

Safeguarding Policy for Adults at Risk

Context

Safeguarding is defined by The Care Act 2014 as:

“protecting an adult’s right to live in safety, free from abuse and neglect”.

The aims of adult safeguarding as set out in The Care Act 2014 are to:

- Stop abuse or neglect wherever possible
- Prevent harm and reduce the risk of abuse or neglect to adults with care & support needs
- 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 to that communities as a whole, alongside professionals, play their part in preventing, identifying & 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.

The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) **and**;
- is experiencing, or at risk of, abuse or neglect; **and**
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Abuse can take many forms (see Appendix A). Abuse can affect any adult, but particularly someone who is or may be unable to protect themselves against significant harm or exploitation, for example:

- Older people
- People with mental health problems
- Disabled people
- People with learning difficulties
- People with acquired brain damage
- People who misuse substances
- Someone who is temporarily vulnerable through accident, illness or medication

As registered charities, all Colleges are required to have a safeguarding policy.

Aims of the policy:

- To ensure that we practise safe recruitment in checking the suitability of staff and volunteers to work with adults at risk
- To establish a safe environment in which adults at risk can learn and develop.

Scope:

Hughes Hall fully recognises its responsibilities for the safeguarding of adults at risk. College personnel may have day-to-day contact with adults at risk in College. We recognise that College personnel may encounter adults who have suffered, or are suffering, abuse.

Our policy is to be adhered to by all College personnel. This includes, but is not limited to, Fellows and other Senior Members, Staff (including temporary staff) and Volunteers (e.g. student helpers or young people on work experience) working for the College. It should be read in conjunction with the College's policies on behaviour at work, appropriate professional relationships, lone working, and confidentiality (see Appendix C for further details).

This policy does not apply to Adults at risk who are College employees/workers (except in situations where they receive healthcare from another member of the College). Reasonable adjustments for disabilities and any capability/capacity matters in the workplace are managed outside of this policy. Please contact the HR Manager or Bursar for further advice as required.

Hughes Hall will:

- Establish and maintain an environment where all can feel secure, are encouraged to talk and are listened to.
- Ensure all students and applicants know that there are adults whom they can approach, if they are worried.
- Ensure all College personnel understand their responsibilities in being alert to the signs of abuse and referring any concerns to the appropriate College Officer.
- Keep written records of any concerns about adults at risk
- Ensure all safeguarding records are kept securely within the Tutorial Office.
- Develop and then follow procedures where an allegation is made against any College personnel.
- Maintain and follow safe recruitment practices for staff and volunteers working for the College.

All College personnel should:

- Be aware of the different forms which abuse may take (see Appendix A)
- Participate in any training which the College makes available to them to support them in their work with adults at risk
- Remember that those who abuse adults can be of any age (including children and other adults at risk), gender, ethnicity or educational background. They could also be in any institutional role. It is important not to allow preconceptions about people to prevent appropriate action taking place in the event of an allegation.

The College recognises that in order to protect individuals' confidentiality, there may be insufficient evidence to assess whether or not an individual is at risk. It also recognises that an individual's circumstances may change over time. Where an individual is thought likely to be at risk, their tutor or the admissions tutor will follow this up and information shared on a need to know basis.

Guidelines for dealing with safeguarding concerns

- If a student or applicant makes any kind of accusation regarding a member of staff, report this immediately to the relevant College Officer (see Appendix B).
- If you are the recipient of any disclosure of current or past abuse, listen without making or implying any judgment as to the truth of the disclosure. Report the disclosure to the relevant College Officer (see Appendix B).
- If a complaint is made or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report to the relevant College Officer (See Appendix B).

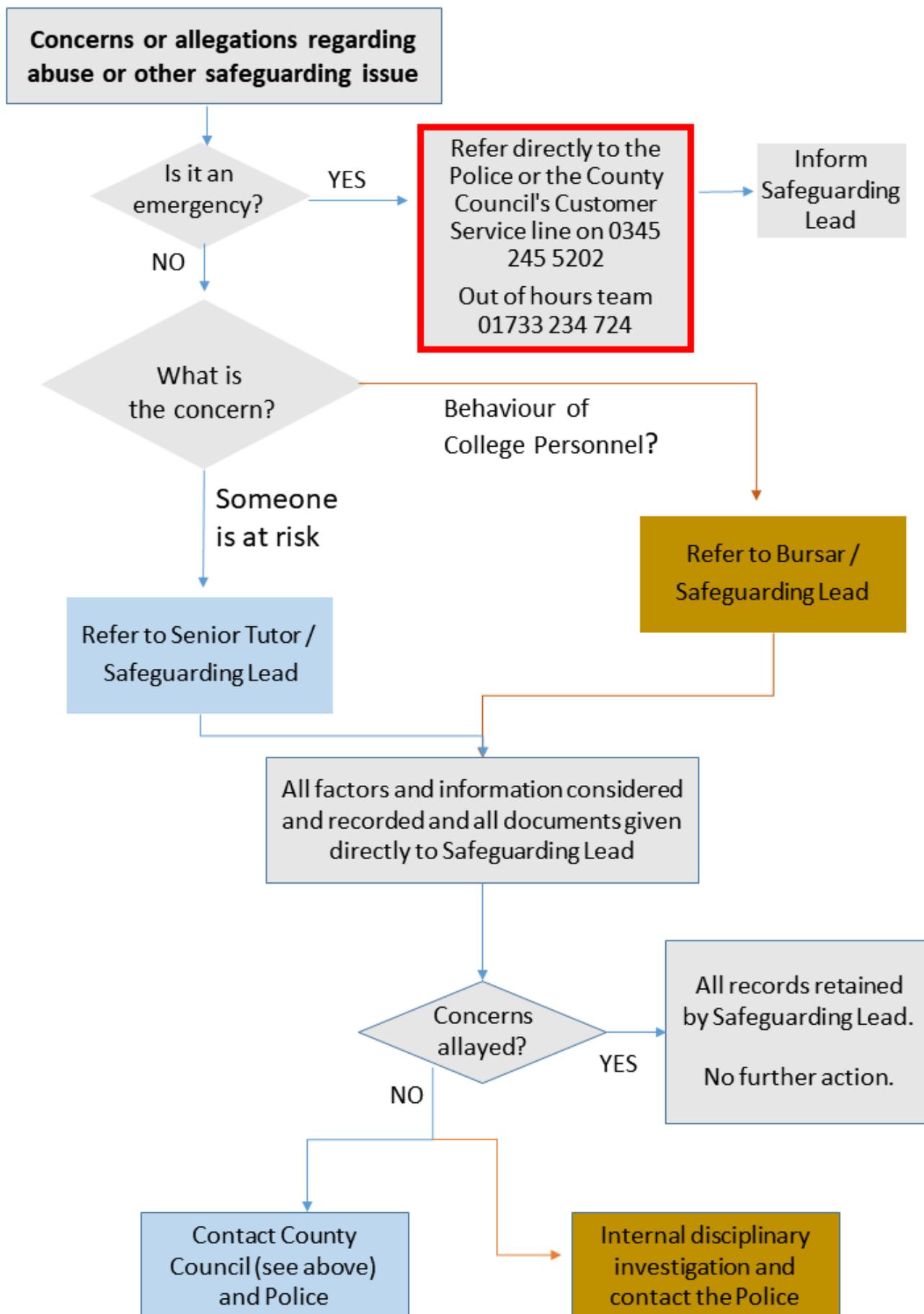
Appendix A: Commonly recognised types of abuse

Abuse can take many forms. Many are criminal offences, and this should be kept in mind when deciding on appropriate action and record keeping.

Abuse may be a single act or repeated acts; it can be planned or unplanned. It may result from deliberate intent, negligence (which may be unintentional) or ignorance. The following examples illustrate the range of abuse which may be encountered, but are not exhaustive.

- **Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, or the misuse or misappropriation of property, possessions or benefits.
- **Physical abuse** - including assault, hitting, slapping, pushing or over-medicating.
- **Neglect and acts of omission** – for example the repeated deprivation of help or care needed
- **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 and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - including verbal abuse, humiliation, bullying (including cyber bullying) or the use of threats.
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Domestic abuse** - including psychological, physical, sexual, financial or emotional abuse within an intimate or family-type relationship. Can also include forced marriage and so-called 'honour' based violence.
- **Modern slavery** - includes slavery, human trafficking, forced labour and domestic servitude.
- **Professional abuse** – including the misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/crimes, poor care practice or neglect in services.

Appendix B: Flow chart for reporting concerns



Personnel:

- Safeguarding Lead: Corinne Roughley, safeguarding@hughes.cam.ac.uk
- Bursar: Victoria Espley, bursar@hughes.cam.ac.uk
- Senior Tutor: Philip Johnston, senior.tutor@hughes.cam.ac.uk

Appendix C: Related college policies and procedures

The College will ensure that all College personnel follow the College's policies in their interactions with students and applicants.

College policies on **Lone Working** and **Confidentiality** apply to all those working for the College.

All those working for the College in an academic role must comply with the **Appropriate Academic Relationships Policy**.

The College has a **Statement on Harassment** which applies to all members of College:
<https://www.hughes.cam.ac.uk/wp-content/uploads/2017/07/Hughes-Hall-Statement-on-Harassment.pdf>

The **Employee Handbook**, which applies to all staff (including Fellows employed by the College), includes policies on **Behaviour at Work** and **Professional Boundaries**.

The **Guidance and Procedures on harassment and sexual misconduct** applies to all students:
<https://www.hughes.cam.ac.uk/wp-content/uploads/2017/09/Harassment-2017-09-08.pdf>

Further guidance can be obtained from the Bursar, Senior Tutor and Safeguarding Lead.