

SAFEGUARDING ADULTS AT RISK POLICY 2020

1. Policy Statement

1.1 The Mare and Foal Sanctuary places the highest priority on safety and enjoyment and recognises that it has a duty of care towards Adults at Risk. Any organisation, establishment or individual providing riding or horse management opportunities must do so with the highest possible standard of care. To ensure this, the British Equestrian Federation and its Member Bodies are committed to devising and implementing policies and procedures to ensure all those involved accept their responsibilities to safeguard Adults at Risk from harm and abuse in accordance with the Care Act 2014.

1.2 The Mare and Foal Sanctuary fully adopts the British Equine Federation (BEF) Safeguarding Policy (Adults at Risk), the full policy can be downloaded from the BEF website:

<https://www.britishequestrian.org.uk/getInvolved/safeguarding/what-is-safeguarding>

2. Aims and Introduction

2.1 This guidance aims to help staff and volunteers understand what they need to do, and what they can expect of one another, to safeguard Adults at Risk. It focuses on core legal requirements and makes clear what individuals and organisations should do to keep those who are vulnerable safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- The welfare and safety of Adults at Risk is of paramount concern.
- All adults are treated as individuals and with dignity and respect.

2.2 Who is an adult at risk of abuse or neglect?

An adult at risk is someone over 18 years old who:

- Has care and support needs
- Is experiencing, or is at risk of abuse or neglect
- As a result of their care and support needs is unable to protect themselves against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

2.3 Definition

The Care Act 2014 defines Safeguarding Adults as:

“Safeguarding duties apply to an adult who: 1. Has needs for care and support (whether or not the local authority is meeting any of those needs) and; 2. Is experiencing or at risk of, abuse or neglect and; 3. As a result of those care and support needs is unable to protect themselves from either the risk, or the experience of abuse or neglect.”

2.4 Adult at Risk

English and Welsh Guidance - An Adult at Risk is defined as a person aged 18 or older who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

It is recognised that some adults are vulnerable due to their mental health needs, learning or physical disability however; there are also adults who are at risk due to specific circumstances such as forced marriage, domestic violence or sexual/commercial exploitation.

2.5 Safeguarding Adults (Care Act, 2014)

“Safeguarding 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 2014).

2.6 The guidance given in this policy is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- We will seek to ensure that our sport and work with others is inclusive and will endeavour to make all reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that a disabled adult may or may not identify themselves or be identified as an adult ‘at risk’.
- All allegations will be taken seriously and responded to quickly in line with all safeguarding policies and procedures.

3. Statutory Frameworks

3.1 In order to safeguard and promote the welfare of Adults at Risk, the Mare and Foal Sanctuary will act in accordance with the following legislation and guidance in England:

- The Care Act 2014 - implemented March 2015
- Information Sharing Advice - March 2015
- Data Protection Act 2018
- Procedures set out by the local Safeguarding Adult Boards for Devon

4. Roles of The Mare and Foal Sanctuary

4.1 The Mare and Foal Sanctuary fully accepts its legal (Care Act, 2014) and moral obligation to provide a duty of care, to protect all Adults at Risk and safeguard their welfare whilst at our organisation.

4.2 In pursuit of this, we are committed to ensuring that:

- The welfare of all vulnerable groups is paramount and Adults at Risk have the right to protection from abuse.
- We take all reasonable, practical steps to protect Adults at Risk from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

- All concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately.
- All approved registered instructors/coaches sign up to Safeguarding Adults at Risk Protection procedures that clearly state what is required of them.
- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and Adults at Risk protection procedures.
- High standards of behaviour and practice are maintained through compliance with our codes of conduct produced for staff and volunteers.
- Through effective communication and training in relation to key safeguarding messages, everyone knows and accepts their responsibilities and works together: participants, personal assistants or relevant family members, instructors, proprietors, volunteers, and professional staff.

4.3 The role of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead is:

- To promote education and training to support staff, members and volunteers.
- To manage and monitor the implementation of the policy and procedures.
- To be the first point of contact for staff and volunteers, young people and parents for any issue concerning Adults at Risk welfare, poor practice or potential/alleged abuse.
- To record and report monitoring information as required.
- To respond to any allegations or complaints by reporting directly to Care Direct for Devon.
- To maintain local contact details for Adults Social Services and the police.
- To ensure confidentiality is maintained and information is only shared on a “need to know” basis.
- To respond to any allegations or complaints.
- Operationally, to deal with the complaint/allegation to conclusion in line with agreed protocols.

5. Communication

5.1 The Mare and Foal Sanctuary will make available its Safeguarding Policy and Procedures to all staff, volunteers, adult learners and their carers’ / support and family members and it will appear in full on The Mare and Foal Sanctuary website within the Education section.

5.2 The Mare and Foal Sanctuary will circulate to all new clients and their carers’ / referees.

5.3 All individuals involved with The Mare and Foal Sanctuary, no matter what role they participate in, must adhere to the Staff and Volunteer Code of Conduct as part of their induction process.

