



BRISTOL REFUGEE RIGHTS

SAFEGUARDING: SAFEGUARDING ADULTS AT RISK POLICY AND PROCEDURES

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THE POLICY

1. POLICY STATEMENT

- 1.1 Bristol Refugee Rights (BRR) is committed to safeguarding children and adults from abuse. BRR believes that everyone we come into contact with has the right to be protected from all forms of harm, abuse, neglect and exploitation. BRR will not tolerate abuse and exploitation by staff, volunteers or others.
- 1.2 BRR believes that safeguarding is wider than just protecting adults at risk. It involves protecting all adults' and children's right to live in safety. It is about people and organisations working together to prevent abuse and neglect, and also to promote well-being, taking the views, wishes, beliefs and concerns of those at risk into account.
- 1.3 BRR uses a Making Safeguarding Personal approach to ensure we are person centred and works preventatively. This policy relates particularly to adults at risk. BRR will work within the 'Bristol City Council Safeguarding Adults Multi-Agency Policy' and their 'Guidance on working with Adults at Risk' to identify, record and report possible abuse.

2. BRR's PRINCIPLES FOR SAFEGUARDING ADULTS

- 2.1 Bristol Refugee Rights adheres to the following six key principles that underpin safeguarding



(contained within Care Act guidance):

1. Empowerment - BRR believes that the empowerment of adults at risk should underpin all adult safeguarding work and helps to prevent abuse. The focus of adult safeguarding should always be to identify and endeavour to meet the desired outcomes of the adult at risk.
2. Prevention - Our adult safeguarding work aims to prevent abuse from taking place as we recognise that it is better to take action before harm occurs, but we will also respond quickly and effectively to investigate any concerns or disclosures and will always take appropriate action where abuse is taking place or suspected.
3. Proportionality - All reports or suspicions of abuse will be treated seriously but we will endeavour to always take the least intrusive response appropriate to the risk presented.
4. Protection - Every person has a right to live a life free from abuse, neglect and fear and we aim to support and represent our members' needs.
5. Partnership – we recognise that we are stronger when we work together; safeguarding adults at risk is everyone's business and responsibility.
6. Accountability – accountability and transparency are essential. Any suspicions of abuse or neglect should be reported to either the Adult Safeguarding Lead or the Child Protection Lead at BRR, whether or not the person is thought to technically be in the 'at risk' category. Every member, volunteer and staff member should be able to access appropriate and accessible information about how to gain safety from abuse and violence.

3 ROLES AND RESPONSIBILITIES

3.1 All BRR staff and volunteers are expected to:

- 3.1.1 **Recognise** indicators of abuse or harm; **report** effectively and in line with procedures; **respect** and uphold the rights and dignity of adults at risk
- 3.1.2 **Know the categories of abuse; be aware of the six safeguarding principles** and be able to use them to inform their response to safeguarding
- 3.1.3 **Know that any adult can be at risk whilst understanding that there are factors that can increase the risk**
- 3.1.4 **Help adults to make their own informed decisions and to take or prompt action if an adult at risk is unable to protect themselves from risk of abuse or harm**
- 3.1.5 **Follow the safeguarding procedures** as set out in this policy
- 3.1.6 **Access and take an active part in safeguarding adults training and ongoing learning opportunities with a commitment to good quality safeguarding practice**

3.2 All members of BRR should be made aware of the need for safeguarding and should report any concerns about themselves or anyone else to the Designated Lead, including translated information.

3.3 The **Operational Manager for Welcome** is the Designated Lead responsible for safeguarding adults and should be the initial point of contact with all safeguarding adult queries. In his/her absence, a rota will be in place requiring the Operational Manager for Advice or the BRR Director to be contacted.

3.4 The **Director** is responsible for ensuring the implementation of this policy and ensuring that



staff recruitment is done in accordance with safer recruitment.

3.5 The **Volunteer Manager** is responsible for safer recruitment of volunteers and ensuring that all volunteers receive regular training on this policy.

3.6 The **Trustees** are responsible for ensuring that BRR has policies and procedures in place for protecting adults at risk and children including safer recruitment policies; that there are named people designated to lead this work and overseeing the operation of the policy.

A detailed breakdown of the roles is in Additional Guidance F.

4 RELEVANT LAW

4.1 The relevant legislation is the Care Act 2014. The Care Act 2014 defines 'an adult at risk' as someone who:

- has needs for care and support (whether or not the authority is meeting any of those needs); and
- is experiencing, or is 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 or neglect.
 - 'Care and support' needs can be a mixture of practical, financial and emotional support for adults who need extra help to manage their lives and to be independent. This may include older people, disabled people, people with mental health needs or learning difficulties and also carers.

4.2 Government legislation on the safeguarding of adults is mainly designed to protect those already known to the social care or health sector and who are considered to be 'at risk' (previously known as 'vulnerable adults'). Asylum seekers and refugees are not classified as 'at risk' as a group in the terms of this legislation. Nevertheless there may be times when volunteers and supporters of BRR are involved with those who may come under the definition. BRR also recognises that factors relating to an individual's status as an asylum seeker or refugee may increase the risk for such individuals.

4.3 For further information and more detailed guidance, refer to the Keeping Bristol Safe Partnership Guidance for Agencies which this policy follows on:

<https://bristolsafeguarding.org/media/1123/guidance-for-adults-at-risk.pdf>

5 OTHER RELEVANT POLICIES

5.1 This policy should be considered alongside BRR's Child Protection Policy, as work with adults may reveal concerns about young people in the wider family or community, and work in the Early Years Project may suggest that some of the related adults are at risk.

