

Policy:

Safeguarding Adults Policy

Executive Director lead	Liz Lightbown (Chief Operating Officer /Chief Nurse)
Author/ lead	Eva Rix / Danielle Hogan
Feedback on implementation to	Eva Rix (Lead for Safeguarding)

Date of draft	September 2015
Consultation period	September to December 2015
Date of amendment	December 2015
Date of ratification	6 th January 2016
Ratified by	Executive Directors' Group
Date of issue	
Date for review	December 2018

Target audience	All SHSCFT staff (including staff seconded into or working in SHSCFT services) volunteers and the Board of Directors
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Policy version and advice on availability and storage

Version 5 of the policy

The policy is for all staff and volunteers to follow should they suspect that a person within their care or whom they come into contact with as part of their work may be the subject of abuse. The policy supports staff in the use of, the South Yorkshire multi agency Safeguarding Adult Procedures 2015, these are available on the SHSC Safeguarding pages of the SHSC Intranet

This policy is stored and available through the Trust intranet

It replaces the previous policy and copies of the previous copies should be destroyed.

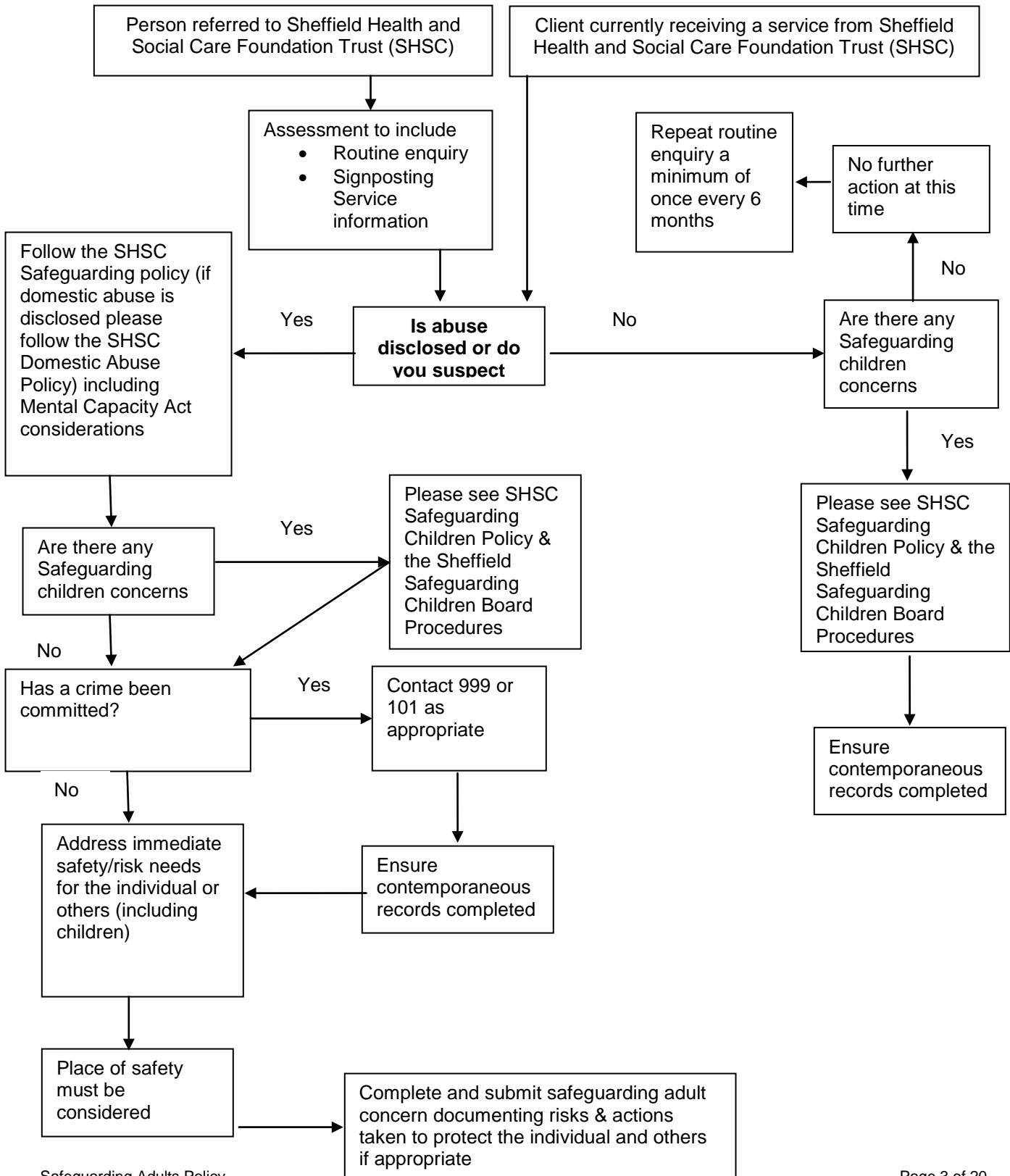
The Integrated Governance team will maintain an archive of previous versions of this policy

