BSW ICB Policy for Safeguarding Adults

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Safeguarding Adults Policy

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| Purpose | This policy sets out what the individual and collective responsibilities are for ICB colleagues to ensure they understand what is expected of them and importantly how to respond to any safeguarding issue that arises during the ICB conducting its functions |
| Document type | Policy |
| Reference Number | PA14 |
| Version | 3.1 |
| Name of Approving Committees/Groups | BSW ICB Executive |
| Operational Date | Expected Approval June 2024 |
| Document Review Date | May 2027 |
| Document Sponsor (Job Title) | Chief Nurse Officer |
| Document Manager (Job Title) | Designated Professional for Safeguarding Adults |
| Document developed in consultation with | BSW ICB Safeguarding Transformation and Assurance Group  BSW ICB Quality and Outcomes Committee |
| Intranet Location | <https://intranet.bsw.icb.nhs.uk/tools-and-resources/resource-library/policies-and-guidance/patient-policies> |
| Website Location | None |
| Keywords (for website/intranet uploading) | safeguarding, adult, abuse |

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BSW ICB Policy for Safeguarding Adults

#### **Review Log**

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| --- | --- | --- | --- | --- |
| Version Number | Review Date | Name of  reviewer | Approval Process | Reason for amendments |
| 2.0 | 16/06/2022 | Anne Gray, Naomi Black, Rob Mills, Jane Murray, Jackie Mathers, James Dunne & Colette O’Neill | BSW ICB Board | Replaced by new BSW ICB Policy |
| 3.0 | 09/05/2024 | Colette Oneill/Liz Plastow | Policy Steering Group Review | 3 year review  Updated References |
| 3.1 | 09/05/2024 | Colette Oneill/Liz Plastow | Executive Management |  |

BSW ICB Policy for Safeguarding Adults

#### **Summary of Policy**

#### This policy sets out the individual and collective responsibilities for ICB colleagues about what is expected of them and how to respond to any adult safeguarding issue that arises from ICB activity.

The policy aims to ensure that no act, or omission, by the ICB as a commissioning organisation, puts adults with care and support needs, or the children connected to them, at risk of abuse or neglect.

The policy describes how the ICB will discharge the responsibility for ensuring its own organisation fulfils the ICB duty to safeguard adults at risk of abuse or neglect.

BSW ICB Policy for Safeguarding Adults

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# 1. INTRODUCTION & PURPOSE

The purpose of this policy is to set out how the ICB as an organisation ensures that it has in place robust structures, systems, standards, and an assurance framework for safeguarding adults. These have been established in accordance with:

* 1. The legal framework underpinning safeguarding adult activity,
  2. BaNES, Swindon, and Wiltshire individual Safeguarding Partnerships safeguarding adult policy and procedures,
  3. NHS England Safeguarding Children, Young People and Adults at Risk in the NHS: Safeguarding Accountability and Assurance Framework (NHSE 2022)
  4. National guidance such as the RCN Adult Safeguarding: Roles and Competencies for Health Care Staff (2022)

The ICB aspires to the highest standards of corporate behaviour and clinical competence. It ensures that safe, fair, and equitable procedures are applied to all organisational transactions, including their relationships with patients, their carers, the public, colleagues, stakeholders, and the use of public resources.

The ICB is required to fulfil its legal duties under the Care Act 2014 and to follow the updated Care and Support statutory guidance, 2024. All ICB colleagues, regardless of role, must make safeguarding integral to their activities. The opportunities to prevent abuse and neglect as well as respond to allegations and concerns are both of equal and paramount importance. The Care Act 2014 requires adult safeguarding practise to be person led and outcome focused, aiming towards resolution and recovery. This embodies the ‘Making Safeguarding Personal’ approach. Adult Safeguarding should follow the strapline of ‘no decision about me without me.’ This means that the ICB will ensure that it keeps adults, their families, and carers at the heart of their activity and will be led by finding solutions that learn from reviews about abuse and neglect.

The ICB will ensure that it complies with the requirements of the NHS England Safeguarding Children, Young People and Adults at Risk in the NHS: Safeguarding Accountability and Assurance Framework (NHSE 2022), providing assurance to NHS England of such compliance as part of the ICB assurance framework.

The ICB will apply the guidance of the Royal College of Nursing Adult Safeguarding: Roles and Competencies for Health Care staff. This is in recognition that safeguarding is everyone’s responsibility and that the competencies required by colleagues are facilitated through training, provision of safeguarding supervision, and line management support.

# 2. SCOPE

This policy applies to all colleagues employed by the ICB. This includes permanent, and fixed term contract colleagues (including apprentices), secondees, bank colleagues, Board, and committee members. It also applies to external contractors, agency, self- employed or temporary colleagues, regardless of employment status whilst they work for BSW ICB.

All managers must ensure colleagues are made aware of this policy, specifically during induction, and how to access it and ensure its implementation within their line of responsibility and accountability.

See Appendix A for a glossary of terms.

# 3. PROCESS

## 3.1 **Procedures to follow when there is a concern about an adult at risk of abuse or neglect**

This process largely relates to those colleagues who are patient facing. Any colleague, who believes that an adult has suffered abuse or neglect or is likely to do so, has a duty to respond.

Allegations against staff working within the ICB, should be managed in conjunction with HR and the ICB Disciplinary policy as well as gaining advice from The ICB Safeguarding team at place, or the Local Authority Adult Safeguarding team at place will provide advice and guidance including signposting (e.g. in cases of concern about radicalisation to Prevent, domestic abuse concerns to local domestic abuse support services or the Multi Agency Risk Assessment Conference system, when there are Public Protection concerns to the Multi Agency Public Protection arrangements and where an adult has care and support needs to the Local Authority Adult Safeguarding team). It is the latter that this policy is relevant to.

Where there are concerns for an adult with care and support needs at risk of abuse and neglect, a referral to the appropriate Local Authority must be made. The contact details in relation to the Local Authorities can be found at Appendix B.

All referrals about patients should be appropriately recorded. In the case of the ICB Continuing Healthcare team this will be within the Patient Record System. The Local Authority should respond to the referral within 48 hours of it being made. The Local Authority will identify whether the referral meets the criteria to conduct a safeguarding enquiry. There are occasions when the concerns will be addressed through other pathways such as requesting a social care assessment from the Adult Social Care teams.

ICB colleagues directly invited to support a safeguarding adult enquiry by the Local Authority have a duty to co-operate.

It is the responsibility of those who have made the referral to the Local Authority to ensure that the referral has been received and is being dealt with. A formal response should be received within three working days.

Where possible the person making the referral should discuss concerns openly and honestly with the adult. These discussions and the person’s outcomes should be clearly recorded on the referral.

Consent and the person’s wishes must be considered, and individuals should be supported and encouraged to make their own decisions regarding safeguarding from the outset. Making Safeguarding Personal is a personalised approach that supports safeguarding to be done with, and not to, the individual. If the person does not consent, or cannot consent, and the colleague remains concerned about the level of risk faced, this should be clearly documented in the referral to the Local Authority.

If a member of the public contacts any ICB colleague with information regarding the possible abuse of an adult at risk, they should be encouraged to contact the Local Authority Adult Safeguarding Team to report their concern. They should be informed that they can do this anonymously. Contact details should be provided (See Appendix B).

Details of the incident should be recorded, and if personal identifiable details have been made known to the ICB colleague, the ICB colleague should also telephone the Local Authority safeguarding team to check that the information has been received. They must make clear that they are relaying information from a third-party source. There are occasions when the individual details are not known. In this case, it would be impossible for the ICB colleague to do anything other than give advice to the member of the public about referral options and/or sources of support.

## 3.2 Types of abuse and indicators

The Care Act 2014 identifies ten different types of abuse that adults with care and support needs can face and indicates the many different forms it can take. These are:

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse, coercive and controlling behaviour; so called ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

* + - 1. **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
      2. **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
  1. **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.
  2. **Discriminatory abuse** – including forms of harassment, slurs, or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, or religion.
  3. **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.
  4. **Neglect and acts of omission** – including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
  5. **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. It can also relate to distrust of any professional and refusal of services.

## 3.3 Prevent

Prevent is the part of the UK national counter-terrorism strategy that sits within safeguarding as a prevention activity. Its aim is to prevent children and adults being radicalised by supporting colleagues to recognise the indicators of susceptibility at the earliest possible stage.

It is important that ICB colleagues are aware of this and consider concerns about radicalisation as being safeguarding ones. The ICB Adult Safeguarding Policy should be read in conjunction with the ICB Prevent Policy.

## 3.4 Managing Allegations Against Staff

Allegations against staff working within the ICB, should be managed in conjunction with ICB Disciplinary policy as well as following the Local Authority Person in a Position of Trust (PiPoT) procedure, if the person of concern works with vulnerable adults or the Local Designated Officer (LADO) procedure if the person of concern has access to vulnerable adults and children.

A Person in a Position of Trust (PiPoT) is anyone:

* who works or volunteers with adults with care and support needs, and
* where the role carries an expectation of trust, and
* the person is able to exercise authority, power or control over those adults

Positions of trust may include, but are not limited to, any staff working on behalf of Health

services, social care services, the Police, Housing and Education establishments.

There may be up to three strands in the consideration of an allegation:

* a police investigation of a possible criminal offence;
* enquiries and assessment by adults / children’s social care about whether an individual needs protection or is in need of services;
* consideration by an employer of disciplinary action in respect of the individual

If an ICB colleague has concerns about any person that works with vulnerable adults or children, they should seek guidance from either the ICB Safeguarding team, or the Local Authority Safeguarding team. They should notify The ICB HR team of their concerns, and they should then decide whether to make a PIPOT / LADO referral. They should keep a record of their rationale, documenting this clearly.

Equally, ICB colleagues may be required to participate in PIPOT/ LADO enquiries where allegations have been made about a colleague working both within the ICB and other organisations. Advice and guidance are available from within the ICB Safeguarding team.

## 3.5 Organisational enquiry

There will be occasions where ICB colleagues are required to contribute to Local Authority safeguarding enquiries about organisations where concerns have been raised about abuse and/or neglect. This can occur within any organisation e.g. domiciliary care agencies, a Hospital Ward, or a care home. These can be organisations where patients in receipt of CHC or FNC funding, who are in any NHS-funded in-patient facility regardless of where it is in the country, section 117 funding or specialist placement funding, are living. This includes services that are commissioned by BSW ICB, through the NHS Standard Contract or where there is local responsibility such as primary care services.

## 3.6 The ICB service commissioner role

All services commissioned by BSW ICB will be expected to provide safe systems that safeguard adults at risk, always promoting their well-being and ensuring these services keep them safe from harm, as set out in the Care and Support Statutory Guidance issued under the Care Act 2014.

In relation to their safeguarding legislative duties the ICB will:

* Ensure there is appropriate safeguarding governance and accountability across allcommissioned services. The Annual Safeguarding Assurance Audit is completed by NHS commissioned services and reported to the ICB each November.
* Ensure all commissioned services are fully aware of their local and statutory responsibilities regarding safeguarding adults and that the ICB commissioning, contracting, contract monitoring and quality assurance processes fully reflects this. The Safeguarding Schedule sets this out in detail.
* Offer safeguarding supervision through its Designated roles to the Named Safeguarding professionals in all commissioned services. All commissioned services should have a supervision policy in place that is monitored as part of the annual audit of services.
* Ensure service specifications, invitations to tender and service contracts fully reflect safeguarding requirements as outlined in this policy with specific reference to the clear standards for service delivery.
* Ensure NHS funded services have in place local policies and procedures for sharing information in relation to safeguarding adults and that their senior managers promote good practice in information sharing.
* Ensure that providers have policies and procedures in place to share information, intelligence and knowledge in relation to the Serious Violence Duty to prevent and reduce serious violence within the ICB population.
* Ensure safeguarding assurance is embedded within all performance reporting activity.
* Ensure that there is Health engagement with the requirements of multi-agency Safeguarding Partnership assurance activities.
* Ensure there is an annual system of receiving assurance from the Designated Safeguarding colleagues about the effectiveness of safeguarding within its commissioned services.
* Ensure that all colleagues are kept current with the progress and learning from any Safeguarding Reviews
* Ensure that ICB colleagues are kept updated about changes in safeguarding relevant legislation, national guidance or best practice as well as local multi-agency developments and implications for the ICB.
* Ensure there is a culture of listening to and engaging in dialogue with all the populations they serve, but particularly with vulnerable groups, taking account of their wishes and feelings both in individual decisions and the establishment or development and improvement of services.
* Ensure that providers engage with the Community Safety Partnerships to improve safety, public health outcomes and reduce preventable mortality and harm.
* Promote the duty of candour with all the Providers it commissions.

## 3.7 Specific Safeguarding Activity

**3.7.1 Multi-agency Safeguarding Partnerships and Arrangements**

Each Local Authority area has a Safeguarding Partnership consisting of a minimum of the three statutory partners, police, health, and local authority, who hold equal accountability for safeguarding the population of their area.

BSW ICB are required to work with all relevant stakeholders to ensure there are effective safeguarding arrangements across the BSW health system. This includes ensuring organisations work together to take a coordinated approach to ensure effective safeguarding arrangements are evident in practice.

This includes arrangements for Community Safety.

The ICB are represented at the Multi-Agency Public Protection Arrangements (MAPPA) Senior Management Board and attend all level three MAPPA meetings. They are represented at the Contest Boards and are partners in the Channel process.

ICBs are responsible for ensuring that there are systems in place for identifying and sharing information about individuals at risk or experiencing exploitation, as part of the strategic locality profile of crime and disorder, for the community safety partnership area/s in which they are a member. In addition Integrated Care Boards (ICBs) are responsible for commissioning mental health and therapeutic recovery services for victims.

## 3.8 Statutory Reviews

The Safeguarding Partnerships at place commission Statutory Reviews where adults have come to harm and lessons about how systems can work better together can be learnt. The ICB Designated Professionals take the health lead in respect of these reviews, coordinating health’s engagement and ensuring the dissemination of the lessons learnt. Most importantly, Commissioners and Quality colleagues will receive information to work with the ICB Designated colleagues to ensure that prevention and early intervention from the review recommendations are taken forward within service development and quality assurance of how services have responded to and implemented the recommendations.

The types of review include Domestic Homicide (DHR) and Safeguarding Adult Review (SAR). In addition the ICB may be requested to participate in a serious case review under MAPPA arrangements or a Mental Health review.

## 3.9 Domestic abuse

The ICB has a colleague domestic abuse policy and is committed to heightening awareness of, and providing guidance for, colleagues and management to address the impact of domestic violence and abuse and its effects on the workplace. The ICB will ensure that every colleague who is experiencing or has experienced domestic violence and abuse has the right to raise the issue with the knowledge that they will be treated supportively and confidentially.

3.10 Female Genital Mutilation (FGM**)**

All colleagues should be aware there is a mandatory duty to report FGM for children under 18 years.If FGM is identified in anyone over the age of 18, a case-by-case risk assessment must be undertaken and within this it must be considered if the woman is an adult with care and support needs.

## 3.11 Adult Exploitation

Exploitation is abuse characterised by a perpetrator’s use of coercion, control, persuasion, and duress, which often means that the individuals involved do not recognise themselves as victims.

Exploitation includes:

* Criminal Exploitation
* Adult Sexual Exploitation
* Cyber Exploitation
* Human Trafficking and Modern Slavery
* Radicalisation (see PREVENT section of this policy)
* The individual is not free to come and go as they wish
* The individual is unpaid, or paid less than minimum wage for carrying out forced labour or domestic servitude, working excessively long or unusual hours or unusual restrictions while at work

If an adult has care and support needs, and any ICB colleague identifies exploitation, the process to address this follows the arrangements set out in this policy.

The ICB is also responsible at a strategic level for ensuring it co-operates with its

partners in assuring that there are effective systems in place for both supporting adults who have been exploited and preventing exploitation at system level.

## 3.12 Role of the ICB at safeguarding system level

In developing this policy the ICB recognises that safeguarding adults is everyone’s responsibility and that there is the need for effective joint working between system agencies and professionals who have different roles and expertise, if those vulnerable adults in society are to be protected from harm.

To achieve effective joint working there must be constructive relationships at all levels. The ICB will ensure that the principles identified within “NHS England Safeguarding Children, Young People and Adults at Risk in the NHS: Safeguarding Accountability and Assurance Framework (NHSE 2022) are consistently applied.

The ICB is also required to demonstrate that they have appropriate systems in place for discharging their statutory duties in terms of adult safeguarding:

* A clear line of accountability for safeguarding, properly reflected in the ICB governance arrangements, i.e. a named executive lead to take overall leadership responsibility for the organisation’s safeguarding arrangements.
* Clear policies setting out their commitment, and approach, to safeguarding. This includes safe recruitment practices and arrangements for dealing with allegations against people who work with children and adults as appropriate.
* Training colleagues in recognising and reporting safeguarding issues.
* Provision of appropriate supervision to ensure that ICB colleagues are competent to carry out their responsibilities for safeguarding. This includes that its Designates will also be responsible for seeking out their own external supervision.
* Effective interagency working with local authorities, the police and third sector organisations which includes appropriate arrangements to cooperate with local authorities in the operation of Safeguarding Partnerships and health and wellbeing boards.
* Having a Designated Safeguarding Adult lead which should include responsibility for the Mental Capacity Act and PREVENT.
* Effective systems for responding to abuse and neglect of adults.
* Supporting the development of a positive learning culture across partnerships for safeguarding adults to ensure that organisations are not risk averse. The role of the ICB is about more than just managing contracts and employing expert practitioners. It is about working with others to ensure that critical services are in place to respond to adults who are at risk or who have been harmed, and it is about delivering improved outcomes and life chances for the most vulnerable. ICBs need to demonstrate that their designated clinical experts and professionals (children and adults), are embedded in the clinical decision making of the organisation, with the authority to work within local health economies to influence local thinking and practice.

# 4. ROLES & RESPONSIBILITIES

|  |  |
| --- | --- |
| Chief Executive | The Chief Executive is responsible for ensuring that the ICB has policies in place and complies with its legal and regulatory obligations. The Chief Executive will provide the means necessary to ensure that colleagues develop and promote good practice in safeguarding adults. It is their responsibility to ensure that the ICB is compliant with training.  They are responsible for ensuring that the health contribution to safeguarding and promoting the welfare of adults is discharged effectively across the whole local health economy through BSW ICB commissioning arrangements. As such, the Chief Executive has delegated a number of responsibilities to the following managers and key workers within the ICB. |
| **ICB Board & Quality Outcomes Committee** | These are responsible for ensuring safeguarding adults’ systems are in place and monitored. They are responsible for promoting the welfare of adults at risk and that safeguarding is implemented effectively across the local system.  They receive an annual safeguarding report from the ICB, and a separate annual report for looked after children  Their responsibility is to consider the safeguarding aspects of all reports. |
| **Chief Nurse Officer** | The Chief Nurse Officer acts as the ICB Board lead with responsibility for safeguarding adults.  They are responsible for ensuring strategic ownership of safeguarding adults at Governing Body level.  They ensure that there is b-annual reporting to the Governing Body on all safeguarding adults’ activity in the organisation. This will include thematic analysis of Statutory Reviews, identifying the population health impact, health inequalities and learning for improved commissioning.  As the Executive Lead for Safeguarding, the Chief Nurse Officer will ensure that there is a process for commissioned services submit quarterly Safeguarding adult returns, in line with NHS England guidance. This data relates to the Safeguarding clause of the NHS Standard Contract and that progress is being made by the organisation to implement Safeguarding requirements. This includes data relating to the number of referrals and compliance with safeguarding training. |
| **Associate Director for Strategic Safeguarding** | The Associate Director for Strategic Safeguarding is responsible for the development of policies and ensuring they comply with relevant standards and criteria where applicable. They are also responsible for ICB wide implementation and compliance with safeguarding policies. |
| **Chief People Officer** | The Chief People Officer is responsible for making arrangements for a suitable number of training places and events to be delivered to allow all relevant colleagues identified in the training needs analysis to access safeguarding training.  They are responsible for ensuring that a Training Plan is in place for safeguarding training at Levels 1-3.  They are required to provide the Executive team with data for training compliance within the ICB and any plans required to improve compliance. |
| **Managers** | Managers are responsible for ensuring policies are implemented, communicated, and that colleagues adhere to the policy details.  They are responsible for ensuring colleagues attend relevant training and supporting colleagues with the processes to escalate a concern. They are also responsible for liaising with the Human Resources Department if the concern raised is about a colleague. |
| **Designated Professional for Safeguarding Adults** | The Designated Professional for Safeguarding Adults has the delegated day to day responsibility for safeguarding adults within the ICB and as a key partner in safeguarding and community safety partnerships.  They are responsible for ensuring that all processes support delivery of effective advice and guidance for safeguarding adult enquiries from colleagues. They will ensure that the safeguarding team provide careful consideration of each case and if required, referral onward in accordance with the local inter-agency safeguarding adult procedures.  They will ensure that Safeguarding Adult activity within both the ICB and commissioned services is monitored on a quarterly basis in line with NHS England guidance. This includes collating organisational data relating to Safeguarding Adult referrals about NHS commissioned services, their contribution to safeguarding the population and their training compliance.  They attend Local Safeguarding Partnerships and Community Safety Partnerships. They coordinate the ICB’s involvement to assure from a health perspective the effectiveness of safeguarding and community safety across the system.  They co-ordinate Health involvement in Safeguarding Adult and Domestic Homicide reviews.  They prepare the ICB annual reports for adult safeguarding and contribute the ICB section of the Safeguarding Partnership Annual reports.  They ensure and monitor compliance of appropriate training for all ICB colleagues including the Board.  They take a strategic and professional leadership role across the health community on all aspects of adult safeguarding.  They provide support and ensure contribution to safeguarding appraisal and appropriate supervision for colleagues across the health community and within the ICB.  The Designated Professional for Safeguarding Adults will assist the Associate Director for Strategic Safeguarding in implementing, monitoring, and reporting on the progress of improvements, uses and outcomes related to this policy. |
| **ICB Quality Team** | Work with the ICB safeguarding team to monitor and share identified quality and safeguarding issues and concerns to triangulate intelligence and information.  Work with the safeguarding team to ensure that recommendations and learning is embedded in all commissioned care provision. |
| **All Colleagues** | All BSW ICB colleagues have duties and responsibilities in relation to safeguarding adults and in keeping with statutory requirements and best practice guidance. All ICB colleagues, including volunteers, have a responsibility to familiarise themselves with this policy and to adhere to its process.  Any concerns must be reported to the relevant line manager. Colleagues have a responsibility to respond sensitively to a safeguarding disclosure and act in a professional manner and take appropriate action. |

## 4.1 Safer Recruitment

The ICB has a separate Recruitment and Selection policy detailing how it will undertake safer recruitment. All ICB employees, dependent on their suitability, will be vetted regarding the suitability of their employment and have a DBS check as per the SCW CSU DBS guidance.

# 5. TRAINING

The ICB will undertake a needs analysis to determine which groups of staff require safeguarding adult training in accordance with national and statutory requirements.

All colleagues will complete Safeguarding training commensurate to their role, levels 1 to 5 and at Board level, as described within the Adult Safeguarding: Roles and Competencies for Health Care Staff.

Any gaps in training will be developed and provided to ICB colleagues by the ICB safeguarding team.

BSW ICB Safeguarding Adult training data is collated by BSW ICB People Team.

The ICB will ensure that it contributes to the provision of multiagency training within the Safeguarding Partnership

# 6. EQUALITY IMPACT ASSESSMENT

An EIA has been completed.

# 7. MONITORING EFFECTIVENESS

The ICB will undertake regular training compliance audits, supervision audits and any identified audit as deemed necessary. All monitoring of effectiveness of this policy will be reported to System Transformation Assurance Group (STAG).

Findings from monitoring activities will inform future reforming of this policy.

# 8. REVIEW

This document is reviewed every three years unless organisational changes, legislation or guidance prompt an earlier review. Recurrent instances of non-compliance will be investigated to ascertain the source of non-compliance. If it is found that the policy itself is a source of non-compliance, e.g., is not sufficiently clear, this will trigger a review also.

# 9. REFERENCES AND LINKS TO OTHER DOCUMENTS

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* BSW ICB Disciplinary policy <https://hr-bswccg.scwcsu.nhs.uk/index.php/resources/policies-user-guides-bsw>
* BSW ICB Safer recruitment policy (as part of recruitment policy) <https://hr-bswccg.scwcsu.nhs.uk/index.php/resources/policies-user-guides-bsw>
* BSW ICB Domestic Abuse Policy <https://hr-bswccg.scwcsu.nhs.uk/index.php/resources/policies-user-guides-bsw>
* BSW ICB Mental Capacity Act and Deprivation of Liberty Policy and Procedure [https://intranet.bsw.icb.nhs.uk/tools-and-resources/resource-library/policies-and-guidance/patient-policies](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fintranet.bsw.icb.nhs.uk%2Ftools-and-resources%2Fresource-library%2Fpolicies-and-guidance%2Fpatient-policies&data=05%7C02%7Celizabeth.wiltshire1%40nhs.net%7C515fd1f233ea4197e14d08dc7bd149aa%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638521386012351390%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Y5iEovdcPueY6N8mL5Y253JJ9hKrEp3KMT7RBVyEOY0%3D&reserved=0)
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# 10. APPPENDICES

## Appendix A – Glossary of terms

|  |  |
| --- | --- |
| Term | Definition |
| A safeguarding adult concern | Does this person have need for care and support? S42 (1) a, Care Act, 2014.  ii) ‘Is this person ‘experiencing, or …at risk of, abuse or neglect’? S42 (1) b, Care Act, 2014. |
| A safeguarding adult enquiry | This applies where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there) -  (a) has needs for care and support (whether or not the authority is meeting any of those needs)  (b) is experiencing, or is at risk of, abuse or neglect, and  (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.  The local authority must make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult’s case (whether under this Part or otherwise) and, if so, what and by whom. |
| Adult Abuse | Any act or failure to act, which results in a significant breach of a vulnerable person’s human rights, civil liberties, bodily integrity, dignity or general well-being, whether intended or inadvertent, including sexual relationships or financial transactions to which a person has not or cannot validly consent or which are deliberately exploitative. |
| Adult MASH | The Multi-Agency Safeguarding Hub is a team of professionals from a range of organisations and agencies who work together to protect adults who may be at risk of abuse, harm or neglect. They triage safeguarding concerns referred to them and gather information to enable them to decide about whether to conduct a safeguarding adult enquiry. |

## Appendix B – Contact details

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BaNES** | **Swindon** | **Wiltshire** |
| **Adults** | **Adult Safeguarding Team**  03002470201 | 01793 463555  AdultSafeguarding@swindon.gov.uk | 0300 456 0111 – Wiltshire Advice and Contact team  Option 1 – report a safeguarding concern.  Option 2 – speak to team at Advice and Contact.  E-mail:  AdviceandContact@wiltshire.gov.uk  Website: <https://adults.wiltshire.gov.uk/Information/safeguarding>  You can make an on-line referral here. |
| **Domestic Abuse** | **Adult Safeguarding Team**  03002470201  **Southside**  Tel: 01225 331 243  Opening hours: Mon-Fri 9am - 5pm  Website: [www.south-side.org.uk](http://www.south-side.org.uk)  National Domestic Violence Helpline 24-hour freephone helpline for women and children run in partnership between Women’s Aid & Refuge Tel: 0808 2000 247 E-mail: helpline@womensaid.org.uk www.womensaid.org.uk | 01793 463555  [AdultSafeguarding@swindon.gov.uk](mailto:AdultSafeguarding@swindon.gov.uk)  call the Swindon Domestic Abuse Support Service on 01793 610610 (24-hour helpline)  National Domestic Violence Helpline 24-hour freephone helpline for women and children run in partnership between Women’s Aid & Refuge Tel: 0808 2000 247 E-mail: helpline@womensaid.org.uk [www.womensaid.org.uk](http://www.womensaid.org.uk) | *Wiltshire Single Point of Access (SPA) Team.*  *Call 01225 775 276.   (9:00am - 5:00pm Monday - Friday)* [*spa@fear-less.org*.uk](mailto:spa@fear-less.org.uk)  If self-referring, *make referrals online* [*https://fear-less.org.uk/referral-forms.html*](https://fear-less.org.uk/referral-forms.html)  National Domestic Violence Helpline 24-hour freephone helpline for women and children run in partnership between Women’s Aid & Refuge Tel: 0808 2000 247 E-mail: helpline@womensaid.org.uk [www.womensaid.org.uk](http://www.womensaid.org.uk)  MARAC referrals: [MARAC@wiltshire.police.uk](mailto:MARAC@wiltshire.police.uk) |