

# The Market Place

## Safeguarding Adults policy and procedures

### Section A

#### 1. Introduction

- 1.1. The Market Place is fully committed to safeguarding and promoting the welfare of all young people including the young adults we work with.
- 1.2. The Market Place recognises its responsibility to take all reasonable steps to promote safe practice and to protect people from harm, abuse and exploitation.
- 1.3. The Market Place acknowledges its duty to respond appropriately to any allegations, reports or suspicions of any safeguarding concerns.
- 1.4. All employees and volunteers will be required to read this policy as part of their induction. When changes have been made to the policy staff will be notified by email and a copy of the updated policy will be posted on The Market Place Services folder on Microsoft Teams for all staff to read.
- 1.5. Paid staff, volunteers, students and trustees will endeavour to work together to encourage the development of an ethos and respect for the rights of young people and adults.
- 1.6. This policy applies to any young adult aged 18 or over that The Market Place works with. For young people under 18 years of age please refer to The Market Place Safeguarding Children and Young People's Policy 2021.

This Safeguarding Adults policy was approved by the Board of Trustees on :  
**22<sup>nd</sup> November 2022.**

| Designated safeguarding lead        | Nominated Safeguarding Lead Trustee | Chair of Trustees             |
|-------------------------------------|-------------------------------------|-------------------------------|
| Lisa Mulherin, CEO                  | Helen Murray                        | Peter Hall Jones              |
| Deputy designated safeguarding lead |                                     |                               |
| Isobel Baker, Counselling Manager   |                                     |                               |
|                                     |                                     |                               |
| Next review date for this policy    | Date approved by Board of Trustees  | Date shared with staff        |
| November 2024                       | 22 <sup>nd</sup> November 2022      | 20 <sup>th</sup> January 2023 |

## **2. The policy**

- 2.1 The Market Place complies with the 'Multi-Agency Safeguarding Adults Policy and Procedures 2021' for West and North Yorkshire to empower people to safeguard themselves and others.
- 2.2 This is a policy to guide and support all staff at The Market Place on Safeguarding Adults procedures.
- 2.3 The Care Act 2014 (Section 42) requires that every local authority must make enquiries or cause others to do so if it believes an adult is experiencing, or is at risk of, abuse or neglect. An enquiry should establish whether any action needs to be taken to prevent or stop abuse or neglect, and if so, by whom.
- 2.4 It cannot be assumed that other people in the young person's life will take responsibility.
- 2.5 The Market Place works with young people 11-25 years old whose lives are affected by a range of issues, and offers young people the opportunity in an independent service to work through different situations in their lives. This may involve working with potentially high levels of risk. This document sets out guidelines to implement good working practice on this matter.
- 2.6 The Market Place provides a range of different services which allow young people to work at their pace in a supportive and appropriate environment which is reflected in this document.
- 2.7 Alongside this document all workers, student placements and Trustees will be subject to a Disclosure and Barring Service check (DBS) in accordance with the TMP Recruitment Policy.
- 2.8 The Market Place will work with statutory agencies, such as the Police, NHS and Adult Social Care, in the interests of young people at risk and to achieve the objectives of this policy and procedures.
- 2.9 This policy and procedure should be used in conjunction with other relevant policies and procedures e.g. The Market Place Safeguarding Children and Young People's Policy and procedures, Assessment Policy, Assessment of Risk in Working with Young People policy, Self-harm and Suicide Statement, Whistleblowing Policy and Confidentiality and Open Records Policy.
- 2.10 This policy incorporates new responsibilities under the Modern Slavery Act 2015.

## **3. In implementing this Safeguarding Adults policy The Market Place will:**

- 3.1 Ensure that all workers understand their legal and moral responsibility to protect young people from harm, abuse and exploitation;
- 3.2 Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's *Safeguarding Adults policy* and work at all times towards maintaining high standards of practice;

