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| **Distribution** |
| Who the policy will be distributed to | All Quay Primary Healthcare CIC Team |
| Method | Email |
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| No: | Date | Amendment |
| 1.1 | July 2015 | CCG safeguarding policy (V3) for Primary Care adopted |
| 1.2 | May 2018 | Full policy revision following handover of CCA practices |
| 1.3 | May 2020 | Policy review and revision – change of organisation name |
| 1.4 | Jan 2022 | Change of organisation name - Quay Primary Healthcare CIC |
| 1.5 | Feb 2023 | Updated link to Cheshire & Merseyside ICB Safeguarding adults policy from Warrington CCG |
| 1.6 |  |  |
| 1.7 |  |  |

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1. **Policy Statement**

Quay Primary Healthcare CIC is committed to ensuring that vulnerable people are free from harm or abuse whilst receiving care or treatment, and that working practices minimise the risk of such harm or abuse. All staff, including Board members, volunteers, agency staff and students have a duty to identify concerns about the care of vulnerable adults or abuse and report them.

Quay Primary Healthcare CIC has adopted the Cheshire & Merseyside ICB Policies and Procedures for Adult Safeguarding:

[Safeguarding adults - NHS Cheshire and Merseyside](https://www.cheshireandmerseyside.nhs.uk/your-health/safeguarding/safeguarding-adults/)

1. **Scope of the Policy**

This policy applies to all employees of Quay Primary Healthcare CIC, any staff who are seconded to Quay Primary Healthcare CIC, contracted and agency staff.

1. **Implementation**

Safeguarding Adult Lead Dr Quincy Chuka is the designated Safeguarding Adults Lead for Quay Primary Healthcare CIC, including Mental Capacity Act, Deprivation of Liberty Safeguards, and PREVENT.

His role is to:

• Assure the Board that Quay Primary Healthcare CIC implements the safeguarding adult policy

• Ensure safe recruitment procedures

• Support reporting and complaints procedures

• Advise Quay Primary Healthcare CIC management and staff about any concerns that they have

• Ensures that Quay Primary Healthcare CIC management and staff receive adequate support when dealing with safeguarding adults concerns

• Lead on analysis of relevant significant events

• Make recommendations for change or improvements in Quay Primary Healthcare CIC procedural policy

• Act as a focus for external contacts

• Have regular meetings with others in Quay Primary Healthcare CIC to discuss particular concerns

1. **Roles & Responsibilities**

**CIC Board**

• To provide strategic leadership to the implementation of the multi-agency policy and procedures within the Quay Primary Healthcare CIC.

• To promote a culture of openness in order that staff are empowered to report concerns

**Service Managers**

• To ensure that all staff undertake appropriate training on Safeguarding Vulnerable Adults and that they aware of the policy and procedures for reporting suspected abuse.

• To notify the appropriate agencies if abuse is identified or suspected

• To ensure that the Safeguarding Lead is made aware of any concerns which do not meet the threshold to trigger safeguarding procedures;

• To support and, where possible, secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability;

• To ensure that appropriate checks, including Disclosure and Barring Checks and two employment references, are undertaken on staff that work or will be working with vulnerable adults within regulated activities.

• To undertake annual risk assessments (or more frequently if indicated) to ensure that risks to the wellbeing and safety of vulnerable adults are identified and minimised Staff

• To be familiar with the Warrington CCG Policies and Procedures for Adult Safeguarding

• To undertake training as required by Quay Primary Healthcare CIC

• To take appropriate action in line with the policy;

• To declare any existing or subsequent convictions.

1. **Incident reporting**

Any care concerns relating to vulnerable adults which do not meet the threshold to trigger safeguarding procedures should still be reported through Quay Primary Healthcare CIC’s incident reporting procedure, and the Safeguarding Lead informed. Any allegations of abuse or suspected abuse by members of Quay Primary Healthcare CIC staff should be treated as Serious Untoward Incidents. The Care Quality Commission must also be informed immediately

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|  |  | YES/NO | COMMENTS |
| 1 | Does the policy/guidance affect one group less or more favourably than another on the basis of; | No |  |
|  | * Race/ethnic or national origin/colour/nationality
 | No |  |
|  | * Disability
 | No |  |
|  | * Gender
 | No |  |
|  | * Religion / belief culture
 | No |  |
|  | * Sexual orientation
 | No |  |
|  | * Age
 | No |  |
|  | * Marital status
 | No |  |
|  | * Pregnancy or maternity
 | No |  |
| 2 | Is there any evidence that some groups are affected differently? | No |  |
| 3 | If you have identified potential discrimination, are any exceptions valid, legal and/ or justifiable? | Yes |  |
| 4 | Is the impact of the policy/ guidance likely to be negative? | No |  |
| 5 | If so can the impact be avoided? | Yes |  |
| 6 | What alternatives are there to achieving the policy/ guidance without the impact? | N/A |  |
| 7 | Can we reduce the impact by taking different action? | N/A |  |

1. **Equality Impact Assessment**