

## Safeguarding Adults Policy

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## Purpose

To ensure systems are in place that promote the welfare of the people we support, protecting them from abuse, and that an appropriate and timely response is made to any allegation or suspicion of abuse. To enable all members of staff and volunteers to be effective in upholding the rights and entitlements of all individuals and to prevent, detect and report all instances of abuse, including neglect, maltreatment, mate and hate crimes or inappropriate treatment wherever possible.

This policy provides an overarching view of safeguarding adults and is part of a suite of safeguarding policies, and as such, must be read in conjunction with the following NAS Policies:

- Overarching Safeguarding Policy
- Whistleblowing Policy
- NAS E- Safety Policy
- Record Retention Policy
- Data Protection Policy
- Conduct Management Policy
- Abuse - Indicators and Vulnerability of Adults with an Autistic Spectrum Disorder Policy.

In addition all services must produce a protocol of Adult Safeguarding Procedures in line with the procedures outlined by the Local Safeguarding Adults Board or the relevant Local Authority or Statutory Body.

The Service will ensure that, wherever practicable, all people supported by the service and where appropriate parents and carers, have access to the NAS Adult Safeguarding procedures in a format that they can understand.

## Scope

This policy applies to all NAS Adult Services across all Nations.

## Safeguarding Adults (Concise Statement)

**THIS POLICY SHOULD BE READ IN CONJUNCTION WITH (as applicable):**

- **England – THE CARE ACT 2014**
- **Wales -the Social Services and Well Being (Wales) Act 2014.**
- **Scotland - “ADULT SUPPORT & PROTECTION ACT 2007”**
- **Northern Ireland - Adult Safeguarding Policy for Northern Ireland ‘Adult Safeguarding: Prevention and Protection in Partnership’ 2015**

### AND WITH

- **RELEVANT LOCAL AUTHORITY SOCIAL SERVICES SAFEGUARDING POLICIES / RELEVANT PROCEDURES OUTLINED**

## **BY THE LOCAL SAFEGUARDING ADULTS BOARDS / LOCAL AUTHORITIES**

**The interagency Vulnerable Adults Procedure in:**

- **The Care Act 2014 (England)**
- **The Social Services and Well Being (Wales) Act 2014)**
- **Adult Support & Protection Act 2007 (Scotland)**
- **Adult Safeguarding Policy for Northern Ireland ‘Adult Safeguarding: Prevention and Protection in Partnership’**

**should be followed as applicable.**

Abuse is a violation of an individual’s human and civil rights by any other person or persons. It is the duty of all staff and volunteers to promote the interests of the people we support.

Our staff and volunteers are reminded of the over-riding duty of care to safeguard the physical, emotional and social well-being of individuals in our care.

If staff or a volunteer observes or are made aware of any instance where abuse may have occurred they have a professional responsibility to bring this to the immediate attention of their manager or appropriate senior staff as set out in local procedure. Following this, the facts will be investigated in line with the appropriate procedures, and any matter which continues to raise concerns or is likely to be detrimental to the interests of the people we support or appears to breach an individual’s rights will result in a suitable plan of action to stop this from continuing to happen.

In all cases of abuse, NAS will ensure that the appropriate authorities are notified (for Northern Ireland – within 24 hours to RQIA), this may include contact with the police to determine if a criminal offence has been committed. This is why all safeguarding matters will be reported to a number of external agencies up to a maximum of 72 hours (to allow for weekends), including:

- The Police (Public Protection Team/Appropriate Adult) where applicable.
- The Lead Manager of the Adult Protection team within the Local Authority that the service is located (Local Safeguarding team)
- Care Quality Commission (England)
- Care Inspectorate (Wales)
- Care Inspectorate (Scotland)
- Mental Welfare Commission (Scotland)
- SSSC (who in turn will notify the appropriate Scottish Minister)
- Social Worker/Care Manager - Northern Ireland
- Designated Adult Protection Officer (DAPO) of the specific HSC Trust - NI

All Services must have an up to date copy of their local multi-agency guidelines on the safeguarding of adults, and these must be followed.

### Six Key Principles:

There are six recognised key safeguarding principles:

1. **Empowerment:** a presumption of person-led decisions and informed consent.
2. **Protection:** support and representation for those in greatest need.
3. **Prevention:** it is better to take action before harm occurs.
4. **Proportionality:** a proportionate and least intrusive response appropriate to the risk presented.
5. **Partnership:** local solutions achieved via services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. **Accountability:** accountability and transparency in delivering safeguarding.

