Kirton in Lindsey Town Council

Policy 14: Safeguarding Adults Policy

Safeguarding Adults Policy and Procedure

Name of Organisation	Kirton in Lindsey Town Council
Address	Diamond Jubilee Town Hall, High Street, Kirton in Lindsey, North Lincolnshire, DN21 4LZ
Telephone	01652 648978
Date Policy Agreed	28th October 2026 – *FC2610/08 v20261*
Date of Next Review	October 2027
Signature	Town Mayor: Town Clerk:
Name and telephone number of Designated Protection Person	Neil Taylor-Matson 01652 648978 or 07518 284173
Name and telephone number of Deputy Designated Protection Person	Cllr Hazel Fox – Mayor 07966 787044

1. Policy statement on safeguarding adults

Kirton in Lindsey Town Council considers it the duty of the staff and volunteers to protect adults at risk who they come into contact with from abuse and / or neglect.

2. Introduction

In any organisation, there should be adult safeguarding policy and procedures. These should reflect the statutory guidance and are for use locally to support the reduction or removal of safeguarding risks, as well as to secure any support to protect the adult and, where necessary, to help the adult recover and develop resilience. Such policies and procedures should assist those working with adults in developing swift and personalised safeguarding responses that involve the adult at risk. The policy and procedures have been developed to assist staff and volunteers in acting on reported or suspected abuse. This in turn should encourage proportionate responses and improve outcomes for the people concerned.

Kirton in Lindsey Town Council is involved in providing services for a wide range of people. Some of these people are likely to be adults at risk.

Kirton in Lindsey Town Council has obligations to strive to protect adults who it believes to be abused or at risk of abuse and / or neglect.

This policy is based on The Care Act 2014, the national Care and Support Statutory Guidance.

Depending upon the nature of particular services or requirements of particular commissioners or partner agencies, the policy and procedure may be supported by national procedures.

3. Definitions

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Abuse and neglect

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Categories of abuse

Physical abuse	Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions
Domestic abuse	Including psychological, physical, sexual, financial, emotional abuse, 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, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting
Psychological abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or support networks
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, the misuse or misappropriation of property, possessions or benefits
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
Discriminatory abuse	Is the unequal or unfair treatment of somebody based on a "protected characteristic" - age, disability, gender/ gender reassignment, sexual orientation, pregnancy/ maternity, race, religion or belief. It may manifest itself as another form of abuse, such as harassment, derogatory remarks or similar treatment
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 ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation
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
Self-Neglect	Covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and incudes behaviour such as hoarding

The following are not included in the Care Act 2014 but can also be harmful.

Cyber bullying	Occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it
Forced Marriage	A term used to describe a marriage in which one or both partners are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both party's consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage
Mate Crime	Is defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend
Radicalisation	The aim is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media

4. The Six Safeguarding Principles

The following six principles underpin all adult safeguarding work:

Empowerment	People are supported and encouraged to make their own decisions and informed consent
Prevention	It is better to take action before harm occurs
Proportionality	The least intrusive response to the risk presented
Protection	Support and representation for those in greatest need
Partnership	Local solutions through services working with their communities. Communities have a part to play preventing, detecting and reporting neglect and abuse
Accountability	Accountability and transparency in delivering safeguarding

5. Making Safeguarding Personal (MSP)

The adult at risk and/or their representative should be as involved as possible and to the extent to which they would like. MSP should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation, in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

MSP is about seeing people as experts in their own lives and working alongside them.

6. Responsibilities of staff and volunteers

Kirton in Lindsey Town Council will appoint a designated protection person and a deputy designated protection person to act and liaise on safeguarding matters.

Paid staff and volunteers have a responsibility to be aware and alert to signs of abuse or neglect, or suspected abuse or neglect. They should talk to the designated person to see if there is a need to raise a safeguarding concern. They are not responsible for diagnosing, investigating or providing a therapeutic response to abuse. In addition, not all concerns relate to abuse, there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

7. Signs and indicators or abuse and neglect

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone. There are many signs and indicators that may suggest someone is being abused or neglected. These include but are not limited to:

- unexplained bruises or injuries or lack of medical attention when an injury is present
- belongings or money going missing
- not attending when they usually attend and it is unusual for them not to do so
- losing or gaining weight or an unkempt appearance
- a change in behaviour or confidence of a person
- evidence of self harm
- fear of a particular group or individual
- disclosure – they tell you they are being abused.

You should not limit views on what constitutes abuse or neglect as they can take many forms and the circumstances of the individual case should always be considered.

Remember to take the whole situation in to account - there may well be other explanations. It is important to keep an open mind and consider what is known and where possible speak to the adult concerned.

8. Disclosure of abuse

If an adult at risk discloses to you that they are being abused or any service user discloses that they are involved in abuse of an adult at risk, action should continue as in Section 10. All action must proceed urgently and without delay.

9. Suspicion of abuse

There may be circumstances when a volunteer or member of staff suspects that an adult at risk is being abused or neglected.

It is vital that anyone who suspects an adult at risk is being abused or neglected discusses the situation immediately with the designated protection person or deputy designated protection person.

10. Action on disclosure of abuse/making a referral

There should always be the opportunity to discuss concerns with, and seek advice from, managers and other agencies, but:

- never delay emergency action to protect an adult at risk
- where possible always involve the adult at risk and / or their representative
- always record any concerns and / or action taken
- the Adult Protection Team should be notified and a safeguarding concern submitted within 24 hours of the occurrence taking place

- you should always discuss the concern with the designated protection person or deputy designated protection person
- if the suspicions relate to the designated person, then the deputy, North Lincolnshire Adult Protection Team or the Police should be contacted.
- suspicions should only be discussed with the appropriate persons such as those named above.
- any person may report a concern to the Adult Protection Team irrespective of the opinion of others.

It is important to make written records of any incidents or concerns as soon as possible and if appropriate to include sketches of sites and sizes of injuries. It is also important to make a record of conversations with the adult using the same language especially names of body parts or sexual acts.

11. Managing the risk to staff and volunteers

Kirton in Lindsey Town Council undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- specify what the role is and what tasks it involves
- request identification documents if appropriate
- as a minimum meet and chat with the applicant before they commence work
- where appropriate, when regular unsupervised contact with adults at risk is likely to take place, Kirton in Lindsey Town Council will request and check references and ask that individuals apply for a Disclosure and Barring Service (DBS) check

If an adult at risk is working or volunteering for the organisation, careful consideration needs to be given on how best to support the individual to reduce or remove safeguarding risks. These measures should be proportionate rather than restrictive and encourage the development of resilience and improved outcomes for the person.

12. Maintenance of records

The retention, storage and destruction of records where they relate to adult welfare concerns or concerns about possible risk posed by members, officers or volunteers will be in line with the policy of Kirton in Lindsey Town Council on the retention of information.

Hard copy records will be stored in a locked cabinet only accessible by the Clerk. Digital records will be stored on electronic systems only accessible by the Clerk. Records which have reached the time of disposal will be shredded by the Clerk if in hard copy and deleted from electronic systems by the Clerk where stored digitally meeting the requirements of the General Data Protection Regulations.

Retention	• For all concerns raised whether acted upon or not, a record should be kept for six years. • For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
Storage	• Hard copy records will be stored in a locked cabinet only accessible by the Clerk. • Digital records will be stored on electronic systems only accessible by the Clerk.
Destruction	• Records which have reached the time of disposal will be shredded by the Clerk if in hard copy and deleted from electronic systems by the Clerk where stored digitally meeting the requirements of the General Data Protection Regulations.

13. E safeguarding and acceptable use policy for electronic equipment

Digital equipment owned by Kirton in Lindsey Town Council, including desktop computer, laptop, mobile phone and other devices which connect to the World Wide Web are only used for the purposes of carrying out the duties and responsibilities of Town Council work.

Employees and volunteers are made aware that random checks authorised by the Council can be carried out by any member of the Town Council to ensure compliance.

Access to all digital equipment is by personal username and password which is not to be shared, except in a time of emergency when access to a sealed envelope will be authorised by emergency contingency measures.

Information from digital systems is stand alone, backed up on external hard drive and stored in a secure fireproof safe.

Any photographs taken at events or to publicise the work of Kirton in Lindsey is done so only with explicit written permission and information is provided on how the images will be used, published or stored.

Where possible general photographs of events or places are taken in a manner not to identify individuals unless it is a requirement for which explicit written permission (including usage and storage) is obtained.

Kirton in Lindsey Town Council provides no access to sources of public wi-fi provision.

14. Whistle blowing procedures

It may be very hard to report a concern but as with all other difficulties people will come across, the safety and protection of an adult at risk must be the priority in any decision that is made.

Any person with concerns or wanting to raise any issues about Kirton in Lindsey Town Council and safeguarding where it refers to any member or officer of Kirton in Lindsey Town Council or about the practices of the Council can contact the following organisations in confidence.

These organisations work independently of Kirton in Lindsey Town Council and can assure you of commitment to investigate any issue which you raise believing it to be true, and that they will treat you fairly and keep the matter confidential.

North Lincolnshire Adult Protection Team 01724 297000

General practice or other complaints about Kirton in Lindsey Town Council or its members and officers – North Lincolnshire Council Legal and Democratic Services, Church Square House, Church Square, Scunthorpe, DN15 6XQ, Telephone 01724 296230.

15. Contact Information

	Name	Telephone Number
Main Contact for the Organisation	Neil Taylor-Matson	01652 648978
Designated Protection Person	Neil Taylor-Matson	01652 648978
Deputy Designated Protection Person	Cllr Hazel Fox (Mayor)	07966 787044
National or support body for the organisation	East Riding and Northern Lincolnshire Local Councils Association (via Tom Clay)	01652 661617
North Lincolnshire Adult Protection Team Church Square House Church Square Scunthorpe DN15 6XQ		01724 297000
Police Non-Emergency		101
Police Emergency		999