

SAFEGUARDING ADULTS' POLICY

1. INTRODUCTION

- 1.1 This policy sets out the key elements and overarching principles of A2B Contract Cars Limited committed to safeguarding.
- 1.2 Safeguarding is a term used to describe a range of activities aimed at ensuring that children and adults who need care and support are not abused. This policy is specifically aimed at safeguarding adults.
- 1.3 A2B Contract Cars Limited asserts that safeguarding policy and procedures are vital for the effective operation of our business that works with vulnerable adults.

2. PURPOSE OF THE POLICY

- 2.1 This policy is intended to protect vulnerable adults who receive any service from us.
- 2.2 This policy and procedure cover all staff (including subcontractors). We recognise that we have a responsibility under the Care Act 2014 and the Mental Capacity Act 2005.
- 2.3 The company will consider the Deprivation of Liberty Safeguards when making decisions regarding safeguarding.

3. LEGAL FRAMEWORK

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Company in the jurisdictions it operates within the United Kingdom.

4. GUIDING PRINCIPLES

- 4.1 There are six guiding principles that underpin all adult safeguarding work:
 - EMPOWERMENT – Our clients should be supported and encouraged to make their own decisions. This should be done by:
 - Making services more personal
 - Giving our clients choice and control over their decisions
 - Asking our clients what they want the outcome to be
 - PREVENTION – Our company should work together to stop abuse before it happens by:
 - Our company will provide training to raise awareness about abuse and neglect.
 - Our company will make sure that clear, simple, and accessible information is available to all staff about abuse and neglect.
 - PROPORTIONALITY – when dealing with abuse situations all staff may ensure that they always think about the risk. Any response should be appropriate to the risk presented. Staff must respect the person, think about what is best for them and only get involved as much as needed.
 - PROTECTION – Our staff must ensure that they know what to do when abuse has happened by:
 - What to do if there are concerns
 - PARTNERSHIP – Our company must work in partnership with each other and with local authorities to report to them any signs or concerns of abuse or neglect.

- **ACCOUNTABILITY** – Safeguarding is everyone's responsibility. Everyone must accept that they are accountable as staff and as a company. The company has expectations of our staff's roles and responsibilities and also the company's role and responsibility to how we manage safeguarding concerns.

5. ROLES AND RESPONSIBILITY

ALL STAFF

Every individual working for Age A2B Contract Cars Limited, irrespective of their role, has a part to play in safeguarding adults who need care and support from abuse. All staff will undertake relevant training and must familiarise themselves with our Safeguarding Policy, Guidance and Procedures.

6. SENIOR MANAGEMENT

- 6.1 The Senior Management Team will receive and scrutinise reports on safeguarding activity via the Designated Persons for Safeguarding. Senior managers will ensure that their staff members are adequately trained to recognise signs of abuse and they should promote the discussion of safeguarding at team meetings.
- 6.2 A2B Contract Cars Limited apply fair and consistent approach to recruitment. As a Company we are committed to safeguarding children's young adults, we have robust recruitment policies to minimise the risk of engaging any staff member who may pose a risk to children.
- 6.3 Due to the nature of our companies' services that require our staff (including subcontractors) to undergo DBS and/ or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking will be reflected in the level of frequency of unsupervised access is given to children.

7. BREACHES OF POLICY

7.1 Failure to comply with A2B Contract Cars Limited's safeguarding policy may be managed in several ways, depending on the nature and consequences of any incident. In some cases, a combination of responses may be required.

- Disciplinary process – where there are concerns regarding staff misconduct or competence.
- Safeguarding investigation with Local Authority
- Where concerns about the actions or inactions of a member of staff or volunteer necessitate referral to the adult safeguarding team in the area where the abuse is alleged to have taken place. This may also result in referral to Disclosure & Barring Service.
- Police led investigation where the actions or inactions of a member of staff or volunteer appear to be criminal in nature.
- Additional or repeat training – where the concern does not meet the threshold for the processes outlined above but does indicate a need for further development of safeguarding competence.

8. BASIC TERMS AND DEFINITIONS

8.1 ABUSE IN RELATION TO ADULTS - There is no single, universally accepted, definition of abuse in relation to adults who need care and support which can be defined as '**A single or repeated act or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an adult who needs care and support**'. There are many different types of abuse. It may be physical, verbal, or psychological, sexual, financial, or domestic. It may be neglect, discrimination or institutional or modern slavery. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it". Further information can be found in this policy and our procedures for Adult Safeguarding.

9. TRAINING AND AWARENESS

A2B Contract Cars Limited will ensure an appropriate level of safeguarding training is available to its staff and any relevant persons linked to the organisation who requires it (e.g., contractors).

For all employees who are working with adults, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding adults.
- Recognise an adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with adults.
- Have knowledge of the Safeguarding Adults Policy.

10. REPORTING A SAFEGUARDING CONCERN

A2B Contract Cars Limited has a clear and defined process that is required to be followed if a concern is required to be raised by a staff member concerning a safeguarding matter. (*Please see appendix 2*). Which clearly set out the procedure that is imperative for the wellbeing of our clients involved. It is the responsibility of staff to report any safeguarding matters to the office so this can be escalated as deemed appropriate.

11. SOCIAL MEDIA

All staff (including subcontractors) should be aware of A2B contract Cars Limited social media policy and procedures and the code of conduct for behaviour towards the adults we support.

12. WHISTLEBLOWING

It is important that people within A2B Contract Cars Limited have the confidence to come forward to speak or act if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or other member of the company. There is also a requirement by A2B Contract Cars Limited to protect whistle-blowers in the company's whistleblowing policy.

13. ABUSE OF VULNERABLE ADULTS/CHILD PROTECTION ALLEGATIONS

A2B Contract Cars Limited will investigate where appropriate any allegations made against staff (including subcontractors). This includes any situations where the actions of an individual in their personal life may indicate that their behaviour could be a risk of harm to children they work with e:g perpetrators of domestic violence, neglect or abuse of their own children.

The Company will take very seriously any allegation that is presented, and it will be appropriately assessed and the likely risk to children as per the company's disciplinary procedures.

14. DATA PROTECTION & GDPR

A2B Contract Cars Limited expects all staff (including subcontractors) to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a adult is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding see name of Confidentiality and Information Sharing policies.

15. RECORDING & RECORD KEEPING

A written record must be kept about any concern regarding a child with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR)

16. RESPONSIBLE PERSONS

Persons with overall responsibility for safeguarding: **Carly Temple**

CONTACT PERSONS RESPONSIBLE FOR ENSURING SAFEGUARDING

Designated Safeguarding Lead: **Kirsty Burling**

Deputy Designated Safeguarding Lead: **Carly Temple**