

Millennium Farm Trust

GN2 Policy and Procedures on Safeguarding adults at risk V10

Next review due September 2026



Version Control

Version number	Date of changes	Who	Review summary
03	3.3.18	T Freathy	Annual review.
04	Oct 18	T Freathy	Changed MASH telephone numbers
05	Dec 2019	NA Hunter	Annual review. Minor changes
06	Oct 2020	T Freathy	Changes following SFG accreditation review
07	Nov 2020	T Freathy	Amended deputy safeguarding officer.
08	March 2021	N A Hunter	Annual review. Minor changes. Amended deputy safeguarding officer
09	April 2022	N A Hunter	Annual Review – minor additions only
09	May 2023	N A Hunter	Annual Review – no changes made
09	May 2024	NA Hunter	Annual Review – no changes made
10	August 2024	E Smith	Changes made following SFG advisory comments
11	July 2026	MLL	Updated contact details

SAFEGUARDING ADULTS AT RISK POLICY

1. Introduction

Depden Care Farm (DCF) is the trading name for Millennium Farm Trust. Millennium Farm Trust has a zero-tolerance approach to abuse.

Millennium Farm Trust recognises that under the Care Act 2014 it has a duty for the care and protection of adults at risk who are at risk of abuse. It is committed to promoting wellbeing, preventing harm and to responding effectively if concerns are raised.

DCF is also committed to inter agency collaboration on the development and implementation of procedures to protect adults at risk from abuse, it has a duty and responsibility to ensure all its functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. This policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

There can be no excuses for not taking all reasonable action to protect adults at risk from abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights

enshrined within the [Human Rights Act 1998](#). People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

This policy and operational guidance references the Suffolk Safeguarding Adults Board [Multi Agency Safeguarding Policy](#)

2. Persons affected

- All Trustees, staff, paid and unpaid, this includes volunteers
- All service users
- All visitors and contractors

Safeguarding is everyone's responsibility. All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding. It is important that staff are also aware of the Government's PREVENT strategy. The aim of this is to stop people becoming terrorists or supporting violent extremism in all its forms. This can also be a safeguarding issue but has different reporting mechanisms.

The Safeguarding Officer(s) will discharge their safeguarding functions in a way that ensures that adults at risk and children are safeguarded from harm and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.

3. Policy

3.1 Principles

Principles that underpin our safeguarding adults work (taken from SCC Safeguarding Adults Policy and Operation Guidance 2015-17)

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – accountability and transparency in delivering safeguarding

*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

3.2 Definitions

Safeguarding adults means:

- Protecting the rights of adults to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
- People and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.

- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing.
- Millennium Farm Trust's safeguarding arrangements should always promote the adult's wellbeing. Being safe is only one of many things that adults want for themselves and there can be some challenges in balancing safety and freedom in a way which protects and fulfils human rights. We will work with the adult to establish what being safe means to them and how that can be best achieved.

3.3 Roles and Responsibilities

Millennium Farm Trust will ensure that staff understand:

- What they need to do, and what they can expect of one another, to safeguard adults at risk of abuse using this policy. The policy is available at Induction and on the Shared drive under policies/ safeguarding.
- Core legal requirements, making it clear what individuals and Millennium Farm Trust should do to keep adults at risk safe. In doing so, Millennium Farm Trust expect staff to consider how to improve the safeguarding culture with our charity.
- That all staff who come into contact with adults at risk and their families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose;
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual adult with colleagues and local authority adult's social care;
- The necessity to use their expert judgement to put the adult's needs at the heart of the safeguarding system so that the right solution can be found for each individual;
- The necessity to contribute to whatever actions are needed to safeguard and promote a person's welfare;
- All staff working with vulnerable people are afforded a position of status and authority in relation to service users. Services will be provided in an environment which lessens the imbalance of power and encourages independence and self-advocacy for service users. All working practices will minimise the risk of abuse by being sensitive to individual, gender and cultural needs
- We recognise that abuse is a symptom of social, institutional and individual discrimination. Disabling attitudes and practices allow for the belief that it is somehow acceptable to treat vulnerable people with little respect and for people not to be informed, consulted, included or empowered in order to exercise choice and take decisions which affect their lives. Preventing discrimination is essential to abuse prevention. We are committed to work within our organisation, the services we provide, and in partnership to promote the rights of service users.
- This policy will be reviewed annually.

4. Recognising the Signs and Symptoms of Abuse

Millennium Farm Trust is committed to ensuring that all managers, staff, volunteers and trustees undertake training to gain a basic awareness of the signs and symptoms of abuse.

Millennium Farm Trust will ensure that the Designated Safeguarding Lead (s) and any other key members of staff will have access to higher levels of safeguarding training.

Abuse and neglect can take many forms and Millennium Farm Trust will always consider the circumstances of an individual case. Abuse in adults includes:

Discriminatory Including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment; because of race, gender and gender identity, age, disability, religion or because someone is lesbian, gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia or any other form of hate incident or crime.

Domestic Abuse or Violence Including an incident of a pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse, by someone who is, or has been, an intimate partner or family member regardless of gender or sexual orientation. This includes psychological/emotional, physical, sexual, financial abuse; so, called 'honour' based violence, forced marriage or Female Genital Mutilation (FGM).

Financial or Material Including theft, fraud, internet scamming, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

Modern Slavery Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude and inhumane treatment.

Neglect and acts of Omission Includes ignoring medical, emotional or physical care needs, failure to access appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Organisational (sometimes referred to as **Institutional**) Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example in relation to care provided in a person's own home. This may range from one off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Including assault, hitting, slapping, pushing, burning, misuse of medication, restraint or inappropriate physical sanctions.

Psychological (sometimes referred to as **emotional**) Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Sexual Including rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressured into consenting. It also includes sexual exploitation which is exploitative, situations, contexts and relationships where the person receives 'something' (e.g. food, accommodation, drugs, alcohol, mobile phones, cigarettes, gifts, money) or perceived friendship/relationship as a result of them performing, and/or another or others performing sexual acts.

Self-neglect Includes a person neglecting to care for their personal hygiene, health or surroundings or an ability to provide essential food, clothing, shelter or medical care necessary to maintain their physical and mental health, emotional wellbeing and general safety. It includes behaviour such as hoarding.

5. Related Policies

This policy will need to be read in conjunction with the following policies:

- Equality & Diversity
- Whistle Blowing
- Data Protection
- Working with Volunteers
- Recruitment Policy and procedure
- Equal Opportunities & Recruitment
- Complaints Policy & Procedure
- Confidentiality Policy

SAFEGUARDING ADULTS AT RISK PROCEDURES

1. Procedures

1.1 Full procedures for safeguarding leads

Millennium Farm Trust will ensure that 'Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015 – 2017' and its updated guidance (last update 2019) is followed.

The framework is designed to help people navigate the policy and is briefly explained in this short video [Safeguarding Adults Framework » Suffolk Safeguarding Partnership \(suffolksp.org.uk\)](https://www.suffolksp.org.uk)

1.2 Abridged procedures for other staff

1. Staff must respect an “absolute and unequivocal” duty of care to protect service users from harm.
2. Staff will be alert to the possibility of abuse
3. Respond to all concerns, worries, suspicions, disclosures, allegations. Where there is a safeguarding concern staff cannot keep information about abuse confidential. Inform the Safeguarding Officer at the earliest opportunity. Where there is evidence of immediate risk or threat then the Safeguarding Officer or Deputy Officer must be informed straight away. See 'Flowchart for Referral' on page 7.

Safeguarding Officers

Lead Officer Tim Freathy
 Deputy Officer Andrew McGreish
 Deputy Officer Nicola King
 Contact: phone: 07311466124
 Email: safeguarding@depden.com

4. Staff must make it clear to anyone who shares such information with them that they will have to pass it on and follow this procedure. (See information sharing flowchart below).
5. Details must be recorded and kept on file. Copies should be sent/ given to the person concerned and their social worker or support worker. All appropriate information must be recorded clearly including dates and times when events took place. Facts and opinion should be clearly differentiated. Complete an adult safeguarding online referral form at www.suffolkas.org
6. Staff will follow the operational guidance on 'Making Safeguarding personal' as set out in Suffolk Adult Safeguarding Board Multi Agency Safeguarding Policy.

This includes the following;

- Seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.
- Person-led and outcome focused safeguarding, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice

and control as well as improving quality of life, wellbeing and safety. Listening to the person and providing options that permit them to help themselves

- Recognising different preferences, histories, circumstances and lifestyles
- Wherever possible the adult at risk will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, staff caring or assisting them must do everything they can to identify and prevent abuse from happening wherever possible and evidence their efforts.

7. Procedures for accusations against staff members: Accusations made towards a member of staff should be made to the Lead Safeguarding Officer or the Deputy Safeguarding Officer. Reported concerns may be discussed with the MASH consultation line (0345 6061499) to consider whether the person meets the adults at risk criteria as defined by the Care Act 2014 or whether the concern should be redirected to Millennium Farm Trust. Where it is not possible to report the concerns to the safeguarding officers, MFT Safeguarding Board Lead should receive the concern.

8. However experienced professionals are, there may be times where they are not sure what action they should take, or they just need support and guidance to ensure they make the most informed decision.