The key principles from the perspective of the adult at risk:

- **Empowerment:** I am consulted about the outcomes I want from the safeguarding process and these directly inform what happens.
- **Protection:** I am provided with help and support to report abuse. I am supported to take part in the safeguarding process to the extent to which I want to do so and to which I am able.
- **Prevention:** I am provided with easily understood information about what abuse is, how to recognise the signs and what I can do to seek help.
- **Proportionality:** I am confident that the responses to risk will take into account my preferred outcomes or best interests.
- **Partnership:** I am confident that information will be appropriately shared in a way that takes into account its personal and sensitive nature. I am confident that agencies will work together to find the most effective responses for my own situation.
- **Accountability:** I am clear about the roles and responsibilities of all those involved in the solution to the problem.

What these principles mean for the NAS:

- **Empowerment:** we give individuals relevant information about recognising abuse and the choices available to them to ensure their safety. We give them clear information about how to report abuse and crime, and any necessary support in doing so. We consult them before we take any action. Where someone lacks capacity to make a decision, we always act in his or her best interests.
- **Protection:** our local reporting arrangements for abuse and suspected criminal offences, along with our risk assessments, work effectively. Our governance arrangements are open and transparent and communicated to the people we support.
- **Prevention:** we can effectively identify and appropriately respond to signs of abuse and suspected criminal offences. We make staff aware, through provision of appropriate training and guidance, of how to recognise signs and take any appropriate action to prevent abuse from occurring.
- **Proportionality:** we discuss with the individual and where appropriate with partner agencies the proportionality of possible responses to the risk of

significant harm before we take a decision. Our arrangements support the use of professional judgement and the management of risk.

- **Partnership:** we have effective local information-sharing and multi-agency partnership arrangements in place and staff understand these. We foster a 'one team' approach that places the welfare of individuals above organisational boundaries.
- **Accountability:** the roles of all agencies are clear, together with the lines of accountability. Staff understand what is expected of them and others. The NAS recognises its responsibilities, acts upon them and accepts collective responsibility for safeguarding arrangements.

### **The Procedures to be undertaken by the National Autistic Society with regards to Safeguarding Adults**

The NAS will adhere to the following procedures in relation to adult protection, these are outlined in detail in the policy.

- We will follow the procedures set out by the Local Safeguarding Adult's Board (LSAB) / Local Adult's Social Services / Designated Adult Protection Officer (DAPO) of the specific HSC Trust in the area in which the service is located and take account of guidance issued by the appropriate government department or regulatory body.
- Ensure we have an organisational nominated lead responsible for safeguarding adults; Nominated Individual and Safeguarding Lead
- Ensure every member of staff (including temporary and agency staff and volunteers) and the Board of Trustees knows the name of the appropriate manager in their service or the contact details of the Nominated Individual and Safeguarding Lead and understands their role in safeguarding.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and neglect and maintain an attitude of "it could happen here";
- Ensure all staff and volunteers understand their responsibility for referring any concerns to the appropriate manager or Nominated Individual and Safeguarding Lead and are aware that they may raise concerns directly with Adult's Social Care Services if they believe their concerns have not been listened to or acted upon.
- Ensure that those who use our services and or their carers / advocates (where appropriate) have an understanding of the responsibility placed on the service and staff for safeguarding by setting out its obligations in the service welcome pack or user guide and publish the policy on the NAS website;
- Operate a vetting policy which ensures the suitability of staff working with vulnerable adults at all times.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conference, core groups and review meetings;
- Ensure that the duty of care towards the people supported by the NAS and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Keep written records of concerns about adults we support, even where there is no need to refer the matter immediately;

- Ensure any Safeguarding data is sent in line with The General Data Protection Regulations and any documents sent externally are password protected.
- Ensure all safeguarding records are kept securely, separate from the main file, and in locked locations;
- Ensure that all safeguarding files are transferred in a safe and timely manner when an adult moves or changes service.
- Be aware of and follow procedures set out by Adult Social Services and the LSAB where an allegation is made against a member of staff or volunteer, including making a referral to the DBS / PVG / Access NI if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned. Such referrals will always be given priority and will be done promptly and made within at least one month of the person leaving our employment.
- Ensure that the appropriate training in Safeguarding is provided to the Board of Trustees and appropriate members of staff across all our services
- Ensure a review of the adult safeguarding policies and procedures is undertaken and monitor the efficiency with which the related duties have been discharged in accordance with current legislation. An annual safeguarding report will be produced for the Board of Trustees by the Nominated Individual and Safeguarding Lead.
- Our procedures will be reviewed and updated regularly and at least 6 monthly.

