



**HEAR US CROYDON**

Croydon's Mental Health Service Users Group

[www.hear-us.org](http://www.hear-us.org)

[info@hear-us.org](mailto:info@hear-us.org)

020 8681 6888

# Hear Us

## QUALITY MANUAL



## SECTION D: People Management

### D.3.5.1 Safeguarding Adults at Risk Policy

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**Hear Us**

Orchard House  
15a Purley Road  
South Croydon  
CR2 6EZ

Telephone: 020 8681 6888

Email: [AQS@hear-us.org](mailto:AQS@hear-us.org)

Website: [www.hear-us.org](http://www.hear-us.org)

Registered in England No. 6891337

Charity No.1135535



### 1. CONTEXT

Hear Us is committed to providing a safe and supportive environment for service users and carers.

Since April 2015, [the Care Act 2014](#) has provided the statutory framework for adult safeguarding. In line with this, our organisation fully adopts the *London Multi-Agency Safeguarding Policy and Procedures* to protect adults at risk from abuse.

This policy sets out how to monitor, record and escalate any concerns that staff may have or receive about the welfare and safety of service users, carers, volunteers and staff.

At Hear Us, we believe that safeguarding adults at risk is everyone's responsibility.

**If a person is injured or in immediate physical danger, or if a crime has been committed, contact the police and other appropriate emergency services – dial 999.**

If it is not an emergency, but a safeguarding issue needs to be reported, then please inform the Hear Us alerting manager who will then decide the next course of action. Further details can be found in sections 5, 6 and 7 of this document. The Hear Us Safeguarding Lead must be informed as soon as practicable in either instance.

**If you think someone needs adult social care support (*NOT* safeguarding concerns) please use the [Adult Social Care referral form](https://www.croydon.gov.uk/adult-health-and-social-care/adult-social-care-application-form) <https://www.croydon.gov.uk/adult-health-and-social-care/adult-social-care-application-form>**

### 2. AIM

The aim of this policy is to outline how a member of staff, volunteer or trustee, should alert both internal and external agencies and report what they have heard, seen, suspect or been told.

This policy is an essential resource that all staff, volunteers and trustees need to be aware of and fully understand during day-to-day involvement with service users.

### 3. PROTECTING ADULTS AT RISK - *London Multi-Agency Policy and Procedures to Safeguard Adults from Abuse*



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In London, as elsewhere, the main statutory agencies – local councils, the police and NHS organisations – need to work together both to promote safer communities to prevent harm and abuse and also to deal well with suspected or actual cases of abuse. That is why they have come together to produce the document [London Multi-Agency Adult Safeguarding Policy and Procedures](#). It is our firm belief that adults at risk are best protected when procedures between statutory and voluntary agencies are consistent across London.

[London Multi-Agency Adult Safeguarding Policy and Procedures](#) represent the commitment of organisations in Greater London to work together to safeguard adults at risk. The procedures aim to make sure that:

- the needs and interests of adults at risk are always respected and upheld
- the human rights of adults at risk are respected and upheld
- a proportionate, timely, professional and ethical response is made for any adult at risk who may be experiencing abuse
- all decisions and actions are taken in line with the [Mental Capacity Act 2005](#)

#### 4. SUMMARY OF ADULT ABUSE

Abuse or neglect can take many forms. These are described in ten categories which are expansive and cover a range of abusive situations or behaviours:

- Physical Abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern Slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect and acts of omission
- Self-neglect



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It is important to recognise that exploitation is a common theme in nearly all types of abuse and neglect. Please refer to Appendix I at the end of this document for more details on types and indicators of abuse and neglect.

### 5. ADULTS AT RISK – SAFEGUARDING PROCEDURE

You are not expected to be an expert in identifying abuse or investigating allegations. Instead, it is your duty to report any concerns to the alerting manager or other senior person in the organisation and support them in taking action, where required. In line with [London Multi-Agency Adult Safeguarding Policy and Procedures](#) the organisation's alerting manager is the person tasked with making referrals to the local authority. At Hear Us, we have identified the alerting manager as the Safeguarding Lead and, in their absence, the Chief Executive Officer or Chair of the Trustees.

If you receive a disclosure of alleged abuse or develop a strong suspicion that abuse is taking place, you should:

- record the allegation clearly and accurately,
- notify the organisation's alerting manager.

In situations in which the Safeguarding Lead, the Chief Executive Officer or Chair of the Trustees cannot be contacted, all staff, volunteers, and trustees can ring the Croydon adult abuse reporting line on 020 8726 6500 or e-mail [CroydonAdultSupport@croydon.gov.uk](mailto:CroydonAdultSupport@croydon.gov.uk)

### 6. RESPONDING TO REPORTS OF ABUSE/RECEIVING A REPORT – Alerting Managers Response

The alerting manager may become aware of suspected abuse in the following ways:

- by receiving an allegation directly from the adult at risk
- by receiving an allegation from someone who is not the adult at risk
- by receiving a report from outside agencies the adult at risk may be involved with
- developing a strong suspicion based on your own observations or experience

You should record any report or suspicion, making clear notes of the case (dates, times, details of incident), on the confidential safeguarding database. If you are receiving the report from a third party, you should make them aware that you have a duty to share this information with the relevant statutory agency.



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As soon as you have recorded the details of the case, you should:

- notify the relevant statutory agency (which in Croydon is Adult Health and Social Care)
- Notify the CCG,
- Notify any funders who require this information, ensuring confidentiality is adhered to in line with Hear Us confidentiality policies

### 7. Making an Adults at Risk Safeguarding Referral (to be completed by the alerting manager)

**If a person is injured or in immediate physical danger, or if a crime has been committed, contact the police and other appropriate emergency services – dial 999.**

Within London Borough of Croydon you can express concerns of abuse or neglect via the online form <https://www.croydon.gov.uk/adult-health-and-social-care/report-abuse-adult> or via email: [CroydonAdultSupport@croydon.gov.uk](mailto:CroydonAdultSupport@croydon.gov.uk)

You can also call **020 8726 6500** (8:30am to 5pm Monday to Friday, not including public holidays). If your report is submitted out of office hours, it will be picked up the next working day

You should complete [this form](#) if adult abuse in any form is witnessed or suspected. If a criminal offence is witnessed/suspected, then this should be reported to the police as a matter of urgency.

**If you think someone needs adult social care support (NOT safeguarding concerns) please use the [Adult Social Care referral form](#) :**

<https://www.croydon.gov.uk/adult-health-and-social-care/adult-social-care-application-form>

### 8. PRINCIPLES UNDERPINNING THE SAFEGUARDING WORK OF THE ORGANISATION

**Partnership Working** – Hear Us is committed to working with other organisations and agencies to safeguard adults at risk from abuse.



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**Prevention** – At Hear Us, all of our work is aimed at preventing abuse occurring in the first place rather than reacting to abuse after it has happened.

**Protection** – All vulnerable individuals deserve protection from the risk of abuse and actual abuse.

**Proportionality** – At Hear Us, the response we make to suspected abuse is in line with the risks presented. Safeguarding protocols will be used for those cases in most need of action whilst other protocols will be followed wherever necessary.

**Accountability** – Through the records we keep and the role of the Safeguarding Lead within the organisation, we hold ourselves accountable to our service users and outside agencies.

**Empowerment** – At Hear Us we want to ensure that our service users are involved with the key decisions they make about their lives. Wherever possible we will inform the service user of concerns at the earliest opportunity. For service users who lack the capacity to understand whether they would benefit from a safeguarding referral, a best interest decision will be made.

## 9. RECRUITMENT OF STAFF AND VOLUNTEERS

All offers of paid work and volunteer placements will be subject a Disclosure and Barring Service (DBS) check. No-one will start paid work or voluntary placements until a satisfactory DBS certificate has been received by Hear Us. DBS certificates will need to be renewed every three years.

## 10. TRAINING

At Hear Us, we are committed to ensuring all staff, volunteers and trustees undertake appropriate safeguarding training. The required level and frequency of safeguarding training (including refreshers) will be dependent on their role within the organisation and is monitored by senior management and the Safeguarding Lead.

## 11. DIGNITY IN CARE

Dignity in care and safeguarding are integral to safe dignified care. Within Hear Us, we are committed to [The Dignity Challenge](#) and we believe that our services keep people safe and respect peoples' dignity because we

- Have a zero tolerance of all forms of abuse,



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- Support people with the same respect we would want for ourselves or a member of our own family,
- Treat each person as an individual by offering a personalised service,
- Enable people to maintain the maximum possible level of independence, choice and control,
- Listen and support people to express their needs and wants,
- Respect people's right to privacy,
- Ensure people feel able to complain without fear of retribution,
- Engage with family members and carers as care partners,
- Assist people to maintain confidence and positive self-esteem,
- Act to alleviate people's loneliness and isolation.

## 12. ASSOCIATED HEAR US POLICIES

- Confidentiality Policy
- Equality and Diversity Policy
- Prevent Policy
- Safeguarding Children Policy

## 13. Useful links:

Further information and advice is available at

<https://www.croydonsab.co.uk/> or

<https://www.croydon.gov.uk/healthsocial/sva/reporting-abuse>

<http://londonadass.org.uk/wp-content/uploads/2019/05/2019.04.23-Review-of-the-Multi-Agency-Adult-Safeguarding-policy-and-procedures-final-.pdf>

Care & Support Statutory Guidance (Care Act 2014)

<https://www.gov.uk/guidance/care-and-support-statutory-guidance>

Prevent – Building Partnerships, Staying Safe DH 2011

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/215251/dh\\_131934.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/215251/dh_131934.pdf)

## GOVERNANCE AND REGULATORY



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<b>Hear Us Safeguarding Lead</b>	Name: Claire Hawkes Email: <a href="mailto:claire@hear-us.org">claire@hear-us.org</a> Tel: 020 8681 6888 or 07784 334 379
<b>Hear Us Child Sexual Abuse and Exploitation Lead</b>	Name: Claire Hawkes Email: <a href="mailto:claire@hear-us.org">claire@hear-us.org</a> Tel: 020 8681 6888 or 07784 334 379
<b>Chief Executive Officer</b>	Name: Tim Oldham Email: <a href="mailto:tim@hear-us.org">tim@hear-us.org</a> Tel: 020 8681 6888 or 0772 373 296
<b>Chair of the Trustees</b>	Name: Abeline Greene Email: <a href="mailto:abeline@hear-us.org">abeline@hear-us.org</a> Tel: 020 8681 6888



## APPENDIX I

### Types and indicators of abuse and neglect

The following types and indicators of abuse that are listed are recognised within the [Protecting adults at risk: London multi-agency policy and procedures](#)

#### Physical Abuse

##### Types of physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)
- Female Genital Mutilation (FGM) is a very specific form of physical (and psychological) abuse. It is also known as "female circumcision"

##### Possible indicators of physical abuse

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

#### Domestic violence or abuse



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### Types of domestic violence or abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in this briefing relating to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional.

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- Acts of assault, threats, humiliation and intimidation
- Harming, punishing, or frightening the person
- Isolating the person from sources of support
- Exploitation of resources or money
- Preventing the person from escaping abuse
- Regulating everyday behaviour.

### Possible indicators of domestic violence or abuse

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

### Sexual abuse

#### Types of sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere

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- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

### Possible indicators of sexual abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

### Psychological or emotional abuse

#### Types of psychological or emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities



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- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

### Possible indicators of psychological or emotional abuse

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

### Financial or material abuse

#### Types of financial or material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car



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- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

### Possible indicators of financial or material abuse

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

### Modern Slavery

#### Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

#### Possible indicators of modern slavery

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- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Further information on identifying and reporting modern slavery can be found on the [gov.uk website](https://www.gov.uk)

### Discriminatory abuse

#### Types of discriminatory abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as '**protected characteristics**' under the **Equality Act 2010**)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

#### Possible indicators of discriminatory abuse

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

#### Organisational or institutional abuse

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### Types of organisational or institutional abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

### Possible indicators of organisational or institutional abuse

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

### Neglect and acts of omission

### Types of neglect and acts of omission



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- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

### Possible indicators of neglect and acts of omission

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

### Self-neglect

#### Types of self-neglect

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

#### Indicators of self-neglect

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration

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- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

In addition, the Care Act statutory guidance 2014 formally recognises self-neglect as a category of abuse and neglect and within that category identifies hoarding.

Further details on the types and indicators of abuse and neglect can be found on [London Multi Agency Adult Safeguarding Policy and Procedures](#). If you feel you have come across something which may be abuse but are not sure, you are required to discuss this with your line manager and/or the Hear Us Safeguarding Lead.



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Version #	Author	Date	Version Notes
HU-V4	Claire Hawkes	16/08/22	Reviewed policy – no changes (in legislation etc). Updated Chair of trustees
HU-RV1	T Oldham	14/04/2023	New Revision