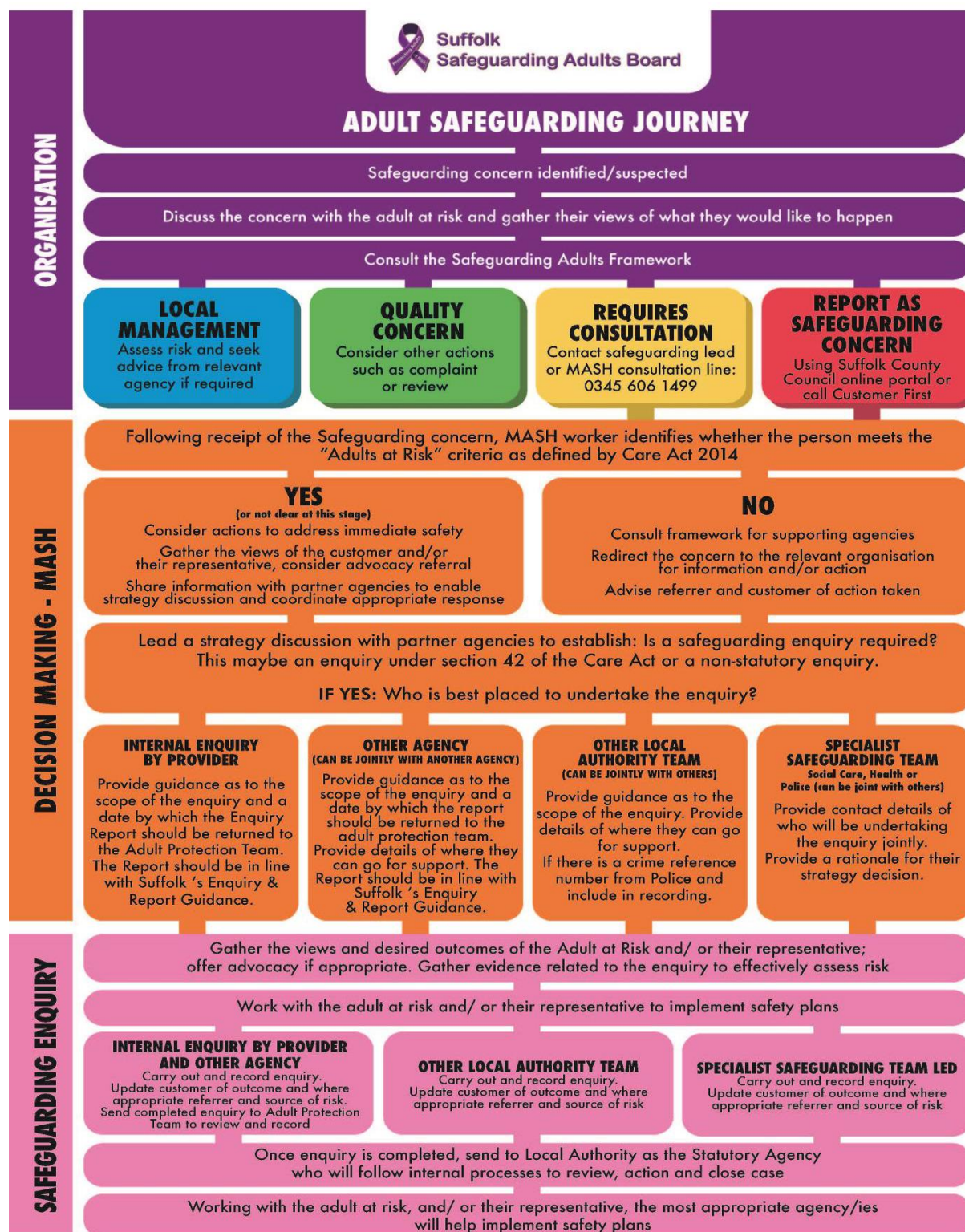


The MASH Consultation Line is for a professional, such as a teacher, care worker or GP, to discuss the most appropriate and effective way of providing or obtaining help and support and recognising if there is a requirement for a referral to be submitted for a child or adult they feel is at risk of abuse.

Where the child or adult at risk may need help and protection they will be given advice and guidance about making a referral, including how to involve family members where appropriate. Where a child and family have an allocated Social Worker, the professional will need to contact the named Social Worker or Lead professional to discuss any concerns.

FLOWCHART FOR REFERRAL JOURNEY

We are all responsible for reporting concerns about a adults at risk, welfare. Legislation and guidance for each of the UK's 4 nations clearly sets out expectations with regard to professionals reporting their suspicions that an adult at risk is at risk of harm to the authorities (NSPCC)



INFORMATION SHARING FLOWCHART