Contents:

Section		Page
1	Introduction	3
2	Definitions	3
3	Purpose of this policy	4
4	Duties	4
	4.1 All Staff	4
	4.1.1 Alerter	5
	4.2 Managers	5
	4.3 Safeguarding Managers	5
	4.4 Section 42 Enquirer	5
	4.5 Integrated Governance team	5
	4.6 Service and Clinical Director (Community Directorate)	6
	4.7 Safeguarding Adult Steering Group	6
	4.8 SHSC Safeguarding Team	6
	4.9 Executive Leadership	6
	4.10 Board of Directors	6
5	Scope of this policy	7
6	Specific details	7
7	Dissemination, storage and archiving	7
8	Training and other resource implications for this policy	8
9	Audit, monitoring and review	8
10	Implementation plan	9
11	Links to other policies, standards and legislation	9
12	Contact details	9
13	References	10
	Appendix A1 - What do I do if I Suspect Abuse?	11
	Appendix A2 - Training needs analysis and training plan pro forma	12
	Appendix A3 – Steering Group Membership	13
	Appendix A4 – Sheffield Sexual Violence Pathway	
	Appendix B – Equality impact assessment form	14
	Appendix C – Human rights act assessment checklist	15
	Appendix D – Development and consultation process	16

What do I do if I Suspect Abuse?

The Sheffield Health & Social Care Trust Safeguarding Team can be contacted for advice at any stage of the process via switchboard on Telephone number 0114 2716310 or email SHSCSafeguarding@SHSC.NHS.UK stating the clients name, insight /nhs number, query and your contact details



1. Introduction

1.1 In line with Care Quality Commission (CQC), Fundamental Standards 2015, people who use services will be protected from abuse, or the risk of abuse, and their human rights respected and upheld.

1.2 Sheffield Health and Social Care NHS Foundation Trust (SHSCFT) is committed to ensuring that people who are or may be in need of support from our services are protected from abuse. This SHSCFT Trust policy will support the South Yorkshire multi-agency policies and procedures, 2015, which can be found on the safeguarding pages on the Trust intranet. Staff must always refer to the main South Yorkshire document for the full procedures and detailed explanation and guidance.

1.3 The Care Act (2014) requires that action is taken if there is concern that an adult is being abused or at risk of abuse or neglect. Adult safeguarding means protecting a person's right to live in safety, free from abuse and neglect.

1.4 The six principles of adult safeguarding¹ which underpin all safeguarding work - Section 42-46 of the Care Act 2014

1.4.1 Empowerment

Personalisation and the presumption of person-led decisions and informed consent

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

1.4.2 Prevention

It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognize the signs and what I can do to seek help."

1.4.3 Proportionality

Proportionate and least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work for my best interests, as I see them and they will only get involved as much as needed."

1.4.4 Protection

Support and representation for those in greatest need

"I get help and support to report abuse. I get help to take part in the safeguarding process to the extent to which I want and to which I am able."

1.4.5 Partnership

Providing local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

"I know that staffs treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together to get the best result for me."

¹ Care and Support Statutory Guidance, Section 14, June 2014

1.4.6 Accountability

Accountability and transparency in delivering safeguarding

"I understand the role of everyone involved in my life."

1.4.7 These 6 principal will require evidencing throughout the safeguarding process.

1.4.8 The Trust requires that Safeguarding Adult Procedures are followed for all service users who require them regardless of whether the service user is subject to Care Programme Approach (CPA) or case management, neither of which are an alternative to Safeguarding Adult Procedures. The focus must be keeping the safeguarding effort focused on working with the person being harmed, to support improvement in their safety and wellbeing.

2. Definitions

2.1 This section sets out to define the key themes in relation to Safeguarding Adults.

2.2 Safeguarding Adults work means all activity, which enables an adult to retain independence, well-being and choice and to be able to live a life that is free from abuse and neglect.

2.3 The safeguarding duties apply to an adult who:

- i. has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- ii. is experiencing, or at risk of, abuse or neglect (including self neglect); and
- iii. as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

2.4 Adult – a person aged eighteen years or older. Please note that children are supported by 'Safeguarding Children' legislation and SHSCFT Safeguarding Children Policy, please also see the SHSCFT Domestic Abuse Policy.

2.5 Abuse – behaviour towards a person that either deliberately or unknowingly, causes him or her harm or endangers their life or their human or civil rights.

2.6 Abuse includes Physical, Sexual, Psychological, Financial (or material), Discriminatory, Organisational abuse, Neglect (acts of omission), Domestic Abuse (please see the SHSCFT Domestic Abuse policy for Service Users), Modern Slavery and Self Neglect. Abuse can be passive or active; it can be an isolated incident or repeated. It may occur as a result of failure to take action or appropriate care tasks.

2.7 Alleged source of harm – An individual, a group or an organisation may be the alleged source of harm. The person / people thought to have been responsible for the abuse. Please note a record of the names(s) is not required if they are not available at the point of raising an alert.

2.8 Allegations made against SHSCFT staff should be reported in line with the SHSC disciplinary policy, with reference to the police where indicated i.e. when there is concern that a crime may have been committed. A safeguarding concern must also be completed where the Adult is a person at risk as defined by the SHSCFT Safeguarding Adult Policy and South Yorkshire Safeguarding Adult Procedures. When documenting an concern on the appropriate patient recoding system **do not include the details of the staff member alleged to be the source of**

harm. The staff member's line manager and human resources representative must retain this information and ensure that the SHSC safeguarding office has the details to enable a central database to be kept. At the completion of any police/disciplinary action the line manager, human resources representative and the SHSC safeguarding team will decide if the staff member's details should be included in the safeguarding documentation. Further advice can be sought from the SHSC safeguarding team who **must** be informed of all such cases.

2.9 Mental Capacity Act 2005 - The key development affecting capacity and consent is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect vulnerable people who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. Guidance on the Act is provided in a statutory Code of Practice, and Training provided as part of its implementation see <http://www.justice.gov.uk/protecting-the-vulnerable/mental-capacity-act> and on the SHSCFT intranet.

2.10 In accordance with the Mental Capacity Act 2005, we work from a presumption of mental capacity unless a person's apparent comprehension of a situation gives rise to doubt. It is the responsibility of staff to establish this. (Please also refer to the SHSCFT Consent Policy and the information contained within the medical records section of the Trust Intranet)

2.11 Domestic Abuse - The Government definition of domestic violence and abuse is:

'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. Additionally the government definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.'

2.12 Staff should refer to the Trusts Domestic Abuse Policy, South Yorkshire Safeguarding Adults Procedures and for children age 16 and 17 years old see SHSCFT Safeguarding Children Policy for information and guidance.

3. Purpose of this policy

3.1 The key drivers for the development and implementation of a Safeguarding Adult policy is to assist and guide staff to fulfil their roles and responsibilities to safeguard adults in line with the Care Act 2014, the CQC Fundamental Standards (2015), and the South Yorkshire Safeguarding Adults Procedures (2015).

3.2 When developing this policy and when developing future policies the Trust has been and will be mindful of the impact of the policy in relation to disability, race, gender, age, sexual orientation and religion.

4. Duties

4.1 All staff

It is the responsibility of all staff to act on any suspicion of abuse or neglect and to pass on their concerns to a responsible person/agency". Care Act 2014

4.1.1 All staff have a responsibility to be aware of the Trust's policies in relation to Safeguarding Adults and to understand that they must apply them. Awareness of policies is a central part of induction training for new staff and manager's. All SHSCFT policies are available on the SHSCFT website in one central location and staff should familiarise themselves with this resource. In the event of IT difficulties, clinical, service and support directors are responsible for ensuring that staff in their directorates has access to paper copies.

4.1.2 In line with the recommendations of the Lampard Review 2015, of the numerous Savile Enquiries all staff should be mindful that any visitors to Trust properties and with access to Trust service users should not be left in situations, and with service users which may place the service user at risk. All staff are required to have the relevant Disclosure and Barring checks prior to working unsupervised within the Trust. Please see the Trust Visitors policy for further information.

4.2 Person raising concern

Any staff or volunteer (with the support of their manager) of SHSCFT who has contact with a person at risk and hears disclosures or allegations, or has concerns about potential abuse or neglect has a duty to pass them on appropriately.

4.2.1 The person raising a concern may also be a service user or a member of the public. The person raising a concern also has a role in addressing any immediate safety or protection needs.

4.2.2 Concerns are raised to safeguarding managers (within integrated adult mental health services) all other SHSCFT Services including Older Adult, Specialist Services, Learning Disabilities and Clover Group, refer to the local authority Adult Access Team (Tel 01142736870). Please refer to Appendix 1 for additional guidance on how to raise a concern using Insight and Systemone.

4.2.3 Where the Trust provides services outside of Sheffield please refer to that Local Authorities procedures

4.3 Managers

All SHSCFT managers are responsible for ensuring that all staff in their team have access to this policy either electronically or in a paper version. All new starters on their first day in post should be informed of the policy and procedures and be advised where they can seek support and advice when raising a concern.

4.4 Safeguarding Manager

The trained Safeguarding Manager is responsible for overseeing the Safeguarding Adults process and its outcome. The safeguarding manager function is provided by SHSCFT only within integrated adult mental health services. Within non integrated or joint services this function is provided by the local authority access team, who can be contacted by telephone on Tel 0114 2736870. Where the Trust provides services outside of Sheffield please refer to that Local Authorities procedures

4.4.1 The Safeguarding Manager is accountable to Sheffield Adult Safeguarding Partnership via their organisation and responsibilities include:

- Making decisions on the need to proceed with the Safeguarding process using the threshold criteria or identifying alternative responses;
- Making decisions on whom will carry out the conversation with the adult at risk and clearly outline what is required of the enquirer and by when, this will inform their decision to proceed with safeguarding, identifying alternative responses or exit the safeguarding process.
- Identifying where necessary who would be the most appropriate person to lead the section 42 enquiry
- Ensuring feedback on the decision is given to the person raising the concern;
- Consulting the police regarding all safeguarding concerns, unless it is clear that no crime has been committed;
- Convening and chairing planning and outcome meetings, including the agreement of responsibilities, actions and timescales;
- Leading the coordination, monitoring, quality assuring and authorisation of enquiries;
- Ensuring the convening of Safeguarding Case Conferences via the Sheffield Adult Safeguarding Partnership Office.
- Staff members who are suspected as the alleged source of harm should not be recorded on the documentation but a record kept by the Safeguarding Manager and the central database managed by the SHSC Safeguarding Office.

4.5 Section 42 enquirer

4.5.1 The Care Act (2014) makes provision under section 42 for the local authority (who have the responsibility for safeguarding) to make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken in the adult's case. In line with this requirement SHSC staff may be the enquirer of a case where the Trust is also the Safeguarding manager (adult mental health, substance misuse) or the enquirer where the local authority retains the safeguarding manager function.

4.5.2 Section 42 enquiries could be led by any professional within SHSC or outside of the Trust supported by a safeguarding manager. It is anticipated that the section 42 enquirer would be the person best placed to ask the service user about their desired outcomes to safeguarding.

4.5.3 The section 42 enquirer will be asked to make certain enquiries as requested by the safeguarding manager and this will relate to areas of responsibility for which the enquirer is responsible or it would be appropriate for them to consider. For example a ward nurse may be asked to provide an overview of care and treatment whilst the service user was on the ward but would not be asked to give an opinion or provide information about a situation in the community or in the service users home.

4.5.4 A section 42 enquirer can also be the person who is tasked with providing a comprehensive 'enquiry' in the form of a more wide ranging enquiry (similar to the role of the investigator in the previous safeguarding policy)

4.5.5 Further guidance will be provided when agreed by the South Yorkshire Multi agency policy development group. In the interim please contact the SHSC Safeguarding team for further support and guidance.

4.6 Integrated Governance team

Ensure that policies are available on the Trust website, kept up to date and reviewed as needed.

4.7 Service and Clinical Director (Community Directorate)

Any CMHTS carrying out Local authority functions will need to have a sufficient number of staff trained to perform roles required within safeguarding. This is likely to include at a minimum team managers and senior practitioners as Safeguarding Managers. Directorate management structures will ensure that this is in place and monitored and that all staff are aware of who the Safeguarding Manager is.

4.8 Safeguarding Adult Steering Group

Each Directorate will have a designated lead officer for Safeguarding Adults who will be supported by the Trust Lead for Safeguarding. The steering group will comprise of directorate representatives and lead the safeguarding agenda for their directorate within the Trust, and will be chaired on behalf of the Executive Director with responsibility for Safeguarding by the Deputy Chief Nurse.

4.9 SHSC Safeguarding Office

The SHSC Safeguarding Office will monitor training compliance and provide training, co-ordinate and lead the SHSC Safeguarding Adult Steering Group, provide quarterly assurance reports to the Trust Board, liaise with commissionaires to provide assurance, keep the Chief Nurse informed of all relevant information, provide advice to all staff, including the provision of supervision to staff as and when required including safeguarding managers. Quality assures all safeguarding decisions and documentation within integrated services prior to the outcome meeting. Monitor compliance with the South Yorkshire Procedures and KPI reporting.

4.10 Executive Leadership

The co-ordination of Sheffield Health and Social Care Trust Clinical policies is the responsibility of the Executive Director for Clinical Governance and Quality with the accountability for Safeguarding resting with the Chief Nurse.

4.11 Board of Directors

The Board of Directors is committed to ensuring that this policy becomes operational by:

- Ensuring that there is a consistent and effective response to any concerns, allegations or disclosure of abuse.
- Supporting staff in reporting and investigating incidents of adult abuse. (Refer to Trust Incident and Investigation Policy for further information about supporting staff.)
- Ensuring staff have the knowledge and understanding of Safeguarding Adults and receive training in implementing the South Yorkshire Safeguarding Adult Procedures.
- Working in partnership with other organisations.
- Contributing towards Safeguarding Adult enquiries, outcome meetings and protection plans.
- Sharing information within legal and professional constraints, to protect adults.
- Ensuring that at recruitment appropriate safeguards are in place to comply with the requirements of the Care Quality Commission and the Disclosure and Barring Service requirements. SHSCFT take seriously any allegations of staff suspected of abuse and

takes seriously the betrayal of trust or abuse of power. The necessary appropriate action would be considered.

- Complying with SASP Board auditing request wherever possible and practicable.
- Raising awareness of Safeguarding Adult issues at corporate and local induction
- Contributing to and learning from, the development of policy and practice at a local and national level.
- Participating and contributing to any multi agency case review process.
- Participating in learning events following reports and investigations
- Providing resources, within existing constraints, to implement the policy.
- Ensuring full implementation of this policy and the South Yorkshire Safeguarding Adults Procedures through a multi directorate Safeguarding Adult Steering Group led by the Deputy Chief Nurse.
- Participating in the multi agency Sheffield Adult Safeguarding Board and its associated sub boards to support the South Yorkshire Safeguarding Adult Procedures (2015)

5. Scope

5.1 This is a Trust wide policy that supports SHSCFT implementing and understanding the South Yorkshire Multi agency Safeguarding Adult Procedures (2015).

5.2 An easy to use flowchart is part of this SHSCFT policy and can be found at Appendix 1 with supporting documentation accessed via the SHSC Safeguarding Intranet page, Sheffield Safeguarding Adult Partnership Office or via the Sheffield Council web site at www.sheffield.gov.uk which can be accessed directly or through the Trust intranet system.

6. Specific Details

6.1 Please see the South Yorkshire procedures 2015 for details of the full process available on the safeguarding pages of the SHSC Intranet and via the Sheffield Council web site at www.sheffield.gov.uk which can be accessed directly or through the Trust intranet system.

7. Dissemination, storage and archiving

7.1 This policy will be inserted on the Trust website in the policies section. An 'All SHSC' email alert will be sent to all staff informing them of this amended policy, and where it is located. Clinical and Service directors are responsible for ensuring that all their staff are aware of and know how to access all policies.

7.2 The Integrated Governance team will maintain an archive of previous versions of this policy, and make sure that the latest version is the one that is posted on the Trust intranet.

7.3 Where paper policy files or archives are maintained within teams or services it is the responsibility of the team manager to ensure that paper policy files are kept up to date and comprehensive, and that staff are made aware of new or revised policies. Older versions should be destroyed to avoid confusion. It is the responsibility of the team manager to make sure the latest version of a policy is available to all staff in the team

8. Training and other resource implications

8.1 Fundamental Standards of Quality and Safety (CQC, 2015) the Care Act 2014 and associated statutory guidance requires all agencies to implement appropriate training for all levels of staff and volunteers, commensurate with their responsibilities in the Safeguarding Adult Process.

8.2 The Trust will ensure that an appropriate focus on Safeguarding Adult issues is incorporated in to professional staff supervision, appraisal and training and development needs.

8.3 A wide range of multi agency courses are available via the Trust [Education and Training website](#). Further information is also available via the internet on www.sheffield.gov.uk/safe-sound/protection-from-abuse/adult-protection Tel 2736870.

8.4 The Trust's Mandatory Training Policy and Training Needs Analysis provide details of the training requirements in relation to safeguarding adults, together with identifying the staff groups and the type/level of training required. Brief guidance is included at Appendix 2.

8.5 Training will take into account the needs of all adults in an inclusive way to ensure that all adults regardless of disability, race, gender, age, sexual orientation or religion can access the support indicated within the South Yorkshire Procedures.

8.6 Any SHSC Team carrying out Local authority functions will have their manager and senior practitioners trained as a Safeguarding Manager and sufficient numbers of staff are trained as safeguarding adult enquiries.

8.7 The Trust will provide staff to be part of the multi-agency training pool and will support staff to attend multi-agency training to ensure that they are competent and equipped to comply with the requirements of this policy.

9. Audit, monitoring and review

9.1 The Trust will monitor the implementation and outcomes of the Safeguarding Adult arrangements through its performance and incident management reporting systems, and include quarterly and annual reports by the Executive Director with the lead for Safeguarding Adults within the Trust to the Quality Assurance Committee (QAC) and the Board of Directors.

9.2 The Trust will require the completion of Incident forms in relation to Safeguarding Adult concerns and actions and the informing of the Trust lead for Safeguarding Adults via these forms or directly to the lead Executive Director.

9.3 The Trust will be required to provide the Sheffield Safeguarding Adult office with the data for the national minimum reporting requirements in safeguarding adults as stipulated in the Safeguarding Vulnerable Groups Act 2006/ Department of Health on a quarterly basis.

10. Implementation Plan

10.1 The Safeguarding Adult Steering Group will continue to play a leadership role in the ongoing implementation of this policy, led by the Deputy Chief Nurse on behalf of the Executive

Director Chief Operating Officer / Chief Nurse. This group will work closely with Directorates, to ensure that the requirements of the Sheffield Health & Social Care Trust Board of Directors and the Sheffield Adult Safeguarding Partnership are all met and delivered.

10.2 The information on reported incidents, investigations, reviews and training will be collected, analysed and monitored by the Steering Group on behalf of the Trust Board of Directors and included as required in Board reports and the Safeguarding Adult Annual report reflecting practice and developments and compliance with agreed standards.

11. Links with other policies

South Yorkshire Safeguarding Adult Procedures 2015

Joint Confidentiality Agreement for the sharing of personal information between health and social care agencies in Sheffield

SHSCFT Human Resource Policies

South Yorkshire Multi Agency information sharing protocol (mental health issues)

SHSCFT Consent Policy

SHSCFT Safeguarding Children Policy

SHSCFT Domestic Abuse Policy

SHSCFT Incident Reporting and Investigation Policy

12. Contact Details

Title	Name	Phone	E mail
Executive Director / Chief Nurse	Liz Lightbown	0114 2716713	Liz.lightbown@shsc.uk
Trust Lead for Safeguarding	Eva Rix	0114 2716126	Eva.rix@SHSC.nhs.uk
Deputy Chief Nurse	Giz Sangha	0114 2716705	Giz.Sangha@SHSC.nhs.uk
Safeguarding Advisor	Danielle Hogan	0114 2718808	Danielle.Hogan@shsc.nhs.uk
Team Secretary	Siobhan Allen	01142716124	Siobhan.Allen@shsc.nhs.uk

13. References

Care Act 2014 (Department of Health October 2014)
Making Safeguarding Personal (Association of Directors of Adult Social Services) ADASS
Human Rights Act 1998
Mental Capacity Act 2005
Multi Agency Risk Assessment Conferences (MARAC)
Review of No Secrets 2009
Safeguarding Adults (Association of Directors of Adult Social Services) ADASS 2005 and 2013
Safeguarding Vulnerable Groups Act 2006
Safeguarding Vulnerable People in the reformed NHS Accountability & Assurance Framework' NHS England (2013)
Safeguarding Adults: The Role of Health Service Managers & their Boards (March 2011)
Safeguarding Adults: The Role of Health Service Practitioners (March 2011)
Sir David Nicholson's letter to NHS organisations. Department of Health (2012)
Care Quality Commission (CQC), the Essential Standards of Quality and Safety (2010)
South Yorkshire Procedures for Safeguarding Adults (2014)
Sexual Offences Act (2003)
Ending Violence against Women and Girls in the UK (Home office, 2014)
Domestic Violence and Abuse: How health services, social care and the organisations they work with can respond effectively (PH Guidance 50, Nice 2014)
Jimmy Savile Investigation: Broadmoor Hospital (Department of Health and West London Mental Health Service 2014)
The report of the investigation into matters relating to Savile at Leeds Teaching Hospitals NHS Trust (2014)

Safeguarding Adults Training Needs Analysis and Training Plan

The current training requirements for staff are indicate below:

Level of training	Staff group	How delivered
Level 1 Basic Information	All SHSC staff must receive this training on a three yearly basis.	SHSC Safeguarding Adult leaflet which is issued at Trust induction to new staff and is updated and reissued three yearly.
Level 2 Awareness	All staff who have direct contact with adults who may be vulnerable must receive this training on a three yearly basis.	This training is provided 'in house'. Information is provided on the ETD intranet site and the Safeguarding intranet site . Staff are required to update every 3 years and this can be delivered by Face to face, workbook completion or e-learning
Level 3 Specific specialist training	<p>Safeguarding Managers within integrated adult CMHT's</p> <p>Additionally staff who fulfil the 'enquirer' role within integrated adult mental health services should also receive 'enquirer training' prior to performing this function</p> <p>Training for Trainers – each directorate should have at least one trainer to contribute to the Trust wide and city wide training pool. Directors are responsible for ensuring that the level of trainers is maintained and that trainers are allocated time for delivering training.</p>	<p>SHSC Safeguarding Team upon request. Safeguarding Adult Training Sheffield City Council</p> <p>SHSC Safeguarding Team upon request. Safeguarding Adult Training Sheffield City Council</p> <p>Safeguarding Adult Training Sheffield City Council</p>
Level 3 Specific specialist training	Ward and Deputy Ward managers on adult mental health wards will be trained in 'managing safeguarding'	This training is provided 'in house'

Steering Group Membership October 2015

Deputy Chief Nurse

Giz Sangha (Chair) on behalf of the Executive
Director/Chief Nurse Liz Lightbown

SHSC Safeguarding Team

Trust Lead for Safeguarding
SHSC Safeguarding Advisor

Eva Rix
Danielle Hogan

Clinical Risk Team

Investigation Lead

Vin Lewin,

Specialist Directorate

Service Manager Substance Misuse
Senior Operational Manager

Adele Rowett
Fiona Williams

Community Directorate

Deputy Service Director
Team Leader Health Inclusion Team
Service Manger IAPT
Lead Professional for Social work

Paul Nicholson
Sue Givans
Simon Bennett
Julia Walsh

Inpatient Directorate

Social Care Lead, Inpatient Directorate

Paul Firth

Learning Disability Directorate

Service Director

Anita Winter

Clover Group

Specialist Nurse Practitioner

Marlene Scott

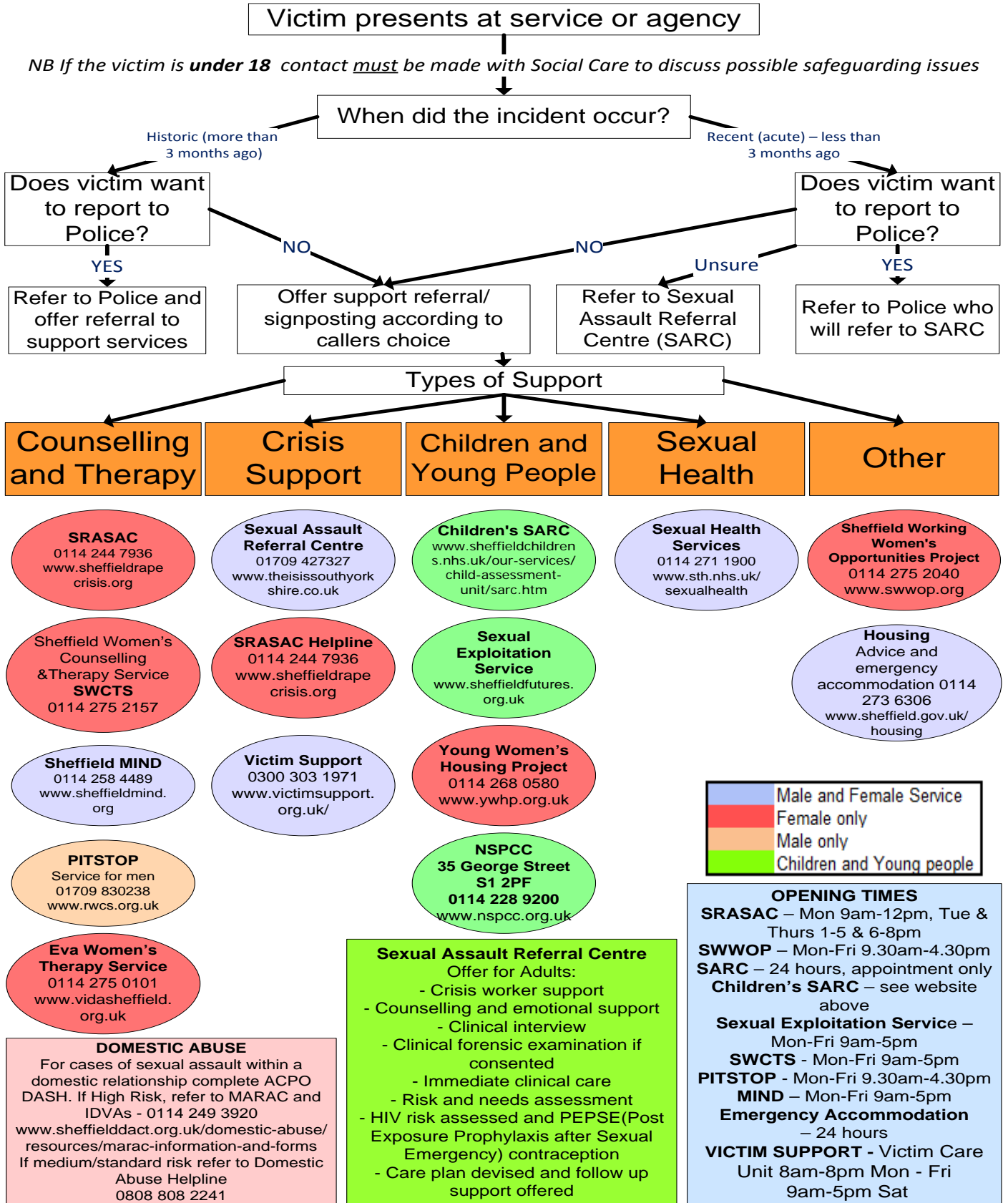
Sheffield Clinical Commissioning Group

Designated Professional, Adult Safeguarding
Associate Designated Nurse Safeguarding Adults

Rachel Welton
Jackie Wainwright

Appendix 4 The Sheffield Sexual Violence Pathway

The Sheffield Sexual Violence Pathway



Appendix B Equality Impact Assessment Form

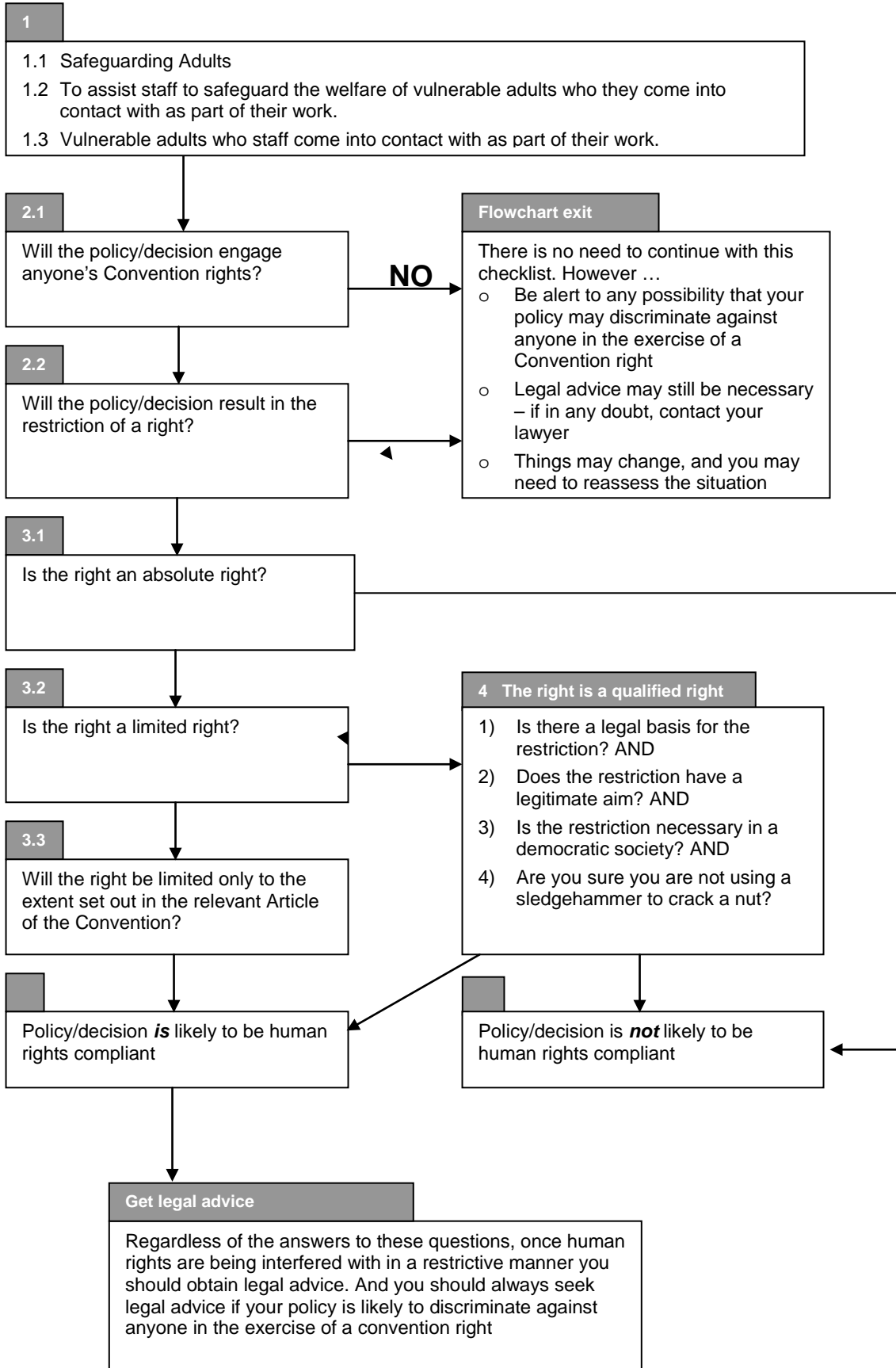
To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	Yes	This is an adult specific policy and there is also a Trust Policy for children's safeguarding.
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	yes	Specific safeguarding adult policy
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	yes	Care Act 2014 stipulates a Safeguarding Adult Policy
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	NA	
6.	What alternatives are there to achieving the policy/guidance without the impact?	NA	
7.	Can we reduce the impact by taking different action?	NA	

If you have identified a potential discriminatory impact of this procedural document, please refer it to Liz Johnson (Head of Patient Experience Inclusion) together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact Liz Johnson (Head of Equality & Inclusion) Tel: 2716703, Liz.Johnson@SHSC.NHS.UK

Appendix C Human Rights Act assessment checklist



Appendix D Development and consultation process

SHSC Safeguarding Adult Group
Service and Clinical Directors
Assistant Clinical Directors
Safeguarding Adult Service
Sheffield Teaching Hospital NHS Foundation Trust – Named Nurse
Rose Hogan – Senior Nurse for Practice Development
Tony Flatley – Lead Nurse
SHSC Executive Director – Karen Tomlinson
SHSC Executive Director – Clive Clarke

Review of the policy May 2013:

Associate Director of Nursing
Safeguarding Adult Service
Domestic Abuse Service
Adult Mental Health Trainer – Bob Levesley
Domestic Abuse Operational Lead - Paul Firth
Members of the Trusts Safeguarding Adults Steering Group
Designated Professional for Safeguarding Adults Sheffield Clinical Commissioning Group

Review of Policy August 2014

Deputy Chief Nurse
SHSC Safeguarding Adult Group
Designated Professional for Safeguarding Adults Sheffield Clinical Commissioning Group
Sheffield Adult Safeguarding Partnership Office

An abbreviated consultation has been conducted due to minor changes to the policy details which have been directed by the updated south Yorkshire safeguarding procedures 2014. Changes to the format of the policy have been made to assist readability and usability.

Review of Policy November 2015

Deputy Chief Nurse
SHSC Safeguarding Adult Group
Designated Professional for Safeguarding Adults Sheffield Clinical Commissioning Group
Sheffield Adult Safeguarding Partnership Office

A full review of the policy to update in line with the revised South Yorkshire Procedures in line with the Care Act 2014.