Safeguarding Adults – Policy

Policy statement

Breast Cancer UK exists to empower people to reduce their breast cancer risk through evidence-based information, education, research and policy work.

Through our work, we may come into contact with adults, young people, community groups, volunteers, staff, trustees, facilitators, contractors, researchers, campaign supporters, people affected by breast cancer and members of the public.

The purpose of this policy is to set out how we will safeguard and protect people who come into contact with us through our adult-facing and community work. It is not a child safeguarding policy and should be read alongside our Child Safeguarding Policy and Procedure.

The Charity is not a clinical, counselling or crisis service. Our role is to provide evidence-based information, education and signposting, and to respond appropriately where safeguarding concerns arise.

Scope

This policy applies to everyone working for or on behalf of Breast Cancer UK, including:

- Board Members
- employees and officers
- consultants, freelancers and self-employed contractors
- casual workers and agency workers
- volunteers, interns and students
- speakers and facilitators
- researchers and campaign representatives
- anyone representing Breast Cancer UK in delivery, research, campaigning, fundraising or public engagement

For the purpose of this policy, these people are referred to as “Representatives”.

This policy applies to work delivered in person, online, by telephone or email, through partner organisations, and through events, talks, training, campaigns, fundraising and public engagement activity.

Where the Charity delivers activity outside England, or online activity involving participants based elsewhere in the UK, we will have regard to the relevant safeguarding procedures and referral routes for that nation.

Breast Cancer UK expects staff and their representatives to follow this safeguarding policy and procedure to promote the welfare of all they may encounter during their work with Breast Cancer UK.

If a representative is concerned that another representative is not following the guidance and procedures, they should contact the CEO or the Chair of the Board. Where the CEO is the subject of the concern advice should be sought directly from Breast Cancer UK's Chair of the Board. Where the Chair is the subject of the concern advice should be sought directly from the CEO.

Purpose

This policy, and associated procedure aims to cover:

- The legislation, our commitment and procedures for safeguarding adults.
- Our role and responsibility in relation to safeguarding.
- What to do or who to speak to if someone has a concern relating to the welfare or wellbeing of a person.

Implementation

This policy, and associated procedure will be approved by the Breast Cancer UK Board and published on our website at www.breastcanceruk.org.uk. They will form part of new staff, Board Member and associate inductions.

This document should be read in conjunction with associated Breast Cancer UK policies including the Child Safeguarding Policy and Procedure. Staff should also refer to the Employee Handbook, the Whistleblowing Policy, the Health and Safety Policy and Staying Safe at Work Employee Guide.

Training

All representatives will undertake annual Essential Safeguarding Training. Members of staff, education facilitators and Board Members will access training via our on-line portal, SkillsHub. Advanced Safeguarding Training (Level 3) will be undertaken every 3 years by any representative who is required to deliver external adult-facing and community outreach work, and by the DSL and Deputy DSL. The Board Member Safeguarding Lead will attend specific training relevant to their role within 3 months of taking up this role.

Legislation

Breast Cancer UK is not a statutory safeguarding authority and does not investigate safeguarding concerns. Its role is to take reasonable steps to protect adults at risk who come into contact with the charity, ensure concerns are recognised and reported promptly,

maintain safe working practices, and refer concerns to the appropriate statutory agencies where required.

Where a concern is identified about an adult at risk of abuse because of their care and support needs, we will use relevant legislation to signpost or follow, depending on the country within the UK that we are working:

- Care Act 2014 (England)
- Social Services and Wellbeing Act 2014 (Wales)
- Adult Support and Protection Act 2007 (Scotland)
- Adult Safeguarding Prevention and Protection in Partnership 2015 (Northern Ireland)

'Adult at Risk'
Different UK legislation defines an 'adult at risk' differently:

<table>
<tr><td>England (Care Act 2014)</td><td rowspan="2">Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)</td></tr>
<tr><td>An adult at risk is an individual aged 18 years and over who:
(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
(b) is experiencing, or at risk of, abuse or neglect, AND;
(c) 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.</td></tr>
<tr><td>Scotland (Adult Support and Protection Act 2007)</td><td rowspan="3">An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their a) personal characteristics and/or b) life circumstances.
a) Personal characteristics may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.
b) Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

An adult in need of protection is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their:
Personal characteristics AND/OR Life circumstances AND;
c) who is unable to protect their own well-being, property, assets, rights or other interests; AND</td></tr>
<tr><td>An adult at risk is an individual aged 16 years and over who:
a) is unable to safeguard their own well-being, property, rights or other interests,
b) is at risk of harm, and
c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.</td></tr>
<tr><td>Wales (Social Services and Well Being Act 2014)</td></tr>
</table>

An **adult at risk** is an individual aged 18 years and over who: a) is experiencing or is at risk of abuse or neglect, AND; b) has needs for care and support (whether or not the authority is meeting any of those needs) AND; c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.	d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed. In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d)

We are not subject to and cannot provide advice on instances outside the UK other than to promote and refer to international best practice.

Categories of Abuse

The Safeguarding Adults Legislation in each Home Country defines categories of adult abuse and harm as follows.

England (Care Act 2014)	**Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)**
Physical	Physical
Sexual	Sexual violence
Emotional/Psychological/Mental	Psychological / emotional
Neglect and acts of Omission	Financial
Financial or material abuse	Institutional
Discriminatory	Neglect
Organisational / Institutional	Exploitation
Self-neglect	Domestic violence
Domestic Abuse (including coercive control)	Human trafficking
Modern slavery	Hate crime

Scotland (Adult Support and Protection Act 2007)	Wales (Social Services and Well Being Act 2014)
Physical	Physical
Psychological	Sexual
Financial	Psychological
Sexual	Neglect
Neglect	Financial

Other Legislation
Where relevant, we will also abide by other related legislation such as:

- Adults with Incapacity (Scotland) 2000
- Sexual Offences Act 2003
- Mental Capacity Act (England and Wales) 2005
- Safeguarding Vulnerable Groups Act 2006
- Deprivation of Liberty Safeguards
- Disclosure and Barring Service 2013
- Mental Capacity (Northern Ireland) 2015

Designated Safeguarding Lead

The role of the Designated Safeguarding Lead in Breast Cancer UK is to support representatives where appropriate. Due to the nature of our organisation, this role is an oversight and support role. It does not replace the responsibility of managers in responding to and supporting staff and other representatives.

Board Member Safeguarding Lead

The role of the lead Board Member for Safeguarding is to ensure that the Charity's strategic plans reflect safeguarding legislation, that there are regular reviews of safeguarding policies and procedures, and to champion safeguarding throughout Breast Cancer UK. They will attend relevant training events and support other Board Members in developing their individual and collective understanding of safeguarding.

Responding to Safeguarding Concerns

Breast Cancer UK is committed to responding promptly and effectively to any safeguarding concerns identified in line with this policy and the associated procedures (link below). This will include ensuring an accurate and safe recording of incidents and sharing of information with appropriate stakeholders where relevant.

Designated Safeguarding Lead is: **Lisa Reynolds**	Deputy Designated Safeguarding Lead is: **Lauren Bird**	Board Member Safeguarding Lead is: **Lisa Helfer**

Email: lisa.reynolds@breastcanceruk.org.uk Telephone: 0204 558 7735 07738416024	**Email: lauren.bird@breastcanceruk.org.uk Telephone: 0208 132 7086 M : 07999 26640**	**Email: lisa@breastcanceruk.org.uk Telephone: 07483 276193**

In the event of a Safeguarding concern being identified, the Board should consider whether this needs to be reported to the Charity Commission, as part of their responsibility to report serious incident see guidance: How to report a serious incident in your charity - GOV.UK

Safe recruitment, selection and vetting

Anyone applying to work or volunteer for Breast Cancer UK must provide a detailed employment history and details of at least two referees. References are taken up and no one is appointed to a post without written references. Breast Cancer UK is a values-based recruiter, and our decision to recruit is impacted by how effectively candidates can demonstrate to us the way in which their values align to our own.

Disclosure and Barring Service

Disclosure and Barring Service (DBS) exists to help organisations identify people who are unsuitable for certain types of work, especially work involving access to or contact with children and other vulnerable members of society, by making "disclosures" of any criminal, police or similar records.

Selected Breast Cancer UK staff and representatives will be required to undergo regular DBS checks in line with relevant DBS guidance - Enhanced DBS checks will always be undertaken if they will be working directly with adults at risk or children.

Safeguarding Report to the Board

An annual report to the Board on any safeguarding incidents recorded and actions taken will be provided to the March Board meeting.

This Policy should be read in conjunction with the Breast Cancer UK Safeguarding Procedure (insert link) .