



# **Watford and Three Rivers Refugee Partnership (WTRRP) Safeguarding Adults Policy**

Ownership:	WTRRP Trustees
Date Issued:	February 2025
Governance Forum responsible:	WTRRP Committee
Version:	2
Document history:	New format - Separation of adult and children policies. Previously covered in safeguarding policy in volunteer handbook.
Review date of policy:	01.02.2026 or sooner if legislation requires
Review frequency:	Annually

**This policy should be used in conjunction with the WTRRP volunteer handbook and WTRRP Safeguarding Children Policy.**

We have in place a safeguarding lead and a deputy safeguarding lead. The lead is the person responsible for reporting concerns of abuse and neglect to the relevant authority. In their absence the deputy safeguarding lead will take this action.

In addition, a member of our trustee board is assigned the responsibility of overseeing safeguarding for our organisation including reporting serious concerns to the Charity Commission and making decisions on safeguarding concerns about our staff and volunteers or children and adults at risk in their care.

Safeguarding Lead: Rebecca Perfect

Deputy Safeguarding Lead: Casework Coordinator

WTRRP Trustee responsible for overseeing safeguarding: Tim Whittaker

## How should the policy be used?

This policy must be followed by all staff and volunteers, including senior managers and trustees. It also applies to anyone working on behalf of our organisation.

This policy focuses on safeguarding concerns about adults that stem from interactions with clients and other people who access our service; however, the legal duties and principles outlined in this document apply to people who aren't our clients. For example, our staff, volunteers, beneficiaries or other connections who meet the definition of adults at risk.

There is a separate policy for safeguarding children.

No one should ignore allegations or suspicions of abuse, which includes neglect. Safeguarding is everyone's responsibility.

## Why do we have a policy?

We have a policy to:

- stop abuse where possible
- prevent harm and reduce the risk of abuse
- provide staff and volunteers with overarching principles that guide our approach to safeguarding

It's important we have a policy because we provide services to a range of adults, and we may suspect or be told about current or historic abuse or neglect. Our safeguarding guidelines and procedures will ensure that staff and volunteers are able to deal appropriately with these situations. This will include:

- having sound recruitment practices
- ensuring all staff and volunteers are trained and have an understanding and awareness of adult safeguarding
- ensuring all staff and volunteers know how to raise safeguarding concerns and feel confident doing so

## What do we mean by safeguarding?

'Safeguarding' typically relates to children (defined as individuals under 18) and adults at risk (also known as vulnerable adults), for which specific legislation and regulatory requirements apply.

Our regulator, the Charity Commission, considers safeguarding to be taking reasonable steps to protect people from abuse or harm that we come into contact with, whether working online or in person.

## Our legal and membership duties

It is a requirement of WTRRP that we act within the relevant laws and regulations to safeguard people who come into contact with our service from harm and abuse.

Protecting people and safeguarding responsibilities are a governance priority for our organisation. It is a fundamental part of how we operate as a charity for the public benefit. Safeguarding is the responsibility of everyone at our organisation.

The legislation covering safeguarding is the Care Act 2014 (England). This act put duties on local authorities in relation to adult safeguarding and while they don't apply to us directly as a charity, we acknowledge WTRRP may receive their funding or are contracted to deliver services on their behalf and therefore it's essential that we understand our role in protecting adults at risk.

A key principle is that it is not your responsibility as a Refugee Partnership Volunteer or staff member to decide whether or not abuse of a child or vulnerable adult is occurring, but **it is your responsibility to report any concerns to the Partnership, so that it can take appropriate action.**

If, as a member of the Refugee Partnership, you are concerned that abuse may occur or has occurred, first **note down WHAT you saw/heard, WHO was involved and WHERE and WHEN, the place and date. Please complete the attached Record of Concern (Appendix 1) within 24 hours and send that to Partnership`s Safeguarding Lead/Deputy [Safeguarding@wtrrp.org](mailto:Safeguarding@wtrrp.org)** or to another member of the Committee, who will decide what action to take.

If you **believe that a child or an adult is in immediate danger** then you should call the Police on 101 (999 if urgent), Social Services on 0300 1234 042 or Children's Services on 0300 1234 043 as appropriate. You may tell the parent you are reporting this issue, but it is not essential. You must keep the Safeguarding Lead/Deputy informed at all times.

We will take our duties into account in our work with people who come into contact with our service and support the local authorities to fulfil their statutory duties where possible.

They include:

- stopping abuse wherever possible
- preventing harm and reducing the risk of abuse to adults with care and support needs
- safeguarding adults in a way that supports them in making choices and having control about how they want to live
- promoting an approach that concentrates on improving life for the adults concerned
- raising public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult
- addressing what has caused the abuse

## Who is protected by this policy?

We recognise that many policies and organisations refer to 'adults at risk' or 'vulnerable adults'. This policy adopts the definition outlined in the Care Act 2014. These definitions are outlined below, and we acknowledge many of our service users could meet this definition:

Definition of 'adult at risk' is met if we have reasonable cause to suspect that someone over the age of 18:

- has care and support needs, and
- is experiencing, or is at risk of, abuse, and
- is unable to protect themselves because of their care and support needs

Note that concerns about those under the age of 18 should be reviewed under our separate child safeguarding policy.

Examples of an adult with care and support needs include:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living

We will apply this policy equally to all adults who come into contact with our services regardless of age, race, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, religion and belief, sex and sexual orientation.

The principles of safeguarding outlined in this policy will be applied consistently to all safeguarding concerns across the various channels through which we operate our service.

## Principles for guiding our safeguarding activities

The Care Act 2014 sets out the following 6 principles that should underpin the safeguarding of adults. We'll follow these principles to guide our safeguarding activities and acknowledge that they're also used by local authorities and other statutory bodies to direct their adult safeguarding activities:

- **empowerment** - actions or decisions should be based on the presumption of person-led decisions and informed consent
- **prevention** - it is better to take action before harm occurs
- **proportionality** - the least intrusive response appropriate to the risk presented
- **protection** - support and representation for those in greatest need
- **partnerships** - local solutions through services working with their

communities

- **accountability** - accountability and transparency in delivering safeguarding

In accordance with the principle of empowerment, fundamental to this policy is our commitment, wherever possible, to explore the thoughts and wishes of the person we're concerned about.

## Recognising the different types of abuse and risk

The indicators provided below are not an exhaustive list of signs and symptoms of someone suffering abuse and neglect.

Type of abuse	Definition of Abuse
Physical	Physical abuse is when someone hurts or harms an individual on purpose. It includes: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones and drowning.
Domestic	An incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer.
Sexual	Sexual relationships or activities that an individual does not or cannot consent to.
Female genital mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.
Psychological / emotional	This type of abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Online	Online abuse is any type of abuse that happens on the internet. It can happen across any device that's

	connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites.
Financial / material	This type of abuse can involve 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, or the misuse or misappropriation of property, possessions or benefits.
Modern slavery:  Note that if modern slavery is suspected we may also use the <a href="#">National Referral Mechanism</a> as well as going through our safeguarding referral process	Modern slavery concerns the exploitation of people who are coerced, deceived, forced into, or expected to accept, a life of abuse, servitude, inhumane and degrading treatment.
Discriminatory abuse	Including forms of harassment, slurs or similar treatment because of age, race, religion or belief, sex, sexual orientation, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity or other type of protected characteristic.
Organisational / institution	Institutional abuse is a form of abuse covered by multi-agency practices, policies and procedures. Multi-agencies might be health, care, education or local authorities, for example. Institutional abuse sees vulnerable people being mistreated by the system that is designed to give them care and to safeguard them from abuse. In many ways both terms – organisational abuse and institutional abuse – are interchangeable; however, there are subtle differences. The main difference being that with organisational abuse it is the setting/organisation, its practices, policies, procedures and ways of working and the people within that setting/organisation that are perpetrating the abuse, whether intentionally or not. Whereas with institutional abuse it is the system that governs these settings/organisations that is letting people

	<p>down and inflicting the abuse.</p> <p>It is understandable that in most contexts both terms, organisational and institutional abuse, are used interchangeably as both contribute to the abuse of people from a position of power.</p>
Neglect / acts of omission	<p>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.</p>
Criminal exploitation and gangs	<p>Criminal exploitation abuse where vulnerable adults are manipulated and coerced into committing crimes.</p>
Self-neglect	<p>This covers a wide range of behaviour that is neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.</p> <p>In addition to self-neglect examples above you should take note of self-harming (cutting) or someone mentioning suicide. It could be a sign someone is experiencing another form of abuse or that they need mental health support.</p>

## Radicalisation and safeguarding

If we are concerned about an adult at risk becoming radicalised, we follow our safeguarding procedure, but also take into account the statutory guidance of the ['Prevent Strategy'](#). We acknowledge our responsibility under this guidance *'to have due regard to the need to prevent people from being drawn into terrorism'*.

Our staff and volunteers will be mindful of radicalisation and report any concerns using our safeguarding adult and children policies.



# Confidentiality and safeguarding

Confidentiality is one of the founding principles of the Watford and Three Rivers Refugee Partnership. It is important that our clients can trust us and know that the information they disclose is treated in confidence.

However, if we have suspicions or information has been disclosed in relation to abuse, we have a responsibility to act. Our principles do not override the need to protect adults at risk from abuse.

In accordance with the principle of empowerment, the thoughts and wishes of the person we're concerned about should be explored to inform our decision on whether to report a safeguarding concern and where possible their permission should be gained to report the concern.

However, there will be situations when confidentiality between us and the client cannot be maintained. This includes situations where the person we're concerned about is in serious and immediate danger and there's no time to get permission, it's not possible to get permission or the person is not able to give permission (abuser is always present). Also, we would not try to get permission if there's a chance it would put the person we're concerned about in more danger.

In these situations, the wellbeing of the client or others who may be at risk takes precedence over our principle of confidentiality. Our safeguarding procedure details the process for making a data disclosure and raising a safeguarding concern.

# Mental capacity and safeguarding

The Mental Capacity Act 2005 is central to decisions and actions in safeguarding adults.

