

## SAFEGUARDING ADULTS – POLICY AND PROCEDURE

### 1. Introduction

- 1.1 The Pulborough & District Community Care Association (PDCCA) is signed up to the Pan Sussex Safeguarding Adults Policy. The attached page is the policy statement.
- 1.2 The policy and procedures are available on the internet. All updates will be posted there.
- 1.3 The full website where all other information can be drawn is:  
<https://sussexsafeguardingadults.procedures.org.uk>
- 1.4 Reporting Abuse and neglect is done online. The reporting form is at:  
<https://www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult/>
- 1.5 This is the access point for reporting all aspects of abuse and self-harm and/or neglect.

### 2. PDCCA Reporting

- 2.1 **Staff / Volunteer induction and training:** All staff and volunteers, as part of their induction, will undertake training on recognising abuse and reporting it. Refresher training will be undertaken at team meeting discussions with all staff and volunteers who have day to day contact with vulnerable people.
- 2.2 **Board Reporting:** Senior Staff will report to the Safeguarding Lead (Chair of Trustees) all cases of 'report' under this policy. PDCCA maintain a safeguarding log.
- 2.3 All cases will be reported to the Board of Trustees every year.
- 2.4 Any case which is deemed to be a 'Serious Case Review' will be reported to the Chair of Trustees immediately and in full to the next Board meeting.
- 2.5 **Abuse by PDCCA people:** If any PDCCA volunteers, trustees, patrons or nominated members are directly cited in a safeguarding report above the alert

stage they will be interviewed by the Chair of Trustees and may be asked to step down from PDCCA until the case is resolved.

- 2.6 Staff cited as above may be subject to the appropriate disciplinary procedure.
- 2.7 **Serious incident reports to Charity Commission:** if the case results in, or risks, damage or harm to the charity's work, beneficiaries or reputation, it may be necessary to make a serious incident report the Charity Commission or CQC when required. The Chair of Trustees will make this decision.
- 2.8 **Policy (directly from Pan Sussex Agreement):** Having policies and procedures to safeguard adults is a legal requirement under the Care Act 2014. The policy and procedures will ensure a proportionate, timely and professional approach is taken and that safeguarding work is co-ordinated across all relevant agencies and organisations. This is essential for the prevention of harm and abuse.
- 2.9 The policy and procedures updates and replaces Edition 3 published in July 2016 and has been commissioned and agreed by Brighton & Hove, East Sussex and West Sussex Safeguarding Adults Boards.
- 2.10 The local authority has the coordinating role in relation to adult safeguarding and other partner agencies have legal duties regarding safeguarding adults.
- 2.11 The policy and procedures provide an overarching framework to coordinate all activity undertaken through other process and procedures where a concern relates to an adult who is experiencing abuse or is at risk of abuse or neglect. This relates to an adult who meets the following three key tests:
- The adult has needs for care and support (whether or not the local authority is meeting any of those needs).
  - The adult is experiencing, or at risk of, abuse or neglect.
  - As a result of their care and support needs, the adult is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- 2.12 Individual services and organisations should ensure their internal adult safeguarding policy and procedures reflect this Sussex Safeguarding.
- 2.13 The local Safeguarding Adults Boards will lead work to ensure that the organisation or agencies that support persons experiencing or at risk of abuse or neglect will:
- Explicitly include representation of adults as a key partner in all aspects of safeguarding work. This includes building the participation of adults into the Board's membership, monitoring, development and implementation of the Board's work, training strategies, planning an implementation of the individuals safeguarding and assessment plan.
  - Develop a culture that does not tolerate abuse, neglect and exploitation.
  - Raise awareness about safeguarding adults.
  - Prevent abuse, neglect and exploitation from happening wherever possible.

2.14 If you are concerned that abuse or neglect may be taking place, take immediate action. Share your concerns or seek advice from Adult Social Care or one of the independent organisations that work with adults. If you are a member of staff also share your concerns with your manager.

### 3. [Key principles informing this policy](#)

3.1 All safeguarding work with adults should be based on the following principles:

- The empowerment of adults underpins all safeguarding adults work.
- The focus of safeguarding adults should always be to identify and endeavour to meet the desired outcomes of the adult.
- Every person has a right to live a life free from abuse, neglect and fear.
- Safeguarding adults is everyone's business and responsibility.
- There is a zero tolerance to the abuse of adults.
- All reports of abuse will be treated seriously.
- Every person should be able to access information about how to gain safety from abuse and violence and neglect.
- All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.
- All partner agencies, organisations and partners across the community of Sussex actively work together and encourage accountability, transparency and appropriate professional challenge.
- People working or involved in supporting adults have the appropriate knowledge, skills and training to undertake their responsibilities in relation to safeguarding adults.
- Support is in place for adults to prevent abuse from occurring as well as post-abuse support.

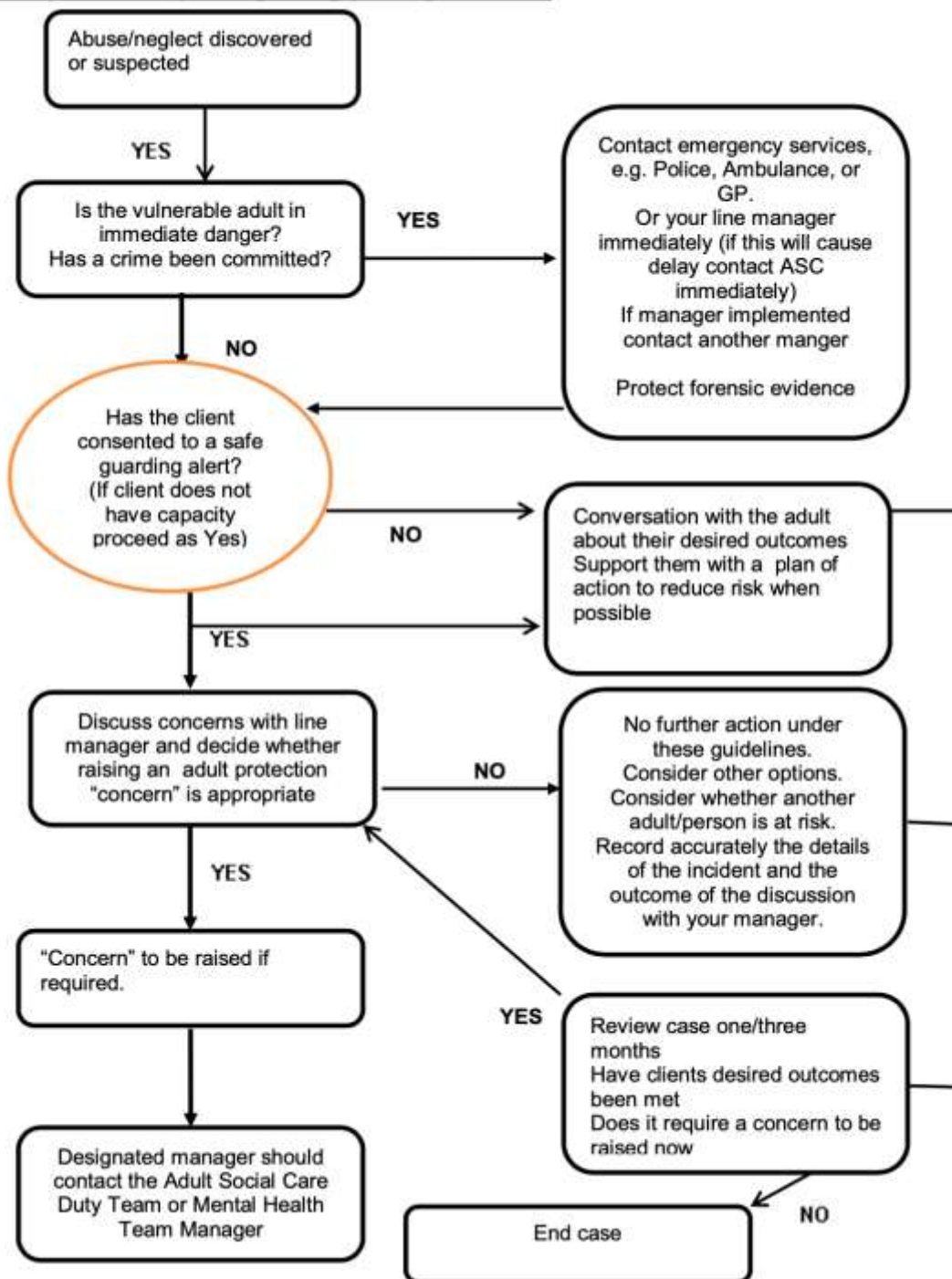
3.2 The Care Act and the Care Act guidance sets out the statutory requirement for local authority social services, health, police and other agencies to both develop and assess the effectiveness of their local safeguarding arrangements. This is founded on the six key principles below:

## Six key principles:

Principle	Description	Outcome for the adult at risk	In practice this means
<b>Empowerment</b>	Presumption of person led decision and informed consent.	<i>"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens"</i>	Having clear and accessible systems for adult's views to be heard and influence change.  Giving people relevant information and support about safeguarding and the choices available to them to ensure their own safety.
<b>Prevention</b>	It is better to take action before harm occurs.	<i>"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."</i>	Raising public awareness about safeguarding, including how to recognise and report it.  All staff are clear on their roles and responsibilities in relation to safeguarding adults at risk.
<b>Proportionality</b>	The least intrusive response appropriate to the risk presented.	<i>"I am sure that the professionals will work in my interests, as I see them and they will only get involved as much as needed."</i>	The adult is at the centre of all responses to the safeguarding concern and any action taken is based on their preferred outcomes or best interests.  An approach of positive risk taking, in which the adult at risk is fully involved.
<b>Protection</b>	Support and representation for those in greatest need.	<i>"I get the help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want and to which I am able."</i>	Organisations having effective processes to be able to identify and respond to concerns or emerging risks.  Consideration of mental capacity is part of the safeguarding process, and where people lack capacity decisions are always made in their best interests.
<b>Partnership</b>	Local solutions through	<i>"I know that staff will treat any personal</i>	Information is shared between organisations in a

	<p>services working with the communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.</p>	<p><i>and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.</i></p>	<p>way that reflects its personal and sensitive nature.</p> <p>Ensuring local information sharing protocols are in place and staff understand and use them.</p>
<p><b>Accountability</b></p>	<p>Accountability and transparency in delivering safeguarding.</p>	<p><i>"I understand the role of everyone involved in my life and so do they."</i></p>	<p>The roles and responsibilities of the organisation are clear so that staff understand what is expect of them and others.</p>

### Flowchart for reporting Safeguarding Concern



### Version Control and Approval

This policy (Safeguarding Adults v1.0 JUL 23) was approved by PDCCA Committee on:  
 21 September 2023  
 Reviewed: April 2026