



Lady Hewley Trust

Safeguarding Policy

Introduction

Safeguarding is taken seriously by the Lady Hewley Trust

We acknowledge adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of vulnerable adults is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our almshouses.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a trust responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in **Key Contacts, P6**.

We will organize activities in such a way as to promote a safe environment and minimize the risk of harm to our residents.

We will follow a safer recruitment process for the selection and appointment of people to work with our residents, whether voluntary or paid, lay or ordained.

We are committed to providing support, supervision, resources and training to those who work with our residents.

We believe that domestic abuse in all its forms is unacceptable and recognize that it can affect adults.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations of those directly involved.

We will refer concerns about volunteers for the Lady Hewley Trust that meet the relevant criteria to the Local Authority Designated Officer.

Our Safeguarding Policy Statement is attached as **Appendix A1**.

Aim and purpose of this policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting adults at risk and volunteers for the Lady Hewley Trust. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving our residents and volunteers.

Who this policy applies to

This policy is approved and endorsed by the Trustees of the Lady Hewley Trust and applies to:

- all the residents
- our trustees and other volunteers

Duty of care and confidentiality

The trustees have a duty of care to the residents and our other volunteers. We will maintain confidentiality at all times, except in circumstances where to do so would put an individual at risk of harm.

Preventing abuse

The trustees will appoint a Safeguarding and a Deputy Safeguarding Coordinator for safeguarding adults. A job description is attached as Appendix A2.

Any activities will be organized so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate records will be kept and adequate insurance will be in place.

We are committed to safer recruitment and selection of all trustees and other volunteers and residents and will ensure that these procedures are followed, which include where appropriate:

- asking applicants to complete an application form
- completion of self declaration forms
- obtaining Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks wherever legally entitled to do so
- taking up two references (not from family members)
- interviewing candidates

Where appropriate, safeguarding training will be provided and trustees and volunteers will be given support and supervision in their role.

If we become aware of someone within the whole of the Trust known to have harmed adults in the past, we will inform the Safeguarding Co-ordinator, or in their absence their deputy, and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm.

What are we protecting people from?

The definitions of abuse in relation to adults is attached as Appendix A3.

How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. Please see Appendix A4 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these **are only indicators of possible abuse**. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for an adult's behaviour.

What to do if there is a disclosure or allegation of abuse

If an adult makes a disclosure that they are being abused and/or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they, the person being told, will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the Safeguarding Coordinator as soon as possible. (If the Safeguarding Coordinator is implicated in the allegation, the Deputy must be informed instead)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix A5). This should be given to the Safeguarding Coordinator and stored securely in a locked filing cabinet

Procedure in the event of a concern of abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is judged that there is no immediate threat of harm the following will occur:

- The concern should be discussed with the Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to statutory authorities (see Key Contacts, P6 for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix A5
- This record will be kept securely and a copy passed to statutory authorities if a referral is made
- The person about whom the allegation is made must not be informed by anyone in the Trust if it is judged that to do so could place an adult at increased risk and if the statutory authorities are to be involved not before they have been consulted.

If the allegation is regarding a trustee or other volunteer

Adult Social Care will be contacted. See Key Contacts, P6 for details.

In accordance with the law, a referral will be made to the DBS / PVG if the trustees

- withdraw permission for an individual to engage in work with adults at risk OR
- would have done so had that individual not resigned, retired, or been transferred to a position because the employer believes that the individual
 - has engaged in relevant conduct, or
 - satisfied the harm test or
 - committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and requires notification.

Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments please contact:

Name Neil St J Blake

Email clerk@theladyhewleytrust.org.uk

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

Review

The trustees will review this policy annually, amending and updating it as required.

Date of the most recent review: 8th June 2023

Date of the next review: June 2024

Signed: _____

(on behalf of the trustees)

Key Contacts: Sources of advice and support

- The Lady Hewley Trust **Safeguarding Coordinator** is the person to whom all concerns or allegations should be addressed:

Name Neil St J Blake

Telephone No _____

Email clerk@theladyhewleytrust.org.uk

- In the absence of the Safeguarding Coordinator, the **Deputy Safeguarding Coordinator** can be contacted:

Name David Robinson

Telephone No _____

Email david@theladyhewleytrust.org.uk

- **Designated Officer for the Local Authority (DO)**

Name Jill Murphy

Telephone No 01904 554236 or 07798 660109

Email safeyorklearning@york.gov.uk

- York City safeguarding webpage - <https://yorklearning.org.uk/policies/safeguarding-prevent-policy-staff-guidelines/>



Appendix A1

Safeguarding Policy Statement

Lady Hewley Trust

The almshouses, 14 St Saviourgate

The following statement has been agreed by the trustees of the Lady Hewley Trust

The trustees and volunteers of the Lady Hewley Trust are committed to the safeguarding of children and adults at risk, and to ensuring their well-being.

- We believe that all the residents being possibly adults at risk should know that they are valued within the Trust and should safely enjoy their occupation of their cottage.
- We respect the personal dignity and rights of adults at risk (for example, as set out in the Human Rights Act 1998 and will ensure that our policies and procedures reflect this
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk
- We recognise that domestic abuse affects adults and believe that domestic abuse in all its forms is unacceptable
- We will report any abuse of adults at risk that we discover or suspect
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency
- We recognise that Adult Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk
- We recognise that safeguarding is a responsibility for the trustees and all volunteers

We are committed to:

- The establishment of a caring environment, which is safe, and where there is an informed vigilance about the dangers of abuse
- Following the relevant legislation, statutory and specialist guidelines in relation to safeguarding adults at risk
- Ensuring that we keep up to date with national and local developments relating to safeguarding
- Building constructive links with the relevant Voluntary and Statutory Authorities
- Taking all reasonable steps to ensure that as the whole Trust, everyone works within the agreed procedures of our safeguarding policies
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect adults at risk

- Following safer recruitment principles in the appointment and selection of all those who work with adults at risk, be they trustees or other volunteers
- Supporting, supervising, resourcing and training all those who undertake work with adults at risk
- Ensuring that the adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm
- Reporting any abuse of adults at risk that we discover or suspect
- Supporting all those within the Trust who are affected by abuse

Name: Philip Thake, Chair of the Trustees of the Lady Hewley's Charity

(on behalf of the trustees)

Signed: _____

Date: # _____



Appendix A2

The Role of Safeguarding Coordinator

Context

The trustees believe that adults at risk deserve the best possible care that they can provide and that the residents' cottages should be a safe places for them.

We recognize and give thanks for the time and devotion given by each volunteer and trustee carrying out their roles for the Trust

Purpose of the role:

- To coordinate safeguarding policy and procedure in the Trust.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the Trust.

Responsibilities

To coordinate safeguarding policy and procedure in the Trust

- To familiarise themselves with our policies and procedures and good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that Trust policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make all in the Trust aware of the safeguarding policies and procedures, as well as good practice guidelines.
- To ensure safe recruitment practices are operated in the recruitment of all trustees and volunteers including, but not exclusively, ensuring that the relevant trustees and volunteers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.

To be the first point of contact for safeguarding issues

- To be a named person that adults at risk, trustees, other volunteers and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Designated Officer for the Local Authority (DO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the Trust.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the Trust.

- To ensure that appropriate records are kept by the Trust, and that information in relation to safeguarding issues is handled confidentially and stored securely.

To be an advocate for good safeguarding practice in the church

- To promote sensitivity within the Trust towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant trustees and other volunteers.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicize who this is and the dates of the alternative arrangements.



Appendix A3

What is abuse of adults at risk?

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological. It may be an act of neglect or an omission to act, or it may occur when a vulnerable person 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.

Physical abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or is any other form of mental cruelty.

Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

Financial or material abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Discriminatory abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.



Appendix A4

Signs of possible abuse in adults

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a relative, trustee or other volunteer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Sexual

- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity



Appendix A5

Safeguarding Incident Recording Form

Basic information	
Full name of or adult concerned	
Address (including postcode)	
Email address	
Telephone number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
Record of incident	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	

Who has been spoken to about the incident?

Position/Organisation	Name	Email	Telephone number
Safeguarding Coordinator			
Adult Services			
Police			
Relative/trustee/volunteer			
Other (please state role and organisation)			

Feedback and follow up actions (continue on a separate sheet if necessary)

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Name:

(person who completed this report)

Position held in the church:

Signed:

Dated: