



## THE GATEHOUSE POLICY: Safeguarding Adults

Policy ID Number: P08

Policy Passed by Board of Trustees: October 2016 Valid until: October 2021

### Introduction

1. The purpose of this policy is to ensure the safety and protection of an adult at risk of abuse or neglect, whether that be a Guest of the project, a staff member or volunteer.

1.1. The Gatehouse runs a drop in café for the homeless and vulnerably housed six evenings a week. The nature of our client group is often transient and we do not follow a formal referral and assessment process. We also do not know Guests personal details as often people are either known by their street name or christian name only. The organisation does hold personal information on volunteers and staff in line with the Data Protection Act.

1.2. The Care Act (2014) has introduced a legal obligation for each local authority to have a Safeguarding Adults Board. It is now a legal requirement that agencies and professionals work together around safeguarding issues.

1.3. The Trustee Board and Project Director will review this policy every three years or when an update has been made to Safeguarding Vulnerable Adults working guidelines, whichever process is sooner.

1.4. Annual Safeguarding Vulnerable Adults training will be available for staff and coordinators to attend.

### Definitions of 'an adult at risk'

2. In safeguarding terms an adult at risk is defined as a person 18 and over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or 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 and neglect.

2.1. Homelessness in itself does not make people vulnerable. However, circumstances such as homelessness may exacerbate other conditions and impact negatively upon individual's ability to care for and protect themselves.

### What is abuse?

3. All local authorities have a duty to protect vulnerable people from abuse. Types of abuse can include:

- Sexual abuse
- Psychological or emotional abuse
- Physical abuse
- Self-neglect
- Modern slavery
- Domestic violence

- Financial or material abuse
- Neglect
- Discriminatory abuse
- Institutionalised abuse

### **What to do when you think an adult is 'at risk' (Guest)**

4. Make sure the person is not in immediate danger. If necessary seek urgent medical help or ring the police (if you think a crime has been committed). This decision is usually down to the Coordinator on the session and Project Workers if applicable.

Document the process in the Carry On Book.

4.1. Raise a 'safeguarding alert' with the Project Director or a Trustee within 1 working day, if the person is not in immediate danger. A **discussion** will then take place and a **decision** can then be made about whether concerns about the person should be passed on to a responsible person/agency or managed internally. This decision will be made collectively with the Coordinator and Project Worker/s involved.

Document the concern, decision and what action was taken in a report which will be kept in the Project Directors locked cabinet.

4.2. Where-ever possible, follow the Gatehouse Confidentiality Policy and always try and get consent to share information, from the individual involved.

### **What to do when you think an adult is 'at risk' (staff/vol)**

5. Inform the Project Director or Trustee in confidence. A **discussion** will then take place and a **decision** can then be made about whether concerns about the person should be passed on to a responsible person/agency or managed internally.

5.1. If the Project Director is the first person to be informed then the Project Director will alert the designated Safeguarding Vulnerable Adults Trustee.

5.1. Where-ever possible, follow the Gatehouse Confidentiality Policy and always try and get consent to share information, from the individual involved.

5.2. Document the concern, decision and what action was taken in a report which will be kept in the Project Directors locked cabinet.

5.3. Read the OSAB (Oxfordshire Safeguarding Adults Board) threshold matrix to determine the concern meets the adult safeguarding procedure on their website [www.osab.co.uk](http://www.osab.co.uk).

### **Reporting a Safeguarding issue to Adult Social Care.**

6. Make sure that the decision has been made to report a safeguarding alert to Adult Social Care.

6.1. You can raise a concern by phone on 0845 0507 666 (in office hours). Please leave as much information as possible). Call the Emergency Duty Service on 0800 833 408 out of office hours.

6.2. Or complete the Adult Safeguarding Form on the Oxfordshire County Council website [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

6.3. **Ensure all efforts have been made to inform the person that you are raising a safe guarding alert to Adult Social Care and gain their consent.** The Care Act (2014) states that

the referrer should discuss the concern with the person if they have capacity and agree together what steps to take-unless to do so would jeopardise their safety.

6.4. You can also alert the police immediately, if there is a concern that a crime has been committed alongside raising a safeguarding alert.