

Safeguarding Adults at Risk of Abuse Policy

Suffolk Poetry Society
Registered Charity no. 1162298

Nominated Lead Safeguarding Children Officer: Chair

Deputy Safeguarding Children Officer: Nominated Trustee

The Chair of Suffolk Poetry Society, as Designated Lead Safeguarding Officer, is accountable for the commissioning and/or provision of services designed to safeguard and promote the welfare of children, with the support of the Nominated Trustee, as Deputy Safeguarding Officer.

Suffolk Poetry Society recognises its duty to safeguard adults at risk participating in its activities and events and will respond to any concerns regarding the safety and well-being of an adult at risk attending Suffolk Poetry Society's events. This policy runs in conjunction with our Safeguarding Children Policy.

The welfare of adults at risk is paramount and is the responsibility of everyone (see Making Safeguarding Personal p.3).

Six key principles that underpin safeguarding adults at risk:

- **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

1. Purpose

Suffolk Poetry Society has a duty of care and is committed to the protection and safety of adults at risk, involved as visitors and as participants in all of its activities, at events and elsewhere. Suffolk Poetry Society also wants to protect and support Trustees, members and volunteers who come into contact with adults at risk of abuse.

2. Definitions

Adults at risk of abuse or neglect

- 2.1 For the purposes of this policy, an adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:
- 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 himself or herself against the abuse or neglect or the risk of it.
- 2.2 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 Persons affected
- All Trustees, members and volunteers
 - All users of Suffolk Poetry Society services/events
 - All visitors and contractors

3. Policy

All members and event organisers will be made aware of the safeguarding policy and will be expected to follow the policy. They should report any incidents following the given policy, and fill in an incident report sheet as required.

- 3.1 All suspicions or allegations or abuse against an adult at risk will be taken seriously and dealt with speedily and appropriately.
- 3.2 All Trustees and volunteers need to be aware of this policy and adults at risk of abuse issues.
- 3.3 There will be a nominated and named Adults at Risk of Abuse Safeguarding Officer and Deputy to whom any suspicions or concerns should be reported. (See above.)
- 3.4 The Trustees will endeavour to keep in mind the needs of adults at risk when planning events. The Trustees recognise that a higher standard of safety in venues chosen for events is required for physically disabled adults and for those who cannot read safety notices. A risk assessment should be carried out for each venue used by Suffolk Poetry Society. Risk assessments for venues used on a repeated basis should be updated regularly to reflect any changes in the building/room/access.
- 3.5 When holding events in collaboration with other organisations, the Society will ensure the Suffolk Poetry Society organisers make themselves aware of any safeguarding procedures they may have in place.
- 3.6 This policy and procedure will be reviewed annually and updated as appropriate in the interim periods.

This policy and procedural guidance references the Suffolk Safeguarding Adults Board: Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017¹

4. Making Safeguarding Personal

- 4.1 Making Safeguarding Personal is a shift in culture and practice in response to what is now known about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.
- 4.2 It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.
- 4.3 In these extremely difficult circumstances, those responsible will be expected to continue to exercise as much vigilance as possible.
- 4.4 Suffolk Poetry Society is committed to the following:
- The welfare of the adult at risk is paramount
 - All adults at risk have the right to protection from abuse
 - Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part
 - All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately following the referral process outlined in <https://www.suffolkas.org/concerned>
 - Arrangements are established which set out clearly the processes for sharing information procedures with other professionals and with the Suffolk Safeguarding Partnership in <https://www.suffolkas.org/concerned>

¹ <https://www.suffolkas.org/assets/Working-with-Adults/Policies-and-Procedures/Policy-Updates/Suffolk-Safeguarding-Adults-Policy-and-Operational-Guidance-2018.pdf>

- Trustees, members and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by Trustees, members and volunteers to maintain standards may be dealt with using Suffolk Poetry Society’s complaints policy
- Clear whistleblowing procedures are suitably referenced in training and codes of conduct, and a culture that enables issues about safeguarding and promoting welfare to be addressed
- All concerned are aware of the policy and procedures for the protection of adults at risk through appropriate safeguarding briefing and support for those concerned and for creating an environment where Trustees, members and volunteers feel able to raise concerns and feel supported in meeting their safeguarding role
- The Designated Safeguarding Lead and Deputy receive a mandatory briefing, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns
- A clear line of accountability for the provision of safe services exists
- The Chair, as Designated Safeguarding Lead, to take leadership responsibility for Suffolk Poetry Society’s safeguarding arrangements

Policy approved by Suffolk Poetry Society Trustees

Date of policy: January 30th 2020

Date of next review December 2020

Review

This policy and related guidance will be monitored by the Chair on a regular basis for compliance and will be reviewed by the Trustees at least annually.

Signed: Date:

Chair
Suffolk Poetry Society

Revision history showing updates

Date approved or amended	Amendments	Signed

Safeguarding Adults at Risk of Abuse Procedures

Suffolk Poetry Society
Registered Charity no. 1162298

Nominated Lead Adults at Risk Safeguarding Officer: Chair
Deputy Adults at Risk Safeguarding Officer: Vice-Chair

1. Procedures

- 1.1 All Trustees, Committee Members, Members and Volunteers will be given access to information about Protection of Adults at Risk.
- 1.2 An annual review will take place each December to allow for any required updating of policies and/or procedures. We will ensure all Trustees and volunteers in particular understand their responsibilities
- 1.3 A copy of the policy will be made available on request.
- 1.4 Joint events with other parties (eg. musicians, artists etc.) must include provision for appropriate care, protection and supervision of vulnerable adults.
- 1.5 Any *unsupervised* access to adults at risk would require the person concerned to have an up-to-date Enhanced Disclosure from the Disclosure and Barring Service (DBS).

2. Reporting incidents

- 2.1 The nominated Adults at Risk Safeguarding Officer will have responsibility for reporting concerns that arise, as a matter of urgency, to Suffolk County Council's Adults at Risk lead agency at positionoftrust@suffolk.gov.uk
- 2.2 The SPS Officer(s) may choose to have a confidential discussion with others in order to clear up any misunderstandings or to corroborate and support any suspicions before reporting a concern to the lead agency.

2.3 The nominated person should:

- a. Know who to contact at Suffolk County Council
- b. Know who to contact in Social Services for advice and referrals
- c. Know about helplines and other sources of help for adults at risk
- d. Ensure that there is an environment in which members have the opportunity to raise any adult at risk protection concerns.

Review

These procedures will be monitored by the Chair on a regular basis for compliance and will be reviewed by the Trustees at least annually.

Signed: Date:

Chair
Suffolk Poetry Society

Revision history showing updates

Date approved or amended	Amendments	Signed