6. Training

6.1 All staff and volunteers will receive in house safeguarding training giving an overview of Safeguarding and outlining our policies and procedures for Adults at Risk. Designated Safeguarding Leads will complete Level 3 Safeguarding training. Refresher training must be completed every three years via an approved online training portal or a further face to face course. Any new appointments of staff and volunteers working with adults at risk will undertake Safeguarding training as part of their initial training/induction unless they can evidence that they have undertaken the course with another member body in the last three years.

7. Types of Adult Abuse

7.1 Abuse is an intentional or unintentional act that harms, hurts or exploits another individual/s. Abuse can take many forms, but no type of abuse is acceptable. The Devon Safeguarding Adults Partnership outlines the following types of abuse:

- Physical abuse
- Emotional abuse
- Self neglect

- Sexual abuse
- Online abuse
- Neglect
- Domestic abuse
- Organisational abuse
- Stalking
- Discriminatory abuse
- Financial abuse
- Female genital mutilation

7.2 These categories are described in more detail on the Devon Safeguarding Adults Partnership website: <https://www.devonsafeguardingadultspartnership.org.uk/abuse/>

7.3 There are several ways that you may become aware of abuse for example, you see it happening, you recognise the signs or you are informed by a third party. If you become aware of abuse or poor practice it is important that you report the information to the Designated Safeguarding Leads. Or if you think that a person is at risk of immediate danger then contact the Police/ social care immediately.

8. Dealing with a Safeguarding Adults Disclosure or Concern

8.1 The statutory guidance for Adults at Risk highlights 6 important safeguarding principles:

1. Empowerment - People being supported and encouraged to make their own decisions and informed consent.
2. Prevention- It is better to take action before harm occurs.
3. Proportionality-The least intrusive response appropriate to the risk presented.
4. Protection-Support and representation for those in greatest need.
5. Partnership- Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. Accountability-Accountability and transparency in safeguarding practice.

8.2 If someone discloses abuse to you:

Do

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying.
- Be sympathetic ('I am sorry that this has happened to you').
- Be aware of the possibility that medical evidence might be needed.
- Tell the person that: - They did the right thing to tell you. - You are treating the information seriously. - It was not their fault. - Ask permission to pass their information on to the appropriate person. - You / the service will take steps to protect and support them.
- Report to the Safeguarding Officer.
- Write down what was said by the person disclosing as soon as possible.

Do Not

- Press the person for more details;
- Stop someone who is freely recalling significant events; (for example, don't say 'Hold on we'll come back to that later,' as they may not tell you again.
- Jump to conclusions.
- Do not promise to keep secrets; you cannot keep this kind of information confidential.
- Make promises you cannot keep (such as, 'this will never happen to you again').
- Contact the alleged abuser.
- Be judgmental.

- Pass on the information to anyone other than those with a legitimate 'need to know'.

8.3 When recording a disclosure:

- At the first opportunity make a note of the disclosure and date and sign your record.
- You should aim to:
 - Note what the people actually said, using their own words and phrases.
 - Describe the circumstances in which the disclosure came about.
 - Note the setting and anyone else who was there at the time.
 - Separate out factual information from your own opinions.
 - Be clear to distinguish between fact, observations, allegation and opinion.
 - Be aware that your report may be required later as part of a legal action or disciplinary procedure.
- Under no circumstances should any individual attempt to deal with the problem alone.
- The primary responsibility of the person who first suspects or is told of abuse is to **report it** and to ensure that their concern is taken seriously.

9. Consent

9.1 Adults at risk (with capacity to consent) - if concerns arise, consent must be obtained from the individual concerned before a referral is made to Adult services or the police. However, if there is genuine concern that there is risk of harm, the information should be passed to Adult Services or the police even if consent is not obtained. Information about an individual should not be given to family or carers without consent of the individual.

9.2 Adults at risk (without capacity to consent) – if concerns arise, and the individual is unable to give consent to information being shared, a referral should be made to Adult Services and/or the police.

9.3 Involving carers or other family members

Wherever possible, personnel concerned about the welfare of an Adult at Risk should work in partnership with carers or other family members. Therefore, in most situations, it would be important to talk to carers or other family members to help clarify any initial concerns (e.g. if behaviour has changed, it is important to check whether there is a reasonable explanation such as family upset or bereavement). However, this must be considered in light of the Adult at Risk's right to confidentiality and the Mental Capacity Act 2005 and ideally should be undertaken with the full consent of the Adult at Risk.

However, there are circumstances in which an Adult at Risk might be placed at even greater risk if concerns are shared (e.g. where a carer or other family member may be responsible for the abuse or not able to respond to the situation appropriately). In these situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Lead as soon as possible.

10. Safer Recruitment

10.1 Anyone undertaking a role that involves contact with or responsibility for Adults at Risk should be taken through a Safer Recruitment process.

10.2 It is essential we have effective recruitment and selection procedures for both paid staff and volunteers.

10.3 Safer Recruitment checklist

Key parts of our Safer Recruitment procedure include:

- writing a clear job or role description (what tasks will be involved)

- writing a person specification (what experience or attributes the successful candidate needs in order to carry out the role)
- creating an advertisement for the post
- using an application form to gather relevant information about each applicant
- requiring specific written and / or verbal references
- interviewing the applicant
- for eligible posts, undertaking a criminal records check for adults (Disclosure and Barring Service (DBS) England and Wales)
- risk assessment of any concerning information
- verifying qualifications and experience
- recording recruitment decision
- induction to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
- probationary period

10.4 Regulated Activity with Adults

There are six categories of regulated activity:

1. Provision of health care
2. Psychotherapy and counselling
3. First Aid e.g. St John's Ambulance or First Responders
4. Members of peer support groups
5. Community pharmacies and opticians
6. Staff in GP services and dental practices who provide health care

They are considered to be 'regular' if carried out frequently by the same person or the period condition is satisfied (once a week or more than 4 times in a 30-day period).

11. Online Safety

11.1 Online safety is an increasing area of concern especially as more of us have moved to working from home as a result of the Coronavirus Pandemic. The Education team contact adult learners via email directly or through their carers or referee e.g. social workers. Live stream sessions only take place where there are other known professionals or carers / support within secure online meeting forums.

11.2 Our code of behaviour for working with adults at risk online remains the same as face to face delivery.

11.3 We use adult learners, carers' or referee email addresses or phone numbers to communicate with our adult learners, unless this poses a safeguarding risk. We use Mare & Foal Sanctuary accounts to communicate via email or online platforms e.g. EGRESS secure email for responding to personal documents never staffs' personal accounts.

11.4 Any phone calls or text messages are made from the Education Team work mobile number or office phones to ensure staff's personal contact details are not accessible.

11.5 We ensure staff members accessing learner contact details at home, ensure they comply with the Data Protection Act 2018 as outlined in our GDPR policy.

11.6 Advice and support in relation to potential domestic abuse and mental health is shared regularly with staff via our weekly updates and staff newsletters e.g. signposting to the NHS Every Mind Matters materials and resources.

11.7 Concerns relating to domestic abuse and mental health in relation to our learners is reported as usual using our normal safeguarding reporting procedures.

12. Guidance on Sharing Information

12.1 The Adult Safeguarding Sharing information document states that:

Organisations need to share safeguarding information with the right people at the right time to:

- Prevent death or serious harm
- Coordinate effective and efficient responses
- Enable early interventions to prevent the escalation of risk
- Prevent abuse and harm that may increase the need for care and support
- Maintain and improve good practice in safeguarding adults
- Reveal patterns of abuse that were previously undetected and that could identify others at risk of abuse
- Identify low-level concerns that may reveal people at risk of abuse
- Help people to access the right kind of support to reduce risk and promote wellbeing
- Help identify people who may pose a risk to others and, where possible, work to reduce offending behaviour
- Reduce organisational risk and protect reputation

13. Further Information and Links

The Mare and Foal Sanctuary Designated Safeguarding Lead person's details:

Dawn Neil Head of Education and Designated Safeguarding Lead for The Mare & Foal Sanctuary
Tel: 01626 355969 Mobile: 07842 061996

Deputy Designated Safeguarding Lead person for Adults at Risk:

Kerri Luke Volunteer Coordinator for The Mare & Foal Sanctuary
Tel: 01626 355969 Mobile: 07743 044125

BEF Safeguarding Officer Contact details:
Telephone Numbers: 02476698871 or 07535776192

BHS Lead Safeguarding Officer 02476 840746 safeguarding@bhs.org.uk
Confidential email: cpleadofficer@bhs.org.uk



Advice from Devon Safeguarding Adults Partnership:

In an emergency always call **999**

If you think that you, or someone you know, is being abused or neglected you can raise a safeguarding concern by calling Care Direct on 0345 1551 007 or emailing csc.caredirect@devon.gov.uk

Care Direct is open Monday-Friday 8am-8pm and Saturday 9am-1pm

Outside of these hours or on bank holidays call the Emergency Duty Service on 0845 6000 388 or email the address above

Anybody can raise a safeguarding concern by contacting Care Direct

Professionals please report a concern via this form and send it to csc.caredirect@devon.gov.uk

If you are in Torbay call 01803 219700

If you are in Plymouth call 01752 668000

If the concern relates to a member of staff or the Designated Safeguarding Lead's conduct you should contact Care Direct on 0345 1551 007 and request to be put through to the safeguarding adults professional line.

Safeguarding Adults referral form

Where an adult is, or may be, at risk of harm from abuse or neglect, then a Safeguarding Adult Referral can be made to **Care direct** using the following link:

<https://www.devonsafeguardingadultspartnership.org.uk/reporting-a-concern/>

Useful Documents

Please see British Equine Federation (BEF) website for useful templates and documents

BEF Safeguarding links:

<https://www.britishequestrian.org.uk/getInvolved/safeguarding/what-is-safeguarding>

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APPROVED BY BOARD OF TRUSTEES



Signature:

Job Title: Liz Gaffer, Chair of Trustees

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