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<p>Key Legal and Policy Points</p> <p>This is a new Policy.</p> <p>This purpose of this policy statement is:</p> <ul style="list-style-type: none"> To protect all adults who receive services from Havens Hospices. Including but not limited to Fair Havens, Little Havens, The J's, Hospice at Home, events and activities associated with Havens Hospices. This includes adults associated with families that access any of our services.

- To provide staff and volunteers, as well as children, young people and their families with overarching principles that guide our approach to safeguarding adults at risk.

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Mandatory Reading Required by: <i>(To be completed / confirmed by the responsible Director using the Mandatory Policy Codes list. Do not list who not to include)</i>	<input checked="" type="checkbox"/> All Staff & Volunteers <input checked="" type="checkbox"/> Trading – Office Based <input checked="" type="checkbox"/> Trading – Shops

This is a Controlled document and is subject to reviews and updated (as appropriate) in line with the Documentation Control policy guidelines.

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Definitions:

“Havens Hospices”, “The Hospice” refers to Havens Hospices, the Charity, which incorporates the services of Fair Havens, Little Havens and The J’s

Havens Hospices is committed to keeping the adults, young people and children we care for safe. Our approach is laid out in our Safeguarding Adults policy, and everything we do is guided by this. Therefore, this policy should be read in conjunction with our Safeguarding adults procedure and other related documents.

1. Introduction

This policy is underpinned by international and national legislation, guidance and policies that seeks to protect adults at risk in England. It clarifies Havens Hospices' commitment to safeguarding adults who access services, whilst promoting awareness and understanding of what constitutes abuse for all staff and volunteers.

This policy is an overarching document to be read and understood alongside:

- Havens Hospices Safeguarding Adults Procedure
- Havens Hospices Safeguarding Children and Young Adults Policy
- Havens Hospices Safeguarding Children and Young Adults Procedure

Safeguarding means protecting people's health, wellbeing and human rights and enabling them to live free from harm, abuse and neglect. It is fundamental to high quality health and social care.

Safeguarding is everyone's responsibility.

2. Governance

Havens Hospices as an organisation provides care for both adults and children and is committed to providing a safe environment. for Children, Young people and adults.

The following should be in place:

- Caldicott Guardian
- Registered Manager for all regulated activity according to the Care Act, 2014
- A team of safeguarding leads
- A clear safeguarding process/procedure
- A trustee with safeguarding responsibilities
- A safeguarding steering group
- Mental Capacity Act and Liberty protection Safeguards Competent staff

Supporting documents

Key legislation that underpins this policy is:

Care Act 2014

Mental Capacity Act 2005

Safeguarding strategy 2019 to 2025: Office of the Public Guardian

Data Protection Act 2018 & GDPR

Human rights Act 1998

Safeguarding Adult Policy

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Revision 08/07/2020

Sexual Offences Act 2003
Making Safeguarding personal 2018

It is our policy to comply fully with the safeguarding requirements of the Care Act 2014 as expressed in the Care and Support Statutory Guidance, and any revisions that may be made to the guidance.

Our aim is to ensure that every staff member and volunteer are aware that safeguarding underpins our service to the community.

Related Hospice Policies / Procedures

This Policy is intended to support staff and volunteers working for and with Havens Hospices. It does not replace, but is supplementary to the Southend, Essex, Thurrock (SET) Safeguarding Adults Guidelines 2019 available on www.safeguardingsouthend.co.uk/adults or www.essexsab.org.uk or www.thurrocksab.org.uk

Please see iHub for full list of policies/ procedures that apply to your role/ responsibilities. Also refer to the Employee handbook 2014 and Volunteer handbook 2015 for further information.

Mental Capacity Policy January 2019
Safeguarding Children's policy and procedure
Safeguarding Adults Procedure
Mental Capacity Procedure January 2019
Deprivation of Liberty Safeguards Policy 2019
Deprivation of Liberty Safeguards Procedure 2019
Consent to Examination or Treatment Policy January 2019
Clinical Procedures Policy February 2019
Professional Boundaries Policy February 2019
Volunteer Policy November 2018
Records Management Policy May 2018
Records Management Procedure May 2018
Data Security and Protection policy July 2019
Whistleblowing Policy and Procedure May 2018

3. Policy statement

a. We believe that:

- Adults should not suffer abuse of any kind.
- Our duty is to protect adults from harm and to practice in ways that promote their safety and well-being.
- We have a responsibility to promote the welfare of ALL adults we engage with.

b. We recognise that:

- The welfare of adults is paramount in the work that we do and in all the decisions that we make.
- All adults regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of abuse.
- Some adults are additionally at risk because of the impact of past experiences, their level of dependency, communication needs or other issues.
- We have a responsibility to assess capacity for adults at risk and always work to maintain competent decision making and advocacy for adults at risk
- Working in partnership with adults at risk, and their carers; and other agencies is essential in promoting people's welfare.

c. We will seek to keep adults safe by:

- Taking action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure that the agreed Safeguarding Adult procedures are understood and followed at all times.
- Provide support, advice and resources to staff and volunteers in responding to safeguarding adults' concerns.
- Inform staff and volunteers of any local or national issues relating to safeguarding adults.
- Ensure staff and volunteers are aware of their responsibilities to attend training and to support them in accessing these events.
- Ensuring that the organisation has a dedicated staff member with an expertise in safeguarding adults.

- Ensuring staff and volunteers have access to appropriate consultation and supervision regarding safeguarding adults.
- Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- Ensure that information is available for people who use Hospice services setting out what to do if they have a concern.
- Ensure that all staff and volunteers who have direct contact with vulnerable adults have an Enhanced Disclosure check administered by the Disclosure and Barring Service (DBS).
- Appointing a team of safeguarding leads to work across all Havens sites to provide continuity and to work as part of multi-disciplinary team.
- To be active in sharing learning from safeguarding incidents.
- Promoting a safeguarding culture across all departments of Havens hospices where staff, volunteers, adults, children and young people and their families treat each other with respect and are comfortable about sharing any concerns.

4. Contact details for safeguarding leads

Up to date safeguarding lead contact details are found on the website at www.havenshospices.org.uk

Safeguarding email is: havenshospices.safeguarding@nhs.net

Please refer to the Safeguarding Adults procedure for detailed information on how to raise a concern or gain further support.

Supporting documents

Southend, Essex, Thurrock (SET) Safeguarding Adults Guidelines 2019

Safeguarding Children, Young People and Adults at Risk in the NHS:
Safeguarding Accountability and Assurance Framework