



SAFEGUARDING POLICY

Version adopted November 2021
Review October 2022

BEACON Safeguarding Adults Policy and Procedures

Adapted from Leeds Safeguarding Adults Model Policy for organisations who come into contact with adults at risk through the course of their work but who are not responsible for their care or treatment.

Safeguarding law and policy use a very specific definition of “adult at risk.” Being an person seeking asylum or a refugee does not mean that someone will be automatically considered to be “at risk.”

BEACON believes that someone who has been forced to flee their country because of fear of persecution, without friends or family support, with no income, home or right to remain in the UK is very likely to be less able to protect themselves from harm than someone who has these things.

BEACON is committed to use every opportunity to work for the rights of people seeking asylum, refugees and other migrants to secure their right to lead lives free of persecution and abuse, and to get the help they need to keep themselves safe.

Other relevant policies:

Confidentiality Policy
Data Protection Policy
Lone Working Policy
Health and Safety Policy
Volunteering Policy
Guidance for Hosts

1. What is safeguarding adults?

Safeguarding adults refers to the multi-agency procedure that works to protect adults at risk from abuse or neglect.

An adult at risk is an adult who:

- is aged 18 years or more, and
- has needs for care and support (whether or not these are currently being met), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

An adult at risk *may* therefore be a person who, for example:

- is an older person who is frail due to ill health, physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is an unpaid carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse
- lacks mental capacity to make particular decisions and is in need of care and support

This list will not be exhaustive.

2. BEACON'S commitment

BEACON will not tolerate abuse in any of its forms, and will work within the Safeguarding Adults Multi-Agency Policy and Procedures for West Yorkshire and North Yorkshire to:

- prevent abuse,
- end abuse that is occurring,
- to support adults at risk experiencing abuse.

Safeguarding is everybody's business

In addition to safeguarding service users, BEACON has a responsibility to provide support and supervision to its staff and volunteers, and also has a responsibility to them to ensure that they have working conditions that are safe and free from the potential for abuse.

All employees and volunteers must take issues of abuse seriously. Every employee and volunteer has responsibilities to act under these procedures. Doing nothing is not an option.

Each BEACON project, all employees and volunteers will be made aware of this policy and their responsibilities to safeguard adults at risk from abuse

3. Designated Safeguarding Officers

The designated Safeguarding Officers with responsibility for Safeguarding Adults are: Sarah Jemison (Chair of Trustees) and Barbara Clarke (Trustee). All matters relating to Safeguarding at BEACON should be referred to them.

4. What is abuse?

Abuse can take many forms and the circumstances of the individual should always be considered. It may consist of a single act or repeated acts. The following are examples of issues that would be considered as a safeguarding concern.

Physical abuse - includes hitting, slapping, pushing, kicking, misuse of medication, unlawful or inappropriate restraint, or inappropriate physical sanctions.

Domestic abuse – is “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” (Home Office, 2013).

Sexual abuse - includes rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting.

Psychological abuse - includes 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 from services or supportive networks.

Financial and material abuse – includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission - includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Female Genital Mutilation (FGM) - includes procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. Procedures can cause severe bleeding and problems urinating, and later cysts, infections, infertility as

well as complications in childbirth increased risk of new-born deaths. It can occur either in this country or a person's country of origin.

Modern slavery - includes human trafficking, forced labour and domestic servitude. Traffickers and slave masters use the means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

“Honour”-based violence –where someone is subjected to violence committed to protect or defend the honour of the family or a particular community.

Discriminatory abuse - includes abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.

Organisational abuse – includes neglect and poor 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.

Forced Marriage – a marriage that is performed under duress and without the full and informed consent or free will of both parties.

Spiritual or Religious Abuse: Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities. Aspects of spiritual abuse can be recognised under the four categories of abuse such as emotional abuse or physical abuse (e.g. forced healing rituals). Within faith communities, harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, obtrusive or forced healing and deliverance ministries or rituals, any of which may result in someone experiencing physical, emotional or sexual harm.

Self-neglect - covers a wide range of behaviours, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

5. Safeguarding Adults Responsibilities:

5.1 Responsibilities of all staff and volunteers

Any member of staff or volunteer who is told of abuse, witnesses abuse or suspects abuse has a responsibility to act. Doing nothing is not an option.

Your responsibilities are:

1. To take action to keep the person safe if possible.

Consider:

- Is an urgent police presence required to keep someone safe – call 999
 - Does the person need urgent medical assistance, do they need an ambulance – call 999
2. If a crime has occurred, be aware of the need to preserve evidence.
 3. Always inform your project co-ordinator (or Designated Safeguarding Officer - see section 3). You cannot keep this information secret, even if the person asks you to.
 4. Clearly record what you have witnessed or been told, record your responses and any actions taken.

If consulting with your project coordinator will lead to an undue delay and thereby leave a person in a position of risk, then you should raise a safeguarding concern yourself.

