



## Tibbs Dementia Foundation

*Creating a community in helping people to live better with dementia in Bedford and the surrounding area.*

# Safeguarding Procedures

**This document and the partner policy document, the Tibbs Dementia Safeguarding Policy, must be read together.**

### **What is Safeguarding?**

Safeguarding is a term used in the United Kingdom and Ireland to denote measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect.

The Care Act 2014 states Safeguarding is 'Protecting an adult's right to live in safety, free from abuse and neglect. It is about people and Organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.'

In summary, safeguarding works with the person and those supporting them to protect them and keep individuals safe.

People with dementia will have cognitive symptoms that may make them more at risk of abuse or neglect. They may experience:

- Memory loss
- Problems with concentrating, planning and organising – including making decisions and problem solving
- Communication difficulties
- Difficulties with orientation

All of these can make it harder for the person to protect themselves.

Carers may also be at risk of neglect and abuse especially if they are overburdened, isolated, lonely or experiencing severe stress. For example, a carer finding a situation difficult which may result in them not looking after themselves or impact on the care they are providing to the person they care for.

Signs of abuse can often be difficult to detect, but these could include:

- a sudden change in behaviour
- unexplained bruising or injuries
- not eating enough
- low self-esteem
- changes in how the person looks,
- missing personal items, etc.

The list of possible signs is not exhaustive, and people may experience different types of abuse.

Abuse can manifest itself in many different forms and on some occasions can be unintentional. A standard definition of Abuse is:

“Any action (or lack of action) that causes harm or distress to another. These actions may be deliberate or accidental and include physical, psychological, neglect, sexual or financial”.

Actions may be the result of an individual, a group of people or be classed as institutional abuse.

### **Implementation of Safeguarding within Tibbs**

The Safeguarding Lead is responsible for receiving reports of safeguarding incidents and where necessary to advise the local authority safeguarding team. The lead safeguarding person will also monitor and advise Tibbs senior managers and /or trustees of safeguarding reports.

#### Selection of staff and volunteers

All current and future staff and volunteers will be subject to background checks and DBS checks where appropriate

#### Induction and training

All current and future staff and volunteers should have safeguarding training as part of the induction and periodic refresher training on safeguarding issues, in particular:

- What is abuse
- Who could be the subject of abuse
- Who could be the perpetrator of abuse
- Indications of abuse
- Actions to be taken in the event of abuse being suspected

#### Management of sessions

A staff member or suitably trained/experienced volunteer will always be present to lead the session.

Any person who has concerns about safeguarding and another person, be it member of staff, volunteer, service user or carer, should advise the session leader.

The session leader will have the knowledge required to deal with the concern and to escalate the concern as required.

The duty to identify abuse and report it applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Tibbs Dementia Foundation.

### **1. Nominated safeguarding lead person**

The nominated person, the Chief Executive Officer should be notified immediately by any staff or volunteers who have concerns about a vulnerable adult if:

- abuse, maltreatment or neglect are occurring or suspected
- someone has behaved towards a vulnerable adult in a way that indicates they may pose a risk of harm

The nominated person will provide advice and support to staff unsure about how to proceed with a particular case, and take line management responsibility for the safe delivery, quality and effectiveness of Tibbs Dementia services. The nominated person is responsible for ensuring Tibbs Dementia Foundation is aware of developments in safeguarding best practice, advising on changes to policy and practice (in line with Local Safeguarding Board policies) and coordinating safeguarding audits and reporting.

One of Tibbs Dementia Foundation Trustees is nominated to take leadership responsibility for the organisation's safeguarding arrangements. This includes ensuring that staff have sufficient time, funding, supervision and support to fulfil their safeguarding responsibilities effectively.

### **2. How to raise concerns**

- If someone is at immediate risk of harm, dial 999 for the police
- Contact Chief Executive Officer by phone or email as soon as possible. A decision will be made which includes whether to make a referral, who will make the referral, and how information about the concern will be securely recorded, stored and, if appropriate shared.
- To report a concern or to get advice:
  - Bedford Borough Council: 01234 276222 ○
  - Central Bedfordshire Council: 0300 300 8122 ○
  - Luton Borough Council: 01582 547730 ○ Out of office hours: 0300 300 8123

### **3. How to report an allegation made against staff or volunteers**

An allegation may relate to a person who works with vulnerable adults who has:

- behaved in a way that has harmed, or may have harmed a vulnerable adult;
- behaved towards a vulnerable adult in a way that indicates they may pose a risk of harm

Any such allegation should be reported immediately to the Chief Executive Officer. The relevant local authority should be informed within one working day of all allegations (by contacting the Local Authority Designated Officer LADO).

The local authority will provide advice and guidance on how to deal with allegations against people who work with vulnerable adults and will also ensure that there are appropriate arrangements in place to effectively liaise with the police and other agencies to monitor the progress of cases and ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. Support and advice will be available to individuals against whom allegations have been made.

If Tibbs Dementia Foundation removes an individual (paid worker or unpaid volunteer) from work (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

#### **4. Information sharing**

Tibbs Dementia Foundation will co-operate in the sharing of appropriate information based on the principles defined below:

- Information will be shared on a need to know basis when it is in the best interest of the individual and especially to protect people with care and support needs.
- Confidentiality must not be confused with secrecy
- Informed consent must be obtained, but if this is not possible and other adults are at risk, it may be necessary to override the requirement
- It is inappropriate to give absolute confidentiality in cases where there are concerns about abuse, particularly when other people may be at risk or there is a legal duty to report criminal activity.
- Any exchange of information must be in accordance with the Data Protection Act 1998, the Human Rights Act 1998, and Caldicott Principles

Tibbs Dementia Foundation will keep secure records of any work undertaken under this policy including all concerns received and all referrals made, and the responses made to these concerns and referrals. We will keep a record of the decision – whether it is to share information or not - and the reasons for it. If we decide to share, then we will record what we have shared, with whom and for what purpose.

#### **5. Being alert to signs of abuse and neglect and taking action**

All staff and volunteers should be alert to the signs and triggers of abuse, maltreatment, neglect and harm. The impact of harm on a person is what is important, not who did it or what the intent was. Our aim is to protect people from abuse and avoidable harm, whether deliberate or not.

Abuse is behaviour towards a person that either deliberately or unknowingly, causes him or her harm or endangers their life or their human or civil rights. Abuse can take place in any

setting, public or private, and can be perpetuated by anyone. Abuse includes physical, sexual, psychological, financial, discriminatory abuse, organisational, modern slavery, domestic abuse, self-neglect and acts of neglect and omission.

Tibbs Dementia Foundation will ensure all staff and volunteers are aware of;

- the signs of abuse and neglect,
- how to handle a disclosure
- through induction, training and supervision.

The seriousness or extent of abuse is often not clear when anxiety is first expressed. If a member of staff or volunteer is in any way concerned, they should raise their concerns with the nominated safeguarding lead person.

## History and revisions

Version	Created by	Revision History	Date Published
Draft 1.2	Sarah Russell	Separate policy and procedures Updated to include incident reporting procedures	03.09.2021
review	Sarah Russell		10/10/ 2022
reviewed	Sarah Russell		15/11/2023
Reviewed and approved	Neil Harris (chair of trustees)		23/6/2025

## Authorisation

Version	Authorised by		Date
1.2	Adopted by Trustees		23/9/2021
