

# *Autism Voice People Safeguarding Policy*



## **Aims**

Autism Voice United Kingdom is a parents' driven organisation that aims to end stigma and discrimination attached to autism. Our mission is to educate the public about the condition, give and advocate for support and protection for them and help in enhancing autistic people live a happy and fulfilling lives. We envision a society in which autistic people and their families are supported by a society that works to ensure they live with dignity, participate in a quality of life, and strive for a brighter future.

## **Safeguarding Young People**

Autism Voice UK works;

To offer young people (0-17) with autism and other related conditions as well as children (siblings) without these conditions a safe and welcoming environment with fun activities where the children can feel belong, grow and learn. Whether this be through Autism Voice United Kingdom's activities or through other independent groups working in partnership with Autism Voice United Kingdom.

### **The aim of this policy is;**

To protect children and young people who receive Autism Voice's services. This include children of adults who use our services.

To provide staff and volunteers with the necessary principles that guides our approach to safeguarding and child protection.

Autism Voice United Kingdom believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that keep them safe.

For that purpose, we are committed to making sure of the following;

Each child and young person should be formally registered within the group. The information includes an information/consent form which their parent/guardian must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session.

Attendance register: a register should be kept for each session.

We recognise that;

The welfare of the child/young person is paramount as enshrined in the children act 1989.

All children regardless of age, gender, disability, racial heritage, religious beliefs, sexual orientation or identity, have a right to equal protection from all forms of abuse.

Some children are additionally vulnerable because of past experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers and other agencies is crucial in promoting young people's affairs.

### **Child/Young Person Safeguarding Representative**

Autism Voice United Kingdom has appointed a child protection representative, whose name is displayed within the minutes of 9th July 2016. Name and contact will be displayed on the notice board in our waiting area. A copy of this child/young person safeguarding policy will be kept within our records both in soft and hard copies. A copy will be with the chairperson board of trustees, the secretary general board of trustees, the coordinators of the organisation and the safeguarding representative.

If any worker has any child safety concerns, they should discuss them with him (safeguarding representative). He will take on the following responsibilities:

Ensuring that the policy is being put into practice;

Being the first point of contact for child/young person safeguarding issues.

Keeping a record of any concerns expressed about child safeguarding issues;

Bringing any child safeguarding concerns to the notice of the Management Committee and contacting the Local Authority if appropriate;

Ensuring that paid staff and volunteers are given appropriate supervision;

Ensuring that everyone involved with the organisation is aware of the identity of the Child/young person Safeguarding Representative.

The policy will be reviewed on an annual basis to ensure that it meets its aims.

### **Trips/Outings**

When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).

Ensure that there is adequate insurance for the work and activities.

### **Personal/Personnel Safety**

A group of children or young people under sixteen should not be left unattended at any time.

Avoid being alone with an individual child or young person. If there is a need for a one to one (for first aid or the child or young person is distressed), make sure another worker is just outside the door of the room where you are.

At no time should a volunteer or worker from any external organisation arrange to meet a young person away from the activity without a staff member being there.

Such meetings should be planned and have the approval of a member of the organisation (this must be someone other than the organiser themselves).

Teenage assistants should always be supervised.

### **Child/Young Person Safety**

Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.

Make sure that all workers and assistants know;

Where the emergency phone is and how to operate it

Where the first aid kit is

Who is responsible for First Aid and how to record accidents or injuries in the incident book

What to do in the event of a fire or other emergency

Once a year there should be a fire practice

Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.

If private cars are used for an outing, the drivers must be approved by the committee, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, workers should only give a lift home to a young person from the organisation's activities if the parents of the young person have specifically asked for them to do so. (If workers are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

In the case of trips or outings, it should be made clear if workers' cars will be used and where the children or young people will be returned to.

### **New Workers**

Workers and assistants are by far the most valuable resource the organisation has for working with young people. When recruiting and selecting paid workers and volunteers the following steps must be taken:

Completion of an application form;

An interview by three people from the Committee, who will take the final decision;

Identifying reasons for gaps in employment, and other inconsistencies in the application;

Checking of the applicants' identity (passport, driving license, etc);

Taking up references prior to the person starting work;

Ensuring criminal record checks have been carried out through relevant local agencies approved by the Disclosure and Barring Service;

Allowing no unaccompanied access to children until all of the above have been completed;

A probationary period of three months for new paid workers and volunteers;  
On-going supervision of paid workers and volunteers;  
Ensuring good practice is followed in working with children and young people by providing appropriate training and guidance;  
A nominated Child Safeguarding Representative on the Management Committee.

### **Training**

It is a great benefit if workers undertake regular training for this type of work. The safeguarding team should keep workers informed of relevant courses.

### **Child/Young Person Safeguarding**

This involves the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

### **What to do:**

Listen to the child/young person

Look at them directly and do not promise to keep any secrets before you know what they are, but always let the child/young person know if, and why, you are going to tell anyone.

Take whatever is said to you seriously and help the child/young person to trust his/her own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture.

It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child/young person must be reported to the named child safeguarding officer.

Speak immediately to the Local Authority or NSPCC for further advice and guidance.

What you should not do:

Project workers/volunteers should not begin investigating the matter themselves.

Do not discuss the matter with anyone except the correct people in authority.

Do not form your own opinions and decide to do nothing.

Things to say or do:

'What you are telling me is very important'

This is not your fault'

'I am sorry that this has happened/is happening'

'You were right to tell someone'

What you are telling me should not be happening to you and I will find out the best way to help you'

Make notes soon after the event. Try to write down exactly what the young person or child said.

Avoid assumptions or conjecture.

### **Things not to say or do:**

Do not ask leading questions – Why? How? What?

Do not say 'Are you sure?'

Do not show your own emotions e.g. shock/disbelief

Do not make false promises

### **Safeguarding Adults**

The aim of this policy is;

To protect adults who receive Autism Voice's services.

To provide staff and volunteers with the necessary principles that guides our approach to safeguarding vulnerable adults.

Autism Voice United Kingdom believes that a vulnerable person should never experience abuse of any kind. We have a responsibility to promote the welfare of all adults and to keep them safe. We are committed to practice in a way that keep them safe.

For that purpose, we are committed to making sure of the following;

Each adult should be formally registered within the group. The information includes an information/consent form which they must complete. These forms have vital information about health and emergency contacts and should be kept securely and brought to each session.

Attendance register: a register should be kept for each session.

Autism Voice United Kingdom will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps Autism Voice United Kingdom will make to safeguard an adult with care and support needs if they are deemed to be at risk or at risk. This policy sets out the roles and responsibilities of Autism Voice United Kingdom in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

Autism Voice United Kingdom will ensure that decisions made will allow adults to make their own choices and include them in any decision making. Autism Voice United Kingdom will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within Autism Voice United Kingdom to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

The key objectives of this policy are for all employees and volunteers of Autism Voice United Kingdom to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk

## **What is Safeguarding adults?**

*‘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.’*

*Care and Support Statutory Guidance, Department of Health, updated February 2017*

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

Autism Voice United Kingdom adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Autism Voice United Kingdom will not tolerate the abuse of adults in staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. Autism Voice United

Kingdom should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting and reporting neglect and abuse. Autism Voice United Kingdom should be transparent and accountable in delivering safeguarding actions.

### **What is Making Safeguarding Personal (MSP)?**

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing and safety.

*For example, a client runs into the street in reaction to what another client said to them in a wellbeing support group meeting.*

Autism Voice United Kingdom will not tolerate the abuse of adults. Autism Voice United Kingdom will ensure that adults are involved in their safeguarding arrangements and everyone is dealt with on a case by case basis. As adults may have different preferences, histories and lifestyles, the same process may not work for all.

### **Who do adult safeguarding duties apply to?**

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

### **Who do I go to if I am concerned?**

The named responsible person for safeguarding duties for Autism Voice United Kingdom is Godwin Kizito, email: [safeguarding@autismvoice.org.uk](mailto:safeguarding@autismvoice.org.uk), telephone: 07951441529 .

All staff and volunteers should contact Godwin Kizito for any concerns/queries they have in regard to safeguarding adults. Alternatively, you can contact Mariama Korra Kandeh. A log of the concern must be kept.

Godwin Kizito will be responsible to make decisions about notifying adult social services if required and consider alternative actions, where necessary.



Godwin Kizito will also ensure that the safeguarding adults' policies and procedures are in place and up to date. They will ensure a safe environment is promoted for staff and volunteers and adults accessing the service. Godwin Kizito will ensure they are up to date with their safeguarding adults training.

### **What should I do if I am concerned?**

Staff and volunteers at Autism Voice UK who have any adult safeguarding concerns should:

#### 1. Respond

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini-investigation
- Seek consent from the adult to act and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

#### 2. Report

- Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see above)

#### 3. Record

- Record details of any safeguarding incident in the incident form which is kept by the safeguarding lead and also a copy is recorded on the client's case file.
- As far as possible, records should be written contemporaneously, dated and signed.
- Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.

#### 4. Refer

In making a decision whether to refer or not, the designated safeguarding lead should take into account:

- (1) the adult's wishes and preferred outcome

- (2) whether the adult has mental capacity to make an informed decision about their own and others' safety
- (3) the safety or wellbeing of children or other adults with care and support needs
- (4) whether there is a person in a position of trust involved
- (5) whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed and/or
- relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities commission
- service commissioning teams
- family/relatives as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

As soon as Adult Social Services becomes involved, a 4-stage safeguarding adults process is followed. For more information about this 4-stage safeguarding adults process, refer to the London Safeguarding Adults Procedures.

### **What are your roles and responsibilities?**

All staff, management, trustees and volunteers at Autism Voice United Kingdom are expected to report any concerns to the named person for safeguarding. If the allegation is against one of Autism Voice United Kingdom members, volunteers, trustees or directors, seek advice from Autism Voice United Kingdom safeguarding lead Godwin Kizito. If the allegation is against the safeguarding lead, seek advice from Autism Voice's Management team. Please check out our complaint policy.

The designated safeguarding adults lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. The named organisation should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of their safeguarding enquiry ensuring a person-centred approach is adopted.

### **Complaints procedure**

Autism Voice United Kingdom promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.

If a staff or volunteer or any other member of the organisation is unhappy with Autism Voice United Kingdom decision about the safeguarding concern, refer them to Autism Voice United Kingdom.

Autism Voice United Kingdom is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

The Mental Capacity Act 2005 is to be used when decisions on behalf of those adults with care and support needs who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

### **Why is it important to take action?**

It is may be difficult for adults with care and support needs to protect themselves and to report abuse. They rely on you to help them.

### **Confidentiality and information sharing**

Autism Voice United Kingdom expects all staff, volunteers, trustees to maintain confidentiality at all times. In line with Data Protection law, Autism Voice United Kingdom does not share information if not required.

It should however be noted that information should be shared with authorities if an adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and

safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

## **Recruitment and selection**

Autism Voice United Kingdom is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them. Refer to the council's guidance on Safer Recruitment (please note this guidance is currently being updated).

## **STAFF/VOLUNTEERS RECRUITMENT AND SELECTION POLICY**

### **Purpose**

The purpose of this recruitment and selection policy is to ensure: A professional and consistent approach to recruitment and selection adherence to Autism Voice United Kingdom Equality and Diversity Policy that staff and volunteers (including board of trustees) are recruited on the basis of their ability; and managers are able to attract and recruit high calibre staff/volunteers.

### **Scope**

This policy applies to all internal and external applicants for Autism Voice United Kingdom jobs.

### **Policy Statement**

We want to constantly improve our performance as an organization. To make this a reality, we need to recruit from the widest possible pool of talent. Autism Voice United Kingdom aims to attract and recruit people with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to AVUK's success.

Autism Voice United Kingdom is committed to providing opportunities for development and career progression to current employees. This means that Autism Voice United Kingdom will normally advertise vacancies both internally and externally. However, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity.

To achieve these objectives Autism Voice United Kingdom will:

- ensure that every manager regularly reviews the organization of their directorate and the job responsibilities and roles of individuals within it. This will be completed through the individual performance review process, when a vacancy arises, and at regular resource planning meetings to ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (e.g. job sharing) to attract a wider range of candidates;

- endeavour to reach traditionally under-represented groups and ensure that, where a vacancy exists, posts are normally advertised externally, unless exceptional circumstances exist;
- ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice;
- ensure that the administration of the selection process is user friendly and carried out to the highest professional standard.

### **Responsibilities**

Managers are responsible for the different elements of the recruitment process. The split of roles and responsibilities is detailed in the Recruitment Guide. Please also see roles and responsibilities of Autism Voice United Kingdom Recruitment Team and the role of the Manager.

### **Identification of a Recruitment Need**

If an established post becomes vacant or a new position of any nature is proposed, the line manager/hiring manager, should advise Human Resources (HR). Approval for recruitment will be sought from the appropriate Executive Director and, if applicable, other governance controls will be observed before discrimination take place at either the attraction or selection stage; recruitment commences.

When approval has been granted, consideration should be given to whether the main accountabilities of the role could be satisfactorily met on a part-time or job-sharing basis. Job

### **Description and Person Specification**

A job description is a key document in the recruitment process and must be finalized prior to taking any further steps in the process. In instances of a new role or material changes to an existing role, HR will support the manager in drafting this document. Within the job description, there will be a section dedicated to the person specification, which outlines the essential and desirable criteria (including eligibility to work with vulnerable persons, qualifications, experience, knowledge, skills and expertise required to perform the job). The detail set out in the person specification will provide the criteria against which a candidate can be employed.

### **Advertising the Vacancy**

#### **Internal Methods**

Autism Voice United Kingdom may use internal advertising methods such as HR Updates. Where exceptional circumstances apply, the appropriate manager may, in consultation with the HR officer (or with the approval of the Chief Executive where the Director of HR & CS is the appropriate director), take a decision not to advertise a role internally. Every effort will be made to explain the reason for the decision to the relevant team as soon as possible after the appointment is confirmed.

## **External Methods**

Autism Voice United Kingdom may use several options to generate interest from individuals outside the organization, including placing advertisements via recruitment agencies, in newspapers, specialist journals, on online job boards, on Autism Voice United Kingdom social media pages. Irrespective of the medium used, all advertisements need to be designed and presented effectively to ensure that the widest ranges of high-calibre candidates are attracted. Advertisements must be non-discriminatory and include Autism Voice United Kingdom's diversity statement. To provide candidates with sufficient information with which to make their decision about applying for the post, the job description will be made available on Autism Voice United Kingdom social media platforms.

## **Applications and Shortlisting**

To facilitate a time-efficient process and minimize the burden on most Autism Voice United Kingdom's highly skilled candidates who often prefer to meet with recruitment agencies, Autism Voice United Kingdom will, where appropriate, accept the submission of a curriculum vitae as an application for a vacancy. In some instances, Autism Voice United Kingdom may ask candidates to submit further information to demonstrate their suitability for the role (e.g. how they meet the advertised criteria in a cover letter). The panel must treat applications confidentially and ensure they are assessed consistently against the criteria. The panel is also responsible for recording the reasons why candidates are shortlisted or not shortlisted.

## **Interviews and Selection**

Once the candidate has been successfully assessed by the Recruitment Agency (which may include a telephone interview/face-to-face interview and/or a series of assessment tests), they will be invited to attend an interview with a panel at Autism Voice United Kingdom as a minimum requirement and may be required to complete assessments such as case studies, presentations and/or other job-related exercises. Candidates may also be asked to attend a second interview.

In some instances, it may be necessary for Autism Voice United Kingdom representative to meet candidates before a formal interview process. This may be conducted at a candidate's request for the individual to find out further information about Autism Voice United Kingdom. Alternatively, the meeting may be called at Autism Voice United Kingdom's request in instances where the availability of Autism Voice United Kingdom's senior managers is such that further screening needs to be undertaken before formal interview. In the latter instance, the representative will be required to make a record of the reason for or against the further progression of the candidate's application.

The panel will ensure candidates are assessed consistently against the criteria and the reasons for selection and non-selection must be recorded.

### **Appointing New staff/volunteer**

HR will normally make the offer of appointment to the preferred candidate(s) either directly or via the recruitment agency. Upon acceptance, HR will liaise with candidates and confirm the appointment once the formalities have been completed (i.e. satisfactory references from last two employers, work health assessment, confirmation of educational and/or qualification, including confirmation of right to work in the UK).

These requirements should be completed before the new employee takes up post. HR must approve any exceptions in advance of formal appointment.

### **Training, awareness raising and supervision**

Autism Voice United Kingdom ensures that all staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values of Autism Voice United Kingdom and commitment to safeguarding adults.

It is also useful to discuss training with staff who have attended training sessions to ensure they are embedding this in practice.

Similarly, staff and volunteers may encounter concerns about the safety and wellbeing of children. For more information about children's safeguarding, refer to Autism Voice United Kingdom Children's safeguarding policy.

### **Prevent**

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

This policy has been developed in line with other legal documents that seek to protect the welfare of young people and vulnerable adults, namely;

- The Care Act 2014 and the Care and Support statutory guidance
- London Safeguarding Adults policy and procedures
- Special Education Needs and Disability (SEND) code of practice: 0 to 25 years
- The United Nations Convention of the Rights of the Child, 1991
- The Children Act, 2004
- Human Rights Act, 1998
- Sexual Offence Act, 2003
- Safeguarding Vulnerable Groups Act, 2006
- Protection of Freedoms Act, 2012
- Children and Families Act, 2014
- Statutory guidance for organisations which work with and support children and young people who have special education needs or disabilities; HM Government, 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government, 2015

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.

- Special Education Needs and Disability (SEND) code of practice: 0 to 25 years- Statutory guidance for organisations which work with and support children and young people who have special education needs or disabilities; HM Government, 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government, 2015
- Working together to safeguarding children: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government, 2015

Copies of this policy is available within Autism Voice United Kingdom and the organisation will not tolerate the abuse of vulnerable people in the organisation and staff and volunteers should be made aware of how this policy can be accessed.



## Useful contacts

Godwin Kizito  
Safeguarding Adults Lead  
161-167 Clapham Manor  
Street, London. SW4 6DB  
[safeguarding@autismvoice.  
org.uk](mailto:safeguarding@autismvoice.org.uk)  
07951441529

## Useful links

Care act- <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

London Safeguarding adults policy and procedures- <http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf>

Lambeth Safeguarding Adult - [Policy and Procedures | Lambeth Safeguarding Adults Board \(lambethsab.org.uk\)](http://lambethsab.org.uk)

Islington council local appendices to London Safeguarding adults policy and procedures- <https://www.islington.gov.uk/~media/sharepoint-lists/public-records/adultcareservices/information/guidance/20152016/20160321islingtonappendixtolondonsafeguardingadultspolicyfeb2016>

Carer and support statutory guidance- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506202/23902777\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/23902777_Care_Act_Book.pdf)

Prevent- <https://www.gov.uk/government/publications/prevent-duty-guidance>

Information sharing- <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp>

## **Appendix 1**

### **What are the types of safeguarding adults abuse?**

The Care and Support statutory guidance set out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

For more information, read section 14.17 of the Care and Support Statutory Guidance.

### **What are the possible signs of abuse?**

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money,
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer,
- The person is experiencing insomnia
- The person seems frightened or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

### **Who abuses and neglects adults?**

Abuse can happen anywhere, even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult life alone or with others. Anyone can carry out abuse or neglect, including:

- 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 and strangers

## Raising a safeguarding concern

You are informed or become aware of possible abuse or neglect

Gather information,

- How does the adult wish for the concern to proceed
- What changes/support would they like as a result of this concern being raised?

Take action to ensure the immediate safety and welfare of the adult (and any other person/child at risk)

### RESPOND

Consider:

- Does medical attention need to be organised? (dial 999)
- Is urgent police presence required? (dial 999)

Has a crime been committed? If so, does it need to be reported?  
(dial 101 unless there is an immediate risk, in which case dial 999)

### REPORT

Preserve forensic evidence (if any)

Decide whether to raise a safeguarding concern, and if so, take action  
Do this:

### REFER

- Immediately where the concern is urgent and serious
- Within the same working day for any other concerns

### RECORD

Document the incident and any actions or decisions taken



**REFER**

Ensure key people are informed  
For example, Responsible safeguarding lead, CQC, relatives as appropriate,  
service commissioning teams



**SUPPORT**

Provide support or feedback for the person identifying the safeguarding concern

### **Adoption of Policy**

This policy was adopted by the Autism Voice United Kingdom limited on 30th July 2016

Signed on behalf of the Board of Trustees by Chairperson

Signature: MBenson

Mercy Benson

The policy has been reviewed by the Board of Trustees on:

Last reviewed 2<sup>nd</sup>/09/2022