5.2 This Policy also complements, and should be considered along with other BRR Policies:



- Equality, Diversity and Inclusion Policy
- Disclosure Check Policy
- Safeguarding: Child Protection Policy
- Safeguarding: Boundaries Policy
- Recruitment Policy and Procedure and policies relating to volunteer and Trustee recruitment
- Confidentiality, Information Sharing and Disclosure
- Whistleblowing Policy
- Procedure for Supporting Individuals at risk of being influenced into carrying out acts of extremism

5.2 It also relates to a range of locally agreed adult safeguarding policies on:

<https://bristolsafeguarding.org/adults/professionals/policies/>

6 SCOPE

- 6.1 **This Policy and Procedure forms part of our safeguarding adults arrangements. This Policy and Procedures should be used by any staff member or volunteer who is concerned about an adult at risk.**
- 6.2 **BRR has a separate policy relating to protecting children at risk and reporting any abuse, but many of the issues and procedures are similar, and the policies should be considered as complementary.**
- 6.3 The policy applies to all staff, volunteers and Trustees. Recent national guidance stresses that safeguarding is everyone's responsibility and all staff and volunteers should be made aware of their role in keeping children safe.

7 THE PROCEDURES

These responsibilities must be addressed on the same day as the Concern is raised.

They set out what to do in the following circumstances:

- An abusive act is witnessed;
- A disclosure is made by an adult at risk or third party;
- You have a suspicion or concern that something is wrong;
- There is evidence of possible abuse or neglect.

See Additional Guidance D for Detailed Guidance for Individuals Receiving Disclosures
(See Additional Guidance A for flowchart of BRR procedures)

RESPOND

Is the adult in immediate danger? You should take immediate action to safeguard anyone at risk of immediate harm.

1. **Call the police and or medical assistance** - Dial 999 for emergency services or 111. Make sure you note the log number/reference.
2. **Preserve evidence** - Get brief details about what happened and what the adult would like



done about it, but do not probe or conduct a mini-investigation.

3. **Tell someone else what is happening** – If you are a volunteer, speak to a member of staff **as soon as possible**.

REPORT

If adult is not in immediate danger:

- **Volunteers should speak to a member of staff as soon as possible to agree next steps.**
- Volunteers should not attempt to assess whether a person should be referred to social care and thus should always refer onto a staff member to make this assessment.

As soon as it is safe to do so:

- In BRR, all concerns about an adult at risk or concerns about possible abuse or neglect must be referred to the Designated Safeguarding Adults Lead (Operational Manager for Welcome) immediately. If s/he is not available, the Safeguarding Adults Deputy (the Operational Manager for Advice or the Director as determined by a rota) should be notified. The Designated Lead will refer on as appropriate.

Concerns about staff and Trustees

- If there is a concern about a staff member, volunteer or Trustee (other than the Designated Lead or Director), this should be referred to the Director.
- If there is a concern about the Designated Lead or the Director, this must be raised with the Designated Trustee on 07818422871.
- Concerns about staff, Trustees and volunteers must be referred to the LADO (Local Authority Designated Officer).

RECORD

By this point, the matter should have been referred to a staff member and thus all actions should be being taken by a staff member.

1. Unless it is not safe to do so, speak to the adult concerned to get their views on the concerns or incident and what they would like to happen next.
2. Seek consent from the adult to take action and to report the concern.
3. Consider whether the adult has capacity to make decisions about their own and other people's safety and wellbeing.
4. If you think it is necessary to act against their wishes or without their consent (due to concerns about the individual's capacity to make decisions), you must seek the authority of the Director or in her absence, another Senior Manager, before taking action (as this involves breaching our Confidentiality Policy). Any such decision must be recorded including the reasons for the decision.
5. If a criminal offence against our client has occurred or is likely to occur, seek informed consent from the client to report to police using non-emergency number
6. Record what has happened on lamplight as work record in Advocacy project
7. As far as possible, records should be written contemporaneously



8. Records about safeguarding should be confidential. See Information Sharing, Confidentiality and Data Protection policies
9. Use Risk assessment to identify next steps

When to complete a risk assessment:

- A risk assessment must be completed in all cases where there is a clear risk of abuse.
- In other cases of “concern”, we recognise that many of our members are suffering from “state abuse” but that not all of these will reach the threshold for a safeguarding risk assessment. Volunteers should report all concerns to staff. Staff are experienced and trained to be able to make a judgement on whether a case is more than the usual level of concern and should discuss any cases they are worried about (which would usually be those over and above the “normal” destitution experienced by members) with an Operational Manager who will make a decision about whether a risk assessment needs to be completed.

REFER

The risk assessment should be shared with the Designated Safeguarding Lead so that she may make a decision as to whether to refer to Care Direct. In the case of risk assessments completed in Advice, it should also be shared with the Operational Manager for Advice.

1. In making a decision whether or not to refer to social care, the safeguarding lead should take into account:
 - a. The adult’s wishes and preferred outcome
 - b. Whether the adult has mental capacity to make an informed decision about their own and other’s safety
 - c. The safety or wellbeing of children or other adults with care and support needs
 - d. Whether there is a person in a position of trust involved
 - e. Whether a crime has been committed
2. Detailed information on how to refer are in Additional Guidance E.

8 ESCALATION

Escalation is the process by which professional disputes about safeguarding issues should be dealt with.

There is a multi-agency escalation procedure on <https://bristolsafeguarding.org/media/24856/final-escalation-procedure-with-timeframes-bsab-final.pdf> This should be used to resolve professional disputes with other agencies (e.g. if a



referrer in BRR does not agree with the action taken by the Adult Care professional receiving the referral). Further details about the escalation process are contained in Additional Guidance G.

9 CONFIDENTIALITY AND INFORMATION SHARING

BRR expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, BRR does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

10 RISK MANAGEMENT

10.1 BRR manages a drop-in Welcome Centre which is open 3 days a week. The following procedures are carried out in order to protect 'at risk' adults who may be using the Welcome Centre. We will:

- Conduct an initial interview assessment of each new member of the Centre and in as necessary, report and follow up on any issues of vulnerability or risk that become apparent.
- Ensure that, as far as possible, contact between volunteers on duty and members / beneficiaries occurs in public areas within and adjacent to these sites.
- Provide regular opportunities for volunteers, staff and members to express concerns through supervision and daily debriefing sessions.
- Obtain specialist support and follow Bristol City Council guidance if and when it appears that a member, staff member or volunteer of BRR is at risk under the statutory definition.
- Ensure that such a person is not left alone with other members or volunteers.

10.2 It is recognised that the definition of a 'vulnerable adult' or 'adult at risk' is narrow and therefore we will take steps to ensure referral for assessment of members who are not already known to Social Services where we have concerns about their vulnerability.

10.3 In addition where we have concerns that Social Services has not completed an assessment on someone they should have or has failed to act on information about a 'vulnerable adult' we will use escalation procedures within Social Services to ensure action is taken.

10.4 A Risk Assessment form will be used (at Forms) to establish whether a safeguarding referral should be made. Once completed, this must be shared with the Designated Lead, even if the staff member thinks the threshold is not met. Where the threshold is not reached, the Designated lead will ensure that the individual is aware of other support they can access and how to access it; any actions taken will be recorded on lamplight as a case note and the red flag will be used if appropriate.

10.5 Recruitment of staff and volunteers:



Staff and volunteer recruitment policies are in place and are in line with safer recruitment good practice. A Disclosure Check Policy is also in place and BRR will ensure that for each role an assessment is made of whether a Disclosure Check should be undertaken. BRR would not exclude a person from employment or volunteering because of a conviction unless this related to child or adult protection or it affected their role directly or the beneficiaries of the charity would be put at undue risk by their presence in the Welcome Centre.

11 TRAINING AND SUPPORT

Volunteers and staff will receive briefings and training on safeguarding issues as part of their induction and on-going staff development and will be given a copy of the relevant policies. In supervision, all staff and volunteers will have an opportunity to raise any concerns and to practice and discuss any skills required for keeping adults and children safe during their work with BRR. Staff and volunteers will receive safeguarding training at least 3 yearly.

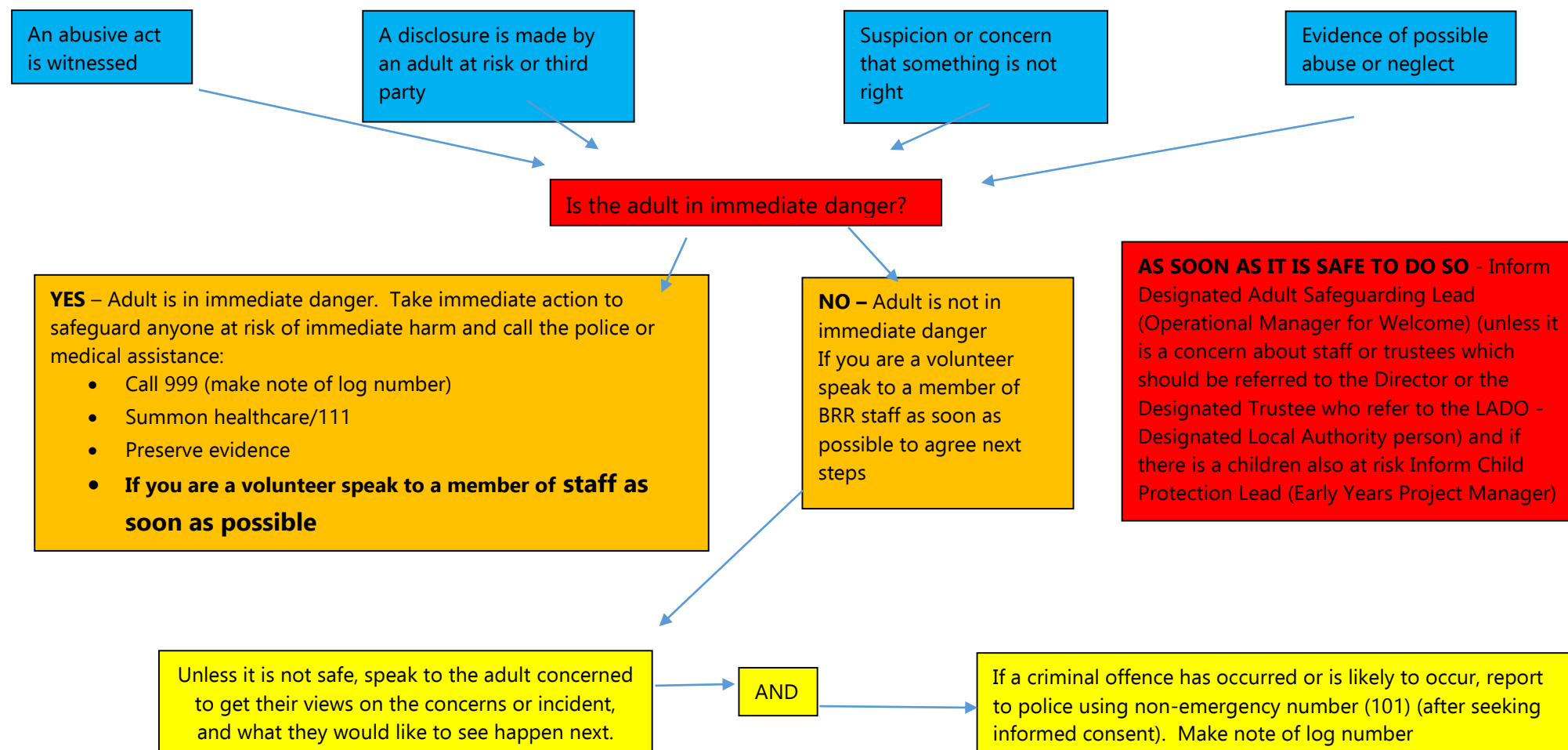
Review of this policy

Date –

The Board of Trustees will ensure that this policy is reviewed annually.



Additional Guidance A – Referral Process within Bristol Refugee Rights - SAFEGUARDING IS EVERYONE'S RESPONSIBILITY





Staff Member must undertake a risk assessment and share with Operational Manager for Welcome. Operational Manager for Welcome will make decision whether to refer to Care Direct (adult is "at risk" and has "care and support needs") if referral has not already been made in urgent situation

Yes - adult is "at risk" and has "care and support" needs and consents. Within one day a safeguarding concern will be raised with Care

Care Direct will assess and triage and if there is not an immediate danger they will inform the person and referrer of action to be taken

If further enquiries are needed a Section 42 enquiry will take place and a safeguarding strategy discussion will be held within 5

Social Services will put in place a Safeguarding Plan and a planning meeting will be held to amend it. This will be regularly reviewed.

No - the adult does not have "care and support" needs/is not "at risk" – the Designated lead will ensure that the individual is aware of other support they can access and how to access it; any actions taken will be recorded on lamplight as a case note and the red flag will be used if appropriate

Red Flag members are monitored through monthly Projects meeting



Additional Guidance B – Glossary

DEFINITIONS AND CATEGORIES OF ABUSE

Abuse is a 'violation of an individual's human and civil rights by any other person or persons'. It involves a risk of significant harm to a person. 'Abuse may consist of a single act or repeated acts'.

Abuse may be:

- Something that is done to a person;
- Something that is not done when it should have been;
- It may be intentional or unintentional;
- Exploitation may be a common theme in the experience of abuse.

Defining abuse or neglect is complex and rests on many factors. It may be physical, verbal or psychological, it may be an act of neglect or failure to act, or it may occur when a person at risk is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Abuse can take place anywhere, and BRR will work to prevent abuse of adults at risk both within and outside its own services and premises.

It is important to look beyond single incidents to identify patterns of harm. Repeated incidents of poor care may indicate institutional abuse.

Categories of Abuse :

- **Physical abuse:** this includes assault, hitting, smacking, pushing, force feeding, biting, inappropriate restraint, poor manual handling, deprivation of liberty, misuse of medication;
- **Emotional / Psychological abuse:** this includes verbal abuse, threats to harm or abandonment, rejection, humiliation, intimidation, coercion, mental cruelty, isolation, denial of human rights, denial of appropriate services and support, cyber bullying;
- **Sexual abuse:** this includes inappropriate touching, rape, sexual assault, sexual activities where there is no consent, subjection to pornography, sexual abuse through social media (sexting, inappropriate images), sexual harassment, sexual teasing;
- **Sexual exploitation:** this includes exploitative situations, contexts and relationships where the adult receives affection, inclusion or some sort of reward (often food, drugs, alcohol, gifts or money) as a result of performing sexual activities
- **Financial or material abuse:** this includes theft, fraud, telephone and internet scamming, misuse of other's benefits, coercion in relation to financial affairs, property, wills or possessions;
- **Neglect and acts of omission:** this includes ignoring medical, emotional or physical care needs, failure to provide access to health service, lack of physical or emotional care, lack of personal care, access to hygiene, withdrawal of food, heating or medication;
- **Self-neglect:** this includes neglect of personal hygiene, nutrition, hydration, medicine, squalor and hoarding and ignoring health needs thus endangering safety and well-being;
- **Organisational abuse:** this includes neglect and poor care practice in an organisation, policies



and procedures that deny human rights e.g. lack of privacy, dignity, hygiene facilities, misuse of medication, denial of medical care.

- **Domestic abuse:** this was defined by the Home Office in 2013 as ‘an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, by someone who is, or has been an intimate partner or family member - regardless of gender or sexuality’. This includes so called ‘honour based violence’, forced marriage;
- **Female Genital Mutilation (FGM)** is a form of domestic abuse and whilst there is a mandatory requirement to report any girl at risk of, or who has had, FGM as a child protection referral- there is no requirement for an automatic referral of an adult – however, this may be an indicator that children in the family may be at risk of possible FGM;
- **Modern slavery:** this includes slavery, trafficking, forced and compulsory labour and domestic servitude. There is a national framework to assist in the identification of victims and referral to services known as the National Referral Mechanism (NRM) (See Section 4);
- **Discriminatory abuse:** this occurs when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. It can feature in an abuse of an adult at risk where the abuse is motivated by the perpetrator’s prejudice towards that adult’s gender, ethnicity, disability, gender identity, age, sexuality, religion, culture, class etc.
- **Forced marriage:** this is a term used to describe a marriage in which one or both of the parties is married without their consent or against their will. A forced marriage differs from an *arranged* marriage, in which both parties consent to the assistance of their parents or a third party in identifying a spouse. In a situation where there is concern that an adult at risk is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the Safeguarding Adults process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken.
- **Hate crime:** This is a form of discriminatory abuse although it often also includes other abuse such as physical or psychological. It is a criminal offence committed against a person or their property that is motivated by hostility to their protected characteristics (listed above). Hate crime includes lack of respect, exclusion from services, swearing and name-calling, treating someone less favourably due to their ethnicity or other characteristics
- **Mate crime:** There is an increasing awareness that adults at risk may be targeted by people who they consider to be friends. This may be a particular issue if someone is disabled and has difficulty in understanding the nature of the relationship or recognising abuse, or if there are cultural differences and misunderstandings. Adults at risk may be targeted by people who befriend them in order to abuse them financially or in other ways.

Further detailed information about possible indicators of abuse is available at <https://bristolsafeguarding.org/media/1123/guidance-for-adults-at-risk.pdf>

Situations of Increased Risk

The profile and the circumstances of the alleged perpetrator can be more significant in assessing the risk, than the profile or degree of dependence of the adult. This is likely to be the same in domestic and other settings. The following factors can act as a flag for further assessment if the alleged perpetrator has:

- A history of substance misuse



- Mental health issues
- A history of violence or abuse including domestic violence or sexual offences
- A dependency on the adult at risk for money, accommodation
- Financial problems, low income, debt problems
- History of family conflict
- Carer stress.

MENTAL CAPACITY

People must be assumed to have capacity to make their own decisions and be given all practicable help before anyone treats them as not being able to make their own decisions. Where an adult is found to lack capacity to make a decision then any action taken, or any decision made for, or on their behalf, must be made in their best interests.

All professionals and other staff are required to work in accordance with the Mental Capacity Act 2005 ('MCA') and have regard to the relevant Code of Practice. The provisions of the Act are binding upon anyone seeking to make decisions for a person who may lack capacity.

When safeguarding concerns arise the mental capacity of the individuals involved – victims as well as those alleged to be responsible - is central to the assessment and decision-making processes. It is essential that in any level of safeguarding enquiry the mental capacity of those involved is clarified at the outset.

However it is important to ensure that safeguarding decision-making and mental capacity best interests decision-making do not become confused. In essence this is because safeguarding procedures do not convey any authority to act on behalf of a person who may lack mental capacity. Where there are disputes about a person's mental capacity or the best interests of an adult deemed to be at risk and these cannot be resolved locally, legal advice should be sought about whether an application to the Court of Protection is required.



Additional Guidance C – Making Safeguarding Personal

Ensuring the adult who is experiencing or is at risk of abuse or neglect is at the centre of the process:

From the very first stage of concerns being identified, the views of the adult should be sought. This will enable the adult to give their perspectives about the abuse or neglect concerns that have been raised, and what outcomes they would like to achieve. These views should directly inform what happens next.

If the adult has limited English a phone interpreter must be used. The confidential nature of the situation must be stressed and the interpreter made aware of their responsibilities.

The adult must also be asked for their consent to report the concern. If consent is withheld but there are risks to others including children and other adults at risk, or the risk to the adult at risk is serious, a referral to adult care should still be made and the adult at risk informed that this has been done.

There will be occasions where speaking to the adult could put them at further or increased risk of harm. This could be, for example, due to retaliation, or a risk of fleeing or removal of the adult from the local area, or an increase in threatening or controlling behaviour if the person causing the risk of harm were to know that the adult had told someone about the abuse or neglect, or that someone else was aware of it.

The safety of the adult and the potential for increasing the risk should always be considered when planning to speak to the person. Any situations where there is the potential for endangering safety or increasing risk should be assessed carefully and advice taken from your management or from an external agency as appropriate.

When speaking to the adult –

- Speak to the adult in a private and safe place and inform them of the concerns. The person alleged to be the source of the risk should not be present;
- Obtain the adult's views on the concern and what they want done about it;
- Provide the adult at risk information about the adult safeguarding process and how that could help to make them safer; ask for their consent to refer.
- Explain confidentiality issues, how they will be kept informed and how they will be supported;
- Identify any communication needs, personal care arrangements and access requests;
- Discuss what could be done to make them feel safer;
- Preserve evidence through recording;
- Take steps to preserve any physical evidence.
- Discuss and agree any immediate protective actions needed.



Involvement of adults in their own safeguarding has been prompted by a government lead initiative to improve the way that adults at risk are involved in their own safeguarding process. This initiative is called Making Safeguarding Personal (MSP). At the heart of MSP is a shift in safeguarding adults from a process of “doing to” to “doing with” an individual.

MSP involves engaging with people about how we might respond in safeguarding situations in a way that enhances their involvement, choice and control as well as improving their quality of life, wellbeing and safety; we must see people as experts in their own lives and work alongside them. It is also about the outcomes adults at risk identify at the beginning and middle of the safeguarding process, and then ascertaining the extent to which those outcomes have been realised at the end of the safeguarding process.

MSP seeks to achieve:

- A personalised approach that enables safeguarding to be done with, not to, people
- Practice that focuses on achieving meaningful improvement to people's circumstances and well being, rather than just on 'investigation' and 'conclusion'
- An approach that works actively with people rather than just 'putting people through a process'
- An approach that helps practitioners, families, teams and SABs to know what difference has been made.



Additional Guidance D - Guidance for individuals receiving disclosures

BRR believes that it has a duty to take all reasonable precautions to ensure the well-being of all of its members (beneficiaries). We recognise that whilst our members are not generally understood to be 'at risk' under the above definition, the trauma caused by war, famine, torture, exploitation, persecution, denial of human rights and destitution brings about a different kind of 'risk' or 'vulnerability'.

