

# Sequela Safeguarding Policy

## 1. Purpose and Scope

The Sequela Foundation is committed to keeping safe adults at risk with whom it works alongside. The Sequela Foundation acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

The policy and procedures have been drawn up in order to enable the Sequela Foundation to:

- promote good practice and work in a way that can prevent harm and abuse occurring;
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported; and
- stop abuse occurring.

Abuse is defined as 'a violation of an individual's human and civil rights by any other person or persons'. Abuse may be deliberate or a result of negligence, indifference or failure to protect. Abuse can be:

- physical
- domestic violence
- neglect or acts of omission
- sexual
- psychological
- financial or material
- organisational/institutional
- discriminatory
- self-neglect
- modern slavery

The policy and procedures relate to the safeguarding of **adults at risk**. Adults at risk are defined as individuals aged over 18 who:

- have needs for care and support and;
- are experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

(Care Act, 2014)

The policy applies to all Trustees, volunteers, service users and carers and anyone working on behalf of the Sequela Foundation.

**The Sequela Foundation will:**

- ensure that all Trustees, volunteers, service users and carers are familiar with this policy and associated procedures;
- make a safeguarding adults referral to the Local Authority as appropriate;
- will ensure that the Designated Adult Safeguarding Manager (DASM), Judy Percy, understands her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Local Authority).
- include Safeguarding as an agenda item for every Trustee Meeting and review the policy annually.

## **2. Procedures**

### **Introduction**

The Sequela Foundation provides a support service to adults who suffer from neurological conditions such as MS or Parkinson's. These procedures have been designed to ensure the wellbeing and protection of any adult who accesses services provided by the Sequela Foundation. The aim of these procedures is to ensure that all Trustees, volunteers, service users and carers act appropriately in response to any concern of adult abuse.

The Sequela Foundation is committed to safe recruitment policies and practices for volunteers. This may include Disclosure and Barring Service (DBS) checks for volunteers, ensuring references are taken.

The organisation will work within the current legal framework for referring anyone to the DBS who has harmed or poses a risk to vulnerable adults.

Information about safeguarding adults and the complaints policy will be available to service users and their carers/families and this policy has been shared with the Trustees and Volunteers of the Sequela Foundation.

The policy is published on the Sequela Website.

## **Responsibilities**

All Trustees and volunteers have a duty to report any concerns about actual or suspected abuse to the Designated Adult Safeguarding Manager within the Sequela Foundation or the deputy:

Designated Adult Safeguarding Manager: Judy Percy  
Contact number: 07752 292901

Deputy Adult Safeguarding Manager: Anke Heley  
Contact number: 07863 661468

The roles and responsibilities of the named persons are to:

- ensure that all volunteers are aware of what they should do and who they should go to if they have concerns that an adult at risk may be experiencing, or has experienced abuse or neglect;
- ensure that concerns are acted on, clearly recorded and referred to the local Social Services team where appropriate;
- follow up any safeguarding adults referrals and ensure the issues have been addressed;
- reinforce the utmost need for confidentiality and to ensure that volunteers are adhering to good practice with regard to confidentiality and security.

## **Recording and managing confidential information**

The Sequela Foundation is committed to maintaining confidentiality wherever possible and information on issues around safeguarding adults should be shared only with those who need to know.

All allegations/concerns will be recorded in the Charity's Incident Book which is kept secure in the lockable freezer on site (North Maidenhead Cricket Club) where the charity meetings take place. The information that is recorded will comply with data protection regulations.

### **3. Useful Contacts**

#### **RBWM**

Advice and Information Team: 01628 683744  
Multi-Agency Safeguarding Hub: 01628 683150

#### **Police**

Phone: 101