### **Safeguarding and Mental Capacity:**

The NAS adheres to the statutory requirements outlined in the Mental Capacity Act 2005 in England and Wales, Mental Capacity Act (Northern Ireland) 2016 and the Adults with Incapacity (Scotland) Act 2000.

If someone makes a decision that you or others think is unwise or not in their interests, this does not necessarily mean that they lack the capacity to decide. It is inevitable that there will be times when an adult who has capacity decides to accept a situation that may be perceived as potentially abusive or neglectful. This is a decision that they are free to make, unless:

- other people are being put at risk (for example, letting friends who are abusive or exploitative into a shared living environment, where they may put other residents at risk)
- a child is involved
- the alleged perpetrator has care and support needs and may also be at risk
- a serious crime has been committed
- staff are implicated
- coercion is involved.

In regard to the new Data Protection Act 2018 and The General Data Protection Regulations 2018, please note these do not supersede safeguarding concerns, therefore you are able to share concerns about a safeguarding matter within the service or externally. You won't need the individual's consent to share the information in most circumstances.

However, if the only person with capacity who would suffer if the information is not shared is the subject of that information, and they have mental capacity to make a decision about it, then sharing it may not be justified. In such a situation, discussion must be held with the manager of the service or the Safeguarding lead and there is a need to make sure that the person is aware of any risks and the potential impact on their safety and wellbeing, and encourage them to develop strategies to protect themselves. This might involve them becoming involved with a user-led organisation or a support group, for example.

If you believe that a person with capacity is acting in a way that is a risk only to their own safety or wellbeing, and they are not being unduly influenced by anyone else, then you may decide not to intervene and not to share safeguarding information with other partners. A decision not to intervene must be discussed with the appropriate manager or NAS Safeguarding Lead. If a decision not to intervene is made, then the following steps must be taken:

- support the person to weigh up the risks and benefits of different options
- make sure that they are aware of the level of risk and possible outcomes,
- agree on the level of risk they are taking
- offer to arrange an advocate or peer supporter for them, if they would like this
- offer support for them to build their confidence and self-esteem, if it appears relevant
- record your reasons for not intervening or sharing information, including every detail of your assessment of the person's capacity and of your conversations with them about the potential risks posed by their chosen action
- review the situation regularly
- make sure that they understand where they can go if they want to seek help in the future
- try to build trust and use your professional skills and the relationship you have with the person to make it possible for them to better protect themselves, encouraging them to continue the conversation with other people who they trust, such as family members, friends and other professionals.

It may be necessary to share information about the person with capacity outside your organisation without their consent, if other people's safety is potentially at risk. If this is the case, discussion with the appropriate manager or NAS safeguarding lead must be held as to sharing the information.

If information needs to be shared without consent, if as long as it does not increase the risk to the person, they should be informed that you will share their information, and why. You should also:

- explore the reasons for their objections and find out what their concerns are
- explain why you are concerned about them and why you think it is important to share the information
- tell them who you would like to share it with and why
- explain what the benefits may be to the person of sharing information about them
- discuss the potential consequences of not sharing the information



- reassure them that their information will not be shared with anyone who does not need to know

Please note that in line with the Adults with Incapacity Act (Scotland) 2000, all staff supporting an individual in NAS Scotland services must have records detailing an individual's welfare guardian, where this is relevant, and are required to liaise with the welfare guardian appropriately in relation to an individual's care delivery.

## **Equal Opportunities**

Employees of the NAS or NAS volunteers shall not discriminate against any individual we support on the grounds of race, nationality, age, beliefs, sexual orientation, or social standing and shall work in such a way as to give equal opportunity for each individual to achieve the maximum benefit and potential consistent with respecting the dignity and value of fellow human beings.

These same principles of fairness, equity and transparency will apply in how all employees of NAS are treated, and without exception this will include those employees who report abuse, and those who are either investigating or subject to an investigation.

