



## **Safeguarding Adults Board Briefing: Sussex Safeguarding Adults Policy and Procedures**

### **Introduction**

The Sussex Safeguarding Adults Policy and Procedures have been rewritten. This new version replaces Edition 3 dated July 2016. The purpose of the rewrite was to reduce repetition, incorporate policy and legal updates and learning from Safeguarding Adult Reviews, audits and developments in practice.

The Policy and Procedures have been endorsed by all three Safeguarding Adults Boards across Sussex and all members of the Safeguarding Adults Boards. This new version has been produced on behalf of the Boards by the Sussex Policy and Procedures sub group and consulted on across all Board member organisations.

The Policy sets out the approach taken to adult safeguarding across Sussex. The Procedures explain how agencies and individuals should work together to put the Sussex Safeguarding Adults Policy into practice. They have been updated in accordance with the Care Act 2014 and the Care and Support Statutory Guidance, and should be read in conjunction with these.

The principles, legal requirements and guidance under the Care Act and the Care and Support Statutory Guidance remain the same. This Policy and Procedures provides an overarching framework to ensure a proportionate, timely and professional approach is taken, and that adult safeguarding is co-ordinated across all relevant agencies and organisations.

### **Where to find it**

The Policy and Procedures are online and you can find them [here](#). Having them web based enables easier access and search facility. It also means that they can be easily updated.

A PDF version of the Sussex Safeguarding Adults Policy and Procedures will be available for download within the next few weeks. However, please note that this Policy and Procedures are best used as an online resource where links to relevant sections can be made and the online version will be updated regularly. These changes will not be immediately reflected in the PDF version.

### **The structure and content**

The Policy and Procedures is in five parts:

#### **Part 1: Sussex Safeguarding Adults Policy**

This covers the legal framework, statutory principles and reflects the principle of well-being and the approach of Making Safeguarding Personal.

## **Part 2: Sussex Safeguarding Adults Procedures**

This part consists of nine sections. Each section is broken down into subsections which can be located through a key word search. Some sections are more general and are intended for all who are involved in safeguarding adults and some sections are intended for specific types of abuse or issues and for those who undertake enquiries.

### **2.1 Preventing Harm and Abuse**

This covers preventing harm and abuse and promoting wellbeing.

### **2.2 Recognising and Reporting Abuse and Neglect**

This covers how to recognise abuse and neglect and how to raise a concern. It includes detail on all abuse types including modern slavery and neglect and scenarios in which abuse may take place such as coercive controlling behaviour, cuckooing and sexual exploitation. It also outlines what happens after a safeguarding concern is raised including the expectation that there is appropriate feedback to referrers.

### **2.3 Receiving Concerns and Undertaking Enquiries**

This section covers the process of decision-making and responses by the local authority and other agencies who are involved in, or 'caused to', undertake safeguarding enquiries. It includes the interface with other investigations and reviews, involving an adult in an enquiry, identifying outcomes, consent and mental capacity, assessing and managing risks and safeguarding responses where there is a health/clinical concern.

### **2.4 Safeguarding and Criminal Investigations**

This section is specific to the interface between safeguarding enquiries and criminal investigations and includes consent, information sharing, partnership working and specialist units and processes.

### **2.5 Safeguarding and Managing Allegations against People in Positions of Trust**

This section is specific to the safeguarding requirements for managing allegations against people in positions of trust and includes employers' responsibilities, and the interface between those and safeguarding enquiries.

### **2.6 Safeguarding and Quality of Care**

This section is specific to the interface between quality of care and safeguarding in health and care settings. It includes the responsibilities for quality in care and support services for commissioners and providers and responses to concerns and safeguarding enquiries about quality of care and organisational abuse.

### **2.7 Safeguarding and Domestic Violence/ Abuse**

This section is specific to situations of safeguarding adults and domestic violence and abuse. It includes definitions, approaches and legal frameworks. It gives guidance on links with child protection, assessing and managing risks, working with victims including consent, safe enquiries and specialist services and processes.

## **2.8 Safeguarding and Self-Neglect**

This section contains the guidance from Edition 3, with the aim to prevent death and serious harm to self-neglecting individuals. It outlines the importance of a shared, multi-agency approach and understanding of the issues involved with individuals who self-neglect, and the need to review decision specific mental capacity assessments. This section will be replaced with an updated version in autumn 2018 that will take account of learning from Safeguarding Adults Reviews involving cases of self-neglect.

## **2.9 Adult Safeguarding and Sharing information**

This section covers the need to share adult safeguarding information and ways to improve communication and joint working.

### **Part 3: Legislation, National Guidance and Toolkits**

This provides links to national policies, guidance and good practice in adult safeguarding as a reference and a resource.

### **Part 4: Sussex Policy, Guidance and Toolkits**

This contains areas of local policy and guidance which have been agreed across Sussex such as information and links to each Safeguarding Adults Board and Safeguarding Adults Reviews. Part 4 may be expanded in future. The Sussex Safeguarding Adult Review Protocol v2.0 is included in this section. The additions to v2.0 include the following:

- Information on the Learning Disabilities Mortality Review (LeDeR) Programme has been added within section 6 of the Protocol
- Section 12 of the Protocol now outlines that where possible the individual and/or family member will be consulted with to agree how the person in the review will be referred to in the report.

**Part 5: Appendices.** This includes legal remedies and key terminology.

### **Key changes**

#### **Lead Enquiry Officer (LEO)**

These procedures introduce the role of the Lead Enquiry Officer. This refers to the lead coordinating officer in the local authority for a safeguarding enquiry who has overall responsibility for coordinating responses, decision-making and actions. The Lead Enquiry Officer is already embedded in Brighton and Hove and is being implemented through training and pilot sites in West and East Sussex. Local existing arrangements will continue until implementation of the LEO role is completed.

#### **Terminology**

The rewrite has aimed to improve clarification and consistency in terminology e.g. 'adult' has been used to refer to a person 18 or over who has care and support needs.

There is a description of what constitutes care and support needs.

There is an emphasis on well-being and prevention of abuse and harm.