or outstanding safeguarding concerns, for which further action is required.

Record Keeping

Seckford Care ensures that all details associated with allegations of abuse/harm are recorded clearly and accurately. The records are kept securely and Seckford Care's rules on confidentiality are carefully followed. Reports are made as required to the CQC, and other safeguarding agencies involved. There is an auditing schedule for all relevant safeguarding records.

Referrals to DBS Barred Lists

Seckford Care always complies with its legal requirement to refer a care worker, where it has evidence that the staff member in question has been guilty of misconduct by harming or putting at risk of harm a person receiving care or other person at risk, during the course of their work, to the DBS barred lists following the procedures issued by the DBS.

3. Training

All staff receive training in recognising abuse or harm and carrying out their responsibilities under this policy as part of their induction programme and further training in line with their training needs as identified from their supervision and appraisals and policy developments and changes. The training is updated on a regular scheduled basis at least annually.

All training, including induction training, is in line with the guidance and standards produced by the relevant social and health care workforce development organisations and the local safeguarding authority training policies and NICE NG189 (2021) guidance.

Examples of a Safeguarding Training Strategy

- Staff new to care work must achieve Standard 10: Safeguarding Adults and Standard 11: Safeguarding Children to achieve the Care Certificate.
- Other new staff will have a baseline training level, which is at least the equivalent of the Care Certificate standards 10 and 11 from previous or current induction training.
- Seckford Care will check their knowledge and competencies to ensure it meets the required standard and provide additional training if needed.
- All staff receive training to ensure that they are familiar with local Safeguarding Adults Boards policies and procedures.
- All staff following induction are expected to achieve a standard of competence that is at a Level 2 award and/or a multi-agency (Level 3) training in safeguarding.
- Managers and staff responsible for safeguarding will receive Specialist Safeguarding Training (Level 4)
- The registered manager will include the Safeguarding unit (LMAC5C/S) in their Level 5 Diploma in Leading and Managing Adult Care Service.

4. Roles and responsibilities

All staff as appropriate to the policy.

5. Compliance and monitoring arrangements

This policy will be subject to a thorough review process including consideration by the Governors Committee.