- 3.3 Ensure that all workers are aware of Leeds Safeguarding Adults Board and their approach to safeguarding adults based on a citizen-led model: [www.leedssafeguardingadults.org.uk/new-multi-agency-policy-and-procedures](http://www.leedssafeguardingadults.org.uk/new-multi-agency-policy-and-procedures) An easy read version is also available through the following link: [Multi-agency policy and procedures 2019-2020.pdf \(leedssafeguardingadults.org.uk\)](http://leedssafeguardingadults.org.uk/Multi-agency-policy-and-procedures-2019-2020.pdf)
- 3.4 Ensure that all workers understand their duty to report concerns that arise about a young person, or a worker's conduct towards a young person, to a manager who in turn will discuss with the Designated Safeguarding Lead.
- 3.5 Ensure that managers understand their responsibility to follow procedures and if appropriate to refer any adult safeguarding concerns to Police and/or Adult Social Care.
- 3.6 Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner and are kept under review and up to date.
- 3.7 Provide opportunities for all workers to develop their skills and knowledge, particularly in relation to the welfare and protection of young people;
- 3.8 Ensure that young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- 3.9 Endeavour to keep up-to-date with local and national developments relating to the welfare and protection of young people.
- 3.10 Work in a young-person-centred way that reflects restorative practice.
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## **Section B**

### **ADULT SAFEGUARDING PROCEDURES**

#### **1. Introduction**

- 1.1 The Designated Safeguarding Lead at The Market Place is the Chief Executive Officer (CEO) and in their absence the manager providing safeguarding cover at that time on the day will deputise.
- 1.2 All Counselling and Youth Work Managers are Deputy Designated Safeguarding Leads for this purpose.
- 1.3 These procedures have been designed to ensure the welfare and protection of any young adult aged 18 or over, who accesses the services provided by The Market Place.
- 1.4 The procedures recognise that adult safeguarding can be an emotive subject and that some workers may find it a challenging area. However, it is important that staff respond appropriately to any potential adult safeguarding incident and are aware of their responsibilities.
- 1.5 The Market Place is committed to the belief that protecting young people is everybody's responsibility and that these guidelines will enable all staff,

trustees, students and volunteers to respond appropriately to any concerns that arise in respect of a young person.

1.6 The Market Place has a commitment to equal opportunities and has a recruitment of ex-offenders policy.

## 2. The procedures

2.1 2.1 This procedure relates to any young person aged 18 years and over, although some young people who are 18 and over, *who have disabilities* may be considered under the CYP Safeguarding policy up to the age of 25.

2.2 If the young person is over 18 their siblings and/or associated young people who may also be at risk, must also be taken into account in relation to Safeguarding.

**2.3 The welfare of the young person is paramount. In any conflict of interest, the young person's well-being must be the focus of each action. This means that confidentiality may not necessarily be broken depending on the individual circumstances and outcome of any meetings.**

2.4 It is important to act promptly but not at the cost of overwhelming the young person with the process.

## 3 Principles

3.1 The Market Place will work to the following principles as detailed in the West Yorkshire Multi-Agency Safeguarding Adults Policy :

3.1.1 **Empowerment:** Adults should be in control of their lives and there is a need to gain consent for decisions and actions designed to protect them. If someone has Mental Capacity they must be able to make their own decisions. See section 9 of this policy regarding Mental Capacity.

3.1.2 **Protection:** Everyone at The Market Place has a duty of care and a moral responsibility to act upon suspicions of abuse to ensure that adults at risk receive the protection afforded to them in law. TMP can support service users to protect themselves.

3.1.3 **Prevention:** Our support to young adults builds on strengths and helps individuals to identify strategies to keep themselves safe – promoting person-centred principles of choice, capacity, consent, privacy and dignity. TMP also protects service users through robust recruitment practices, DBS checks and maintaining clear professional boundaries.

3.1.4 **Proportionality:** Responses to safeguarding concerns must be proportionate to the assessed risk and nature of the concern. Staff should consider the balance between protection and empowerment, working with partner agencies in a person's best interests considering the least restrictive approach and the individual's rights and freedom. If there is an imminent risk

of harm to the individual or another person we will need to report concerns and explain to the service user why we need to do this.

**3.1.5 Partnerships:** The Market Place works together with individuals to enable them to make informed decisions about identified risks and access appropriate support in order to keep people safe. We will work cooperatively with family carers/friends/other services where there are safeguarding concerns with the person at risk's consent or in their best interests under the Mental Capacity Act 2005.

**3.1.6 Accountability:** The Market Place has a transparent approach to informed decision making. All staff have a duty to report concerns and to understand what is expected of them. If any concerns involve a colleague then The Market Place's Whistleblowing Policy provides guidance and protection to the member of staff reporting those concerns. Any concerns should be reported to a line manager, the CEO or if the concerns are about a line manager or CEO to the Chair of Trustees as soon as possible. Call 999 if someone is in immediate danger or if medical assistance is required.

