



# Adult Safeguarding Policy

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# Alumah Safeguarding adults

December 2020

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## 1. Purpose

### **Safeguarding and promoting the welfare of adults at risk of abuse or neglect.**

This policy defines how Alumah operates to safeguard adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of adults at risk involved as visitors and as participants in all our activities both on and off site. We also want to protect and support our staff who work or meet these groups.

This policy and accompanying procedures are to be read alongside our Recruitment policy and procedures and our Equality policy and procedures.

## Definitions

### **Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

The Care and support statutory guidance identifies ten types of abuse, these are:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery

Domestic violence or abuse can be identified as:

- psychological
- physical
- sexual
- financial
- emotional

## **2. Persons affected**

- All staff, paid and unpaid, this includes volunteers
- All service users
- All visitors and contractors

Safeguarding is everyone's responsibility. All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding.

The Safeguarding Officer(s) will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.

Procedures for actions to be taken by different members of staff are outlined in section 7.

## **3. POLICY**

Alumah has a zero-tolerance approach to abuse. Alumah recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses

It is also committed to inter agency collaboration on the development and implementation of procedures for the protection of adults at risk from abuse, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur. In particular Alumah will work according to the relevant local safeguarding board operating policies and procedures ( which will usually be Suffolk).

There can be no excuses for not taking all reasonable action to protect adults at risk from abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness. This policy and operational guidance reference the Suffolk Safeguarding Adults Board.

A note on perpetrators of domestic and other abuse:

Alumah CIO recognises that perpetrators of domestic and other abuse may well themselves also be victims of abuse. Alumah has a responsibility to maintain our groups as safe places, free from the threat of abuse.

We will therefore assess all prospective group participants including asking about perpetration of domestic violence.

Perpetrators of domestic violence will not be allowed to participate in group activities.

Perpetrators will be referred to alternative provision outside Alumah or offered 1-1 work at the discretion of the CEO.

### 3.1 SIX KEY PRINCIPLES THAT UNDERPIN SAFEGUARDING ADULTS WORK

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to act 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 delivering safeguarding

\*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

### 3.2 MAKING SAFEGUARDING PERSONAL

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances and lifestyles.

In order to evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. **It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, considering the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.**

Safeguarding Managers will give full support to staff over problems when handling cases of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed;
- Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk;
- Legal advice has been obtained and acted upon
- And ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation.

Alumah is committed to the following:

- The welfare of the adult at risk is paramount;
- All adults at risk have the right to protection from abuse
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately
- Arrangements which set out clearly the processes for sharing information procedures with other professionals and with the Local Safeguarding Adult Board;
- Staff, contractors and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by staff to maintain standards may be dealt with using Alumah's Disciplinary Procedures
- Clear whistleblowing procedures are suitably referenced in staff training and codes of conduct,
- All staff are aware of the policy and procedures for the protection of adults at risk through appropriate safeguarding training, supervision and support for staff and for creating an environment where staff feel able to raise concerns and feel supported in meeting their safeguarding role;
- Staff are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns;
- All staff should have regular reviews of their own practice to ensure they improve over time in their work with adults at risk of abuse and families
- A clear line of accountability for the provision of safe services exists
- Senior board level lead to take leadership responsibility for Alumah's safeguarding arrangements;
- Safe recruitment practices are in place including policies on when to obtain a DBS check;

**The trustees of Alumah will ensure that staff understand**

- What they need to do, and what they can expect of one another, to safeguard adults at risk of abuse using this policy. The policy is available at Induction and on the Shared drive under policies.
- What individuals and Alumah should do to keep adults at risk of abuse safe. In doing so, Alumah seeks to emphasise that effective safeguarding systems are those where:
  - That all staff who meet adults at risk of abuse and their families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose;
  - The requirement to share appropriate information in a timely way and can discuss any concerns about an individual adult with colleagues and local authority adult's social care;
  - The necessity to use their expert judgement to put the adult's needs at the heart of the safeguarding system so that the right solution can be found for everyone;
  - The necessity to contribute to whatever actions are needed to safeguard and promote a person's welfare.
- Safeguarding updates and reports will be a standing agenda item for trustee meetings and there will be a designated trustee with responsibility to lead on Safeguarding - Treena Horden

### 3.3 CAPACITY, CONSENT AND DECISION MAKING

The consideration of capacity is crucial at all stages of Safeguarding Adults procedures. For example determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

- **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;
- **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;
- That individuals must retain the right to make what might be eccentric or **unwise decisions**;
- **Best interests** - anything done for or on behalf of people without capacity must be in their best interests; and
- **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

For full guidance refer to the Safeguarding Adult Board guidance on their website

**Safeguarding adults at risk or abuse or neglect procedures**



## 4.1 FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE OF AN ADULT AT RISK OF ABUSE OR NEGLECT

We are all responsible for reporting concerns about an adult at risk of abuse's safety and welfare. Safeguarding is everybody's responsibility.

### Concerns

Suspicion/allegation of abuse by: personal disclosure, observation, report by another person, anonymous communication

**RECORD Sign and Date**



### Consult

Speak with the Safeguarding Lead or Deputy Safeguarding Lead. See referral numbers below

**IMPORTANT: It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead, and/ or appropriate authority**

**RECORD Sign and Date**



### Action reporting for vulnerable adults **DO NOT INVESTIGATE**

**It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.**

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

ALUMAH's Safeguarding Lead/Deputy would normally make the referral. You would only make the referral if a delay in contacting ALUMAH's Safeguarding would put a vulnerable person at risk

**You must notify ALUMAH Safeguarding Lead asap of any referral you make**

To make a safeguarding referral use the Suffolk County Council Adult Care Portal on the Suffolk Safeguarding Adult website.



### Commitment

You may be required to provide other information, as required.

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Make sure that your notes are dated, professional, separate opinion from fact, use the same words as were used during the disclosure, do not change words.*

**RECORD Sign and Date**

### Contacts:

**Customer First**, if you are a professional call [03456 066 167](tel:03456066167). Members of the public call [0808 800 4005](tel:08088004005).

Professionals wanting guidance on making a referral call the MASH Professionals Consultation line [03456 061 499](tel:03456061499)

**Call the police on 999 if it is an emergency**

**ALUMAH Safeguarding Lead:** Liz Jenkins 07770 468698  
**ALUMAH Safeguarding Deputy Lead:** Claudette Racine 07477 936152

#### 4. Procedures

1. Staff must respect an “absolute and unequivocal” duty of care to protect service users from harm.
2. Staff will be alert to the possibility of abuse
3. Staff will respond to all concerns, worries, suspicions, disclosures, allegations. Where there is a safeguarding concern, staff cannot keep information about abuse confidential. Inform the Safeguarding Officer at the earliest opportunity. Where there is evidence of immediate risk or threat, then the Safeguarding Officer must be informed straight away. If the Safeguarding Officer is not available, then Customer First must be informed. See ‘Flowchart for Referral’ on page 6.

#### Safeguarding Officers

Lead Officer: Liz Jenkins  
Deputy Officer: Claudette Racine  
Safeguarding Trustee: Yvonne Devereux

#### 5. Full procedures for safeguarding leads

Alumah will ensure that ‘Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017’ is followed.

4. Staff must make it clear to anyone who shares information with them that may have to pass it on and follow this procedure in order to ensure that no one else is at risk, to prevent a crime or to protect them if they cannot protect themselves from harm.

#### 5. Professionals

If we need to discuss whether a referral is required, we will call the Professional Consultation Line on 03456 061 499 to speak with a MASH social worker.

If we have a concern about an adult and need to make a safeguarding referral, we use the Suffolk County Council Adult Care Portal. (The first time we complete a form we will be asked to create a new portal account). [Access the secure Adult Care Portal](#)

## **5.1 QUESTIONS TO ASK YOURSELF WHEN DECIDING WHETHER TO MAKE A REFERRAL BASED ON A CONCERN**

1. Are the three safeguarding threshold criteria met?
  - Do they have care and support needs?
  - Are they experiencing, or are at risk of, abuse or neglect?
  - As a result of their care and support needs, they are unable to protect himself or herself against the abuse or neglect or the risk of it?

**Remember that being safe is only one part of a person's life. Wellbeing, learning and quality of life are also important factors.**

2. What is the concern?
3. What are the person's personal preferences and circumstances that create a proportionate tolerance of acceptable risk?
4. What would be a proportionate intervention to the potential risk?
5. What is/are the vulnerability/ vulnerabilities of the adult?
6. What is the nature and extent of the abuse?
7. How long has the abuse been occurring?
8. What is the impact of the abuse on the individual?
9. What is the risk of repeated or increasingly serious acts involving the adult or other adults?
10. What is the equality of the relationship between the adult and the alleged abuser?
11. Are there similar allegations against the alleged abuser?
12. Is the person safe?
13. Do you have consent to share? if not is there an overriding public interest or vital interest to share the information without consent? e.g. Is anyone else at risk? Could a crime have happened/ be about to happen? There is a high risk to the health and safety of the adult at risk

You must make a referral if..

- The adult considers they are being abused
- The adult is caused distress or there is a deliberate attempt to cause the adult distress
- Incidents are repetitive and targeted
- A crime has been committed
- The incident involves a member of staff

5. Details must be recorded on an adult protection referral form. All appropriate information must be recorded clearly including dates and times when events took place. Facts and opinion should be clearly differentiated. Complete an adult safeguarding online referral form at [www.suffolkas.org](http://www.suffolkas.org)

## **5.2 Professionals**

If you would like to discuss whether a referral is required, call the Professional Consultation Line on 03456 061 499 to speak with a MASH social worker.

Staff will follow the operational guidance on 'Making Safeguarding personal' as set out in 'Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017.

This includes the following;

- Seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.
- Person-led and outcome focussed safeguarding, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. Listening to the person and providing options that permit them to help themselves
- Recognising different preferences, histories, circumstances and lifestyles
- Wherever possible the adult at risk will decide on the chosen course of action, considering the impact of the adult at risk's mental capacity where relevant. However, staff caring or assisting them must do everything they can to identify and prevent abuse from happening wherever possible and evidence their efforts.

### **REMEMBER YOU CAN DISCUSS YOUR CONCERNS WITH THE MASH PROFESSIONALS CONSULTATION LINE**

### **5.3 PREVENT: VULNERABLE TO RADICALISATION (VTR) OR INFLUENCED BY EXTREMISM**

Staff may notice a change in a child or young person behaviour that may suggest they are vulnerable to violent extremism.

The VTR guidance, available at [www.suffolkscb.or.uk](http://www.suffolkscb.or.uk), uses existing collaboration between local authorities, the Police and statutory partners such as Children's Services, Adult Social Services and the local community to:

- Identify individuals at risk of being drawn into violent extremism
- Assess the nature and extent of that risk
- Develop the most appropriate support for the individuals concerned

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a [Vulnerable To Radicalisation \(VTR\) referral form](#) is to be completed and sent to the [MASH](#) and relevant CYPS team if under 18. The MASH will notify Special Branch to carry out deconfliction checks and an initial assessment of the VTR prior to any further information gathering on the individual.

For urgent safeguarding concerns call Customer First 03456 066 167

### **GUIDANCE NOTES FOR RECOGNISING VTR**

#### **WHO IS VULNERABLE TO RADICALISATION?**

People who are vulnerable to radicalisation come from all walks of life, genders, ages and social groups, income levels, professions etc.

[There is no profile for someone who could be drawn into terrorism.](#)

## 6. MANAGING ALLEGATIONS AGAINST PEOPLE IN POSITIONS OF TRUST (POT)

The Care Act statutory guidance (March 2016, 14.120 to 14.132), sets out the responsibilities of the Safeguarding Adults Board, its partners, and those providing universal care and support services, when managing allegations in relation to 'people in positions of trust' who may pose a risk to adults with care and support needs.

This procedure replaces the Local Authority Designated Officer (LADO) role within Adult and Community Services Safeguarding Service which set out a formal mechanism by which safeguarding allegations made against professionals who work with adults at risk of abuse were dealt with.

An employee, volunteer, or student (paid or unpaid) working with an adult with care and support needs will be referred to hereafter as a 'person in a position of trust'.

Alumah will manage the risk of abuse by persons in positions of trust by:

- Robust recruitment procedures including DBS checks, references and interviews
- Induction training which includes training on position of trust and the power dynamics involved- see code of conduct
- Regular supervision of staff
- Clear and well publicised whistle blowing policy

Whilst the focus of safeguarding adults work is to safeguard one or more identified adults with care and support needs, there are occasions when incidents are reported that do not involve an adult with care and support needs, but indicate, nevertheless, that a risk may be posed to adults with care and support needs by a person in a position of trust.

It is the responsibility of employers, student bodies and voluntary organisations to have their own procedures regarding people in a position of trust when allegations are made against them. Legal advice should be sought by employers, student bodies and voluntary organisations when appropriate.

This procedure must be followed when there is an allegation that a person who works with adults with care and support needs in a position of trust has:

- A. Behaved (or alleged to have behaved) in a way that has harmed, or may have harmed an adult with care and support needs and it becomes apparent that they have another role working with adults with care and support needs
- B. Behaved (or alleged to have behaved) in a way that indicated that they pose a risk to adults with care and support needs. This could possibly be a criminal offence even if the offence does not relate to a person with care and support needs.
- C. Behaved in a way towards children which means they may pose a risk of harm to adults with care and support needs.

If you are concerned that a member of staff is becoming a person Vulnerable to Radicalisation (VTR) or being Influenced by Extremism ensure a VTR referral form is completed.

See referrals flowchart in appendix

## 6.1 Raising a concern

Allegations involving potential position of trust will be reported urgently to the Trustee responsible for safeguarding. Immediate action will be taken to ensure the safety of the alleged victim. Relevant disciplinary or grievance processes will be initiated urgently. Following investigation the trustees will decide whether referral to safeguarding board is required using the guidance below.

In Suffolk, these concerns will need to be reported via the Suffolk Position of Trust Concerns (POT) Form.

To make a POT email [positionoftrust@suffolk.gov.uk](mailto:positionoftrust@suffolk.gov.uk) and ask for a POT form. Alternatively contact the MASH Consultation line who will forward a POT form.

When a person's conduct towards an adult may impact on their suitability to work with or continue to work with children, this must be referred to the Local Authority's Designated Officer (LADO)

### Identify which SCC professional process takes lead responsibility

Use the grid below to identify the appropriate lead for managing allegations

	Adult has been harmed	Child has been harmed	An adult and a child have been harmed
Works with children	CYP LADO (Adult POT to provide information)	CYP LADO	CYP LADO (Adult POT to provide information)
Works with adults	Adult POT	Adult POT (CYP LADO to provide information)	Adult POT (CYP LADO to provide information)
Works with both children and adults	Joint CYP LADO Adult POT	Joint CYP LADO Adult POT	Joint CYP LADO Adult POT

Trustees will also use relevant criteria to decide whether referral to

- DBS authorities
- charity commissioners
- professional body

is required.

## **7. Responsibilities and roles of different members of staff**

Good safeguarding practice depends on teamwork- being clear about who is responsible for doing what, acting quickly, reflecting and keeping good records of what risks are perceived, what information has been shared and service users consent and participation in any plan of action.