We should always consider whether or not the adult has the mental capacity to make informed decisions about their own safety and how they live their lives.

Where a person is able to make an informed choice in relation to a particular decision, they have a right to self-determination, and we will explore their thoughts and wishes about what help they may or may not want.

In practice, it may come to light that an adult at risk does not have capacity to make informed decisions about their own situation. One way this could occur is if an adult at risk's carer has a registered lasting power of attorney for one or more of the adult at risk's affairs. If there is reason to believe that the adult at risk is being abused, has been abused in the past, neglected or exploited by the person they attended with, it will be

difficult to have a conversation with the adult at risk alone. If getting permission to report a safeguarding concern puts a person in greater danger, then steps can be taken without getting permission using the safeguarding procedure. In these circumstances it is important to include the reason why permission was not asked for on the safeguarding concern form.

If it is not clear if an adult has the capacity to make an informed decision, staff and volunteers should talk to the safeguarding lead and use the safeguarding procedure.

Factors which will be relevant in determining whether a safeguarding concern should be reported about a person who lacks capacity to make the decision themselves are if the person can't:

- understand information about the decision to be made on whether or not to report a concern because of a safeguarding reason, or
- retain that information in their minds, or
- use or weigh up that information as part of the decision-making process, or
- communicate their decision (by talking, using sign language or other means)

## Screening of staff and volunteers

We ensure that all staff and volunteers who work in roles which are legally eligible for a Disclosure and Barring Service (DBS) check are screened, we will also ask for appropriate references as part of our screening process and reserve the right to await the results of DBS checks and references before allowing a person to start in that role. If a role is not entitled to a standard or enhanced check, our Chair may choose to ask some staff or volunteers to undergo a basic check.

As an organisational policy, if a DBS check reveals an unspent conviction for a sexual offence against a child or vulnerable adult, the individual won't be taken on. We also won't take on anyone who performs a regulated activity as part of their role if they're barred from working with adults or children. Any other convictions will be considered on an individual basis.

## Supervision, training and safeguarding

All staff and volunteers must complete our on-line Safeguarding Awareness Course prior to becoming active as a staff member or volunteer as part of their induction.

Thorough induction training will be provided to ensure that staff and volunteers are aware of good safeguarding practice alongside the service's core values and confidentiality.

Staff and volunteers will be given regular supervision and have their training needs assessed.

Appropriate safeguarding training is mandatory for all staff and volunteers. This may be in the form of:

- online learning
- policy awareness sessions delivered internally
- briefing sessions by a local authority or other relevant authority
- attendance at training arranged through partner agencies.

## Staff and volunteer conduct

If a staff member or volunteer is suspected of inappropriate conduct, while in their role that could put an adult at risk of harm - this will be investigated immediately under the appropriate policy. They may be suspended during the investigation, and we'll still aim to complete the investigation even if the staff member or volunteer resigns.

If a staff member or volunteer is dismissed from their role because of safeguarding concerns arising from their actions or inactions, we have a responsibility as a regulated activity provider to inform the Disclosure and Barring Service. We will follow the [guidance set out by the Disclosure and Barring Service](#) in these situations. It may also be appropriate to make a serious incident report to the charity commission and other relevant funders and regulators.

We reserve the right to share factual, fair and proportionate details of the situation with other employers if we're asked for a reference.

## Developing new services

Any new services in development will take account of the need to safeguard adults at risk. This may be achieved by:

- risk assessment of proposed activities
- agreeing safeguarding measures with partner organisations including information sharing protocols

- seeking specialist advice, for example from the local safeguarding board

## Working with local statutory agencies

Safeguarding Boards may carry out reviews or investigations and may require us to supply information. The boards are made up of representatives from local authorities and other statutory bodies and partner agencies.

Our local Safeguarding Board is Hertfordshire:

Hertfordshire Safeguarding Adults Board:

[Hertfordshire Safeguarding Adults Board | Hertfordshire County Council](#)

We will supply information requested by a safeguarding board under the following circumstances:

- the information must be requested for the purpose of enabling the board to perform its functions
- the person or body requested to supply the information must have functions or engage in activities such that the board considers it likely to have information relevant to a function of the board

In general, there is no bar to us taking part in a safeguarding review, a criminal investigation or a Serious Case Review if required to. This is in the context of our policy on client confidentiality, and the confidentiality process will be used.

## Working with local authority commissioners

Commissioners at local authority level sometimes want to see their own safeguarding protocols reflected in the WTRRP policies and actions.

The WTRRP:

- is aware of the local authority designated safeguarding lead and the functions of their team, and the local Safeguarding Adults Board (England)
- participates in local authority safeguarding training or briefings
- reviews local authority safeguarding protocols to make sure our policy reflects local arrangements



## ***Appendix 1***

### **Watford & Three Rivers Refugee Partnership**

#### **Record of Concern**

Name of volunteer reporting concern	
Date	

Client name	
Date of Birth	
Client number	

Details of concern – please describe the issue fully including any dates, places, names, any reported allegations, observations in behaviour, injuries etc.

Action Taken:

