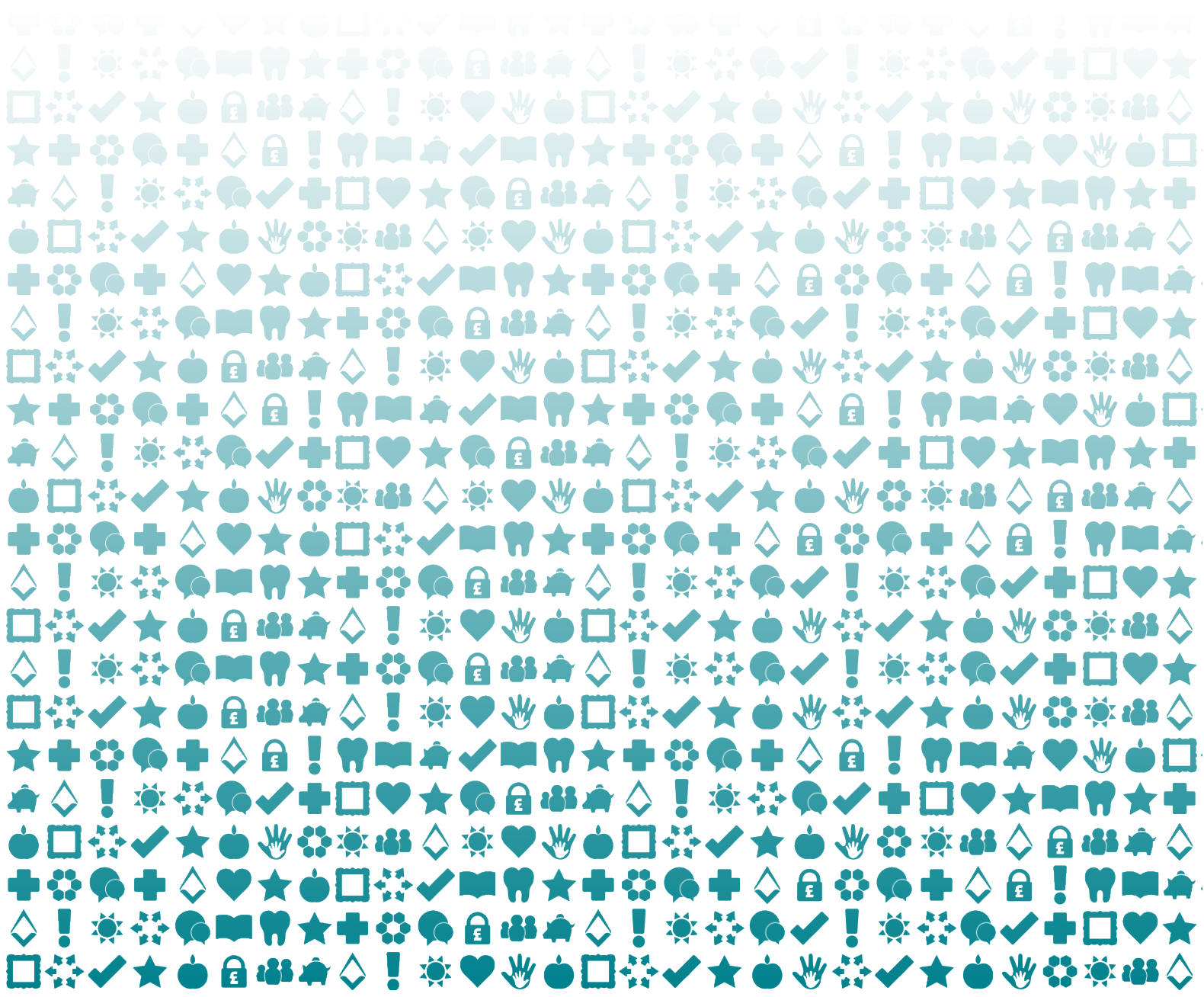


Safeguarding Adults Policy



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Summary

The MCF recognises that the welfare of adults at risk is paramount and that they have equal rights of protection.

The MCF will:

- Treat all adults at risk with respect and celebrate their achievements
- Carefully recruit and select all staff whether paid or unpaid
- Respond to concerns and allegations appropriately
- Be guided by, where applicable, the recommendations of the SAFE toolkit

When there are concerns about the welfare of any adult at risk *all responsible adults* in the organisation are expected to share those concerns with the DSO. **Remember: Consultation should not delay a referral. It is everyone's duty, if they have an immediate concern about someone's welfare, to report their concerns without delay. In an emergency dial 999 or contact Adult services at the local authority where they or the person resides.**

Safeguarding Adults: Lead and Deputy

The MCF Designated Safeguarding Officer (DSO) for Adult Safeguarding is:

Name: Julia Young

Contact details: 07979 860263

The MCF deputy is:

Name: Sam Maddocks

Contact details: 07771 686038

The DSO is responsible for:

- Monitoring and recording concerns
- Making referrals to social care services without delay
- Liaison with other agencies
- Arranging training for all staff



Their role is also to oversee and ensure that the MCF adult safeguarding policy is fully implemented. These details will be made available to all responsible adults, adults at risk and parents/carers by training, staff handbook, information in staff areas and induction information. This includes ensuring they and all staff receives adult safeguarding training as appropriate. The deputy should be available to support or cover for the DSO. They will also handle any complaints or allegations against the DSO if appropriate.

Confidentiality

In cases of disclosure of abuse by adults at risk, parents or carers, MCF is obliged to share the information and will refer our concerns to social care services and/or the police in an emergency.

Staff Allegations

Concerns about the behaviour of adults in the organisation will be referred without delay to the DSO who will contact social care services, or the police, if a crime may have been committed.

In the rare situations that the concerns are about the DSO it is important to refer to the deputy person. This may not be appropriate, in which case any member may personally refer direct to the Local Authority Designated Adult Safeguarding Manager (or local equivalent) who will liaise with social care services, or the police, if a crime may have been committed.



Adult Safeguarding Policy

The legal definition of the term "adult at risk" refers to any person aged 18 years and over 16 in Scotland who:

- Has needs for care and support and
 - a. is experiencing, or is at risk of, abuse and neglect and
 - b. as a result of those care needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

This could include any adult in particular people with mental health issues, physical, sensory or learning disabilities, medical conditions, dementia, brain injury, those who are elderly and frail and also those who are family carers.

Safeguarding concerns arise when any adult is, or is at risk of, being abused or neglected and unable to protect them self against the abuse or neglect or risk of it because of those needs.

Care and Support Statutory Guidance Issued under the Care Act 2014

(Please see references on the SAFE website for details of arrangements in Northern Ireland, the Republic of Ireland, Wales and Scotland)

Government guidance is clear that all organisations working with adults at risk, families, parents and carers have responsibilities. It is important to remember that adults at risk can also abuse and that such incidents fall into the remit of this policy.

The Care Act 2014 has six key principles which should inform the way in which all of the workforce should work with adults. They are:

1. Empowerment
2. Prevention
3. Proportionality
4. Protection
5. Partnership
6. Accountability



Recognising Abuse

The Care and Support Statutory Guidance Issued under the Care Act 2014 outlines how abuse may take many forms and how individual circumstances should be considered.

Exploitation is a particular theme in the following list of abuse:

- Physical
- Domestic violence, including "honour" based violence
- Sexual
- Psychological
- Financial or material abuse
- Modern slavery
- Discriminatory
- Organisational
- Neglect and acts of omission
- Self-neglect
- Inappropriate cyber interaction
- Bullying

Mental Capacity

The MCF fully recognises and upholds the 5 key principles of the Mental Capacity Act 2005 in all aspects of its work by:

- Presuming each adult at risk has capacity
- Supporting individuals to make their own decisions
- Recognising the right for individuals to make their own decisions, even if they may seem eccentric
- Making sure what the MCF does for adults at risk (without capacity) is in their best interests
- Making sure that anything MCF does is the least restrictive action for the individual



Treating Adults with Respect

The MCF endeavours to treat all adults at risk with respect, regardless of ability or culture.



Rigorous Recruitment

MCF is guided by SAFEcic guidelines for recruiting all staff, paid or unpaid.

MCF always takes up a minimum of two written references and insists that any appointment, where staff have direct, sustained, regular and/or unsupervised access to adults at risk, will only be confirmed subject to a satisfactory Disclosure & Barring (DBS) check and a check against the Barred Adults List, where eligible.

At interview the MCF has sound procedures and recording to ensure it is satisfied, and can evidence that the applicant is appropriate and appropriate.

Induction and Training

In line with safer recruitment good practice, MCF has a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures.

All new staff sign to record they have received and read the Adult safeguarding policy.

Data Protection and Confidentiality

The MCF has a clear Privacy Policy in accordance with the Data Protection Act 1998. This is on our website and is available to all adults, children, parents and carers. Staff are trained on GDPR 2018 requirements and a DPA policy is included in the staff handbook and in induction information.

The MCF fully endorses the principle that the welfare of adults at risk overrides any obligations of confidence it may hold to others. Individual cases will only be shared or discussed on a “need to know” basis. All media enquiries will be handled by Chief Operating Officer, Mr Les Hutchinson.

Disclosures

A disclosure may be communicated verbally or through behaviour by an adult at risk, or another adult in the organisation and it is important for everyone to remember the following:

If you are concerned about an adult at risk it is important that this information is communicated to the DSO or deputy for safeguarding.

You may become aware of suspected or likely abuse by:

- Your own observations and concerns
- Being told by another person that they have concerns about an adult at risk



- The adult at risk tells you
- The abuser tells you

Also remember that you may not always be working directly with the adult at risk but become concerned because of difficulties experienced by other adults, e.g.

- Domestic Violence incidents
- Mental Health issues
- Substance Abuse Incidents
- Cyber interactions

Remember:

- Do not delay
- Do not investigate
- Seek advice from the DSO or deputy for safeguarding
- Make careful recording of anything you observe or are told

Responding to Concerns

The MCF ensures and emphasises that everyone in the organisation understands and knows how to share any concerns immediately with the DSO/deputy. This is done by staff training/information in staff areas/staff handbook/induction information. Everyone including the DSO/deputy will deal with concerns using the following:



IF

You are worried that an 'Adult at Risk' has been abused because:

- You have seen something
- An Adult at Risk says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of staff
- There has been an anonymous allegation
- An adult has disclosed they are abusing a vulnerable adult

Remember:
Consultation
should not
delay a
referral. In an
emergency
dial 999



THEN

Make a careful record of what you observe or are told

Talk to the Designated Safeguarding Officer (DSO) within 24 hours

Use your MCF's adult safeguarding policy to identify who this is if you do not already know



THE DSO

Should refer the concern to Social Care Services and/or the police (in an emergency) and follow up in writing within 24 hours (if the allegations are against a person with a "duty of care", the Adult Safeguarding Manager/Board will co-ordinate the next procedural steps)



Complaints/Disciplinary & Grievance Procedures

The MCF has clear policies about handling allegations, dealing with complaints and its own disciplinary and grievance procedures.

The MCF is mindful that these procedures may confuse people on the next appropriate steps to take. The MCF is clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, it will discuss the situation with the local authority Adult Safeguarding Manager and/or social care services before making an open decision about the best way forward.

It is the responsibility of the DSO/deputy to ensure that these procedures are rigorously adhered to. In the case that the DSO is implicated, the deputy should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact social care services direct, or the police if a crime has, or may have been, committed.

Social care services will manage any investigations, overseen by the local Designated Adult Safeguarding Manager (or local equivalent) in accordance with local Safeguarding Adults Board procedures. These are available on the local Safeguarding Adults Board website.

With regards to disciplinary and grievance procedures, MCF is very clear that it will take no steps until it has fully discussed and agreed a strategy with the Designated Adult Safeguarding Manager, social care services and/or the police. Any investigation will override the need to implement any such procedures.

Record Keeping

All records will be kept securely. Only the DSO and/or those with authority to do so will have access and records will only be kept as long as necessary.

Normally these records will be passed to social care services when there is a concern and the DSO deems it appropriate to do so. All records will be written by the person with the concern within 24 hours, on headed paper and will be factual and non-judgmental.

It is helpful to record any known details of the adult at risk(s) involved e.g. name, address, date of birth etc.



Policy Date

This policy was agreed on 31 March 2016 and will be reviewed annually or when there are substantial organisational changes/changes in legislation.

Policy Reviewed by:

J. Young and S.Maddocks on 18 June 2018

Signed DSO: *Julia Young*

Date: 30 June 2018

Next review date 30 June 2019

A separate record for staff signatures will be maintained to evidence they have seen and understand this policy.

Reference Documents

All references are available at www.safecic.co.uk





Masonic
Charitable Foundation

For Freemasons, for families, for everyone

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