GROVE
NEURODIVERGENT MENTORING & EDUCATION

VULNERABLE ADULT SAFEGUARDING

CREATED BY: J. GARNER

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GROVE Neurodivergent Mentoring & Education LTD.
Company Number: 14550180.
Registered Address: 86-90 Paul Street, London, England, EC2A 4NE.
Registered in England & Wales.

GROVE Neurodivergent Mentoring & Education (hereafter "GROVE") is committed to providing services at the highest standard, in a safe and happy environment. Everything we do is guided by our values:

NEURO-AFFIRMING **CONNECTION** **COMMUNITY** **GROWTH**

This policy applies to all staff (employed, contractors, consultants, volunteers and other personnel that is associated with GROVE – together "**Staff**"), as well as any third parties who enter into business or voluntary relationships with GROVE.

CONTACT IN CASE OF CONCERN:

- If someone is in **immediate danger** please phone **999**.

- **GROVE** CEO/DSL: Jessica Garner safeguarding@gr0ve.org (staff must follow GROVE's procedures).

- You can also contact the local authority **Social Services** team. Find the details for the local council here: Find your local council - GOV.UK (www.gov.uk)

- You can contact the police for non-emergencies on **101.**

Key Terminology:

Safeguarding means the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- "Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances."

Staff refers to all those working for or on behalf of GROVE in either a paid or voluntary capacity.

Adult includes everyone of and over the age of 18.

Parent refers to birth parents and other adults who are in a parent or carer role.

User refers to the children, young people and adults (usually family members) who employ GROVE for our services.

Online refers to someone using a device to gain access to the internet.

GROVE refers to GROVE Neurodivergent Mentoring & Education.

GROVE'S Values, Vision, Policy Purpose, Scope and Policy Statement

GROVE'S VALUES & VISION:

NEURO-AFFIRMING
CONNECTION
COMMUNITY
GROWTH

GROVE is a safe community for neurodivergent children and young people to connect through shared interests and experiences. We support our children and young people's personal growth by fostering a positive and authentic autistic identity through neuro-affirming programmes of mentoring and education.

We make it our duty to promote the welfare and safety of all users and staff. Parents / carers / guardians employ our services for their children are often neurodivergent themselves, this means therefore those adults have vulnerabilities due to protected characteristics. We also work with young people aged 18 and indeed many of our staff members are neurodivergent.

PURPOSE & SCOPE OF THIS POLICY SUMMARY:

As an online service provider we understand that there are limitations as to what we can do in terms of safeguarding vulnerable adults however GROVE believes that everyone has a responsibility to do their best.

The purpose of this policy is to summarise how we will:

- protect adults who receive GROVE's services and GROVE's staff from harm;
- play our part in ensuring that all adults have an equal right to be safe from all types of harm or abuse, irrespective of age, disability, sex, sexual orientation, gender reassignment, religion or belief and race;
- provide staff with the overarching principles that guide our approach to adult safeguarding;
- ensure that staff and volunteers understand their responsibilities and have the knowledge, skills and confidence to: *Recognise, Respond, Report, Record, Refer* any abuse, neglect or other allegations and / or any concerns relating to the welfare of an adult;
- develop and implement effective online safety;
- to state the ongoing training that GROVE will undertake to ensure that safeguarding protocols are up-to-date and understood by all;
- manage any allegations against staff appropriately;
- build a safeguarding culture where staff, children, young people and their families, treat each other with respect and

are comfortable about sharing concerns.

GROVE's policies relate to all users, staff and situations in both the UK and internationally.

Irrespective of the differing laws, regulations and cultural expectations from one country to another even where English law and regulation does not apply, we shall operate as if English laws and regulations do apply.

GROVE'S policies and procedures will be audited and reviewed at least annually.

In addition to this policy, safeguarding adults is supported by the following procedures/policies:

- CP and Safeguarding Policy and Procedures
- Online Safety & Code of Conduct
- Staff Code of Conduct
- Staff Handbook: Induction, training, supervision, quality assurance, session guide and support
- User Code of Conduct
- Safer Recruitment
- Photography and Sharing Images
- Data Protection
- Equality, Diversity and Inclusion
- Allegations Against Staff and Whistleblowing
- Complaints

Legislation and Guidance:

This policy has been voluntarily drawn up on the basis of legislation, policy and guidance that seeks to protect vulnerable adults in England as per: *Care and support statutory guidance - GOV.UK* (www.gov.uk)

Roles and Responsibilities:

As per our Safer Recruitment policy all staff will have an Enhanced DBS check with children's barred list check before any contact with a user and this will be checked on an annual basis. This will be available for viewing upon request.

Designated Safeguarding Lead / SAL: J. GARNER

Training Record: *Certificates available for viewing upon request.*

1. Designated Safeguarding Lead, March 2023
2. Prevent Awareness and Referrals training, March 2023
3. Safer Recruitment training, September 2023
4. Safeguarding Vulnerable Adults, September 2023

Overall Responsibility

- Ensure that GROVE's adult safeguarding policy is reviewed regularly (at least annually) and made available to the public.
- Update personal training at least bi-annually or before if updates are announced.
- Keep up to date with local and national initiatives, announcements, guidance and legislation and share this with other staff as appropriate.
- Maintain high professional standards and help set a good example to staff.
- Recruit and selecting staff and volunteers safely, ensuring all necessary checks are made (see Safer Recruitment Policy).
- Foster a culture where all staff are vigilant for the signs of potential harm and work collaboratively to safeguard vulnerable adults.

Supporting Staff

- Support all staff to understand and fulfil their safeguarding duties.
- Ensure that all staff have access to (and understand) this policy.
- Ensure that all staff know what to do if they have any safeguarding concerns.
- Support staff who have made safeguarding referrals.
- Ensure that staff are trained and competent in completing safeguarding logs, including delivering training when required to do so.
- Ensure that there are effective induction processes in place to ensure that new staff are aware of the policies, procedures and expectations around safeguarding.
- Identify any gaps in the skills and knowledge of individuals, groups and the whole staff.

- Plan and deliver CPD sessions regarding safeguarding.
- Keep up to date with developments regarding online safety and share any updates with staff so that they are aware of any developing trends or new information.
- Ensure GROVE has effective complaints and whistleblowing measures in place.
- Where appropriate training cannot be offered internally, identify external providers and courses to address the needs of staff.

Managing Referrals and Record Keeping:

- Keep detailed and accurate records as required to fulfil the role of designated safeguarding lead effectively. Ensure that all records related to safeguarding are stored securely and confidentially and can only be accessed by those who need them.
- Refer cases of potential abuse and neglect to the police and/or local authority in line with local and national protocols.
- Make referrals to the police when there is the possibility that a crime may have been committed.
- Ensure that referrals are made to the Channel programme where there are concerns about radicalisation.
- Use our procedures to manage any allegations against staff and volunteers appropriately.
- Make referrals to the Disclosure and Barring Service when a member of staff has been dismissed due to posing a risk of harm to a child.
- Make referrals to the Local Authority Designated Officer (LADO) in cases where there is a concern or allegation about a staff member.
- Understand the implications of the Data Protection Act 2018 and the UK Data Protection Regulation (GDPR) and offer staff training on this when required.
- Understand and support others to follow GROVE procedures when recording concerns and keeping records.

All Staff:

- All staff will sign a declaration at the beginning of their employment and annually thereafter (or in January, whichever comes sooner) to state that they have read all necessary documentation, understood their duty to safeguard adults and will comply with GROVE's policies and procedures

New staff will undergo an *Induction* that will help them understand their responsibilities and have the knowledge, skills and confidence to: *Recognise, Respond, Report, Record, Refer* any abuse, neglect or other allegations and / or any concerns relating to the welfare of a vulnerable adult. This will include all areas noted in policy and procedure and will take place before the member of staff has direct contact with any user.

All staff will receive appropriate, regularly updated safeguarding and child protection training. This will be delivered through staff updates, 121 meetings and formal training as required.

Recognise, Respond, Report, Record, Refer:

The aims of adult safeguarding are to:

- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- stop abuse or neglect wherever possible
- safeguard adults in a way that supports them in making choices and having control about how they want to live
- promote an approach that concentrates on improving life for the adults concerned
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- address what has caused the abuse or neglect

In order to achieve these aims, it is necessary for GROVE to ensure that everyone is clear about their role and responsibilities

Recognise

What constitutes abuse and neglect?

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse including:

- assault

- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Domestic violence including:

- psychological
- physical
- sexual
- financial
- emotional abuse
- so called 'honour' based violence

Sexual abuse including:

- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse including:

- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:

- theft
- fraud
- internet scamming
- coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- the misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- slavery
- human trafficking
- forced labour and domestic servitude.
- traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals

into a life of abuse, servitude and inhumane treatment

Read Modern slavery: how the UK is leading the fight (PDF. 543KB) for further information.

Discriminatory abuse including forms of:

- harassment
- slurs or similar treatment:
- because of race
- gender and gender identity
- age
- disability
- sexual orientation
- religion

Read Discrimination: your rights for further information.

Organisational abuse

Including neglect and poor care 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.

Neglect and acts of omission including:

- ignoring medical
- emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

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

Domestic abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, 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. The abuse can encompass, but is not limited to:

- psychological
- sexual
- financial
- emotional

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years imprisonment, a fine or both.
The offence closes a gap in the law around patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, sending a clear message that it is wrong to violate the trust of those closest to you, providing better protection to victims experiencing continuous abuse and allowing for earlier identification, intervention and prevention.
The offence criminalising coercive or controlling behaviour was commenced on 29 December 2015. Read the accompanying statutory guidance for further information.

Financial abuse

Financial abuse is the main form of abuse investigated by the Office of the Public Guardian both amongst adults and children at

risk. Financial recorded abuse can occur in isolation, but as research has shown, where there are other forms of abuse, there is likely to be financial abuse occurring. Although this is not always the case, everyone should also be aware of this possibility. Potential indicators of financial abuse (PDF, 471KB) include:

- change in living conditions
- lack of heating, clothing or food
- inability to pay bills/unexplained shortage of money
- unexplained withdrawals from an account
- unexplained loss/misplacement of financial documents
- the recent addition of authorised signers on a client or donor's signature card
- sudden or unexpected changes in a will or other financial documents

This is not an exhaustive list, nor do these examples prove that there is actual abuse occurring. However, they do indicate that a closer look and possible investigation may be needed. Read report on The Financial Abuse of Older People (PDF, 471KB)

Who abuses and neglects adults?

Anyone can perpetrate abuse or neglect, including:

- spouses/partners
- other family members
- neighbours
- friends
- acquaintances
- local residents
- people who deliberately exploit adults they perceive as vulnerable to abuse
- paid staff or professionals and volunteers
- strangers

While a lot of attention is paid, for example, to targeted fraud or internet scams perpetrated by complete strangers, it is far more likely that the person responsible for abuse is known to the adult and is in a position of trust and power. Read the report on Abuse of Vulnerable Adults in England for more information.
Abuse can happen anywhere: for example, in someone's own home, in a public place, in hospital, in a care home or in college. It can take place when an adult lives alone or with others.

Spotting signs of abuse and neglect

GROVE staff need to be vigilant about adult safeguarding concerns. Findings from serious case reviews have sometimes stated that if professionals or other staff had acted upon their concerns or sought more information, then death or serious harm might have been prevented.

Respond, Report, Record, Refer

It is not the responsibility of GROVE to investigate any matter pertaining to adult safeguarding. We must endeavour to recognise and refer.

In any case where we encounter suspected abuse we will contact both the local authority and the police for advice.

Staff should follow the Adult Safeguarding Procedure for internal and external referral.