5.2 Responsibilities of Designated Safeguarding Officers on behalf of the Trustees

Your responsibilities are:

1. Consider if there are any actions you can take to keep the person at risk safe
 - Does anyone need urgent medical attention? Do you need to call an ambulance?
 - Is an urgent police presence required to keep someone safe?
2. If a crime has occurred, consider the need to report the incident to the police and be aware of the need to preserve evidence
3. Consider if a safeguarding concern should be raised with the local authority
 - Do you feel abuse or neglect has taken place, or there is a risk of abuse or neglect?
4. Consider, wherever practicable, the person's wishes about raising a safeguarding concern with the local authority:

It is important wherever possible to involve the person at risk about decisions affecting them. If possible or practical, talk to them about their need for support and get their consent to raise a safeguarding concern.

On some occasions, it may be necessary to raise a safeguarding concern even if this is contrary to the wishes of the adult at risk. Any such decision should be proportional to the risk, for example:

It is in the public interest e.g. there is also a risk to others, a member of staff or volunteer is involved, or the abuse has occurred on property owned or managed by an organisation with a responsibility to provide care

- The person lacks mental capacity to consent and it is in the person's best interests
 - The person is subject to coercion or undue influence, to extent that they are unable to give consent
 - It is in the person's vital interests (to prevent serious harm or distress or life-threatening situations)
5. Clearly record what you have witnessed or been told and any decisions you have made. Make a full report of this to the Trustees.
 6. If you are unsure what to do, need advice or wish to raise a safeguarding concern contact:
 - The **Safeguarding Adults** Team on 01274 431077 (or 01274 431010 out of hours) or email <https://www.saferbradford.co.uk/resources/adults/safeguarding-adults-policy-and-procedures/>
 7. BEACON has an obligation to report serious incidents (whether actual or alleged). You must report incidents as follows:
 - a. To the Charity Commission following the procedure outlined here: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>)

b. To Stewardship under its Terms of Use for Stewardship Recipients outlined here: <https://www.stewardship.org.uk/terms/partners>

8. All new BEACON volunteers will undergo a basic DBS check prior to the commencement of a volunteer placement. The Project Coordinator will be responsible for ensuring checks are completed and evidence provided to the Designated Safeguarding Officers. Checks should be carried out once every 2 years. Please see appendix for guidance and procedure for DBS checks.

6. Safeguarding Adults Contacts

1. BEACON Designated Safeguarding Officers

Sarah Jemison, Chair of Trustees	Mobile: 07443429951
Barbara Clarke, Trustee	Mobile: 07425155911

2. West Yorkshire Police

If the person is in imminent danger. 999

If a crime has been committed but the person is not in imminent danger. 101

You can also ring the police for advice on the non-emergency number. 101

Appendix: Safeguarding Children

BEACON does not work directly with children but may have indirect contact with the children of people seeking asylum who are recipients of BEACON's services.

BEACON is committed to the principles of 'Working Together to Safeguard Children' (the guide to inter-agency working to safeguard and promote the welfare of children, published by the Department for Education and Skills) and recognises that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are further at risk because of the impact of previous experiences, their level of dependency, communication needs or other issues – such as seeking asylum
- some children and young people seeking asylum and who cannot provide documentary evidence of their age are assessed and treated as adults by the Home Office
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

Appendix: DBS guidance and procedure

- BEACON can legally only carry out basic DBS checks on staff and volunteers unless a role is eligible for a higher level of check. The roles associated with our current projects (Hosting / CHAT / McKenzie Friends) are ineligible for higher level checks. Further guidance on DBS eligibility can be found here: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>
- All new volunteers must undergo a basic DBS check before commencing their role
- However, in the event that a volunteer presents a current certificate (dated within the last 3 years) at a higher level (Standard and/or Enhanced) and wishes to share the information with BEACON, BEACON may be party to this information but should disregard any information BEACON is ineligible to see which would not be shared via a basic DBS check (*see image below)
- Project Coordinators will be responsible for ensuring basic DBS checks are undertaken and liaising with BEACON's Administrative Assistant in relation to payment for checks. Information on how to carry out a check can be found here: <https://www.gov.uk/request-copy-criminal-record>
- BEACON can not keep copies of DBS certificates but Project Coordinators should ensure they have sight of the certificate (and information stored in the Update Service if the applicant is registered with the service) and record the relevant information on BEACON's DBS spreadsheet

- Any information which comes to light as a result of a DBS check should be discussed with the Team Leader who may wish to consult with the Designated Safeguarding Officers and/or the Board of Trustees. If information comes to light via a DBS check not carried out by BEACON, BEACON should carry out its own basic check
- DBS checks should be carried out at least once every 3 years
- Data relating to DBS checks will be reviewed on an annual basis by the Designated Safeguarding Officers

NB. This guidance has been prepared following consultation with Sue Davison, Regional Outreach Adviser (North East) at the Disclosure and Barring Service (May 2021)

Levels of Checks

A range of products to suit your needs.

