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## SAFEGUARDING POLICY

<b>Executive Summary</b>	<p>This document outlines our policy on how Orbit as a business approaches and manages Safeguarding in relation to adults at risk and children.</p> <p>This policy takes into account our statutory and regulatory responsibilities.</p>
<b>Approved by</b>	Customer Services – Senior Management Team in June 2018 Customer and Communities Board in November 2018
<b>EA completed</b>	May 2018.
<b>Explain how customers have been involved</b>	Face-to-face customer consultation with CSIG 12.06.18.
<b>Consultation</b>	CSC, Income Services, Independent Living, Property Services, Property Management, Tenancy Services and Tenancy Sustainment.
<b>Applies to</b>	All employees, agents and contractors.
<b>Scope</b>	<p>This Policy outlines the role and responsibility of Orbit as a Registered Provider in working together with other professional organisations in protecting the welfare of adults at risk and children.</p> <p>This policy forms part of the wider Community Safety and Anti-Fraud agenda aimed at raising awareness and supporting teams to identify and report safeguarding concerns in our role as a Registered Provider.</p>

## 1.0 INTRODUCTION

- 1.1 This policy demonstrates our strong commitment and outlines our response to dealing with safeguarding in our role as a Registered Provider. We believe the safety, protection and welfare of adults at risk and children is paramount. We take the detection and reporting of safeguarding concerns seriously and we recognise the protection of adults and children is everyone's responsibility.
- 1.2 This policy is part of a suite under the umbrella of Community Safety and Anti-Fraud (CSAF), which includes **Anti-Social Behaviour, Domestic Abuse, Hate Incidents and Tenancy Fraud**. This policy takes account of the requirements of the Homes & Communities Agency Neighbourhood and Community Standard.
- 1.3 This policy relates to any person our employees, agents or contractors come into contact with whilst at work; it equally applies to all employees, agents and contractors.
- 1.4 This policy and associated procedure is designed to ensure we meet our statutory obligations under The Care Act 2014, The Children's Act 2004 and the Housing Act 1996.
- 1.5 The following six principles, as outlined by the Housing and Safeguarding Adults Alliance checklist against the Care Act 2014 statutory guidance for housing and housing support providers underpin our approach to adult safeguarding:

	<b>How this is delivered by employees</b>	<b>How this is perceived by the customer</b>
<b>Accountability</b>	Accountability and transparency in delivering safeguarding	I understand the role of everyone involved in my life and so do they
<b>Empowerment</b>	Customers are supported and encouraged to make their own decisions and informed consent	I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens
<b>Partnership</b>	Local solutions through working with communities	I know that Orbit treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that Orbit will work together with other professionals and with me to get the best result for me
<b>Prevention</b>	It is better to take action before harm occurs	I receive clear and simple information about what abuse is , how to recognise the signs and what I can do to seek help

<b>Proportionality</b>	Take the least intrusive response appropriate to the risk presented	I am sure that Orbit will work in my interest, and they will only get involved as much as needed
<b>Protection</b>	Support and representation for those in greatest need	I receive help and support to report abuse and neglect. I receive help so that I am able to take part in the safeguarding process to the extent to which I want

## 2.0 DEFINITION

2.1 We adopt the following definitions of safeguarding:

**Safeguarding Adults at Risk** as the process of protecting adults with care and support needs from abuse or neglect. This may include empowering and enabling them to protect themselves.

Adults are considered to be 'at risk' if they:

- have a physical disability and/or sensory impairment
- have a learning disability
- have a mental health condition/illness
- have a long term condition/illness
- lack mental capacity
- misuse substances or alcohol

**Safeguarding Children** as the process of protecting children from maltreatment, abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

For the purposes of this policy, we consider a child to be anyone under the age of 18 or an unborn child.

2.2 We consider that any of the following would present a safeguarding concern, but that this is not an exhaustive list:

- Bullying
- Child Trafficking and Modern Slavery
- Domestic Abuse
- Emotional Abuse
- Eviction of an Adult at Risk
- Female Genital Mutilation
- Financial Abuse
- Hoarding
- Institutional/Organisational Abuse
- Neglect and Self Neglect
- On Line Abuse

- Physical Abuse
- Psychological Abuse
- Radicalisation and Extremism
- Self-Harm and Threats of Suicide
- Sexual Abuse including Grooming

- 2.3 If an employee, agent or contractor either witnesses, receives a disclosure, has reason to suspect, or can simply answer 'yes' to the question; "*Am I worried about this persons safety or wellbeing?*", then a 'safeguarding concern' should be raised.
- 2.4 When a safeguarding concern is raised, it will be assessed and a decision made whether to then raise a formal 'safeguarding alert' with the relevant Local Authority (LA).
- 2.5 When raising concerns and any subsequent alerts, we will not refer to the adult or child as a 'victim' and instead refer to them as the 'subject' if they have been directly affected, or if they have seen or heard something but are not directly affected, we will refer to them as 'witnesses'.
- 2.6 We refer to those people suspected of committing acts for which a safeguarding concern or alert has been raised as 'alleged perpetrators'.

### **3.0 ROLES AND RESPONSIBILITIES**

- 3.1 To meet statutory obligations, manage safeguarding appropriately and take a positive accountability approach we will ensure:

- All employees, agents and contractors are aware of their obligations to raise safeguarding concerns
- An Organisational Safeguarding Lead (OSL) is appointed at all times. The OSL will be the Head of Tenancy Services and they will take leadership responsibility for the organisations safeguarding arrangements
- Designated Safeguarding Leads (DSLs) will be appointed throughout the business to provide guidance and support to employees, agents and contractors. DSLs are appointed by the OSL and will represent a variety of teams across the business. All Tenancy Services Managers (CSAF) will be a DSL

The OSL and DSL collectively form the Organisational Safeguarding Forum (OSF) which will meet quarterly (April, July, October and January)

- Our policy and procedures are clear, concise and user friendly and employees, agents and contractors are aware of their role in safeguarding and the role of the LA
- All employees will receive the appropriate safeguarding training for their role
- All employees who have regular contact with adults at risk and/or children will be subject to employment checks and Disclosure and Barring Service (DBS) check

- All safeguarding concerns raised (except for concerns regarding an employee, agent or contractor) will be assessed by a trained Tenancy Services Officer (CSAF) or for concerns within our Independent Living stock, an Independent Living DSL, who will decide whether to raise a safeguarding alert to the LA/SB.

The safeguarding alert will be made by the TSO (CSAF) or Independent Living DSL

- If we contract out any services to other organisations/individuals, that these organisations/individuals have in place arrangements that reflect the importance we place on safeguarding
- We will create a culture where all everyone feels confident and supported to raise safeguarding concerns

#### **4.0 RAISING CONCERNS**

- 4.1 All employees, agents and contractors have a responsibility to raise safeguarding concerns and we aim to make this easy.
- 4.2 We will take all disclosures seriously and raise a concern on any suspicion promptly, ensuring that the welfare of adults and children is treated as a high priority at all times.
- 4.3 When in contact with any person about a safeguarding concern we will establish the subject's needs and any risks of harm that alleged perpetrators or potential perpetrators may pose.
- 4.4 We will consider the impact that diversity (such as belief's or language) may have on a customer's vulnerability and their ability to understand and access support services. We will ensure this is not a barrier to supporting customers or raising safeguarding concerns.

#### **5.0 RAISING FORMAL ALERTS AND MANAGING CASES**

- 5.1 The LA has the lead role and statutory duty in safeguarding adults and children; however we recognise our role in supporting them and our statutory duties under The Care Act 2014, The Children's Act 2004 and the Housing Act 1996.
- 5.2 We will not investigate safeguarding concerns as we do not have a legal duty to do so and we do not have employees trained to undertake such investigations. We will however support the LA with their enquiries and we will share appropriate information with them.
- 5.3 If a safeguarding concern is raised, a case will be immediately opened and the details assessed and where appropriate, a formal alert raised with the LA.
- 5.4 In an emergency situation where it is believed that a person(s) is at immediate risk of harm for example a threat of suicide; employees, agents and contractors are expected without delay to dial 999 and report their concerns to the Police and/or Ambulance and/or Fire Service as appropriate.
- 5.5 We will endeavor to obtain consent from the subject or the subject's parent/s before

raising a safeguarding alert; in the event consent cannot be obtained this will be communicated to the LA when the alert is raised.

5.6 We will work with subjects and aim to empower them to take control by offering support or signposting them to other agencies.

5.7 We will work in partnership with other professional organisations to ensure in our capacity as a landlord we take appropriate steps to safeguard and protect our customers.

5.8 If we take enforcement action in our role as a landlord which could result in a child being at risk of homelessness, we will notify the relevant Local Authority Homelessness Team. We will obtain consent from the customer where possible before making such a notification. If we take enforcement action in our role as a landlord which could result in an adult at risk being at risk of homelessness, we will raise a safeguarding alert. We will obtain consent from the customer where possible before making such a notification.

5.9 We will respect the right of people to decide how they live and the risks they take unless:

- a child is involved
- a serious crime has been committed
- there is a breach of tenancy
- employees are implicated
- coercion is involved
- the subject is an adult at risk
- alleged perpetrator is an adult at risk

## **6.0 CHALLENGING DECISIONS**

6.1 If a safeguarding alert is not accepted by the LA, or there is a delay in the assessment or where the support provided is ineffective and the concern persists, we may challenge the decision via the approved escalation process or consider tenancy enforcement action (see our Anti-Social Behaviour policy) to safeguard the subject, other customers, employees, agents or contractors.

## **7.0 CONCERNS ABOUT AN EMPLOYEE, AGENT OR CONTRACTOR**

7.1 We will fully support anyone who in good faith, raises a safeguarding concern relating to an employee, agent or contractor.

7.2 We recognise that our employees may also be subjects or perpetrators of domestic abuse and we will deal sensitively with such cases and in-line with any HR policies that may be in place. We will ensure that the employee is aware of the process, including timescales of any investigation and what support and advice is available.

7.3 When an agent or contractor is a subject or perpetrator we will manage this sensitively and work with the Orbit contract manager on a case by case basis. Cases where an agent or contractor is a perpetrator will be reported to the OSL.

7.4 We will ensure employees are aware of statutory protection regarding

Whistleblowing. Employees who whistle-blow can remain anonymous; however, anonymity cannot be guaranteed if a Criminal Investigation is undertaken (please also refer to the **Whistleblowing Policy**)

## **8.0 DEALING WITH PERPETRATORS**

- 8.1 In our capacity as a landlord we will work with other professional agencies to support risk assessments and manage situations where a customer may be accused, or indeed be the alleged perpetrator of abuse.
- 8.2 A history/allegation of abuse may not be a prohibition to housing and/or support services, but where the assessed risk is too high, we may need to consider not offering a service or taking tenancy enforcement action in order to ensure the safety of other customers and the local community.

## **9.0 PARTNERSHIP**

- 9.1 As a landlord, we do not have a statutory duty to safeguard adults at risk and children; however, we do have a duty under s6 and s7 of the Care Act 2014 to cooperate with LA's and to report any safeguarding issues and we will work proactively with the LA/SB and the Police in raising safeguarding alerts promptly. We may refer safeguarding subjects to other organisations as appropriate whilst always being clear about our responsibilities and capabilities. We will share information in line with our **Privacy Policy**.
- 9.2 We will keep a register of LA/SB contact details for each area we operate in. This will be produced and updated annually by the OSF.
- 9.3 Where appropriate we will discuss safeguarding concerns and seek advice from the relevant Multi Agency Safeguarding Hub (MASH). Where relevant or where our contribution would be useful or necessary, we will attend Multi-Agency Risk Assessment Conferences (MARACs) or Local Safeguarding Board meetings.
- 9.4 If we are made aware that a child is subject to a Child Protection Plan, registered as a Child in Need or a family is subject to a Early Help Plan and we are invited to attend a meeting or provide a report we will do so where relevant and in line with our **Privacy Policy**. Any Safeguarding Concerns about this child will be dealt with in line with this policy and our Safeguarding Procedure.
- 9.5 We support social care professionals, where appropriate, to review the outcomes for the subject against specific plans.
- 9.6 We will co-operate with Responsible Authorities (Police, National Probation Service and HM Prisons) regarding Multi Agency Public Protection Arrangements (MAPPA) whilst being consistent with the exercise of our other statutory functions. We will attend MAPPA meetings where relevant.
- 9.7 We will support any Serious Case Reviews (SCRs) and adopt any lessons learnt.

## **10.0 SUPPORT**

- 10.1 When managing safeguarding concerns we will consider early on the support needs of the subject, witnesses, employees, agents and contractors. Where

support needs are identified we will make individuals aware of the support available to them, or we may with permission, make a specific support referral ourselves but this will be at the discretion of the officer managing the case. We recognise that providing support may fall outside of our role as a landlord and it is in these circumstances, that we may signpost to external organisations.

## **11.0 PRIVACY STATEMENT**

11.1 We collect information ('personal data') so that we can manage and support our relationship with our customers, comply with legal obligations, improve our services and achieve our legitimate business aims. We are committed to complying with data protection legislation when handling customers' data. Customers have rights around their data, including the right to access their data and to object to the way it is processed. For more information on how and why we process customers' data and how customers can exercise their rights, please see our full Privacy Policy on our website at [www.orbit.org.uk/privacy-policy/](http://www.orbit.org.uk/privacy-policy/)

## **12.0 EQUALITY AND DIVERSITY**

12.1 Our policies are developed in line with our **Equality and Diversity Policy** and approach.

## **13.0 COMPLAINTS**

13.1 Anyone is able to make a complaint about the service they have received and this is managed under our **Complaints Policy**.

## **14.0 MONITORING, ACCOUNTABILITY AND REVIEW**

14.1 Monitoring of live cases will be monthly by the relevant TSM (CSAF) and measured against any agreed Key Performance Indicators and the Customer Promise.

14.2 The TSM (CSAF) will report to the OSF quarterly and formal reporting to the Customer Services Senior Management Team will take place each July, October, January and April by the OSL.

14.3 We will usually carry out a review of this policy every three years or sooner if it is newly created, or there are legal or regulatory changes.