



Holy Rood House

Centre for Health and Pastoral Care

Safeguarding Vulnerable Adults Policy and Procedure V2.1

Audience/Scope This policy and procedure apply to all staff and volunteers		
Summary/Purpose The aim of the policy is to provide guidance to community members on the process to take if they suspect an adult is being abused		
Date of first issue Unknown	Date of this version October 2024	Date of next review October 2025
Date of review	Date of review	

Introduction

Holy Rood House. Centre for Health and pastoral Care (the charity) is committed to encouraging an environment where all people and especially those who may be at risk for any reason, are able to attend activities, events, worship and counselling services in safety. The charity recognises that there are different levels of vulnerability and that everyone may be regarded as vulnerable at some time in their lives. However, for the purposes of this document, safeguarding duties (as defined in the Care Act 2014) apply to an adult, over the age of 18, who meets the following circumstances:

- Has need for care and support (whether or not the local authority is meeting any of those needs) and;
- Is not able to protect themselves from either the risk of, or the experience of abuse or neglect.

The adult experiencing or at risk of abuse or neglect will hereafter be referred to as the vulnerable adult throughout this document.

The charity takes seriously its safeguarding obligations and responsibilities and is committed to:

- Promoting the inclusion, empowerment and wellbeing of all adults, recognising that the charity has the care of those who attend Holy Rood House and Juliet House.

- Providing respectful pastoral ministry to all, recognising any power imbalance within such a relationship.
- Safeguarding all adults who may be at risk of abuse or neglect, ensuring their wellbeing in the life of the community.
- Equipping community members to be alert to the abuse of adults and aware of their duty report any suspected abuse or neglect.
- Promoting safe practice by those in positions of trust.
- Recruiting safely all community member involved in designated roles within the charity by using the Disclosure and Barring Service when legal or appropriate, in accordance with the DBS guidelines.
- Supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be at risk.
- Adhering to the guidance and principles of the Care Act 2014 on the Safeguarding of adults
- Complying with the principles of the Mental Capacity Act 2005 when it may be appropriate
- Recognising its duty to work together with the local authority, police and local Safeguarding Adults Board and to seek their advice when necessary.
- Supporting anyone who has suffered abuse by offering or arranging sensitive and informed pastoral care, including support to make a complaint if so desired.

Safeguarding adults

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 have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

An adult with care and support needs who may be at risk may be:

- An elderly person;
- A person with a physical disability, a learning difficulty or a sensory impairment;
- Someone with mental health needs, including dementia or a personality disorder;
- A person with a long-term health condition; or
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

Types of Abuse:

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions;
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence;
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting;
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment,

verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks;

- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment;
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion;
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation;
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding;
- Spiritual Abuse: The charity should also be aware that spiritual abuse may occur within and outside faith communities and can arise from the inappropriate use of religious belief or practice; the misuse of authority; intrusive healing and deliverance ministries; and the denial of the right of faith or the opportunity to grow in the love of God. The provision of inclusive acts of worship will provide for the spiritual growth and wellbeing of adults with special needs.

Six safeguarding principles

- **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 safeguarding practice.

Rules of information sharing

- **Remember that the General Data Protection Regulation (GDPR) is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be, shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case
- **Consider safety and wellbeing:** base your information-sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
- **Necessary, proportionate, relevant, accurate, timely and secure:** ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
- **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Procedures if abuse of an adult is suspected or disclosed

If a member of community member suspects that an adult is being, or is at risk of being, abused or neglected, they must take responsibility to act on their concerns. Not responding may be seen as act of abuse in itself.

- Adults may find it difficult to disclose abuse and need support to tell their story. They should be listened to without leading questions or suggestions that may influence or confuse the story. The listener should not show shock or judgment.
- If the person fulfils the criteria for being an adult at risk of abuse or neglect, or if they express suicidal thoughts, they should be informed that the information will have to be passed on as part of our duty of care, preferable with their consent (unless they lack the capacity to give this).
- Careful notes must be kept, recording factual information and direct quotes where possible. Notes should be signed and dated and kept securely.
- If the person is at immediate risk of harm or danger, the police and/or local authority Safeguarding Adults team must be contacted.
- If the person is not at immediate risk, the Designated Safeguarding Person should be informed in the first instance. A decision will be made with the abused person to make a referral to the local authority Safeguarding Adults Team. If a criminal offence has occurred the police will be informed.
- Pastoral care and support will be offered to the person who has disclosed the abuse or is at risk of abuse and neglect. All community members within the charity who work with adults who may be at risk of abuse or neglect will agree to read and abide by these recommendations and guidelines.

Contacts :

Designated Safeguarding Person – Elaine Hill Clinical Manager and Sibylle Batten Chaplaincy Coordinator enquiries@holyroodhouse.org.uk 01845 522580

- Local Authority Safeguarding North Yorkshire: 01609 780780
- Local Police: 999

York Diocesan Safeguarding Advisor 01904 699524 or safeguarding@yorkdiocese.org

Please note if the person lives out of the North Yorkshire area, the local safeguarding authority in their area should be used as the contact

Referenced

[Care Act 2014 \(legislation.gov.uk\)](http://legislation.gov.uk)

Dissemination

This policy is available in the policy file, stored in the office at Holy Rood House

Version History V2- updated format and full rewrite by Clinical Manager V2.1 – change in ownership, flow chart added			
Author	Elaine Hill	Clinical Manager	
Approved and ratified	Trustees		
Policy owner	Sue Hammersley	Executive Director	
Signed		Date	

Equality statement

In applying this policy, Centre for Health and Pastoral Care will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide good relations between people of diverse groups. In particular on grounds of the following characteristics protected by the equality act (2010); age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristics