

Brighton & Hove City Council
Royal Pavilion & Museum Service

Safeguarding Adults Policy

This policy applies to all staff, including volunteers and casual workers, agency staff, students or anyone (including contractors) working on behalf of the Royal Pavilion & Museums.

Purpose

To ensure that everyone who works for RPM are aware of their responsibilities to prevent, identify and respond to possible abuse and neglect of adults who access RPM. To describe how to report incidents of possible abuse and or neglect of adults to the appropriate person or organisation.

This procedure provides direction to RPM staff and volunteers about what to do if they have concerns that an adult maybe experiencing, or is at risk of abuse or neglect. This policy differs from the Safeguarding Policy for Children as many adults are able to make their own choices about their lives and should be consulted before action is taken.

A Definition of Adult At risk

An adult at risk is any person who is aged 18 years or over who is at risk of or may be experiencing abuse or neglect and is unable to protect themselves from that abuse or neglect because of their care and/or support needs.

We recognise that:

- All adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some adults are additionally vulnerable due to the impact of previous experience, their level of dependency, communication needs or other issues

We will seek to keep adults safe by:

1. Listening to and having regard to their views and wishes in relation to any safeguarding matter.
2. Appointing a Designated Safeguarding Officer (DSO) and deputy for the service
3. Developing procedures and a code of conduct for staff and volunteers
4. Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
5. Recruiting staff and volunteers safely, ensuring all necessary checks are made

6. Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with adults at risk, their families, staff and volunteers
7. Using our safeguarding procedures to share concerns and relevant information with agencies who need to know. Informing the adult at risk that employees may have a duty to share information as appropriate where there is a safeguarding concern
8. Using HR procedures to manage any allegations against staff and volunteers appropriately
9. Ensuring that we provide a safe physical environment for the public, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Consent

According to the Mental Capacity Act (2005) employees must always assume a person has capacity unless it is proved otherwise-

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 wellbeing of an adult.

In order to achieve these aims it is essential that all staff and volunteers are clear about their roles and responsibilities in regard to the safeguarding policy and procedures. RPM's Adult Safeguarding policy and procedures reflect the pan-

Sussex Safeguarding Adults Policy and Procedures. This includes an expectation to report in a timely way any concerns or suspicions that an adult is at risk of or may be experiencing abuse and/or neglect. Where abuse or neglect takes place, it needs to be responded to promptly, and in ways which are proportionate to the concern, ensuring that the adult stays in as much control of the decision-making as possible.

The Sussex Adult Safeguarding Policy and Procedures can be found here: [http://sussexsafeguardingadults.procedures.org.uk/assets/clients/4/Documents/homepage/Sussex%20Safeguarding%20Adults%20Policy%20and%20Procedures%20-%20FINAL%20\(2\).pdf](http://sussexsafeguardingadults.procedures.org.uk/assets/clients/4/Documents/homepage/Sussex%20Safeguarding%20Adults%20Policy%20and%20Procedures%20-%20FINAL%20(2).pdf)

Raising a safeguarding concern

Anybody can raise a safeguarding concern for themselves or for another person.

What is a safeguarding concern?

A 'safeguarding concern' is when any person has a reasonable cause to believe that:

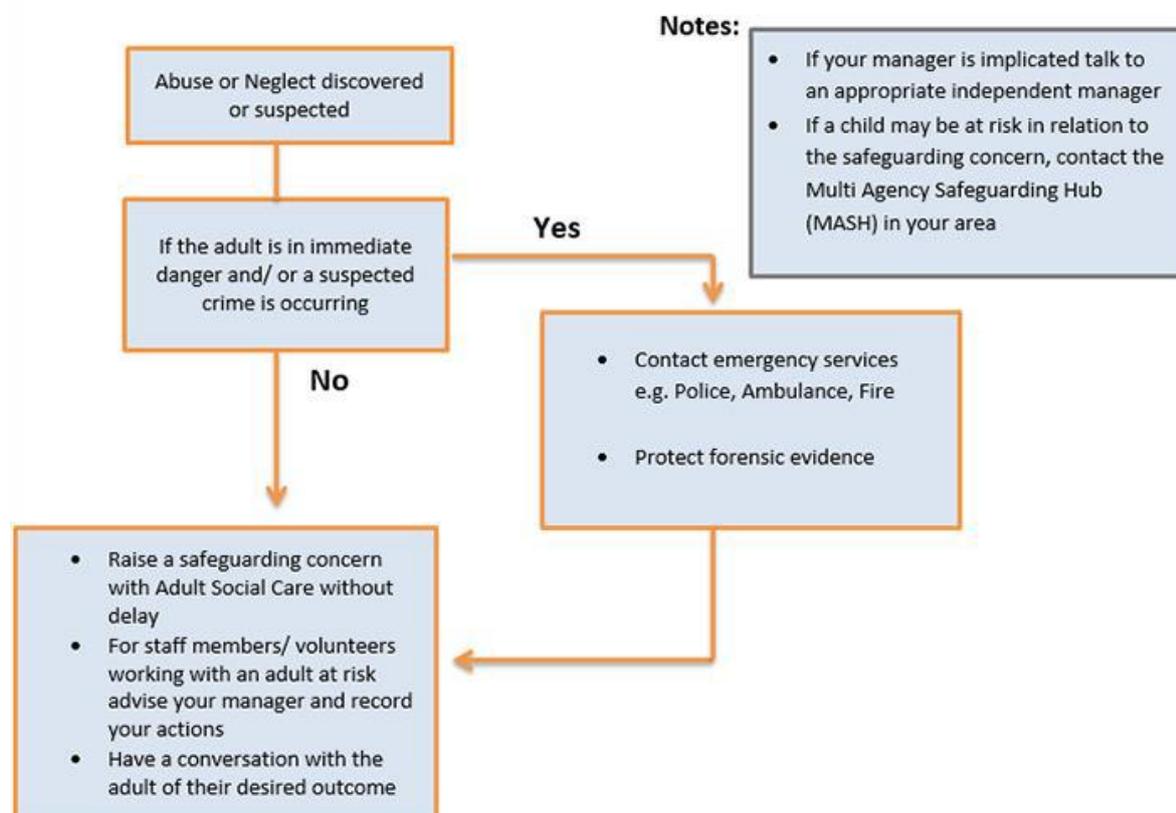
- an adult has needs for care and support and,
- may be experiencing, or is at risk of abuse or neglect and,
- is unable to protect themselves from that abuse or neglect because of their care and support needs.

If on the basis of the presenting information available, it appears that these stages are met then a safeguarding concern should always be raised with the local authority. In an emergency, the emergency services should be contacted.

Whenever there is information which indicates that an adult may be, or is, at risk of experiencing abuse and/or neglect, this should be shared with the local authority even when it is also shared with other agencies such as the Care Quality Commission or the police.

Where possible and safe to do so, the person contacting the local authority about a safeguarding concern would have had a conversation with the adult regarding their consent, views and wishes.

Raising a Safeguarding Concern



Immediate actions to be considered by the person raising the concern

- Make an evaluation of any risks and take steps to ensure that the adult or others are not in immediate danger.
- If a crime is in progress, or life is at risk, dial emergency services on 999.
- Encourage and support the adult to report the matter to the police if a crime is suspected and not an emergency situation.
- Safeguard any potential evidence. Do not tamper with, clean up or move any potential evidence if a crime is suspected. Expert advice may be needed from the police.

- If you believe a crime has been committed, contact the police and then contact Adult Social Care.
- Contact Children's Services if a child or young person is also at risk.
- If you are a member of staff/volunteer, inform your manager/supervisor, unless your manager is implicated, then talk to an appropriate independent manager. If more support is needed your manager can provide this, or talk to RPM's Safeguarding Lead, Julia Basnett.
- Record any information received and all actions taken.

Good practice guidance when talking with an adult who may be at risk.

Talk with the adult as soon as possible unless this would put them, others or you at risk.

- Speak in a private and safe place.
- Accept what the adult is saying without judgement.
- Don't 'interview' the adult - just gather information to establish the basic facts. This will help when you inform Adult Social Care or the police. Ask the adult what they would like to happen about the situation.
- Never promise the adult that you'll keep what they tell you confidential; explain who you will tell and why.
- If there are grounds to override an adult's consent to share information, explain what these are.
- Explain to the adult how they will be involved and kept informed.
- Provide information and advice on keeping safe and the safeguarding process.
- Keep an accurate record of your conversations, and actions or decisions taken by you and others.

Reporting an adult safeguarding concern to the local authority

Brighton and Hove City Council

Contact the Access Point on 01273 295 555

Email accesspoint@brighton-hove.gov.uk

Online <https://www.brighton-hove.gov.uk/content/social-care/keeping-people-safe/report-abuse-or-neglect>

Designated Safeguarding Lead and Safeguarding Team

The Designated Safeguarding Lead for RPM is Julia Basnett, Senior Operations and Development Manager, Hove Museum. The Safeguarding Team is comprised of the Lead and the Duty Managers at each site.

The Safeguarding Lead is there to:

- Give advice and respond to queries regarding Adult safeguarding
- Report onwards if an adult has told someone about abuse or neglect
- Report onwards any concerns you have regarding an adult
- Any confidential written records will be maintained by the Safeguarding Lead.

The Safeguarding Team are there to advise in the absence of the Safeguarding Lead.

As there is always a Duty Manager available, they can be contacted at any time during the day and from any of RPM's sites.

Safe recruitment of staff and volunteers: DBS requirements

The Safeguarding Vulnerable Groups Act 2006 places requirements on employers and individuals who are involved in 'regulated activity'.

The Protection of Freedoms Act 2012 defines regulated activities. Many of the activities undertaken by RPM are classed as regulated, but it is frequent or intensive contact with children, young people or vulnerable adults that is the important part of this.

Only frequent and intensive contact roles are subject to DBS checks. Checks must not be carried out on people who do not work in these roles.

Appointments to RPM posts where a DBS check is needed will be conditional on a satisfactory DBS check of the applicant. An enhanced disclosure check will be required for some posts.

At interview all applicants will be required to account for any gaps in their employment history.

DBS checks for relevant staff will be carried out every three years.

Where a member of staff instigates an activity that is regulated and meets the frequent and intensive criteria a check must be made.

Disclosures previously obtained from other employment/volunteering are accepted.

Awareness and training

All newly appointed members of staff Volunteers, students etc, will be directed to this policy and will discuss it with their manager as part of the induction process, identifying real life scenarios where a safeguarding response may be required.

Line managers will monitor the implementation of the policy in their respective areas.

All staff are required to make themselves aware of the contents of the policy.

We are committed to reviewing our policy and good practice annually.

This policy was adopted on

Signed

Safeguarding Lead

Digital copies of this Policy can be found at:

