

Safeguarding Policy

Purpose: Corinium Care recognises it is the human right of all adults to live a life that is free from abuse and neglect. The purpose of this Safeguarding Policy is to set a clear protocol of action and a framework for our responsibilities and legal duties in relation to each client's welfare.

It contains information and guidance from legislation and relevant bodies that all staff and care workers are informed by, including the following:

- Mental Capacity Act (2005)
- Mental Capacity Act (2005) Code of Practice
- Care Quality Commission - Essential Standards of quality and safety
- Care Quality Commission - Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 - Regulation 18
- The Human Rights Act 1998
- No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (DH and Home Office, 2000)
- Mental Health Act Code of Practice (DH, 2008)
- Mental Capacity Act Code of Practice (DH, 2007)

Our commitment:

1. We will implement a robust recruitment policy designed to identify those individuals who may pose a potential threat to our clients, due to the disclosure of a previous history of abusive behaviour. These people will not be offered employment within the company.
2. All successful candidates will be vetted prior to appointment and subject to a Disclosure and Barring Service (DBS) check. We will also take up three satisfactory references before the individual starts work – see Recruitment Policy.
3. All staff/care workers will be trained to have an awareness of Safeguarding issues during their comprehensive staff training programme.
4. All new staff/care workers will be reminded during their training programme, and subsequent training updates, of their personal, moral and legal roles and responsibilities concerning Safeguarding.
5. Training will also include what action staff/care workers should take if they suspect abuse is occurring and who they should report this matter to. Staff/care workers will be trained to recognise the signs of the different types of abuse.

6. A climate of openness, honesty and awareness will be encouraged among staff, care workers, clients, families and relatives through regular telephone/email support, face-to-face meetings and an open door policy for people to raise concerns with Care Managers or the Registered Care Manager.
7. Clients will be reassured by staff and care workers that they will not be victimised for speaking out to report any concerns around Safeguarding issues.
8. Any staff member or care worker who suspects that abuse has taken place, or who witnesses a situation in which a client may be suffering from abuse, should report the incident to Corinium Care, no matter what time of day or night.
9. Any staff member or care worker who fears they may be victimised because of their disclosure should be made aware by the Manager that Corinium Care has a Whistleblowing Policy in place.
10. If a Care Manager or Duty Manager is alerted to any suspicion or alleged abuse affecting a client, they should take immediate action to ensure the danger is removed. The matter should be reported to a senior person on duty or to the Registered Manager, as necessary.
11. A staff member or care worker who is accused or suspected of abuse, will be dealt with according to the company's disciplinary procedure which, subject to risk assessment, will usually mean the individual being suspended, without prejudice to that individual, pending investigation. Legal guidance should be sought by the Registered Manager prior to this decision being taken. The Care Quality Commission or the Care and Social Services Inspectorate, Wales will be notified that an allegation of abuse has been raised.
12. Any staff member or care worker dismissed for misconduct which harmed, or placed at risk of harm, a vulnerable service user, will be reported to the Care Quality Commission and Disclosure Barring Service.
13. Staff, care workers and managers will work closely with other relevant organisations where and whenever required, including the Police and Local Safeguarding Boards, and will always cooperate in any abuse investigations.
14. They will follow any protection plan agreed through multi-agency procedures in order to reduce the risk of further abuse after an actual or suspected case of abuse.
15. Records of all adult protection issues and relevant decisions that have taken place will be stored in the agency office.

Duties and responsibilities:

The Registered Manager has a duty to:

- Regularly review and update the Safeguarding Policy.
- Notify staff/care workers of any changes to the policy and ensure new staff/care workers sign and date to say that they have read the Safeguarding Policy.
- Investigate any evidence of abuse in accordance with Local Authority policy and report any serious allegations to Care Quality Commission (CQC) and the Local Authorities.

Care Workers have a 'Duty of Care' to:

- Provide clients with the best possible care available and be mindful of having a zero tolerance to any form of abuse.
- Participate in training activities either by e-learning or 'face-to-face' workshops relating to Safeguarding issues. Training to be updated every two years.
- Co-operate fully in any investigation into an alleged abuse.

Responsibilities:

- It is the responsibility of the Registered Manager to ensure that all staff/care workers follow the guidance set out in the Safeguarding Policy.
- It must be stressed that all staff and care workers have a personal responsibility to report any suspicion, or evidence, of abuse immediately to their Line Manager or to the Registered Manager.