

Safeguarding Policy and Procedure Learning Briefing



Why policy and procedure is important

Policies and procedures are an essential part of any organisation. Together, policies and procedures provide a road map for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and help practice to be consistent.

We have an array of policies, procedures, and protocols which underpin safeguarding practice in West Sussex. These are in place to support and ensure that your practice is consistent, current, and enables the best possible outcomes for our residents with care and support needs. The documents are reviewed regularly and updated as needed.

When cases are audited or require a Safeguarding Adults Review (SAR), practice will be considered in context of the adherence to these policies, procedures, and protocols.

All West Sussex agencies are expected to follow the [Sussex Safeguarding Adults Policy and Procedure](#) and the West Sussex Safeguarding Adult Board's (WSSAB) safeguarding protocols. Links to all of these are in the [Policy and Protocols](#) tab of our website.

Please note: This briefing contains information regarding policy, procedure and protocols published as of April 2023. As our documents are updated and added to regularly, the list in this briefing may not be exhaustive. Please check the [Policy and Protocols](#) tab of the WSSAB website for full details.

Sussex safeguarding policy and procedure

Below is a summary of sections within the [Sussex Safeguarding Adults Policy and Procedure](#). It is important that you are aware of these sections and refer to these to inform your practice.

- Statutory safeguarding principles
- Making Safeguarding Personal
- Prevention and promotion of wellbeing
- Recognising and reporting abuse and neglect
- Receiving concerns and undertaking enquiries
- Safeguarding and criminal investigations
- Safeguarding and managing allegations against people in positions of trust
- Safeguarding and quality of care
- Safeguarding and domestic violence/abuse
- Sussex multi-agency procedures to support adults who self-neglect
- Safeguarding and PREVENT
- Adult safeguarding and sharing Information
- Legislation, national guidance, and toolkits
- Local policy, guidance, and toolkits

Other important Sussex safeguarding protocols available via our website

- [Safeguarding Thresholds](#): Guidance for professionals to understand when issues are non-reportable, requires consultation, and reportable for safeguarding. There are useful examples also provided.
- [Sussex Information Sharing Guide and Protocol](#): Sets out how information between partner agencies should be shared for the purposes of safeguarding adults. This document is useful to reference if you encounter any difficulties with information sharing during safeguarding processes. There is also a learning briefing available.
- [Safeguarding Adult Review \(SAR\) Protocol](#): Assists professionals to understand the remit, procedure, and process for referring for a SAR.
- [Sussex Adult Death Protocol](#): Outlines the process that should be followed in responding to an unexpected adult death where there is a suspicion, or it is known, that abuse or neglect contributed to the death. There is also a learning briefing and podcast available.
- [Escalation and Resolution Protocol](#): Provides professionals with the means to raise concerns they may have about decisions made by other professionals/agencies.

Our protocols and frameworks

The following protocols and frameworks are available on our website; some also have learning briefings and podcasts to support your learning and understanding.

- [Safeguarding Young People 17.5+ Protocol](#): Sets out the safeguarding support required for young people aged 17.5+. Please also read our learning briefing and listen to our 9-minute podcast.
- [MARM Protocol](#): Sets out the arrangements for the Multi-Agency Risk Management (MARM) subgroup of the WSSAB and assists professionals to decide when to refer a case for consideration. There is also a Guidance Note for Referrers.
- [Operational Framework for Managing Provider Concerns](#): Should be triggered where there are significant safeguarding concerns or multiple Section 42 safeguarding enquiries and a wider public interest issue/possible risks to other adults.
- [Quality Assurance Framework](#): Acts as the mechanism by which the WSSAB will hold local agencies to account for their safeguarding work.

Support for your learning and to ensure your practice is current

We have learning briefings and podcasts for all published SARs to ensure you know quickly and easily what improvements need to be made to minimise future risk. These are available on our [Statutory Publications](#) of our website.

Also available, are [learning briefings and podcasts](#), on topics where improvement and/or awareness is needed. As of April 2023, these include:

- What is Safeguarding?
- Making Safeguarding Personal
- Safeguarding Early Warning Signs
- Multi-Agency Working
- Person-Centred Approaches
- Professional Curiosity
- Risk Assessment
- Safeguarding Young People
- Self-Neglect
- Transition and Safeguarding Audit
- Self-Neglect Audit

Please also see the following:

- Our recorded presentation on learning from Sussex Safeguarding Adult Reviews
- Our recorded presentation on learning from West Sussex Reviews, including SARs, Child Safeguarding Practice Reviews, and Domestic Homicide Reviews

Please note: Briefing and podcasts are updated and added to regularly. Therefore, this list is not exhaustive. Please check our website for the full resources available.