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Safeguarding Policy

Aims

This policy has been drawn up in recognition that there is an ever-present risk of abuse happening to vulnerable adults. It is our duty to prevent abuse and to take effective action when abuse is suspected or disclosed. Nobody should be abused. Abuse is unacceptable in all circumstances.

5 E Ltd will report all allegations of abuse to the Police and will fully co-operate with any investigations they carry out. 5 E Ltd will act on reports of alleged abuse whether they are recent or are reported to have taken place in the past.

5 E Ltd employees are in a position of trust and any betrayal of this trust will be viewed most seriously. Therefore any employee suspected of abuse will be subject to the 5 E Ltd's disciplinary procedures. All employees have a duty to report abuse and failure to do so is a serious abdication of responsibility and will result in disciplinary action.

This policy sets out the steps that the 5 E Ltd has taken to safeguard learners who are at risk of abuse or neglect and the responsibilities of all employees in the spotting, reporting and investigating of suspected abuse or neglect.

Good Practice Statement

The best defence against abuse is the strength of values incorporated in the 5 E Ltd's culture. 5 E Ltd believes that all learners are entitled to be

treated with dignity, courtesy and respect regardless of their age, race, gender or ability.

Safety is embedded within good sound practice and the growing ability of learners to protect themselves, make their views known and be listened to.

5 E Ltd will ensure that all learners and users, or others on their behalf, are actively encouraged to comment and complain about the service they receive, and take those complaints seriously.

Definitions

Vulnerability

- We are all subject to the changes and chances of this world. We all have strengths and weaknesses, capacities and restrictions and can become more vulnerable under stress.
- Because of physical or social circumstances some people have higher levels of vulnerability. Yet vulnerability is not an absolute and an adult cannot be labelled as 'vulnerable' in the same way as a child (i.e. someone under 18 years of age).

For the purposes of this policy a vulnerable adult is defined as a person of 18 years and over who is 'at risk of experiencing neglect or abuse, and is eligible for community care services by reason of mental or other disability, age or illness and is or maybe unable to take care of him or herself, or

able to protect him or herself against significant harm or exploitation.' This policy will be reviewed in the light of any future legislative changes.

Here are some factors that increase vulnerability.

- A sensory, or physical disability, or impairment
- A learning disability
- A physical illness
- Mental ill health (including dementia), chronic, or acute
- An addiction to alcohol, or drugs
- The failing faculties of old age
- A permanent, or temporary reduction in physical, mental, or emotional capacity brought on by life events e.g. bereavement, trauma, or previous abuse.

Abuse

Abuse is defined as 'a violation of an individual's human and civil right by any other person or persons' (No Secrets, Department of Health 2000). It recognises seven types of abuse:

1. Physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
2. Sexual abuse, including rape or sexual assault or sexual acts to which the adult has not consented, or could not consent to, or was pressured in to consenting.
3. Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
4. Financial or material abuse, including theft, fraud, exploitation, pressure in connection with

wills property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

5. Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

6. Discriminatory abuse, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

7. Institutional abuse, demonstrated by repeated instances of neglect, poor care, management and/or professional practice

Abuse is difficult to assess; many situations may involve a combination of abusive elements.

Prevention and Risk Management

Prevention

5 E Ltd employs various strategies to control the risk of abuse and target the causes and opportunities for abuse and neglect. These include:

1. Communication with the 5 E Ltd community about the nature of abuse and 5 E Ltd safeguarding activity
2. Embedding the principles of safeguarding into management expectations and professional practice
3. Joint training for 5 E Ltd employees
4. Awareness raising training for all 5E Ltd employees
5. Risk assessment before starting their learning programmes

6. Training for adults who may be at risk of abuse on 'Keeping Healthy, Keeping Safe'

7. Monitoring local reports of abuse and researching their causes

Employees who take demeaning or degrading photographs of learners will be subject to the 5E Ltd's disciplinary procedures. To prevent any person being photographed in circumstances which may compromise their dignity or confidentiality the use of all photographic equipment must be sanctioned by a member of the Executive Group and in consultation with the individual concerned and their family.

Targeted Prevention

Prevention strategies are specifically targeted at staff working with adults at risk. This is because research shows that a significant number of abuse incidents involve professionals, carers and service managers.

Targeted Prevention Strategies include:

- Employee Recruitment. 5 E Ltd carries out Criminal Records Bureau checks on all new employees to ensure that any convictions indicated do not present a risk to the safety of learners.
- Policies and Procedures Employees are expected to follow. 5 E Ltd reinforces expectations of employees through rules for conduct and practice which, if broken, could lead to disciplinary action.
- Employee Training and Induction. On joining 5 E Ltd and when necessary thereafter, employees are provided with training regarding professional standards,

policy and procedures and how to address the possibility of abuse.

- Employee Supervision and Support. All employees working with learners who may be at risk of abuse or neglect receive specialist training and regular supervision sessions from their line manager where they are supported in reflecting on their practice and areas for improvement.

Responsibilities Of Employees

Alerting

Any employee may be alerted to the possibility of abuse. Alerting could mean that an act of abuse is witnessed, a person saying that abuse has occurred, or suspicions raised by indicators listed in the guidelines associated with this policy.

All employees are responsible for reporting concerns, disclosures or possible indications of abuse to 5 E Ltd Safeguarding Officers i.e. Sailesh Solanki, Rakesh Sonigra, Amit Desai, Jennifer Vaz & Qudusia Allybaccus.

Information about abuse must never be withheld intentionally (deliberately withholding information will lead to disciplinary action) as failure to disclose may have an influence on the future safety of an individual.

Disclosures and concerns should not be treated as confidential.

If a learner lacks the capacity to consent (as prescribed in current legislation) 5 E Ltd will report the alleged abuse immediately in order to act in the best interests of the individual.

Alerting or Raising Concerns about Abuse Involves:

- Recognising signs of possible abuse
- Listening and responding to disclosures

- Taking action, when necessary, to protect an adult and preserve evidence
- Reporting a disclosure, concern or allegation to a Safeguarding Officer
- Recording the event

The details of Safeguarding Officers are displayed at Reception at all 5 E Ltd sites. Reports can be made in person, by phone or by e-mail.

Review of policy

This policy and associated procedures was reviewed in June 2021. The next review is expected in June 2022 or as and when legislation changes.

If you would like this document in larger print, please contact Human Resources Dept.