

Safeguarding Adults at Risk Policy Easy Read



What is safeguarding?

Safeguarding means helping people stay safe.

We want everyone to:

- Be safe
- Be treated with respect
- Be listened to
- Live free from abuse, harm and neglect

At Apuldram Centre, keeping people safe is everyone's responsibility.



Who does this policy help?

This policy is for adults who use our services.

Some people may need extra support to stay safe because of:

- A learning disability
- Physical disabilities
- Mental health needs



- Illness
- Age
- Personal circumstances



We call these people *adults at risk*.

Your rights

You have the right to:

- Feel safe
- Be treated fairly
- Be listened to
- Make your own choices where possible
- Get support if something is wrong
- Be protected from abuse and neglect



What is abuse?

Abuse is when someone hurts, controls, frightens or takes advantage of another person.

Abuse is always taken seriously.



Physical abuse - this is when someone hurts your body.

Examples:

- Hitting
- Pushing
- Slapping
- Misusing medication

Emotional or psychological abuse - this is when someone makes you feel upset, frightened or worthless.

Examples:

- Bullying
- Threats
- Humiliation
- Controlling behaviour
- Online bullying

Sexual abuse - this is any sexual activity that you do not want or have not agreed to.



Examples:

- Unwanted touching
- Sexual comments
- Sexual photographs
- Being made to watch sexual acts

Financial abuse -this is when someone takes or misuses your money or belongings.

Examples:

- Stealing money
- Pressuring you to give money
- Fraud or scams

Discrimination - this is when someone treats you unfairly because of who you are.

Examples:

- Disability
- Race



- Religion
- Age

- Gender
- Sexual orientation

Neglect - this is when important care or support is not provided.

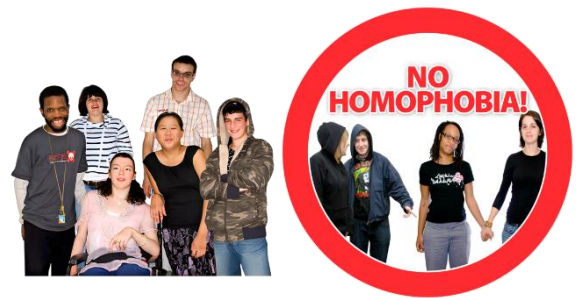
Examples:

- Not getting enough food
- Not getting medication
- Not getting help when needed

Self-neglect - this is when a person struggles to look after themselves.

Examples:

- Not eating properly
- Poor hygiene



- Living in unsafe conditions



How we keep people safe

We:

- Train our staff and volunteers
- Check staff are suitable to work with vulnerable people
- Listen to concerns
- Follow safeguarding laws and guidance
- Work with other organisations when needed
- Encourage people to speak up if they feel unsafe



What staff and volunteers must do

Staff and volunteers must:



- Treat people with respect
- Act professionally

- Keep appropriate boundaries
- Report any safeguarding concerns

They must not:

- Abuse their position
- Borrow or lend money to service users
- Become friends on social media
- Share personal contact details
- Take advantage of service users
- Help people access harmful websites
- Supply harmful substances



If you feel unsafe

Tell someone you trust.

You can tell:

- A member of staff
- A manager
- A support worker
- A volunteer

We will listen to you and take your concerns seriously.



What happens if someone reports a concern?

We will:

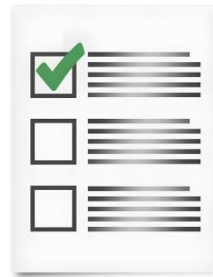
- Listen carefully.
- Record what has happened.



- Take action to keep people safe.
- Contact other services if needed.

Sometimes we may need to contact:

- Adult Social Care
- The Police
- Other safeguarding organisations



Privacy and confidentiality

We will usually keep information private.

Sometimes we must share information to keep someone safe.

If we need to share information, we will try to explain why.



Working together

Safeguarding works best when everyone helps.



You can help by:

- Speaking up if something worries you
- Telling us if you feel unsafe
- Looking out for others
- Asking for help when you need it



Remember

If something does not feel right:

- Tell someone.

If you are worried about yourself or another person:

- Speak to a member of staff straight away.

We are here to help keep you safe.

