1. Introduction

Purpose of the procedure
St. John's has zero tolerance of all forms of abuse and exploitation of adults and the aim of this procedure is to provide a framework for all staff including agency staff, contractors, volunteers, beneficiaries who receive involvement fees, Governors and Trustees, hereafter referred to as 'staff'. It should be used in conjunction with the Adult at Risk Safeguarding and Protection Policy, to prevent and reduce the risk of abuse to all adults who use St. John's services or come into contact with staff. The procedure details the steps that individuals and key people are expected to take if they have a safeguarding concern.

At St. John's, we recognise our responsibilities as set out in the Pan Sussex Adult Safeguarding Policy and Procedures.

2. Legal requirements

This procedure and its associated policy are mandatory for all staff, as they must be aware of their

Recognition of signs and indicators of abuse and exploitation

Recognition of the signs and indicators of abuse or exploitation poses considerable challenges for most professional staff who work with adults and who do not deal with protection and safeguarding issues on a day-to-day basis. This is, in part because the notion of adults being at risk of abuse or neglect is one which is relatively new to our society in comparison to the longer

the information without consent if in our judgement this is necessary to protect an adult from abuse or harm.

Adults at risk with capacity may request access to anything that is recorded about them. Therefore, anyone recording safeguarding issues should consider this and ensure that records are factual and clear and, where opinion is expressed, it should be recorded as such and distinguished from fact.

Initial fact finding
It is reasonable to check some basic facts prior to alerting other professionals. The DSL will always

A risk assessment.
An interim protection plan.
A clear record of the decisions.
A record of what information is shared.
An investigation plan with timescales.
A communication strategy.

The strategy discussion or meeting should take place before any investigation; the exception to this is if a police investigation is required to gather evidence. St. John's should not begin an investigation prior to a decision by the multi-agency strategy meeting or discussion.

Outcomes of strategy meeting
There are a wide range of possible outcomes that can come from a strategy meeting, these include:

That the police are going to investigate - The staff member who raised the concern and the DSL are likely to be interviewed. (If the concerns relate to an Ambitious about Autism/Ambitious about Autism Schools Trust staff then they will also be interviewed by the police, and this could be under caution.)
That the Local Authority is going to investigate - Again the staff member who raised the concern and the DSL are likely to be interviewed.
That Ambitious about Autism/Ambitious about Autism Schools Trust lead its own internal investigation - under such circumstances the Local Authority will require a range of assurances regarding the protection of adults and the robustness of the process being agreed. There will also be an expectation of full, open and transparent feedback to the Local Authority.

7. Investigation

Guidance on investigations can be found in the Pan Sussex Adult Safeguarding Policy and Procedures.

8. Case Conference

Following any investigation, a case conference is convened by the Local Authority.

The aim of a case conference is to:

Consider the information contained in the investigating officer's report(s).
Consider the evidence and, if substantiated, plan what action is indicated.
Plan further action if the allegation is not substantiated.
Plan further action if the investigation is inconclusive.
Consider what legal or statutory action or redress is indicated.
Make a decision about the levels of current risks and a judgement about any likely future risks

Referral to advocacy service.
Referral to counselling services.
Guardianship/use of Mental Health Act 2007.
Review of self-directed support.
Restriction/management of access.
Referral to MARAC (London based domestic violence units)
No further action.
Other.

Possible outcomes for the person alleged to have caused harm

Criminal prosecution/formal caution.

Other complaints
Concerns raised against the organisation in relation to its handling of safeguarding issues should be referred to the CEO who will raise this with the Chair of Trustees where appropriate.

Whistleblowing
Staff access to the support provided by the whistleblowing procedure is an important element of safeguarding. For information on Whistleblowing, please see the Ambitious about Autism/Ambitious about Autism School's Trust Whistleblowing policy. The DSL will act as Whistleblowing Champion for the College. Where a member of staff is not satisfied that their concerns have been responded to by the Charity, or not taken seriously, then they should approach the safeguarding team for the setting's host Local Authority (contact detaila-11( )5(t)5(h)11(a)-11(t)5(

concern

Policy Owner

Appendix 4: Checklist for preparing to make a referral

Details of the referrer

Name, address and telephone number
Relationship to the adult at risk
Name of the person raising the alert if different

Details of the adult at risk

Name(s), address and telephone number
Date of birth, or age
Details of any other members of the household including children
Information about the primary care needs of the adult, that is, disability or illness
Funding authority, if relevant
Ethnic origin and religion
Sex identification (including transgender and sexuality)
Communication needs of the adult at risk due to sensory or other impairments including any interpreter or communication requirements
Whether the adult at risk knows about the referral
Whether the adult at risk has consented to the referral and, if not, on what grounds the decision was made to refer
What is known of the person's mental capacity and their views about the abuse or neglect and what they want done about it (if that is known at this stage)?
Details of how to gain access to the person and who can be contacted if there are difficulties

Information about the abuse, neglect or physical harm

Appendix 5: Responding to concerns that an adult may be being abused or neglected

Recognition of signs or indicators of abuse or an allegation/disclosure of abuse
If necessary, take immediate steps to protect

Raising a concern

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Issues arising from the decision to suspend the member of staff.
The duration of the suspension.
Whether or not the suspension was justified.