## **Disclosure / Someone shares a concern or worry**

If an adult experiencing abuse or neglect speaks to you about this, assure them that you are taking them seriously. Listen carefully to what they are saying, stay calm and get a clear and factual picture of the concern.

- Be honest and avoid making assurances that you may not be able to keep confidentiality. Be clear and say that you need to report the abuse. Do not be judgmental and try to keep an open mind.
- If an adult experiencing abuse or neglect speaks to you about this, assure them that you are taking them seriously.
- All staff (professionals and volunteers) of any service involved with adults at risk should inform the relevant manager if they are concerned that an adult has been abused or may be at risk of harm as soon as possible.
- If you hear about an incident of abuse from a third party (this is when someone else tells you about what they have heard or seen happen to a vulnerable adult at risk), encourage them to report it themselves or help them to report the facts of what they know

## **What to do if you suspect abuse**

Everyone with a duty of care to an adult at risk should:

- act to protect the adult at risk
- deal with immediate needs and ensure the person is, as far as possible, central to the decision making process
- report the abuse to an appropriate person or service (e.g. your line manager) who will report this to the relevant local authority.
- if a crime has or may have been committed, contact the police to discuss or report it

- record the events.

A concern may be a direct disclosure by the adult at risk, or a concern raised by staff or volunteers, others using the service, a carer or member of the public, or an observation of the behaviour of the adult at risk, or the behaviour of another.

All staff (professionals and volunteers) of any service involved with adults at risk should inform the relevant manager if they are concerned that an adult has been abused or may be at risk of harm.

## Safeguarding Adults – Procedure

1. Ensure the individual we support is safe, and that whatever concerns have been raised are considered fully. Decisions can then be made to inform if whether practice should stop or should change, or if something else now needs to be introduced.
2. Concerns must be reported to management verbally if on shift, or contact on-call if no management present as soon as possible and a report in writing within 24hours to ensure the facts are not forgotten. Reporting should be factually based. In most circumstances the responsibility of the Service Manager to collate all written reports and the service manager will also liaise with other senior managers of NAS and with those persons who are totally independent of NAS including the local Safeguarding team, Social Services, CQC/Care Inspectorate Scotland/ Care Inspectorate Wales/ RQIA/ Designated Adult Protection Officer (DAPO) of the specific HSC Trust or the Police. Staff are reminded that these procedures will be followed in strict accordance with each individual's right to privacy and confidentiality, so discussions that take place will be conducted appropriately (i.e. discretely and in private).
3. Photos should not be taken, unless specifically asked to do so by police or the local authority safeguarding team, as they are not admissible unless done under specific circumstance. We ask that staff use body maps and detailed description.
4. Services must have an up to date list for Adult Protection and Safeguarding, containing contact details and names of senior managers and external agencies, plus telephone numbers and email addresses if available. This list should also be made available for the people we support, and their families and carers in the introductory guide to the service.
5. It is the duty of all senior staff to report matters of concern or complaint immediately to the Area Manager by telephone giving as much information as possible. The Area Manager and the Service Manager will agree whatever next steps need to be taken to ensure all safeguarding measures are in place, with an initial Protection plan, specifying actions to prevent reoccurrence, this may include notifying the Police if required. There is a duty to report directly to the Local Authority in ALL matters relating to adult protection and this will be carried out with direction of the Area Manager and Service Manager. The legislative duty for making inquiries, investigating and

assessing whether a concern puts someone at risk of harm is the duty of the Local Authority and the NAS should pass all concerns on to the Local Authority to make this assessment.