The well-being of our members might relate to any of the following:

- personal dignity (including treatment of the individual with respect);
- physical and mental health and emotional well-being;
- protection from abuse and neglect;
- control by the individual over day-to-day life (including over care and support or support, provided to the individual and the way in which it is provided);
- participation in work, education, training or recreation;
- social and economic well-being;
- domestic, family and personal relationships;
- suitability of living accommodation;
- the individual's contribution to society.

Key responsibilities and actions for *anyone* who is alerted to abuse or neglect:

Hearing allegations of abuse and reporting your concerns is not always easy, you may feel you are betraying someone, perhaps a colleague, a member or their relative. Whatever the source of the information it must be treated seriously, checked, recorded and shared with the Designated Lead(s). All care agencies and professions share equally the responsibility for the identification of abuse, and for ensuring appropriate action is taken.

Anyone working for BRR has a duty to report any concerns, and it may be considered a disciplinary matter not to do so. BRR has policies in place to protect and support you in taking action e.g. Whistle-blowing Policy.

Whatever the source of the information it must be treated seriously, checked, recorded and shared.

Dealing with disclosures

The possibility of abuse can come to light in various ways, for example:

- ☐ An active disclosure of abuse by the adult;
- ☐ A passive disclosure of abuse where someone's attention is drawn to the symptoms of the abuse;
- ☐ A growing awareness that "something is not right";
- ☐ An allegation of abuse by a third party;



- ☐ A complaint or concern raised by an adult or a third party who doesn't recognise that it is abuse.

If an adult at risk discloses an allegation of abuse to you.

Remember:

- Stay calm
- Try not to show if you are shocked,
- Listen carefully and be sympathetic, you don't need to press the person for lots of detail, indeed taking a full written statement from the person at this point could be too stressful and jeopardise any future police investigation.
- Tell the person they have done the right thing in telling you, and that the abuse is not their fault
- Tell the person that you are treating what they said seriously and that you will be talking to your manager about it.
- Tell the person that you will do your best to support them.
- Clarify the nature of the abuse and establish if it needs an urgent response. If so keep the person as calm as possible until the police arrive.
- Make sure that the person is safe and well at that point.
- Do not attempt to contact or question the alleged perpetrator as you may be placing the adult at further risk of harm.
- Adhere to information sharing protocols, only share the persons' information with the people who need to know, and observe the confidentiality of all concerned at all times.
- Ask the person what they would like to happen next.

It may be that the person you are seeking to protect asks you not to do anything at all, although they disclose that they are being abused. Whilst respecting this, it is important that you share what the person has said with the Operational Manager for Welcome. Do reassure the person that you are listening to them but that you have a duty to inform your manager.

Address any immediate safety and protection needs

- Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Where appropriate, call 999 for emergency services if there is a medical emergency, other danger to life or risk of imminent injury, or if a crime is in progress.
- Summon urgent medical assistance from the GP or other primary healthcare service if there is a concern about the adult's need for medical assistance or advice. The NHS 111 service can be used for medical help or advice when it's not a life-threatening situation.
- Consider if there are children or other adults with care and support needs who are at risk of harm, and take appropriate steps to safeguard them.
- Consider supporting and encouraging the adult to contact the Police if a crime has been or may have been committed.
- Take steps to preserve any physical evidence if a crime may have been committed.
- Make a written record of what was agreed, what action/s have been taken and make a record of any evidence that has been preserved and where it is stored etc.
- Consider if there are children who are at risk of harm, and take appropriate steps to safeguard them. Are there unborn children who may be at risk? In all cases you must refer directly to children's services on First Response **0117 903 6444**



Preserving evidence

Be aware that in certain situations medical or other evidence will need to be preserved. You may need to lock rooms, or ensure that equipment and documents are secured appropriately so that evidence cannot be tampered with.

If there has been a physical or sexual assault you should not clear up, move things, wash people, things, bedding or clothing before you report the incident or taken the advice of the police.

Report & Inform - Checklist

- ☐ If you are a paid employee, inform your manager. Report the matter internally through your safeguarding adults internal reporting procedure.
- ☐ Report to the police as appropriate: To report **an emergency, if a crime is in progress, or life is at risk call - 999. Text phone in an emergency - 18000.**
- ☐ **To report a non-emergency abuse or raise a concern about a crime call - 101. Text phone 18001 followed by 101.**
- ☐ Make a note of the log or “STORM” number you are given and include it in any referral to Bristol Care Direct.
- ☐ Contact Care Direct as soon as possible, and in all circumstances within one working day of the concern being raised .
- ☐ Consider what actions can be taken should a member of staff be the alleged perpetrator. A risk assessment of potential harm will need to be considered.
- ☐ If you are suspending a member of staff remember that suspension does not confirm guilt, and it is not a disciplinary penalty in itself. It is a neutral act which also protects the member of staff. Frontline managers must be aware of their own organisation's procedures regarding allegations, and in particular what arrangements are required if suspension is needed out of normal working hours.
- ☐ Consider and take required actions if the individual allegedly responsible for the abuse is registered with a professional body, complete and send notification.
- ☐ Consider and take required actions under the Disclosure and Barring Scheme (DBS).If unsure contact the DBS referral helpline on 01325 953795.



Additional Guidance E – How to refer:

All abuse or neglect concerns relating to adults at risk must be reported to Adult Social Care via Care Direct on 0117 9222700. If anyone is unsure about a referral, you can discuss your concerns on the above number (8.30- 5pm Monday to Friday).

If a child is at risk this should be referred to the Child Protection Designated Lead who will contact First Response on 0117 9036444 and refer to the Child Protection Policy.

If out of hours, in an emergency situation, you can consult the Emergency Duty Team on 01454 615165.

Modern Slavery must be reported on <https://modernslavery.co.uk/report-it.html> or call the Modern Slavery Helpline on 0800121700.

Hate crime or any other criminal activity must be reported to the police on 999 or to Bristol Hate Crime and Discrimination Services. SARI lead this collaboration, and will be triaging, assessing and allocating all new referrals.

Contact: 0800 171 2272 (including the 24/7 emergency out of hours service) or email sari@sariweb.org.uk or

Facebook: <https://www.facebook.com/BristolHateCrimeandDiscriminationServices/>

You can also visit SARI's Offices Monday – Friday, 9.15 – 5.30 pm at 15 Portland Square, Bristol, BS2 8SJ.

Partner agencies are:

<https://www.ablc.org.uk/>

<https://www.brandontrust.org/information-and-support/hate-crime/>

<https://bristol-mediation.org/>

<http://bristolmind.org.uk/>

<http://lgbtbristol.org.uk/hatecrime>

If you think someone is at risk of radicalisation or extremism contact the Police Prevent Team:

Tel: 0117 945 5539, or 101 (and ask for the 'Prevent Team').

Email:

channelsw@avonandsomerset.police.uk

In the case of an allegation against a staff member or volunteer, a report must be made to the Local Area Designated Officer: 0117 903 7795; 07795 091020.



Additional Guidance F - Detailed roles and responsibilities

The Designated Lead is responsible for:

- Keeping the Operational Manager for Advice and Director updated on Adult Safeguarding issues through regular recorded meetings.
- Keeping up to date with developments in safeguarding adults at risk and attending training as required;
- Ensuring that the adult at risk's views, beliefs and wishes are central to the safeguarding process;
- Overseeing the referral and monitoring of cases of suspected or alleged abuse to the Adults' Social Care Department or the Police (using the agreed Multi-Agency Referral Form);
- Ensuring that a proper and confidential record is maintained of any Adult at risk referral, safeguarding complaints or concerns (even when this does not lead to a referral);
- Liaising with Adult's Social Care, the Police and other agencies on safeguarding issues on behalf of BRR;
- Acting as a source of support, advice and expertise within BRR, including advising on whether to make a referral;
- Being the first point of contact for staff, volunteers, members and external agencies in all matters of Adult protection and safeguarding;
- Making referrals to the Channel Programme where individuals would benefit from and like to receive their support
- Liaising with the Director to inform him or her of issues where there are Section 42 enquiries or police investigations;
- Monitoring the progress of open concerns, ensuring that records are maintained and updated as notification is received, and that relevant staff attend any case conferences or multi-agency planning meetings and contribute to assessments etc. as required, ensuring that the adult at risk is kept informed as appropriate;
- Supporting BRR staff to work with external agencies;
- Ensuring that any visiting agencies partnership agreements are aware of where safeguarding responsibilities are held by the partner organisation and where they should be shared with BRR Designated lead;
- Ensuring that where an adult at risk moves on to other services that information is transferred to them taking into account confidentiality
- Risk assessment of individuals, dealing with exclusions, warnings
- Ensuring that information about reporting safeguarding concerns is available in the Welcome Centre and other premises and in accessible formats (posters, translated leaflets etc);
- Ensuring that there is ongoing review and communication with Adult Social Care if the adult's welfare is still a concern;
- Appropriate delegation of ongoing support to the Operational Manager for Advice.

The Director is responsible for:



- Taking responsibility for the implementation of this Policy, and co-ordinating the Child Protection and Adult at risk procedures, including implementation, regular review and updating, working with the Designated Leads as necessary;
- Keeping up to date with developments in safeguarding children and young people and adults at risk, and attending training as required;
- Ensuring that all staff, trustees and volunteers in BRR receive regular training and briefings, and are kept up to date with safeguarding issues locally and nationally, keeping records of this training;
- Ensuring that all staff are aware of their legal duty to report safeguarding concerns to Children's or Adults' Social Care or the Police;
- In relation to allegations against staff, liaising with the Local Authority Designated Officer (LADO), and other external agencies as and when appropriate, including the Police and the Disclosure and Barring Service;
- Reviewing safeguarding in BRR on an annual basis and producing a report to Trustees highlighting any trends, serious cases and recommending changes to policies and practice;
- Ensuring that trustees have been briefed or trained on this Policy and BRR's safeguarding procedure;
- Linking with the relevant Keeping Bristol Safe Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding;
- Ensuring that all key stakeholders (members, staff, volunteers, visitors, partner agencies) are aware of this Policy and relevant procedures, and that they are available on BRR's website and in accessible formats as appropriate;
- Safer recruitment of staff.

The Trustees are responsible for:

- Ensuring that BRR has a policies and procedures in place for protecting adults at risk and children including safer recruitment policies and that there are named people designated to lead this work;
- Ensuring that they are aware of BRR policies and procedures and receive at least annual briefings on safeguarding.
- Receiving an annual safeguarding report and reviewing the safeguarding policies annually.
- Ensuring BRR has Designated Safeguarding Leads in place, and that they have had the required training.
- Appointing a Designated Safeguarding Trustee to liaise with the Director and Designated Leads over the implementation of the policy.
- Ensuring that the Director, Designated Leads, staff and volunteers have had adequate training to carry out their safeguarding responsibilities.
- Being aware of Serious Case reviews or other major incidents and ensuring that reviews are taken place to address any issues raised.



Additional Guidance G - Escalation Procedure

Escalation is the process by which professional disputes about safeguarding issues should be dealt with.

There is a multi-agency escalation procedure on <https://bristolsafeguarding.org/media/24856/final-escalation-procedure-with-timeframes-bsab-final.pdf> This should be used to resolve professional disputes with other agencies (e.g. if a referrer in BRR does not agree with the action taken by the Adult Care professional receiving the referral).

The safety of the adult at risk is the paramount consideration in any professional disagreement, and any escalation must take into account the impact on the person concerned.

Professional disputes are reduced where there is clarity about roles, and BRR staff should attend multiagency training to better understand the roles of professionals in other agencies in safeguarding.

If there is a disagreement over a significant issue this should be recorded on the adult at risk's file. The following stages should be followed:

Stage 1 is to try and resolve the situation worker to worker.

Stage 2 is for the BRR Director to discuss it with the manager in the agency concerned

Stage 3 would mean the issue is raised with a senior manager in the other agency and should be resolved within 48 hours of escalation.

Stage 4 is escalation to the Head of Safeguarding Adults in Bristol City Council and a response must be received in 5 days. Director must also inform the Trustee Responsible for Safeguarding at Stage 4.

Stage 5 is a referral to the Chair of the Keeping Bristol Safe Partnership who will acknowledge within 2 days and set out a timescale for resolution.

A clear record should be kept of all discussions and from Stage 3 the multi-agency monitoring form should be used.



Additional Guidance H – Forms

Bristol Refugee Rights Safeguarding Risk Assessment

| | | |
|---------------------------------------------------------------------------------|-------------------|---------------------------|
| Name of person filling in form | | Date |
| Plan for initials/ Lamplight ID number | | Language |
| Date of Birth | Gender | Country of Origin |
| Children? Name & ages | | |
| Telephone number | | Address |
| What are we worried about? | | What's going well? |
| Past harm Future danger Complicating factors | | Existing strengths |
| SECTION 1- What happened? | | |
| | Yes or No? | Brief details |
| Disclosure | | |
| Act witnessed | | |



| | | | |
|----------------------------------------------|--|--|--|
| Concern something not right | | | |
| Evidence of possible abuse or neglect | | | |

Is there evidence that the abuse is likely to escalate or be repeated? Y/N
If so what?

Category of abuse

| | Yes or No? | What are the indicators of abuse? |
|----------------|-------------------|------------------------------------------|
| financial | | |
| sexual | | |
| physical | | |
| psychological | | |
| financial | | |
| domestic | | |
| self neglect | | |
| organisational | | |
| modern slavery | | |
| discriminatory | | |
| Other..... | | |

SECTION 2- Individual at Risk Care and support needs of the individual at risk? (Whether or not the Local Authority is meeting those needs)

| | Yes or No? | Details |
|----------------------------|-------------------|----------------|
| An older person | | |
| a physical disability | | |
| with a learning difficulty | | |
| with a sensory impairment | | |



| | | | |
|----------------------------------------------------------------------------------|-------------------|----------------|--|
| | | | |
| with a mental health needs, including dementia or a personality disorder | | | |
| with a long-term health condition | | | |
| who misuses drugs or alcohol (affects their ability to manage day-to-day living) | | | |
| victim of sexual exploitation, domestic abuse or modern slavery | | | |
| No leave to remain in UK/ fear of police | | | |
| Suicidal thoughts | | | |
| Care leaver | | | |
| Are there additional risk factors? | | | |
| | Yes or No? | Details | |
| Physical or mental ill-health | | | |
| Becoming disabled | | | |
| Getting older | | | |
| Not having support networks | | | |
| Inappropriate accommodation | | | |
| Financial circumstances | | | |
| Being socially isolated. | | | |
| Unable to speak English/communication problems etc | | | |

**Alleged perpetrator.**

Are there factors that increase risk of harm? i.e. Alleged perpetrator has

| | Yes or No? | Details |
|------------------------------|------------|---------|
| History of substance misuse | | |
| Mental health issues | | |
| History of violence or abuse | | |
| Financial problems | | |
| Other | | |

SECTION 3 Making Safeguarding Personal

What are the wishes and views of the adult who is experiencing or at risk of abuse or neglect?

Views

Wishes

Consent?

Have you provided information about what will happen next?

What needs to happen to improve safety?

If you have time to complete this with the person at risk it would be beneficial for thinking about how to minimise future risk.

It may be that the notes for these already exist on Lamplight and so do not need to be repeated here. If there is a clear need for a referral or signposting, e.g. for a



DV organisation then DSL to add this on to the Lamplight profile to be completed at earliest possible opportunity.

If there is no capacity/time to complete this section, do not delay and pass this to safeguarding lead ASAP.

Who/what else can help?

| | Existing | Signposting/referrals made & date |
|----------------------------------------------------------------------------|-----------------|----------------------------------------------|
| Reducing isolation/improving social networks | | |
| Reducing poverty/hunger | | |
| Physical health | | |
| Mental wellbeing | | |
| Ensuring safe place to sleep/live | | |
| Meaningful activity, i.e. volunteering/work/classes etc | | |
| Other specialist advice services required e.g. debt/housing/careers | | |

Pass this to Adult Safeguarding Lead as soon as



| | | |
|--------------------------|--------------|-----------------|
| possible. | | |
| | | |
| Agreed Next Steps | | |
| Who? | What? | By when? |
| | | |
| | | |

