



**BEVERLEY  
TOWN COUNCIL**  
WORKING AS A COMMUNITY

## **Beverley Town Council**

### **Safeguarding Adults Policy**

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## 1. INTRODUCTION

### 1.1. Statement

Beverley Town Council takes its responsibility seriously to promote safeguarding within the Council and with any vulnerable persons that we work with.

We aim to safeguard adults by:

- Ensuring that all of our staff and Councillors receive induction training to ensure their awareness of safeguarding issues relating to adults.
- Having a Safeguarding Adult policy and procedure which is clearly understood.
- Reviewing our Safeguarding Adult policy and procedure annually. This will be done as part of our ongoing practice of annual reviewing of policies.
- Ensuring that a designated officer is appointed, to hold a specific role in relation to advising Beverley Town Council staff and councillors, whereby advice and a clear course of action can be offered in relation to any safeguarding adult concerns.
- If the situation warrants a swift response, the matter will be referred directly to the relevant local Safeguarding Adult Team by the designated officer.

## 2. POLICY GUIDANCE

Additionally, this Safeguarding Adult policy, procedures and guidance should be read and cross referenced in conjunction with the following Beverley Town Council policies and procedures:

- Safeguarding Children
- Standing Orders
- Financial Regulations
- Code of Conduct
- Access to Council Services & Dealing with Difficult & Vexatious Customers
- Complaints Procedure
- Dignity at Work/Anti-Bullying & Harassment
- Health and Safety at Work
- Lone Working
- Discipline and Grievance Policies
- Whistle blowing
- Equal Opportunities
- Data Protection/GDPR

## 3. DEFINING WHO IS AT RISK AND IN WHAT WAY

The Town Council is committed to ensuring that staff, Councillors, volunteers and contractors are fully informed in regards to the Town Council's Safeguarding Adults Policy.

### 3.1. Who do safeguarding duties apply to?

The safeguarding duties apply to an adult 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

The adult experiencing, or at risk of abuse or neglect will hereafter be referred to as the *adult* throughout this chapter.

### 3.2. What Constitutes abuse and neglect?

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Types of abuse include:

- **physical** abuse, including hitting, slapping, punching, burning, pushing, kicking, misuse of medicine, restraint, or inappropriate sanctions
- **sexual** abuse, including rape, sexual or indecent assault, inappropriate touching or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting
- **psychological** abuse, including emotional abuse, belittling, threats of harm or abandonment, deprivation of contact, humiliation, name calling and blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- **financial or material** abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property
- **neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and leaving in soiled clothes
- **discriminatory** abuse, including racist and sexist abuse based on a person's disability and other forms of harassment
- **domestic violence** abuse including, psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence
- **modern slavery encompasses**, slavery, human trafficking, forced labour and domestic servitude.
- **organisational**, which usually relates to practices adopted in care settings, including poor care standards, inadequately trained staff, under resourced facilities, unsupervised staff, where staff work in isolation or have little support from managers, rigid routines and lack of positive responses to complex care needs
- **self-neglect**, this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and included behaviour such as hoarding.

Abuse may be carried out deliberately or unknowingly and may be a single act or repeated acts. People who behave abusively come from all backgrounds and walks of life.

### 3.3. Who May Potential Abusers Be?

Vulnerable adult(s) may be abused by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other services users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

### 3.4. In What Circumstances can Abuse Occur?

Abuse can take place in any context. It may occur when a vulnerable adult lives alone or with a relative; it may also occur within nursing, residential or day care settings, in hospitals,

custodial situations, support services into people's own homes, and other places previously assumed safe, or in public places.

### 3.5. Patterns of Abuse

Patterns of abuse and abusing vary and reflect very different dynamics. These include:

- Serial abusing in which the perpetrator seeks out and 'grooms' vulnerable individuals. Sexual abuse usually falls into this pattern as do some forms of financial abuse
- Long term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations
- Opportunistic abuse such as theft occurring because money has been left around
- Situational abuse which arises because pressures have been built up and/or because of difficult or challenging behaviour;
- Neglect of a person's needs because those around him or her are not able to be responsible for their care, for example if the carer has difficulties attributable to such issues as debt, alcohol or mental health problems;
- Unacceptable 'treatments' or programmes which include sanctions or punishment such as withholding of food and drink, seclusion, unnecessary and unauthorised use of control and restraint
- Failure of agencies to ensure staff receive appropriate guidance on anti-racist and anti-discriminatory practice
- Failure to access key services such as health care, dentistry, prostheses
- Misappropriation of benefits and/or use of the persons money by other members of the household
- Fraud or intimidation in connection with wills, property or other assets.

## 4. CODE OF PRACTICE – BEVERLEY TOWN COUNCIL

### 4.1. General

Due to the nature of Beverley Town Council's work and services which may include association with vulnerable adults, the following person is nominated as the Safeguarding Adults Officer:

Designated Officer: ...Carol Oliver.....

Contact Tel: .....

Beverley Town Council is committed to minimising and preventing abuse and recognises the importance of safe recruitment policies and practices for paid staff, volunteers and Councillors.

These will include:

- All staff with access to vulnerable adults or with access to sensitive information will be required to undertake an enhanced DBS check.
- Beverley Town Council staff and Councillors should ensure they have received at least introductory/awareness raising training in safeguarding adults as part of their induction.
- All staff and Councillors to read and understand the Safeguarding Adult Policy and for this to be reviewed annually.
- Application forms for employment and for volunteer work to include details of previous employment, any convictions for criminal offences (including spent convictions), agreement for enhanced DBS checks, permission to contact two referees, including their current or most recent employer (which should be taken up)

## 4.2. Operational Procedures

Beverley Town Council recognises that we have a duty to act on reports, or suspicions of abuse/neglect. Should officers or Councillors of Beverley Town Council who are in a position where adults may disclose abuse has occurred or raise concerns that abuse might happen, the following procedure should be actioned.

- Beverley Town Council recognises the importance of gaining consent within its vulnerable adult policies and procedures. If a disclosure of alleged abuse is received, Beverley Town Council will ensure that consent is gained to refer or report the incident. If an individual agrees to share information about them to others, they have given consent. However, if individuals do not consent, then on occasions this has to be accepted. Equally Beverley Town Council agrees that there will be occasions where decisions not to consent can be overridden. It may be that sometimes an individual is not able to give informed consent because they lack capacity.
- The incident or suspicion should be reported to the Designated Officer and a decision made to refer this to the adult's Support Officer (if known) or known person acting on their behalf.
- The Designated Officer will consider whether to report the incident or suspicion to the relevant Safeguarding Board.
- Where adults may disclose abuse has occurred or raise concerns that abuse might happen, it is important to know where to obtain further information from and who to contact to report abuse, which is as follows:

For East Riding please contact the East Riding Safeguarding Adults Team – (01482) 396940 [www.ersab.org.uk](http://www.ersab.org.uk).

For Hull please contact the Multi Agency Safeguarding Hub – 01482 616092

Beverley Town Council adopted this policy on:

Date: 27 / 03 / 23

Signed, Chairman:



Signed, Town Clerk



## ADDITIONAL INFORMATION (NOT PART OF THE POLICY)

### Disclosure and Barring Service

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

DBS are responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

### DBS (formerly CRB) Checks

DBS search police records and, in relevant cases, barred list information, and then issue a DBS certificate to the applicant.

DBS recognise that information released on DBS certificates can be extremely sensitive and personal. Therefore a code of practice for recipients of criminal record information has been developed to ensure that any information they get is handled fairly and used properly.

A list of guidance documents about the DBS checking service is available on this website. For more information go to:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

### Safeguarding Adults Boards

#### **East Riding Safeguarding Adults Board**

Source: <http://www.ersab.org.uk/>

#### **Hull Safeguarding Board**

Source: <http://www.safeguardingadultshull.com/about-us>

### Local Safeguarding Adults Teams Contact Details

The Safeguarding Adults Teams provide information and advice to the general public and health and social care professionals about abuse of vulnerable adults. It also provides a central team which receives referrals/alerters about suspected abuse and coordinates any investigation.

## **East Riding of Yorkshire**

### **East Riding of Yorkshire Safeguarding Adult Team**

If you think you have been abused, who do you report it to? If you think you have been abused and want to report it yourself, these are the numbers of people you can talk to:

#### **East Riding Safeguarding Adults Team**

Monday - Thursday 9am-5pm Friday 9am-4.30pm.

Tel: (01482) 396940 Website: [www.ersab.org.uk](http://www.ersab.org.uk)

Emergency Duty Team (Out of Office Hours) Tel: (01377) 241273

Humberside Police Tel: 101

Emergency Services Tel: 999

#### **East Riding Safeguarding Adults Board**

<http://ersab.eastriding.gov.uk/>

## **Hull**

### **Multi Agency Safeguarding Hub details**

**Address:** Brunswick House, Strand Close, Beverley Road, Hull HU2 9DB

#### **Multi Agency Safeguarding Hub details**

**Tel:** 01482 616092 - ask for the adults safeguarding team duty officer

**Tel:** 01482 300304 - after 5:00pm or during weekends

**Fax:** 01482 318217 - address to the Multi Agency Safeguarding Hub

**Email:** [adultsafeguarding@hullcc.gcsx.gov.uk](mailto:adultsafeguarding@hullcc.gcsx.gov.uk) (secure)

#### **Hull Safeguarding Adults Partnership Board**

<http://www.safeguardingadultshull.com/>

