



Safeguarding Children, Young People and Vulnerable Adults

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St Luke's is committed to the principles of palliative care. St Luke's provides individualised holistic care delivered through a partnership approach, by multi-professional teams. Our philosophy underpins our practice. We are committed to ensuring the safeguarding of our patients across all services and operate a zero tolerance of abuse. Everyone has the right to live free from abuse, and neglect regardless of age, gender, disability, sexual orientation religion and ethnicity.

This policy is in place to help staff identify and respond to any safeguarding concerns and is applicable to all staff and volunteers who work within the organisation and who have contact with children, young people and adults. The policy outlines key responsibilities of staff and volunteers, in line with safeguarding training.

St Luke's Safeguarding Policy is compliant with policies and procedures produced and published by SASP (Sheffield Adults Safeguarding Partnership).

1. Introduction

- 1.1** All staff working within St Luke's, paid or voluntary, have a responsibility for the safety and wellbeing of patients, their family and friends, and our colleagues.
- 1.2** Safeguarding of vulnerable children, young people and adults is a fundamental part of patient safety and wellbeing and integral to complying with legal and professional duties, relevant legislation and regulations.
- 1.3** Under the Care Act 2014 healthcare professionals have a responsibility to follow the six safeguarding principles, which underpin all safeguarding work: Empowerment, Prevention, Proportionality, Protection, Partnership, and Accountability.
- 1.4** Abuse can happen to anyone, anywhere at any time and in many ways. The aim of this policy is to set out St Luke's processes for safeguarding children, young people and adults at risk. It aims to be reflective of best practice and adhere to the requirements of Sheffield Safeguarding Procedures for multi-agency working.

- 1.5** The local statutory authority responsible for safeguarding and protection is Sheffield City Council. It is St Luke's responsibility to report any safeguarding concerns to Sheffield City Council. If the concern relates to an adult, please contact the First Contact Team Telephone – 0114 2734908. If the concern relates to a vulnerable young person or child, please contact Children's Social Care - 0114 273 4855. Both services are available 24 hours a day, seven days a week.

2. Definitions

- 2.1** The Care Act (2014) defines safeguarding as "Protecting an individual's right to live in safety, free from abuse and neglect. It highlights a multi-agency approach to prevent abuse or neglect of vulnerable children, young people and adults and to ensure their wellbeing is promoted. This includes, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. A local authority must act when it has "reasonable cause" to suspect that a child, young person or adult - has needs for care and support (whether or not the authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect and as a result of those needs are unable to protect themselves against abuse, neglect or the risk of it (Care Act 2014, section 24).

Abuse is "a violation of an individual's human and civil rights by any other person or authority. Is experiencing, or is at risk of, abuse or neglect and as a result of those needs is unable to protect themselves against abuse, neglect or the risk of it (Care Act 2014, section 24). Abuse can present in many different forms. For this policy, the main types of abuse are: -

- **Physical abuse**, including hitting, slapping, shaking, pushing, kicking, the misuse of medication, restraint or inappropriate sanctions.
- **Domestic abuse or violence**, is defined as any incident or pattern of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 are over who are, or have been, intimate partners or family. All professionals working in public protection should be aware of the DASH (2009) Model of risk assessment, and management. Domestic Abuse, Stalking, Harassment and Honour based Violence strategy is aimed at early identification, intervention and prevention of risk/harm to potential victims. If risk of harm is identified a DASH form should be completed via the following [link//www.sheffieldasp.org.uk/assets/1/dash_risk_assessment_form_may_2021.docx](http://www.sheffieldasp.org.uk/assets/1/dash_risk_assessment_form_may_2021.docx)
- **Sexual abuse**, including rape and sexual assault or sexual acts to which the vulnerable person has not consented, or could not consent or was pressured into consenting. Also including female genital mutilation
- **Psychological abuse**, including emotional abuse, threats of harm or abandonment, forced marriage, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks

- **Financial/ material abuse**, including theft, fraud, exploitation, undue influence, pressure in connection with wills, property, inheritance, financial transactions, or the misuse or misappropriation of property
- **Modern slavery/ human trafficking**, is defined by the “Modern Slavery Act 2015” – it categorises offences of slavery, servitude, forced compulsory labour and human trafficking
- **Discriminatory abuse**, including unequal treatment, racist, sexist, that based on a person’s disability and other forms of harassment, slurs and hate crime
- **Organisational abuse**, bullying. Where priority is given to service provision over the needs of individuals, financial decisions do not reflect equity or fairness or staff/ volunteers prioritise personal activities over occupational duties during work time
- **Neglect or acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or the withholding of the necessities of life, such as medication, nutrition and eating
- **Self-neglect**, an unwillingness or inability to care for oneself and/or one’s environment, including – hoarding, living in squalor, neglecting self-care and hygiene. A refusal of care and support.

At St Luke’s, we acknowledge that children, young people and adults can be vulnerable and can be exploited. In line with the guidance issued under section 29 of the Counter Terrorism and Security Act 2015, we at St Luke’s acknowledge the need to prevent individuals from being drawn into terrorism. Should such an instance occur we will act accordingly and alert the relevant authorities.

3. Scope

Should concerns be raised in respect of a child, young person or adult, this policy covers and is intended to apply to:

- Patients, who may be at risk of harm who are under the care of St Luke’s
- Carers, relatives and visitors, who meet the definition of an adult at risk
- All staff and volunteers.

4. Policy Statement

- 4.1 St Luke’s recognise that safeguarding is everyone’s responsibility and that all people have the right to live with dignity and respect, free from abuse or neglect. St Luke’s is committed to the care and protection of all individuals whether it is a patient, client or a member of staff etc.
- 4.2 All staff must be aware of their individual duty in relation to recognising and reporting safeguarding concerns in respect of children, young people and adults.
- 4.3 Any individual who receives a report of alleged abuse or has reason to believe abuse is occurring has a duty to inform the appropriate Adult Safeguarding Lead.

- 4.4 In accordance with the Mental Capacity Act 2005, St Luke's will work from a presumption of mental capacity. If a child, young person or adult lacks capacity to safeguard themselves, St Luke's will act in accordance with Best Interest procedures. A person-centred approach will be adopted, taking in to account any previous wishes or wants that the individual has voiced about the specific topic in which a decision needs to be made.
- 4.5 All activities and events will be subject to risk assessments which will specifically identify adult safeguarding arrangements. The Activities are documented in the safeguarding log and discussed at the safeguarding meeting. The actions are reported through Health care governance to the board.
- 4.6 SLH will notify the CQC of abuse or allegations of abuse concerning a person using the service if any of the following apply;
- The person is affected by abuse
 - They are affected by alleged abuse
 - The person is an abuser
 - They are an alleged abuser
- 4.7 All reported safeguarding concerns are recorded as an incident on Vantage to ensure governance oversight of the safeguarding process.

5. Roles and Responsibilities

- 5.1 The **Chief Executive** is responsible for ensuring that all the appropriate policies and procedures are in place to protect children, young people and adults who are at risk and in the care of St Luke's.
- 5.2 The **Chief Nurse** is the organisations overall Adult Safeguarding Lead supported by the **Designated Leads**. The Social Work department provides a point of contact for advice and guidance.
- 5.3 The **Designated Leads** are responsible for assessing information regarding concerns raised and making decisions about whether the concerns are sufficient to notify Sheffield Social Services –The Designated Lead would then be responsible for appropriately documenting concerns and actions taken on Infoflex.
- 5.4 Anyone who has concerns regarding a child, young person or adult at risk of potential harm or abuse must report this to their **Designated Lead** or another **Designated Lead** if theirs is not available. They must not decide if abuse has taken place and must not investigate. If you are a volunteer of St Luke's, please contact Fran Bradshaw, Volunteer Co coordinator. If you are a relative or family member of a patient on the ward, please make the nurse in charge aware.
- 5.5 If concerns are raised that meet the threshold for Safeguarding, Sheffield City Council, Safeguarding will investigate and formulate plans in order to safeguard the individual.

6. Implementation/training

- 6.1 Safeguarding Adults and Safeguarding Children training is provided to all staff at a level appropriate to their job role. The Learning & Development team will assign training to all staff and volunteers through a combination of e-learning and face-to-face training as required.
- 6.2 Staff involved in the delivery of mandatory training will attend training provided by Sheffield Social Services.
- 6.3 Line managers who feel their staff need specific safeguarding training must contact the Learning and Development Coordinator who will: -
- Explore specific training needs
 - Advise with regard to on-line learning
 - Clarify any opportunities for the use of external training.
- 6.4 The process for the raising of safeguarding concerns in relation to any adult or child can be found in appendix 1.

7. Policy monitoring and review

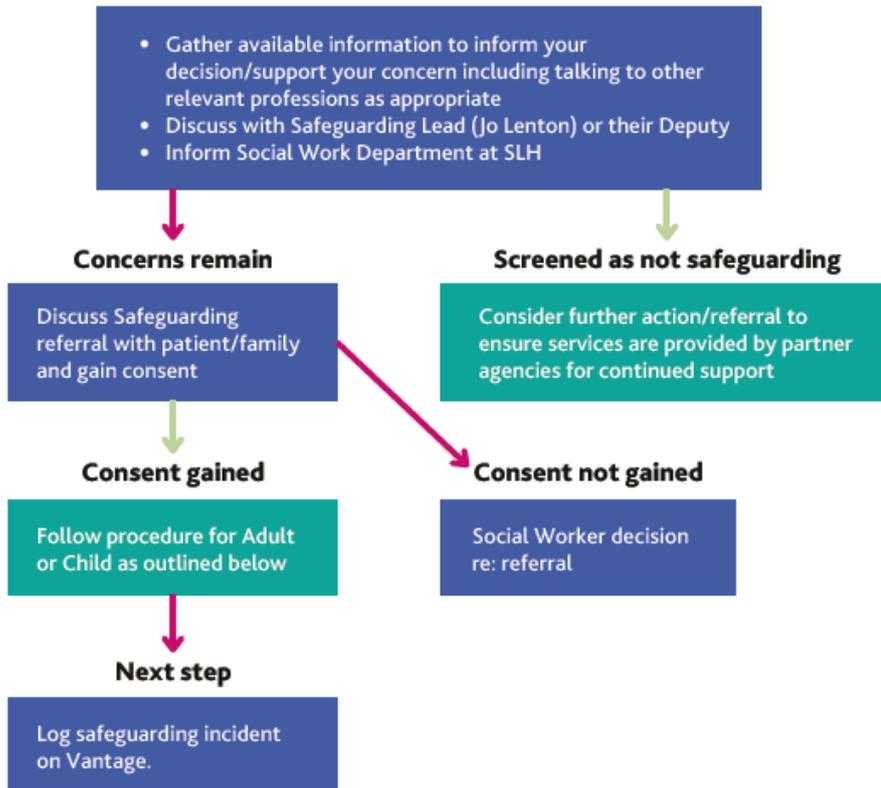
St Luke's will hold quarterly safeguarding meetings to monitor and review issues, including outcomes of referrals to Sheffield Social Services. These meetings will be chaired by the Chief Nurse and involve the social work team and other staff as appropriate. The above policy will be reviewed every year.

Related Documents, Policies and Procedures: -

- Health and Social Care Act 2001 (regulated Activities) Regulations 2014
- South Yorkshire Adult Safeguarding Procedures: The South Yorkshire Adult Safeguarding Procedures - https://www.sheffieldasp.org.uk/assets/1/pipot_protocol_final_version_0.2.pdf
- Mental Capacity and Deprivation of Liberty Safeguards Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure (in Staff Handbook)
- Documentation in Patients Health Records Policy
- Care Act 2014

Appendix 1

Safeguarding Flowchart: What to do if you are worried about an adult or child



Adult

- Refer to Sheffield Adult Safeguarding Partnership via their website www.sheffieldasp.org.uk/sasp and complete the online 'Adult Concern Form'
- They can also be contacted via telephone on 0114 273 4908
- Inform SLH Social Work team and Chief Nurse.

Children & Young People

- Telephone the Sheffield Safeguarding Hub on 0114 273 4855 (24 hours) to speak to a Social Worker who will advise on course of action.
- Inform SLH Social Work team and Chief Nurse.

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