### **7.1 all staff – paid and unpaid should:**

- complete mandatory training in adult safeguarding and be aware of signs of abuse and to respond quickly and appropriately when there are concerns.
- listen carefully to concerns or allegations
- Check their own understanding of what has been reported
- Reassure service user and asking them what they want to happen next
- Explain that you are concerned and cant keep this confidential
- Record what was said asap signing and dating
- Raise concerns with safeguarding lead or deputy as soon as possible

### **7.2 Safeguarding lead and deputy** will have received higher level safeguarding training. When a concern is raised they should:

- Listen to and clarify concerns raised by staff.
- Use suffolk safeguarding board guidance to decide on best course of action.
- Take professional advice or make referral
- Support staff member to take appropriate action with service user
- Record all interventions and reasons for it.
- Log concern and notify trustee safeguarding lead for support and further action
- Follow up with service user and staff member

### **7.3 Safeguarding Trustee** will also have received a higher level of safeguarding training and will support the safeguarding lead and the trustees to fulfil their responsibilities by:

- Keep log of concerns raised.
- Decide on and action any onward reporting esp of position of trust allegations.
- Work with HR trustees to follow and support any disciplinary or grievance processes with a focus on immediate safeguarding of service users
- Support safeguarding lead in their decision making and actions
- Audit records quarterly for safeguarding risks raised and managed.
- Keep up to date with developments of law and best practice
- Lead on safeguarding part of trustees meeting each month.
- Ensure that safeguarding issues are adequately considered in other policies and procedures under discussion by trustees.

## Appendix



### **STEP ONE: The Referral**

The Referrer should:

- Confirm all details of the allegation in the full awareness that they will be contacted to clarify and confirm information as required;
- Inform the "person in a position of trust" that a referral to the MASH is to be made, and encourage them to share the information with their employer;

### **STEP TWO: Decision making**

On receipt of a completed Referral Form the MASH Social Worker will report details to the MASH Manager. The MASH Manager will review the details and as applicable:

- Close the referral to the local authority confirming all required actions have been taken; **OR**
- Allocate the case to a MASH Social Worker; **OR**
- If the allegation relates to a person in the employment (paid or unpaid) of the local authority, escalate the referral to the Head of Safeguarding for decision making.

### **STEP THREE: Contact with the referrer**

The MASH Social Worker will;

- Contact the referrer (this includes members of the public where allegations are raised via the Contact Centre) to clarify and confirm the details of the allegation
- Confirm that the person in a position of trust has been informed about the referral.
- As applicable, inform the referrer that the referral will not be accepted without confirmation that the person in a position of trust is aware.

### **STEP FOUR: Contact with the person in a position of trust**

The MASH Social Worker will contact the person in a position of trust to:

- Establish if the nature of the concerns indicate a potential risk to adults at risk (in line with the definition given in Section 1 of this document)
- Encourage the person to share the allegations with their employer if they have not already done so.
- Inform the person that the MASH will be contacting their employer, within 24 hours, if the allegations indicate reasonable cause to suspect potential risk to adults at risk

### **STEP FIVE: Information sharing**

The MASH Social Worker will clearly record all decision making considerations in relation to the nature of the allegation, the further actions to be taken by the local authority **OR** the decision that the referral should be closed to the local authority at this point. This may include referral to Childrens Services or other relevant agencies as applicable.

Information sharing decisions must be:

- Justifiable,
- Proportionate to the potential or actual harm to adults or children at risk
- In line with all applicable legislation and regulation

### **STEP SIX: Contact with the employer & case closure**

In cases where the allegations indicate reasonable cause to suspect potential risk to adults at risk the MASH Social Worker will contact the Employer within 24 hours to confirm with them that:

- They are aware of the allegation.
- They have completed or are in the process of completing a Risk Assessment.
- They will submit a safeguarding adults concern immediately a risk of abuse or harm is identified.
- They fully understand that the Risk Assessment and completion of all required actions is, and remains, their responsibility at all times.
- The information relating to the allegation will be recorded and stored on the PiPoT Tracker Spreadsheet

The case will be closed to the MASH on completion of all required actions