

**Trunch Parish Council (TPC)**

**Safeguarding Adults Policy and Procedures**

**Adopted 6th December 2023**

**Agreed by Council xxx**

**Introduction**

Trunch Parish Council is committed to safeguarding adults by protecting their health, well-being and human rights enabling them to live free from harm, abuse and neglect.

Our organisation fully recognises the contribution we can make in protecting adults from abuse and neglect. Our policy applies to all adults at risk of abuse or neglect, staff, volunteers and visitors.

**Policy Aims**

Trunch Parish Council aims to prevent harm and reduce the risk of adults with care and support needs suffering from abuse or neglect, through its Safeguarding policy.

This policy is based on the fundamental principle that all adults regardless of age, disability, gender, gender identity, ethnic, cultural, racial, national origins, religious belief/non-belief or sexual orientation have the right to live safely, free from abuse and neglect.

This policy will give clear guidance to Parish Council members, including all staff and volunteers, about the behaviour we expect and our responsibilities to safeguard and promote the welfare of adults at risk of abuse or neglect that we come into contact with at our organisation.

**Definition of Adult at Risk**

Under the Care Act 2014, anyone 18 and older is considered to be an adult, and could potentially be considered under s42 of that act - which relates to the duty to carry out safeguarding adult enquiries – if the adult:

· Has needs for care and support (regardless of the level of need and whether or not the council is meeting any of those needs)

· Is experiencing, or is at risk of abuse or neglect, and

· As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it

**What is Abuse and Neglect**

The Care Act 2014 does not set out a specific definition of abuse. Abuse can consist of a single or repeated act(s); it can be intentional or unintentional or result from a lack of knowledge. For detailed guidance on Indicators of Abuse and Neglect, the Parish Council will refer to the Norfolk Multi-Agency Safeguarding Adults Policy & Procedure.

**Ethos**

Trunch Parish Council will establish and maintain an environment where adults feel safe, secure, are encouraged to talk and are listened to.

We will support anyone who, in good faith, reports a concern that an adult is being abused or neglected or is at risk of abuse or neglect even if those concerns prove to be unfounded.

Parish Council members will receive training to:

· understand the importance of safeguarding and their role in safeguarding adults

· recognise an adult potentially in need of safeguarding and know what action to take

· recognise a disclosure from an adult and react appropriately

· be aware of the different forms of abuse and neglect

· understand dignity and respect when working with individuals

· know how to report an adult safeguarding concern in line with this policy

Trunch Parish Council will complete the Norfolk Safeguarding Adults Board (NSAB) Multi-Agency Safeguarding Adults Policy and Procedure **mandate** to evidence compliance with NSAB multi-agency safeguarding arrangements.

**General Procedures**

The Parish Council will identify a **Designated Safeguarding Lead**, who is the first point of contact for any safeguarding queries or concerns in the organisation.

All existing and new staff and volunteers will be given a copy of this Safeguarding Policy and informed of how to raise and record concerns. They will sign the policy on an annual basis to demonstrate their understanding of and compliance with it, despite the fact that as an entity, the organisation does not provide any direct care, support or services to Adults at Risk.

Appropriate Safeguarding training will be undertaken every three years. The most recent local and national safeguarding advice and guidance can be accessed via norfolksafeguardingadultsboard.info.

**Roles and Responsibilities**

**All members** of the Parish Council, staff and volunteers, are responsible for reporting safeguarding issues and concerns that they become aware of. Any concern for an adults safety or welfare should recorded in writing and given to the **Designated Safeguarding Lead** for Trunch Parish Council, who will liaise with Adult Social Services and other agencies where necessary; and make referrals as required.

**Reporting concerns**

In Norfolk, the lead agency for safeguarding adults is Norfolk County Council (Adult Social Services). Any allegation raised directly with the Parish Council will be reported on to Norfolk County Council within **1 working day**.

If a concern involves immediate or serious risk or injury, we will report first to emergency services using 999.

Where any allegations are made to the Parish Council, police or Adult Social Care about an employee, we will liaise with the relevant authorities about the appropriate course of action.

If an individual [paid worker or unpaid volunteer] is dismissed or stopped from working in our organisation because the person poses a risk of harm to adults (even if they have left e.g. resigned), we must make a referral to the **Disclosure and Barring Service. It is a criminal offence to FAIL to make a referral without good reason.**

When becoming aware of or receiving allegations of abuse or neglect, the information should be treated sensitively and only shared on a 'need to know' basis, preferably with the individual's consent.

No assurances of absolute confidentiality must be made. If the adult has mental capacity the public interest test applies (if someone else could be a victim of the alleged perpetrator it is in the public interest to report it with or without the victim’s consent). If the adult does not have mental capacity, there is a duty to report it without their consent.

To report concerns, telephone **0344 800 8020,** following prompts to the Safeguarding Adults option. State that it is an adult safeguarding matter, explaining concerns. Clarify action to be taken and by whom.

Record the name and designation of the NCC representative and any guidance provided. Guidance on the information required when making a referral is available on the NSAB website – see **Raising a Safeguarding Adults Concern: Checklist.** All information is confidential and will be managed and stored within our organisation in line with our Confidentiality Policy, the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

If there is any doubt about the need for a referral, we will seek advice from Norfolk County Council Adults Social Care.

Review: January 2025 unless legislation changes