

1. **Policy Statement**

ESPA believes that every individual has the right to live and work in conditions which ensure they are free from abuse. We will work in collaboration with all relevant agencies to uphold

confirming their understanding and participation with signed confirmations.

Those at increased risk

Abuse can happen to anyone but the risk is increased for individuals who may be eligible for support from specialist education services, social care or health or ~~in~~ ~~tion~~ 3 16-291(b)-3(e)-3 ()-3 16eligibl3 16()-291(f)-113 16 ()-2

or other community setting. Indicators may include lack of privacy, dignity and respect, arbitrary decision making, strict regimental routines or culture, unsafe/unhygienic environment, lack of choice or options.

Neglect and Self Neglect: usually the unintentional failure to provide appropriate levels of care and support. Neglect includes physical neglect, failure to provide adequate nutrition, heating or clothing, failure to intervene in situations that are assessed as being dangerous to a person, administering too much or too little medication. Indicators may include poor physical condition, poor hygiene, unexplained weight loss, malnutrition, dehydration, exposure to unacceptable risk, hypothermia.

Discriminatory abuse: this is motivated by oppressive and discriminatory attitudes towards a person's disability, race, gender, age, religion/belief or sexual orientation. Indicators may take the form of any of those listed under any of the other categories of abuse. The difference lies in that the abuse is motivated by discriminatory attitudes, feelings or behaviour towards an individual.

Domestic Abuse: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

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

Female Genital Mutilation: Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of abuse with long-lasting harmful consequences. Where it is suspected that a child is subject to FGM the police must be informed immediately.

Radicalisation: Protecting children and adults from the risk of radicalisation is part of ESPA's wider safeguarding duties, and is similar in nature to protecting children and adults from other forms of harm and abuse. Further guidance on this matter is given later in this document.

Incidences of abuse may be multiple, either to one person or more than one person at a time. We recognise that it is important to look beyond individual incidents to underlying dynamics and patterns of harm.

Historical Abuse

Incidents of abuse reported to us by a service user that may be recent or historical, or may have already been investigated will be reported and referred by ESPA to the appropriate agency or service.

10.

12. E-Safety

15. Capacity and Consent

In line with the principles underpinning the Mental Capacity Act 2005, capacity must be presumed unless proved otherwise. Capacity will be determined by the ESPA Multi-disciplinary Team (and where deemed appropriate the individual will be supported by an Independent Mental Capacity Advocate). As capacity may fluctuate, establishing whether or not informed consent can be given must be assessed on an individual basis when concerns have been expressed. This is a crucial part of the safeguarding process.

ESPA will take account of current case law in determining its processes and procedures with regard to the assessment of Deprivation of Liberty, DOL and will work with local authorities to ensure that this important aspect of safeguarding is correctly managed.

16. Confidentiality

Information will only be shared on a “need to know” basis when it is in the best interests of the individual.

Confidentiality must not be confused with secrecy

Consent should be obtained from the individual but if this is not possible and they themselves or others are at risk, it may be necessary to override this requirement

It is inappropriate for any member of staff to give assurance of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations where others may be at risk.

17. Whistle Blowing

ESPA has a Whistle Blowing Policy which provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken. The NSPCC provide a whistle blowing helpline number 0800 028 0285.

18. Complaints against employees

A Safeguarding complaint involving a member of staff must be reported to a Senior Manager immediately. If the complaint involves the Senior Managers/ Designated Person then the Chief Executive Officer must be informed. If the complaint is about the Chief Executive then a member of the board of trustees must be informed. If a complaint is made about the trustees then the Local Authority Designated Officer must be informed. ESPA will ensure that all concerns and complaints are investigated and will assist with the local authority to investigate any complaints about its senior staff should they arise.

22. Procedures and Guidelines

As outlined in the Staff Code of Conduct and Staff Charter it is the legal responsibility and duty of care of every member of staff to respect the rights of individuals and protect them from harm at all times.

The ADASS (Association of Directors of Adult Social Services) gives clear guidelines on the thresholds of harm and neglect with each level initiated providing a graduated response according to the perceived level of risk.

All staff will be given "Safeguarding" training during induction. This will be updated to maintain current practice at a level consistent with their role/responsibility.

All staff have a responsibility to pass on information relating to possible abuse in their role of "Alerter." This concern will be received by the "Responsible Person" (typically the College Co-ordinator or Residential Manager). The "Responsible Person" then reports to the "Designated Organisational Lead

The following key guidelines apply:

The Alerter

All staff have a responsibility to pass on information relating to possible abuse in their role of “Alerter.”

The Alerter **should:**

- Stay calm
- Listen patiently and confidently, without interruption
- Reassure the person that they are doing the right thing in disclosing
- Confirm that the information will be taken seriously
- Write a factual account of the disclosure using the exact words
- Report the matter immediately, verbally and in written form to a responsible person or designated organisational lead.

The Alerter **should not:**

- Express disbelief
- Press for information, this is not the time for investigation
- Confront the alleged perpetrator
- Judge or speculate
- Promise to keep secrets, confidentiality must not be confused with secrecy

The Responsible Person

The Responsible Person is the most senior person on duty within a unit or college site and would usually be the unit manager or assistant manager but could also be the senior support worker.

The Responsible Person **Should:**

- Ensure that the vulnerable person is safe
- Ensure that any evidence to support the alert is preserved
- Report the matter immediately to a designated organisational lead verbally and in written form.

The Responsible Person **Should not:**

- Delay reporting the alert other than to ensure that the vulnerable person is safe and evidence is preserved
- Delay reporting the alert due to the time of day or day of the week.
- Investigate the matter without further guidance from the designated organisational lead

The Designated Organisational Lead

The Designated Organisational Lead role is fulfilled by the ESPA Residential General Manager, PBS and Quality Assurance Lead, The Occupational Therapist and the College Principal and in their absence by the Chief Executive Officer. They have responsibilities to ensure that service users and learners are safe and that any evidence in connection with an alert is preserved and that correct procedures and processes are adhered to.

A External process

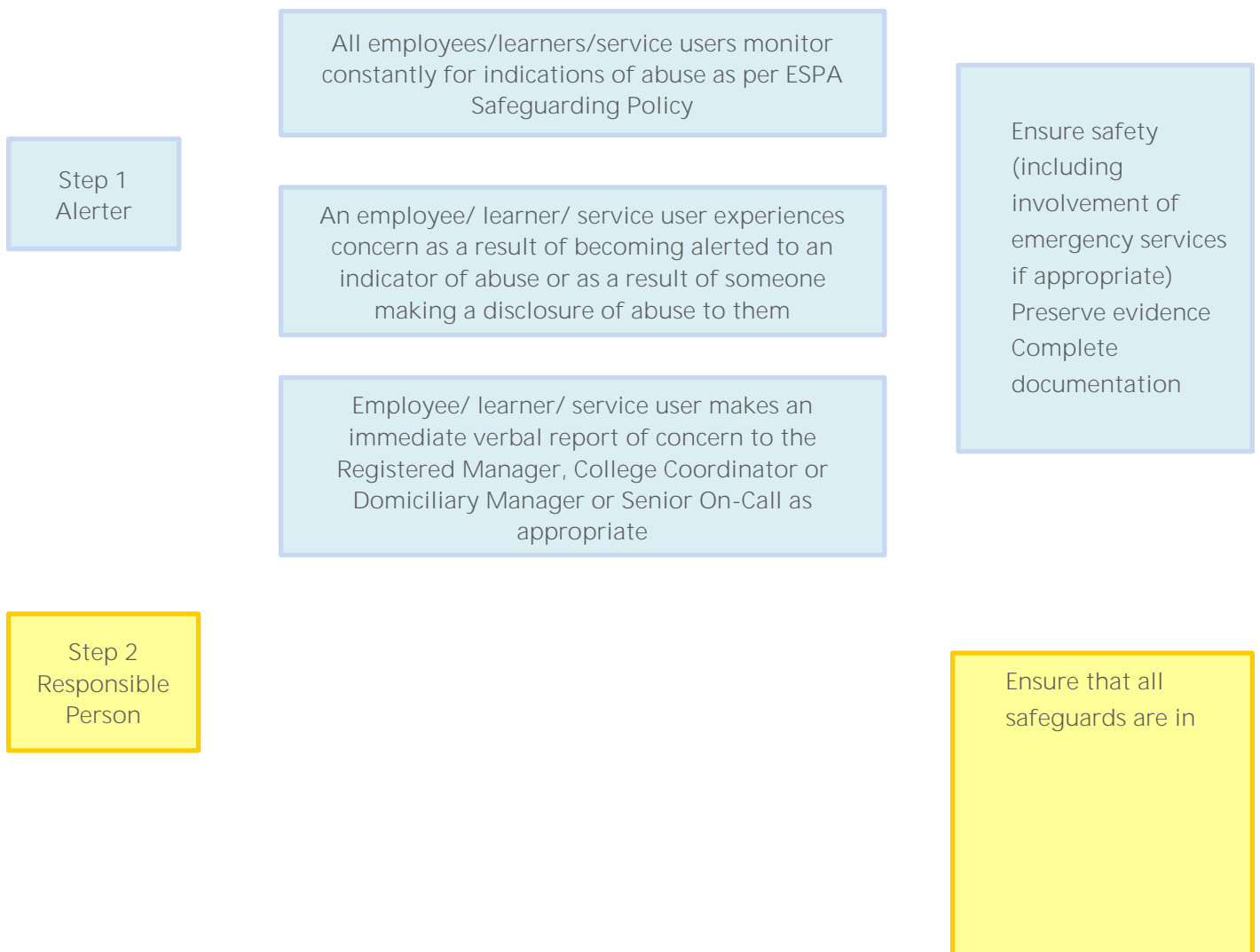
Where an alert is made from a member of staff and received by a Designated Organisational Lead the Manager will follow local authority, CQC and ESFA (College learners only) guidelines regarding process and procedure.

B Internal process

Any alerts regarding a child must be reported immediately to the College Principal. Where an alert is made from a member of staff and received by a Designated Organisational Lead a judgement will be made by them regarding the most appropriate internal management process.

In making this decision the nd

ESPA INTERNAL PROCEDURE FOR SAFEGUARDING
(Sunderland, Durham, North Tyneside, Newcastle, Teesside, Gateshead)



Additional guidance for managing safeguarding alerts for Children



Local Safeguarding Authority Contact details

Sunderland
0191 520 5552
(24 hours)

<http://www.sunderland.gov.uk/index.aspx?articleid=7618>

Hartlepool
01429 284284
Out of Hours
0870 402994

https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees_wide_safeguarding_adults_board

Durham
03000 267979
(24 hours)

<http://www.safeguardingdurhamadults.info/Pages/Policiesproceduresandforms.aspx>

Redcar & Cleveland
01642 771500
(24 hours)

https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees_wide_safeguarding_adults_board

Newcastle
0191 278 8377
Out of Hours
0191 278 7878

<http://www.newcastle.gov.uk/social-care-and-health/safeguarding-and-abuse/safeguarding-information-professionals/safeguarding-adults-practice-guidance>

Stockton on Tees
01642 527764
Out of Hours
08702 402994

https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees_wide_safeguarding_adults_board

Northumberland
01670 536400
Out of Hours
0345 6005252

<http://www.northumberland.gov.uk/Care/Support/Safeguarding.aspx>

South Tyneside
0191 424 4049
0845 1304959

<http://www.southtyneside.info/safeguardingadults>

North Tyneside

0191 6432777

0345 2000101

http://www.northtyneside.gov.uk/browse.shtml?p_subjectCategory=421

Middlesbrough

01642 726004

Out of Hours

0870 2402994

https://www.hartlepool.gov.uk/info/20076/adults_and_older_people/275/tees-wide_safeguarding_adults_board

Gateshead

0191 433 7033

(24 hours)

<http://www.gateshead.gov.uk/Health-and-Social-Care/Adult-Social-Care/Keeping-people-safe/Safeguarding-Adults/Report-suspected-adult-abuse.aspx>