



BREADWINNERS

SAFEGUARDING ADULTS AT RISK PROCEDURE

Breadwinners is committed to the safety and welfare of all who are involved in our Activities. We are committed to practise in a way that protects adults at risk. This procedure should be read in combination with Breadwinners Safeguarding Adults at Risk Policy and Breadwinners Handling Allegations Procedure. Breadwinners is aware that safeguarding is everyone's business, and we understand how important it is for organisations to work together to protect people.

1. PURPOSE AND SCOPE OF THIS PROCEDURE

- 1.1. This procedure explains what Breadwinners workers (staff, volunteers, interns, consultants, trustees) should do if they observe or suspect abuse of an adult at risk is taking place (or has taken place) at Breadwinners or a disclosure of abuse is made to them by a client, parent, carer or another worker.
- 1.2. The procedure seeks to clarify the roles and responsibilities of Breadwinners workers when faced with adult safeguarding issues.

2. WHAT TO DO IF YOU HAVE ANY CONCERN ABOUT SAFEGUARDING

- 2.1 All Breadwinners workers have responsibility for recognising and reporting abuse or allegations of abuse. It is not for frontline staff to 'second guess' the outcome of an enquiry in deciding whether or not to share their concerns. Concerns about abuse or neglect or potential abuse must be reported whatever the circumstances.

2.2 Recognising abuse and neglect

Anyone can witness or become aware of information suggesting that abuse and/or neglect is occurring. The adult may say or do things that hint that all is not well. It may come in the form of a complaint, a disclosure, or during a needs assessment. Regardless of how the safeguarding concern is identified, everyone should understand what to do, who to report to, and where to go to get help and advice. It is vital that professionals, along with staff and members of the public are vigilant on behalf of those less able to protect themselves. This will include:

- Knowing about different types of abuse and neglect and their signs;
- Supporting adults to keep safe;
- Knowing who to tell about abuse or neglect and following up if necessary.

3. IDENTIFYING TYPES OF ABUSE

This section is to help everyone recognise the different types of abuse that might occur. Abuse is not always obvious, and there are many reasons why people may not tell anyone that they are being abused. They may not realise that what is happening to them is abusive.



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- 3.1 Physical:** bodily harm such as hitting, smacking, pushing, giving wrong (or no) medication, restraining someone or only letting them do certain things at certain times.
- 3.2 Emotional:** making someone feel bad through negative comments, insults, threats, isolation or belittling someone.
- 3.3 Sexual:** rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photos without consent, making someone look at pornography or watch sexual acts, sexual assaults or acts the adults did not consent to (or was pressured into consenting to).
- 3.4 Financial:** stealing from someone or withholding/controlling money due to them.
- 3.5 Neglect:** withholding or failing to provide basic care and support. Failure to protect from harm.
- 3.6 Self neglect:** behaviour that demonstrates that someone is not caring for themselves, can include hoarding.
- 3.7 Discriminatory:** any form of harm that derives from someone's ethnicity, religion, sexual orientation, gender or gender identity, physical or mental capability.
- 3.8 Organisational:** where an organisation, possibly through its policies and procedures, acts against the wellbeing of its clients – either by actively working against them, or by neglect, poor professional practice or withholding Activities.
- 3.9 Modern Slavery:** any slavery (including domestic slavery), exploitation (including gang membership), human trafficking and forced labour.
- 3.10 Forced marriage and 'honour' based violence:** This occurs when someone is forced into a marriage that they have not freely chosen. 'Honour' crimes occur when members of a family punish a family member for acting in a way that they do not like.

Risk Factors for adult abuse

Any adult could be at risk if they are in circumstances that might lead to abuse or neglect. Eligibility for community care Activities is not of itself a deciding factor in whether an adult can be deemed at risk. Some groups are more likely to experience abuse or neglect, especially if they are not being provided with adequate support:

- Being elderly and frail
- Having a mental disorder, including dementia or a personality disorder
- Having a physical disability or sensory impairment
- Having a learning disability
- Having a long-term illness or condition
- Misusing substances or alcohol
- Being an unpaid carer



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- Being homeless
- Being unable to make own decisions
- Having a precarious immigration status
- Having low self-esteem, confidence and a sense of not being cared for or respected
- Living in overcrowded housing
- Isolation from family, friends and/or familiar environment
- Financial difficulties such as poverty, no recourse to public funds, low income, debt or rent arrears
- Living with someone who has challenging behaviour
- Lack of support or social contacts
- Dealing with issues around identity or sexual orientation

4. INDICATORS FOR ADULT ABUSE

Many indicators of abuse may also be caused by other issues, and often it is a case of investigating agencies needing to build up a picture of a child's life by piecing together information held by different individuals and organisations.

4.1 Indicators for physical abuse

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

4.2 Indicators for domestic violence or emotional abuse

- Low self-esteem
- Feeling that they deserve to be treated badly and bad treatment is their fault
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

4.3 Indicators of sexual abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Unusual difficulty in walking or sitting
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language



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- Incontinence not related to medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

4.4 Indicators of emotional/psychological abuse

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

4.5 Indicators of neglect or self-neglect

- Poor environment – dirty or unhygienic
- Poor physical condition, unkempt appearance, and/or poor personal hygiene
- Pressure sores or ulcers
- Malnutrition, dehydration or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication and/or reluctance to attend medical Activities
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing
- Hoarding

5. RESPONDING TO A DISCLOSURE

Do:

- Be patient and listen carefully to the whole story
- Stay calm and offer reassurance
- Show empathy and concern
- Tell the person they did the right thing in telling you
- Explain that you need to inform your Manager and ask them to think about what they would like to happen next
- Take any immediate steps required to ensure that the person is safe
- Make a clear factual written 'Safeguarding Incident Report' (see 7) of the disclosure as soon as possible.

Do not:



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- Promise confidentiality or to keep secrets
- Ask leading questions
- Seek to clarify details
- Appear shocked, horrified, disgusted or angry
- Make comments or judgments
- Give sweeping reassurances
- Confront the abuser
- Contaminate or remove any possible forensic evidence

6. RESPONDING TO IMMEDIATE RISK OF HARM OR INJURY

If a serious incident/disclosure happens out of hours, the worker should contact the appropriate emergency Activities if necessary, the Adults Safeguarding Team and also inform the Safeguarding Officer who in turn may contact a senior member of staff for advice. **Martin Cosarinsky Campos is Breadwinners' Safeguarding Officer.** If Martin Cosarinsky Campos is not available, the worker should contact Breadwinners' Trustee, Tracey Hamer, or another senior member of staff.

Ensure the adult is in no immediate danger.

- 6.1 **If the adult is in immediate danger, urgent action to protect that person should be taken by calling 999 for the relevant emergency service (ambulance and/or police).** If the person is injured, seek immediate medical attention from a first aider whilst waiting for emergency Activities. Listen carefully to the person and ensure that they are reassured and understand actions being taken as far as possible.
- 6.2 Do not confront the person alleged responsible or alert them to any investigation: this may place the person at a potentially greater risk.
- 6.3 If the person would like you to contact a family member or friend to support them – do this for them.
- 6.4 If a criminal act is suspected and possible evidence exists, take reasonable action to ensure that the evidence is secured for police examination.
- 6.5 Do not attempt to investigate an allegation of abuse – either with the alleged perpetrator or the abused person. This may prejudice official investigations.
- 6.6 If there has been a physical or sexual assault, as far as is possible, ensure that no one else has physical contact with either person. See advice from the police (Sapphire Unit 0207 321 9434).
- 6.7 Safeguard the area where the incident was alleged to have taken place, ensuring that any potential physical evidence is left alone, in order to prevent cross-contamination.



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- 6.8 If an adult safeguarding referral is appropriate, the Safeguarding Officer, or a Senior Manager, should contact the Adult Safeguarding Team immediately. If no senior manager is available, contact the Adult Safeguarding Team for advice.
- 6.9 Ensure all records are up-to-date with suspected and recognised incidents of abuse.
- 6.10 Record the disclosure/incident in a Safeguarding Incident Report within 24 hours (see 6).

7. WRITING SAFEGUARDING INCIDENT REPORTS

- Only state the facts.
- Include reporter's name and the date.
- Remain objective – do not give opinions.
- Describe the appearance and behaviour of those involved, quoting what they have said in their own words.
- Record details of all external agencies who have been contacted. If the police are involved, take badge numbers and obtain a Crime Reference Number.

8. ALERTING

All concerns about safeguarding should be made as soon as possible to our Safeguarding Officer (Martin Cosarinsky Campos). If Martin Cosarinsky Campos is not available or if the incident concerns her, then the report should be made to the Trustee (Tracey Hamer) or another senior member of staff. If the worker reporting the incident is not satisfied that adequate action has been taken following the event, they should inform the CEO.

9. HOW SHOULD THE MANAGER RESPOND TO A SAFEGUARDING REPORT

- Clarify that the adult at risk is now safe from harm, that their views have been clearly sought and recorded and that they are aware what action will be taken;
- Make sure action is taken to safeguard other people;
- Contact Children's Activities if a child or young person is also at risk;
- Contact Adult Safeguarding Team if necessary;
- Address any gaps;
- Check that issues of consent and mental capacity have been addressed;
- In the event that a person's wishes are being overridden, check that this is appropriate and the adult understands why;
- If the person allegedly causing the harm is also an adult at risk, arrange appropriate care and support;
- Take any action in line with disciplinary procedures; including whether it is appropriate to suspend staff or move them to alternative duties;
- Ensure the police have been contacted if a criminal offence has occurred or may occur;
- Preserve forensic evidence and consider making any referrals to specialist Activities for the client;
- Make a referral to Prevent if appropriate;



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- Ensure that relevant people or carers are informed without breaching confidentiality;
- Record or check records of the information received and all actions and decisions;
- Consider whether expert advice or legal guidance should be sought;
- Report the incident to the CEO if appropriate and consider if reports need to be made to the trustees or any other regulators such as the Charity Commission.

10. ALLEGATIONS OF ABUSE AGAINST A BREADWINNER WORKER

- 10.1 Allegations of abuse against someone who works in Breadwinners (whether paid or unpaid) should be reported immediately to the Safeguarding Officer. In the absence of the Safeguarding Officer, or where the allegation is against her, the report should be made to the Chief Executive Officer or a member of Breadwinners' Board of Trustees. Breadwinners' Handling Allegations Procedure should then be followed.
- 10.2 Any employee, contractor or volunteer who is not comfortable reporting a concern about abuse internally should contact the Local Authority Designated Officer directly.

11. CONFIDENTIALITY

As a general principle client information should be kept confidential unless the adult concerned gives their consent for it to be shared, or the public interest risk is greater than that related to a breach of confidentiality. This includes:

- A risk to a child. The protection of children overrides all other interests.
- An active police investigation.
- A significant risk of suicide.
- A significant risk of harm to a third party.

Confidentiality must not be confused with secrecy. Workers must not give assurances of absolute confidentiality regarding disclosures. There may be an overriding need to protect the person who has been or is at risk of abuse. Any information regarding suspected or disclosed abuse will only be shared on a need-to-know basis in the best interests of the client. It should always be explained when receiving information about possible abuse that confidentiality cannot be maintained if the withholding of that information would put the person, or others, at greater risk.

12. STAFF RESPONSIBILITY

All workers are accountable for adhering to this procedure and have a responsibility to:

- Be aware of and recognise abusive, oppressive situations and practices.
- Voice and record their concerns or evidence of abuse, which they may see or hear about, within the framework of this procedure.
- Co-operate with any investigation.
- Never prevent or persuade another person from expressing their concerns about abuse.

13. MENTAL CAPACITY



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Breadwinners respects the right of an adult at risk who has the mental capacity to make their own decisions regarding their present and future circumstances, including that person's decision to remain in situations that may be perceived by professionals or others to be risky or dangerous. In such cases:

- Details of the discussion that ascertained the person's wishes and the course of action should be clearly recorded.
- The adult at risk should be given information on all the options that are open to them that could protect them from abuse or the risk of abuse.

An individual's wishes do not overrule Breadwinners' responsibility to refer to an appropriate partner agency or police where:

- A crime has been, or could be, committed
- A child is at risk
- The allegation involves a member of staff or paid carer
- Other adults are at risk
- The alleged person who may be causing the harm is also an adult at risk.

In circumstances where the adult at risk does not have the mental capacity to be able to make an informed choice, those conducting the investigation and planning their protection will take any decisions and actions necessary to safeguard them. These actions will be based on a judgment of what is in the best interests of the adult at risk and be informed, wherever possible and appropriate, by discussion with carers or relatives or those with expertise in this field.

14. TRAINING

All staff are to be briefed on Breadwinners' safeguarding policies and procedures as part of their induction, and are to undertake safeguarding training appropriate to their role. Dates of training and the course undertaken are to be recorded in the Central Register. At least one member of a recruitment panel should have undertaken safer recruitment training. Training should be renewed every 2 years or when a policy/procedure is updated.

15. DBS CHECKING

All staff, volunteers and placements (over 18) working at Breadwinners will receive an enhanced DBS check and reference(s). Trustees will receive an enhanced DBS check if deemed necessary. DBS checks should be updated every 3 years.

Breadwinners will accept DBS from individuals done for other organisations within 1 year.

[DBS GOV.UK LINK](https://www.gov.uk/guidance/what-you-need-to-know-about-db-screening)

Together with DBS Checks, Breadwinners performs work reference checks, supervises of staff and volunteers, and promotes an open and honest culture.



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Breadwinners work with people aged 16+. This procedure refers to over 18 year olds.

EMERGENCY NUMBERS:

Martin Cosarinsky Campos, Breadwinners (Safeguarding Officer) 07783996918

Tracey Hamer (Safeguarding Trustee): 44 7508 309547

Police and ambulance (emergency) 999 (101 to report a crime)

Tower Hamlets MASH: 020 7 364 5006

Tower Hamlets Safeguarding Adults Hotline: 0207 364 6085

PROCEDURE MONITORING AND REVIEW

This procedure is regularly updated by Breadwinners. We invite everyone who is affected by the procedure, and relevant stakeholders, to tell us their views and help improve how it works in practice. We welcome all feedback in order to raise outcomes for clients.

Signed:

Tracey Hamer
Safeguarding Lead (Trustee Board)

Date:26/7/23.....