6. The Service Manager or Area Manager will immediately advise the Safeguarding & Concerns Manager and the Nominated Individual and Safeguarding Lead (or in his/her absence the Director of Education or Adult Services) and ensure that reports are made to the relevant local authority. The information needs to have been passed on within 72 hours (to allow for weekends). In Northern Ireland within 24 hours to RQIA. The NAS Internal Safeguarding form SO-0194-005-0519 (see appendix) should be used to report information to the Safeguarding & Concerns Manager, in order to ensure that all information regarding the incident is correctly logged centrally. The Local Authority safeguarding form and/or Regulated notification needs to be forwarded. The NAS Notifications Safeguarding & Medication email should be used to do this.
7. Before the Area Manager can make a decision about conducting an internal safeguarding investigation, guidance will be provided by the Local Adults Safeguarding Team / Designated Adult Protection Officer (DAPO) of the specific HSC Trust and / or the Police. If the Police are conducting a criminal investigation, an internal investigation by NAS will be suspended to avoid any risk that the Police investigation is hampered or that evidence and/or witnesses are compromised.
8. When NAS are conducting an internal investigation, promises of confidentiality should not be made to anyone involved. It is important to remember this when speaking to anyone in connection with the matter because if criminal activities are disclosed in the course of a discussion, these must be reported in full to the Police as they cannot be ignored. To do so would render the investigating manager and NAS as culpable in this matter. Managers will however offer reassurance that concerns are being taken seriously, and that all safeguarding procedures are followed appropriately in order to keep the people we support and our staff safe and well.
9. On no account should staff make physical examinations or pursue enquiries beyond making their initial report. It is important that in cases where the Police are involved, witness interviews should not occur unless this is agreed as part of an inter-agency investigation.
10. Staff members are owed a duty of care and should be treated fairly, honestly and without discrimination. They should be provided with support, by an appropriate senior member of staff who is not involved in any part of the investigation throughout the process and all staff should be made aware that NAS have a whistle blowing policy. The Police and other relevant agencies will decide when to inform all other parties if the matter is now subject to criminal proceedings.
11. Service managers must follow the guidance of the local authority adult protection manager who will determine how the matter being reported should be treated. This may mean an independent investigation on behalf of the

safeguarding lead. If following these deliberations it is not deemed a 'safeguarding' matter for the local social services, the conduct and capability of NAS still may still be subject to NAS performance management policies.

12. It is not the responsibility of National Autistic Society staff to make enquiries of parents when abuse is suspected and for which the parents might be implicated. In such cases, the investigating body will decide who should undertake notification. Nevertheless, whether parents are implicated or not, the Service Manager should ensure that families are communicated with as soon as possible if there is a safeguarding issue concerning their family member, unless this will put the victim at further risk of harm. This will be done in liaison with the local safeguarding team.
13. Informants should be advised that matters are being followed up and should be given the Service Manager and Area Manager's contact details. Full details of the informant should be taken. Informants need to be made aware they may not know the details or stages of an investigation due to confidentiality and data protection, but will be advised of the outcome on conclusion of an investigation.
14. Staff must respect the confidentiality of such matters but are reminded that they must co-operate fully with any enquiry that may be necessary.
15. All staff working with individuals we support will receive Safeguarding training procedures within their induction period (within 90 days of commencing employment) and this should be regularly reviewed and updated through formal or informal training within 13 months of the last training date.
16. The informant must report the matter in line with NAS policy and not directly to Social Services Departments unless they believe an offence has been committed, in which circumstances they should contact the Police.
17. All staff should have access to an up to date flow chart showing the reporting procedure (see appendix one).
18. The Local Authority Safeguarding team should always give closure of every case at the end of the process, it's important the Service receives this information and is given the outcome information regarding the case. This information should be passed onto the Safeguarding & Concerns Manager and the Nominated Individual and Safeguarding Lead via the Safeguarding Closure form SO-0194-005-1018 (see appendix) and added to the service safeguarding records.
19. At the end of the process it is key that the Service manager ensures there is a long term protection plan in place to continue to confirm we have made appropriate actions, to prevent as far as possible, reoccurrences of similar incidents. At the same time we need to ensure we are reflecting and learning from past cases, service or organisational changes may need to occur following a review of a case.
20. Where a medication error is reported to local safeguarding team, Social Services, CQC/Care Inspectorate Scotland/Care Inspectorate Wales/RQIA

this must then be reported to the Safeguarding and Concerns Manager as a Safeguarding incident under the usual Safeguarding reporting procedures.

## **Allegations made against Staff or Volunteers**

Staff members and volunteers against whom an allegation is made are owed a duty of care and should be treated fairly, honestly and without discrimination. They should be provided with support throughout the process. The police and other relevant agencies should always agree jointly when to inform the subject of allegations which may be subject to criminal procedures.

## **Supporting Staff and Supervision of Staff**

All staff working directly with vulnerable adults will have supervision with a suitably experienced person during which safeguarding concerns and processes will be discussed. Each staff member should have 6 supervisions per year including their annual appraisal.

We recognise that staff working in an NAS service who have become involved with a vulnerable adult who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the relevant line manager and to seek further support such as counselling or regular supervision, reflective practice, as appropriate. Employees also have access to a confidential helpline - The First Assist Employee Assistance Programme (EAP)

In order to reduce the risk of allegations being made against staff, and ensure that staff are competent, confident and safe to work with vulnerable adults, they will be made aware of safer working practice guidance and will be given opportunities in training to develop their understanding of what constitutes safe and unsafe behaviour.

## **Recruitment and Selection of Staff**

The NAS has a written recruitment and selection policy statement and procedures linking explicitly to this policy.

The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the NAS's measures to safeguard adults and to deter, identify, reject or identify people who might pose a risk of harm to adults or are otherwise unsuited to work with them.

All staff and volunteers in regulated activity within our services have been checked as to their suitability, including verification of their identity, qualifications, previous employment history and DBS / PVG / Access NI check and a right to work in the UK.

Staff will only work in regulated activities prior to verification by the NAS of their satisfactory DBS / PVG / Access NI Certificate on the rare occurrence that it is deemed that the person supported would be put at risk because the staff member had a delayed start date. (Please note: In England, in such circumstance, an application will be made to the Adult First Scheme, which checks against the adult barring list only). The staff will not be left unsupervised and will be subject to a full risk assessment.

Volunteers who are not working in regulated activity, will be supervised at all times.

## Training

All staff and volunteers will receive safeguarding adults training that is relevant to their role, including from the Board of Trustees to support staff in services, to volunteers. For those working directly with adults, safeguarding training will be completed within the induction framework and be refreshed on an annual basis (not later than 13 months since the last training) via the face to face Safeguarding People training developed by the NAS or via the on-line safeguarding training or from the relevant Local Authority / LSAB or specialist organisation.

The training will cover adult safeguarding procedures including:

- prevention and recognition of abuse
- dealing with disclosures and suspicions of abuse
- information sharing
- Whistleblowing
- maintaining confidentiality
- mental capacity (Mental Capacity Act (England & Wales) 2005, Mental Capacity Northern Ireland Act 2016 and Adults With Incapacity Act (Scotland) 2000)

All staff and volunteers must read, understand and become knowledgeable about adult safeguarding procedures during induction and must undertake refresher training on an annual basis. Failure by a member of staff to report actual or reasonably suspected abuse of an adult will be treated as a disciplinary offence.

## Measure

Refer to Local Social Services Guidance  
Training in Protection Procedures  
Review of Investigations

## Safeguarding Adults – References

Care Quality Commission (CQC)  
Care Inspectorate for Wales  
Care Inspectorate - Scotland  
RQIA – Northern Ireland  
HSC Trust  
Access NI  
The Care Act 2014  
Adult Safeguarding Policy for Northern Ireland 'Adult Safeguarding: Prevention and Protection in Partnership' 2015

Social Services and Well Being (Wales) Act 2014.  
Adult Support & Protection Act (Scotland) 2007  
Mental Capacity Act (Northern Ireland) 2016  
Adults with Incapacity (Scotland Act) 2000  
Mental Capacity Act 2005 (England and Wales)  
Purchasers' Contracts  
Local Adult Safeguarding Boards

### ***Other relevant policies / guidance / appendices***

Notifications Booklet – SO-0183-001-0319  
Whistleblowing Policy HR-0002  
Online E-Safety Policy  
Record Retention Policy SC-0002  
Data Protection Policy – SC-0001  
Conduct Management Policy – HR-0022  
Anti-Discrimination and Anti-Harassment Policy SO-0231  
Deprivation of Liberty Safeguards Policy SO-0190  
Equal Opportunities  
Local Authority Guidelines  
No Secrets: The Protection of Vulnerable Adults - Department of Health.  
Making Safeguarding Personal – Guide 2014  
SO-0194-001-0518 – Flow Chart Reporting Procedure  
SO-0194-002-0518 – Types & Indicators of Abuse  
SO-0194-005-0519 – Safeguarding Report Form  
SO-0194-005-1018 – Safeguarding Closure Form  
SO-0194-005-0617 – Safeguarding Summary Sheet  
SO-0194-006-0518 – Serious Incident Flowchart  
SO-0194-007-0518 – Escalation Protocol  
SO-0194-008-0518 – Protection Plan template