

Personal Development Resources

Safeguarding

Quick Guide



Safeguarding



What is Safeguarding?

Safeguarding is a framework that protects vulnerable groups of people. It is:

- A commitment to keeping children and Adults at Risk safe from harm and exploitation and to upholding their rights
- Promoting health and development, ensuring safety and care to enable individuals to reach their life potential
- A shared responsibility



Safeguarding – Vulnerable Groups

Adult at Risk – “someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect, and as a result of their care needs - is unable to protect themselves”. This maybe because the individual has a mental health condition, a disability, a sensory impairment, is elderly or frail or has some form of illness. This definition of an Adult covers all people over 18 years of age.

Child – anyone who has not yet reached their 18th Birthday



The Six Principles of Adult Safeguarding

The Care Act sets out the following principles that should underpin the safeguarding of adults. Here is each principle, it's definition and an example of what you might hear or observe when it is working in practice.

Empowerment

People are supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens.”

Prevention

It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help.”

Proportionality

The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest and they will only get involved as much as is necessary.”

Protection

Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership

Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability

Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”



Safeguarding – Good Practice

Good practice in relation to safeguarding means:

- a commitment to keeping children and adults at risk safe from harm and exploitation
- upholding their rights
- always acting in their best interests and with their consent
- reporting any concerns you have through the appropriate channels



What are the types of abuse?

Abuse can happen anywhere. It can happen at home, in a residential or nursing home, in a hospital, at work or in the street.

We are going to look at the 10 categories of abuse as defined in the Care Act 2014

- Physical
- Emotional/Psychological
- Neglect
- Self-neglect
- Sexual
- Financial/Material
- Discriminatory
- Organisational/Institutional
- Domestic Violence
- Modern Slavery and Trafficking



Safeguarding – Types of Abuse

Physical Abuse

Definition:

Physical abuse is non-accidental harm to the body. Everyone has the right to live in a safe environment and not be harmed by anyone sharing that environment.

Possible indicators:

- no explanation for injuries or inconsistency with the account of what happened
- injuries are inconsistent with the person's lifestyle
- bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- frequent injuries
- unexplained falls
- subdued or changed behaviour in the presence of a particular person
- signs of malnutrition
- failure to seek medical treatment or frequent changes of GP



Safeguarding – Types of Abuse

Emotional/Psychological Abuse

Definition:

Emotion or psychological abuse is any action which has an adverse effect on an individual's mental well being, causing suffering and affecting their quality of life and ability to function to their full potential. This may include the threat that other types of abuse could take place.

Possible indicators:

- an air of silence when a particular person is present
- withdrawal or change in the psychological state of the person
- insomnia
- low self-esteem
- uncooperative and aggressive behaviour
- a change of appetite, weight loss/gain
- signs of distress: tearfulness, anger
- failure to seek medical treatment or frequent changes of GP



Safeguarding – Types of Abuse

Neglect

Definition:

Neglect is the deliberate or unintentional failure to meet someone's needs for care, resulting in risk to their wellbeing.

Possible indicators:

- poor environment – dirty or unhygienic
- poor physical condition and/or personal hygiene
- pressure sores or ulcers
- malnutrition or unexplained weight loss
- untreated injuries and medical problems
- inconsistent or reluctant contact with medical and social care organisations
- accumulation of untaken medication
- uncharacteristic failure to engage in social interaction
- inappropriate or inadequate clothing



Safeguarding – Types of Abuse

Self-neglect

Definition:

Self-neglect is a general term used to describe someone living in a way that puts his or her health, safety, or well-being at risk.

Possible indicators:

- very poor personal hygiene and/or unkempt appearance
- lack of essential food, clothing or shelter
- malnutrition and/or dehydration
- living in squalid or unsanitary conditions
- hoarding
- collecting a large number of animals in inappropriate conditions
- non-compliance with health or care services
- inability or unwillingness to take medication or treat illness or injury



Safeguarding – Types of Abuse

Sexual Abuse

Definition:

Sexual abuse is the involvement of people in sexual activities that they do not understand, have not given consent to or which violate the sexual taboos of family custom and practice.

Possible indicators:

- bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- torn, stained or bloody underclothing
- bleeding, pain or itching in the genital area
- infections or sexually transmitted diseases
- pregnancy in a woman who is unable to consent to sexual intercourse
- the uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- self harming, poor concentration, withdrawal, sleep disturbance
- excessive fear/apprehension of, or withdrawal from, relationships
- fear of receiving help with personal care
- reluctance to be alone with a particular person



Safeguarding – Types of Abuse

Financial Abuse

Definition:

Financial abuse is the theft or misuse of money or personal possessions, which involves an individual's resources being used to the advantage of another person.

Possible indicators:

- missing personal possessions
- unexplained lack of money or inability to maintain lifestyle - disparity between the person's living conditions and their financial resources
- unexplained withdrawal of funds from accounts
- power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- the person allocated to manage financial affairs is evasive or uncooperative
- the family or others show unusual interest in the assets of the person
- a lack of clear financial accounts held by a care home or service
- failure to provide receipts for shopping or other financial transactions carried out on behalf of the person



Safeguarding – Types of Abuse

Discriminatory Abuse

Definition:

Discriminatory abuse is where a person is not treated with dignity and respect in a way that reflects their culture, values and beliefs and often involves other types of abuse.

Possible indicators:

- the person appears withdrawn and isolated
- expressions of anger, frustration, fear or anxiety
- the support on offer does not take account of the person's individual needs in terms of a protected characteristic



Safeguarding – Types of Abuse

Domestic Violence or Abuse

Definition:

Violent or aggressive behaviour within the home, typically involving the violent abuse of a spouse or partner, but can involve siblings and children. This form of abuse is not only physical, but can include other forms of harm such as sexual or emotional abuse.

Possible indicators:

- low self-esteem
- feeling that the abuse is their fault when it is not
- physical evidence of violence such as bruising, cuts, broken bones
- verbal abuse and humiliation in front of others
- fear of outside intervention
- damage to home or property
- isolation – not seeing friends and family
- limited access to money
- reluctance to be alone with a particular person



Safeguarding – Types of Abuse

Modern Slavery and Trafficking

Definition:

Modern slavery can cover a range of exploitation including; human trafficking, sexual exploitation, forced labour, debt bondage, domestic servitude, criminal activities, child labour, child sexual exploitation (CSE) and forced and early marriage.

Possible indicators:

- signs of physical or emotional abuse
- appearing to be malnourished, unkempt or withdrawn
- isolation from the community, seeming under the control or influence of others
- living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- lack of personal effects or identification documents
- always wearing the same clothes
- avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- fear of law enforcers



Safeguarding – Other Potential Risks

As well as the 10 categories of abuse, there are many other types of potential safeguarding risks that you may come across in your role:

Child Sexual Exploitation
Substance Misuse
Forced Marriage
Private Fostering
Gender Based Violence
Sexting
Mental Health Concerns

Bullying (including cyber-bullying)
Faith Abuse
Gang and Youth Violence
Female Genital Mutilation
Radicalisation
Teenage Relationship Abuse



What if I have a concern?

If you are a learner and have witnessed harm or abuse in your place of work, you should follow your internal safeguarding procedures. If you are not familiar with your organisation's safeguarding processes, please take this opportunity to review these as you have a duty of care to report issues that arise.

If you have followed your internal processes and you don't believe your concerns have been taken seriously or acted upon, then you should escalate this to your internal Safeguarding Team or HR Department, following this up in writing. If you continue to have concerns, you should contact Care Quality Commission (CQC) in England and Care Inspectorate Wales (CIW) in Wales as well as your Local Adult or Child Safeguarding Board.

If you don't work in the Health and Social Care sector or with children or 'adults at risk' but are concerned about working practices or the way you or someone else is being treated, you should speak to your line manager in the first instance. If this doesn't resolve the situation, you should follow your internal complaints or grievance procedures.

You can also speak to your Assessor regarding any of the above concerns or a member of the t2 group Safeguarding Team.



What if it is me that needs support?

If you are experiencing harm or abuse yourself, you should speak to someone you trust.

This could be:

- A friend
- A family member
- A professional such as your GP or a Police Officer

At t2 group, we have a dedicated Safeguarding Team who are there to support you and signpost you to help and advice, whether that is in relation to yourself or someone else. You can complete the Safeguarding Contact Form on our website or alternatively, please find their contact details below:

Stacy Preston – Safeguarding and Prevent Lead

E-mail: stacy.preston@t2group.co.uk

Tel: 02920 799133 / 07876824157



Bullying and Harassment

Definition: Bullying and harassment means any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others and may happen in the workplace without an employer's awareness.

Examples of bullying and harassing behaviour include:

- Spreading malicious rumours
- Unfair treatment
- Regularly undermining a competent worker by overloading or constant criticism
- Denying someone's training or promotion opportunities
- Ridiculing or demeaning someone
- Exclusion or victimisation
- Misuse of power
- Unwelcome sexual advances
- Making threats or comments about job security without foundation



Bullying and Harassment continued

Bullying and harassment can happen in the following ways:

- Face to face
- By letter
- By email
- By phone

Bullying and harassment can make someone feel anxious and humiliated. Feelings of anger and frustration at being unable to cope may be triggered.

Some people may try to retaliate in some way. Others may become frightened and demotivated.

Stress, loss of self-confidence and self-esteem caused by harassment or bullying can lead to job insecurity, illness, absence from work and even resignation. Almost always job performance is affected and relations in the workplace suffer.

When the unwanted behaviours that make up bullying and harassment are related to the following protected characteristics, this is then against the law:

- Age
- Sex
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sexual Orientation



Bullying and Harassment - Reporting

If you believe you are being bullied or harassed, you should take the following steps:

- Try and see if you can resolve the issue informally first

If this is not possible or you feel uncomfortable doing so, you should:

- Talk to your line manager
- Talk to your Human Resources (HR) department
- Talk to your Trade Union representative

If this does not work, then you can make a formal complaint using your employer's grievance procedure. If this does not work and you believe you are still being harassed or bullied, you can access advice and guidance through ACAS (Advisory, Conciliation and Arbitration Service) on **0300 123 1100**.

If you need support with any issues yourself or others are experiencing, please speak to a member of the t2 Safeguarding Team or your assessor.