



Life for African Mothers

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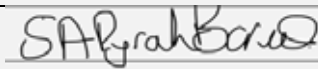
# Safeguarding Adults Policy

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## Document Control Sheet

Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

<b>Name of document:</b>	<b>Safeguarding Adults Policy</b>
<b>Ref Number:</b>	<b>Safeguarding Adults</b>
<b>Version:</b>	<b>1</b>
<b>Date of this version:</b>	<b>January 2024</b>
<b>Produced by:</b>	This Policy has been prepared and reviewed by the LFAM Board of Trustees
<b>What is it for?</b>	This document is intended for all LFAM Volunteers, Trustees and Board members and anyone associated with LFAM, whether in the UK or LFAM's partner country and in any capacity.
<b>Evidence base:</b>	N/A
<b>Who is it aimed at and which settings?</b>	All volunteers in all settings
<b>References:</b>	
<b>Monitoring and Evaluation:</b>	This policy will be monitored and reviewed for effectiveness by the Board
<b>Training and competences:</b>	Training will be evidenced by signing of the Policy Level 3 Safeguarding Adult training from workplace will be evidence of compliance, and be required from all personnel prior to travel overseas.
<b>Reviewed by:</b>	LFAM Board
<b>Approved by:</b>	LFAM Board
<b>Date approved:</b>	22/02/2024
<b>Signed:</b>	 Nicola Lovett (LFAM Trustee)
<b>Signed:</b>	 Sally-Ann Pyrah-Barnes (LFAM trustee)
<b>Dissemination:</b>	On website
<b>Date disseminated:</b>	04/03/2024
<b>Review Date:</b>	Feb 2025
<b>Contact for Review:</b>	CEO LFAM

## Version Control

Revision History	Summary of changes	Author(s)	Version No
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January 2024	To initiate document	Nicola Lovett/	1
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## PART 1 - POLICY

### 1. POLICY STATEMENT

- 1.1 Life for African Mothers (hereafter referred to as the LFAM) is believes that every Adult has the right to live free from abuse, harm or neglect, regardless of age, ability or disability, sax, race, religion or belief, ethnic origin, sexual orientation, marital or gender status. **Safeguarding is everyone’s responsibility**, and we are committed to providing a safe and inclusive environment, where an open and listening culture is adopted.
- 1.2 LFAM has the responsibility to ensure that all personnel connected to LFAM,in any county, behaves in a manner which does not place any adult they come into contact with, at risk of harm in any way. LfAM will take all reasonable steps to ensure that no-one is harmed as a result of the work we do, and LFAM will uphold the “do no harm” principles.
- 1.3 LFAM is committed to providing a safe and inclusive environment for everyone, with an open and listening culture, so that all people can share information or concerns without fear of retribution.
- 1.4 Volunteers should note that LFAM liability may extend to both “official” and “unofficial” social activities. These may be deemed to be an extension of the volunteer contract. LFAM may have a duty of care in respect of such matters and will investigate all complaints of inappropriate or improper conduct whether they are alleged to have occurred in or outside the volunteers scope of work with LFAM. Referral of concerns will be made to local authorises in whichever county an alleged abuse has occurred.
- 1.5 This policy applies to all Board members, Trustees, and volunteers, in any capacity, working with LFAM. LFAM is committed to ensuring that all personnel are aware of the legislation, policy and procedure for safeguarding any adult, and managing and escalation an adult safeguarding concern.
- 1.6 This policy will ensure compliance with key legislative and regulatory provisions and guidance documents that underpin the principles of



adult safeguarding and adult protection, in particular the Care Act 2014 and the associated statutory guidance, to ensure adults at risk are supported appropriately. The Charity Commission has also published guidance in this area Safeguarding and Protecting People for Charities and Trustees (2017).

## 2 PRINCIPLES

- 2.1 This policy is designed to ensure LFAM embeds best safeguarding practice throughout all the work that is undertaken in LFAM name. The principles of international safeguarding practice are that all adults have equal protection from harm, everybody has a responsibility to protect adults, organisations have a duty of care to adults who may be affected by their work and all actions on adult safeguarding, are in the best interests of the adult. This Policy is based on Unicef Adult Safeguarding Policy (2021) and is driven by the **principles** of; empower and prevention, protect and respond, proportionate, partnership, and accountability.
- 2.2 **Principle 1: Empower and prevention**-LFAM promotes a culture where all adults have the right to equal protection from harm, regardless of gender, culture, ethnicity, age, religion or belief, sexual orientation, disability or ability. All LFAM volunteers have a responsibility to safeguard adults, and will have evidence that they have undertaken appropriate education and training to Level 3. Adults should be supported to make their own decisions and give informed consent, even when their decision seems unwise.
- 2.3 **Principle 2: Protect and respond.** All volunteers will be made aware of the policy on joining LFAM and will be encouraged to read and understand its process. Where an adult is at immediate risk of harm, the relevant emergency services will be contacted immediately. (staff overseas must familiarise themselves with the Country emergency services contacts on arrival) LFAM lead will be notified within 24 hours. In addition, anyone raising a concern about a colleague will be protected under the principles of the LFAM Dignity Policy.
- 2.4 **Principle 3: Proportionate** Any actions will respect the rights and dignity of all involved and be proportionate to the level of harm, in compliance with local safeguarding legislation.
- 2.5 **Principle 4: Partnership** All volunteers will work with relevant law enforcement and local authorities in taking action to safeguard adults. Information sharing and documentation is vital to protect vulnerable adults.



- 2.6 **Principle 5: Accountability.** Confidential and accurate records must be produced and stored in accordance with LfAM data protection policy. However, confidentiality should not be a barrier to effective information sharing for safeguarding concerns.

### 3 LEGISLATION

The Care Act 2014 sets out the legal principles that should underpin the safeguarding of adults. This guidance has statutory status which means there is a legal duty to have regard to it when working with adults at risk. There are 6 principles within the Care Act 2014 that aim to ensure all adults are treated fairly, proportionately and compassionately. These principles are:

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

The safeguarding legislation applies to all forms of abuse that harm a person's well-being.

It provides:

- a framework for good practice that makes the overall well-being of the adult at risk a priority of any intervention.
- a framework for making decisions on behalf of adults who are unable to make decisions for themselves – Mental Capacity
- a framework for all organisations to share information and cooperate to protect adults at risk.

This Policy has also been developed with due regard to the following laws and guidance and policies.

- a. The Human Rights Act 1998
- b. The Safeguarding Vulnerable Groups Act 2006
- c. The Data Protection Act 2018



- d. The General Data Protection Regulations 2018
- e. The Protection of Freedoms Act 2012
- f. The Sexual Offences Act 2003
- g. The Equality Act 2010
- h. The Care Standards Act 2000
- i. Social Services and Wellbeing (Wales) Act 2016
- j. The Care Act 2014 k. Mental Capacity Act 2005
- l. Mental Health Act 2015 & 2020
- m. The Charity Commission Guidance: Safeguarding and Protecting People for Charities and Trustees (2017)
- n. The Care Act 2014 Statutory Guidance

#### 4 ABUSE

Abuse is a violation of an individual's human and civil rights by another person or persons. It can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any type of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. There are different types and patterns of abuse and there are many contexts in which abuse might take place; e.g Institutional abuse, Domestic Abuse, Forced Marriage, Sexual Exploitation, County Lines, Radicalisation, Mate Crime, Cyber Crime, Modern Slavery.

Categories of abuse as defined by the care Act 2014 are;

Physical, Sexual, Psychological or emotional Neglect and acts of omission, Self Neglect, Financial or Material, Discriminatory, Organisational / Institutional, Domestic Abuse and Modern Slavery.

There are many signs and indicators that may suggest someone is being abused or is at risk of harm. The signs to look out for include, but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.



- Belongings or money going missing – or appearance of not being in control of their own money and belongings
- No longer attending social gatherings, work or other routine commitments
- Appearing unkempt, change in personal appearance or presentation
- Change in behaviour – withdrawn, anxious, angry
- Signs of self-harm
- Fear of a particular group or person
  - A disclosure of abuse It is important that if you suspect or become aware of any indicators that someone may be being abused or is at risk of harm, you must seek support from your link with LFAM.

If you believe that an adult associated with LFAM has harmed or may pose a risk of harm to an adult at risk, or you have any concerns about their behaviour towards an adult at risk, you must report this to your LFAM contact. Lead for Safeguarding are Nicola Lovett or Sally Pyrahbarnes, and in accordance with this policy. If you are unsure if something is a safeguarding matter, you should seek guidance from your manager of the programme you are working in for LFAM,

## 5 RECORDS

Tips for recording concerns:

- Record facts – times, locations, persons involved, what the concern is.
- Ensure where possible you record accounts verbatim and avoid paraphrasing or generalising where possible.
- If you have shared the concern without obtaining consent, record you decision making around this.
- Record the actions you have taken.
- Date any records. Circumstances where we need to share information without a person's consent include those where
  - : • It is not safe to contact the adult to gain their consent (it might place them at further risk)
  - You believe they or someone else is at risk, including children.
  - You believe the adult is being coerced or is under duress.
  - It is necessary to contact the police to prevent a crime, or to report a crime has been committed.
  - The adult does not have mental capacity to consent.



- The person causing harm has care and support needs.

It is important to acknowledge that if there are children or young people placed at risk due to an adult safeguarding concern, a child's right to protection supersedes the adult's right to privacy. When information is shared without consent, this must be explained to them, when it is safe to do so and where appropriate any further decisions and actions should fully consult with them. You must fully document and maintain an audit trail of your decision making and why you took the actions you did.

## **6**     [DATA PROTECTION](#)

**6.1** This Policy conforms to the LFAM GDPR Policy (2024)

## [PART 2 – PROCEDURE](#)

### **7**             [Safeguarding Expectations of LfAM Board, Trustees and Volunteers](#)

- 7.1 All Board members/trustees who are not public facing do not need an DBS check
- 7.2 All Board members/trustees who have direct public contact require a basic DBS check. (payment will be offered from LFAM)
- 7.3 All volunteers who travel as professional with LFAM will have an enhanced DBS from their employer. To be confirmed in writing with the employer prior to travel.
- 7.4 volunteers who travel must have a certificates of Level 3 Safeguarding Children training, valid for the current year. Where staff are employed at an NHS Trust, this evidence can come from the workplace..
- 7.3 All Board members/trustees and volunteers will read and sign this document prior to any formal involvement with LFAM.

## **8**     **Formal Resolution**

8.1 When a complaint is significant;

- where an individual has undertaken behaviours which contravene this policy, LFAM will remove them from the volunteer programme and decline to work with them any further,
- Where behaviours have been significant and require onwards referrals, the volunteers employer will be informed.





- Consideration of referral to the Professional Body will be undertaken on a case by case basis.
- Policy links to Dignity while volunteering policy.(January 2024).