3.2 Staff induction and training will identify how concerns about the abuse of an adult may come to light in the context of the work undertaken by the different services at The Market Place.

#### **4. The role and responsibilities of the managers and CEO**

4.1 Ensure that any concerns about a young person are raised, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.

4.2 The Managers and CEO will record any reported incidents or concerns raised by staff in relation to a young person. This will be kept in the confidential Safeguarding section of the Mymup database.

4.3 Open safeguarding cases are reviewed weekly at Team managers' meetings.

4.4 The cases will also be reviewed by managers and Trustees bi-annually to improve overall standards

#### **5. Types of abuse**

Protecting young people from different forms of abuse

- Physical - assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.
- Sexual – rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, subjection to pornography, or witnessing sexual acts, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting to.

- Psychological; includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, cyber bullying, verbal abuse, isolation, unreasonable and unjustified withdrawal of services or supportive networks
- Financial or material – theft, fraud, internet scamming, coercion in relation to adult's financial affairs, misuse or misappropriation of property, possessions or benefits.
- Modern slavery – slavery, human trafficking, forced labour and domestic servitude.
- Discrimination – includes harassment, slurs or similar treatment because of race, gender, gender identity, age, disability, sexual orientation or religion.
- Neglect – ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care, support or educational services, withholding of necessities of life such as medication, adequate nutrition or heating.
- Institutional – neglect and poor care practice within an institution or care setting e.g. a hospital or residential care home, or in relation to care provided in the person's own home.
- Domestic abuse – The Domestic Abuse Act 2021 defines domestic abuse as being between people aged 16 or over who are personally connected to each other, where there is a single incident or course of conduct that is physically or sexually abusive, violent or threatening, controlling or coercive, economic abuse, psychological, emotional or other abuse.
- Self-neglect - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings.

**It is important to note that this list is not exhaustive.** Female Genital Mutilation (FGM), “honour-based” violence and forced marriage are also types of abuse that must be recorded. Cyber-bullying and revenge porn are also considered to be forms of abuse that should be recorded.

## **6. PREVENT and Radicalisation**

6.1 The Prevent agenda is based on individuals and/or groups becoming involved in terrorism.

6.2 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Radicalisation is usually a process not an event. During this process, there will inevitably be opportunities to intervene in order to reduce the risk of the individual being attracted to extremist ideology and causes and safeguard him/her from the risk of radicalisation. It is important to be able to recognise the factors that might contribute towards the radicalisation of an individual. Indeed, some of the factors that lead an individual

to becoming radicalised are no different to those that might lead individuals towards involvement with or being vulnerable to other activity such as gangs, drugs, county lines and sexual exploitation for example. This is particularly concerning if this applies to vulnerable adults who are impressionable and could be groomed.

6.3 Below are some of the factors that might contribute towards an individual becoming radicalised. These are included in the “Channel Vulnerability Assessment Framework”. This is not an exhaustive list:

- ‘Them and Us’ thinking
- Dehumanisation of the Feelings of grievance and injustice
- Feeling under threat
- A need for identity, meaning and belonging
- A desire for status
- A desire for excitement and adventure
- Opportunistic involvement
- Susceptibility to indoctrination
- Attitudes that justify offending
- A need to dominate and control others
- A desire for political or moral change
- Family or friends’ involvement in extremism
- Being at a transitional time of life
- Being influenced and controlled by a group
- Relevant mental health issues

6.4 If a member of staff suspects that a service user is at risk of radicalisation and especially if an adult at risk is being exploited or coerced then staff should discuss this with the safeguarding cover person on duty and determine risks and instigation of the safeguarding procedure. It may be deemed necessary to inform the Police and/or make a referral to the Channel Vulnerability Assessment Framework if the service user or other people they come into contact with are likely to be at risk of harm.

## **7. Modern Slavery**

**7.1 Definition:** Modern slavery is defined within the Modern Slavery Act 2015 and categorises offences of slavery, servitude and forced or compulsory labour and human trafficking. Modern slavery forces someone into the position of exploitation. This may involve: forced labour (in agriculture, construction, hospitality etc.), domestic servitude, sham marriage (not a genuine marriage, one party seeks immigration advantage), removal, begging, drug cultivation, forced marriage, illegal adoption, the prostitution of adults, child sexual exploitation and

organ harvesting (trade of human organ or other tissue for means of transplantation).

Modern slavery and human trafficking are linked with people smuggling but there are fundamental differences: modern slavery and human trafficking involves the threat of or use of force, coercion or deception against a victim, and people smuggling involves migrants being helped with entry into a State through illegal means.

**7.2 Signs to look out for:** Signs that someone is a victim of modern slavery include but not exclusively: a lack of identity documents or passport; reluctance to give an address and explain how they came to be here; lack of basic necessities; little or no money; language barriers; living in insecure or overcrowded accommodation; showing signs of trauma or mental ill health; acting as if they were instructed or coached by someone else; others speaking on their behalf when spoken to directly, limited social interaction or contact with people outside their immediate environment and / or limited freedom of movement.

A child or adult has been trafficked if he or she has been moved within a country, town or city, or across borders - whether by force or not, by someone whose intention is to exploit them for their own profit.

Any form of child trafficking is abuse and requires a safeguarding response. The trafficking of children involves coercion, deception or exploitation by others even when a child appears to be willingly engaged in an act or a situation. Children cannot consent to their own exploitation.

### **7.3 What is the National Referral Mechanism and what does the law say?**

The National Referral Mechanism (NRM) was introduced in 2009 to meet the UK's obligations under the Council of European Convention on Action against Trafficking in Human Beings (2012). At the core of every country's NRM is the process of locating and identifying 'potential victims of trafficking'. It is available to all victims of modern slavery in England and Wales.

The NRM is a victim identification and support process. It is designed to enable agencies including the police, UK Border Agency, local authorities, and non-governmental organisations - to co-operate, to share information about potential child and adult modern slavery victims and facilitate their access to advice, accommodation and support.

The NRM also enables the National Crime Agency, (NCA) and the Modern Slavery Human Trafficking Unit (MSHTU) to collate national data about the scope and nature of human trafficking and modern slavery in the UK.

**7.4 What to do if you believe a service user is the subject of modern slavery:** For adults aged 18 and over – service providers like The Market Place are asked to **seek the consent** of the potential victim for a referral to the NRM. If consent is provided at TMP, advise the manager providing safeguarding cover and depending on the urgency of the situation either they will contact the Police on 101 or 999 or the Designated Safeguarding Lead (CEO) will do so if they are available.

A discussion again should determine who will complete the NRM form for potential adult victims of modern slavery.

**7.5 If consent to make a referral to the NRM is not given a Duty to Notify remains:** If an adult does not give consent for an NRM referral, the manager on safeguarding cover duty or the Designated Safeguarding Lead (CEO) should instead ensure that an MS1 Duty to Notify form is completed. This does not name the person of concern but requires The Market Place to provide as much other detail as possible.

Completed forms should be sent to the email address on the referral form. These forms are required nationally to gain a comprehensive understanding of modern slavery and human trafficking and enable the effective targeting of resources and services.

**7.6 NRM and Duty to Notify Forms:** The NRM forms and more information are available from the government's Modern Slavery [www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms](http://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms).

There is also a webpage and helpline telephone: 08000 121700  
[www.modernslaveryhelpline.org](http://www.modernslaveryhelpline.org)

## **8. Responsibilities of all staff**

### **8.1 Preventing impairment of young people's health or development**

- a. Prevention involves
  - i.a safe and skilled workforce
  - ii.a culture of learning and improvement
  - iii.a culture where the young person is the primary concern

### **8.2 The role of the worker when a young adult discloses a safeguarding concern:**

- It is recognised that a safeguarding adults referral process may further disempower those being abused and The Market Place will seek to redress any

power imbalance by continuing to support a young person where a breach of confidentiality has been deemed necessary.

- It is important to support the young person to identify, assess and make informed decisions about situations of risk if they are able to.
- In the event that a young person is without the mental capacity to make a particular decision for themselves a 'best interests' decision should be made in line with the Mental Capacity Act 2005 and Code of Practice. **Please refer to The Market Place Mental Capacity Act Information document on Teams in the Policies for Reference folder under The Market Place Services.** They should continue to be involved to the fullest extent possible, and decision making must recognise their wishes, feelings, beliefs and values and ensure that they are appropriately represented. An Independent Mental Capacity Advocate [IMCA] may be required. For additional information please see [West Yorkshire Multi-Agency Safeguarding Adults Policy and Procedures for information on how to support young people under the Mental Capacity Act] [www.leedssafeguardingadults.org.uk](http://www.leedssafeguardingadults.org.uk)

**NB\*\* Volunteers and students must contact and inform the safeguarding cover person on duty or an available manager as soon as possible on the same day that any disclosure is made.**

## **9. Mental Capacity Act, 2005**

9.1 The law presumes that adults (defined in this Act as those aged 16 and over) have mental capacity to make their own decisions. However there will be times and situations in which an individual lacks mental capacity in relation to particular decisions. The Mental Capacity Act, 2005 provides a statutory framework to empower and protect people who may lack mental capacity to make decisions and provides a framework for making decisions on their behalf.

A person is not able to make a decision if they are unable to:

- Understand information given to them
- Retain that information long enough to be able to make a decision
- Weigh up the information available to make a decision
- Communicate their decision.

9.2 There are 5 statutory principles set out in the act:

- An adult at risk has the right to make their own decisions and is assumed to have mental capacity.

- Adults at risk must receive appropriate help and support to make decisions, e.g. accessible information.
- The adult at risk can make unwise decisions and cannot be deemed to lack capacity solely for that reason.
- Any decision made about the person who lacks mental capacity must be done in their best interests and should be the least restrictive of their rights
- Before any decision is made on someone's behalf, consideration must be given to whether the same outcomes can be achieved in a way that is less restrictive to the person's rights and freedoms.

***9.3 The Market Place staff will not conduct or be part of any tests, making diagnoses or assessments under The Mental Capacity Act.***

9.4 If a young person we are working with requires an assessment of their Mental Capacity we will advise them to contact/or work with them to contact Advonet - Independent Advocacy Service:

<https://advonet.org.uk/how-we-can-help-you/our-advocacy-services/>

9.5 The Market Place Mental Capacity Act information leaflet (to be found in the Policies for Reference folder in The Market Place Services on Teams) has been written so that it can be shared with the young person in order that that they can be informed about the process if appropriate.

9.6 In the event that a young adult is at risk of harm or of harming others and they lack mental capacity to consent about decisions relevant to their own welfare a best interest assessment would be required. Speak to the Safeguarding Cover Person on duty or to another manager if the Cover person is not available. A referral to adult social care or the relevant Community Mental Health Team must be made to assess the person.

9.7 If there is an immediate risk of harm to the young person or to someone else AND the Safeguarding Cover person on duty or another manager cannot be contacted in an emergency contact 999.

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*Reviewed, updated and approved November 2022*

## APPENDIX ONE – ADULT SAFEGUARDING PROCEDURE

### **1. What to do if you suspect abuse - Step by step guidance**

The process of dealing with a disclosure may happen over a period of time.

1.1 Any concerns should be raised with the manager on safeguarding cover duty on the same day of the disclosure. If they are not available then speak to another member of the management team and consider contacting a member of the Board depending on the urgency. **If in doubt check it out.**

- A manager can seek advice and clarity about a situation that is beginning to raise concern and can contact the Leeds Safeguarding Adults Partnership Support Unit for information or advice on 0113 2224401 or email [safeguarding.adults@leeds.gov.uk](mailto:safeguarding.adults@leeds.gov.uk)
- If a manager is unavailable and the paid worker present is unsure and the situation seems urgent, they can contact the Leeds Safeguarding Adults Partnership Support Unit for information or advice on 0113 2224401 or email [safeguarding.adults@leeds.gov.uk](mailto:safeguarding.adults@leeds.gov.uk). However this would usually be done by a manager.

1.2 Recognise how hard it may be for the young person to tell you – verbalise this and reassure them and respond to the young person in a supportive manner.

1.3 Let them know that you believe them – verbalise this in an appropriate way.

1.4 Explain the limits of confidentiality clearly – that you will need to talk to a manager or senior member of staff on safeguarding cover duty within The Market Place. Explain who and why.\*\* see above. Do not enter into a pact of secrecy but acknowledge possible fears around breach of confidentiality.

1.5 Explain that everyone has the right to be safe .

1.6 Don't talk badly or make assumptions about the alleged abuser.

1.7 Listen and remember what they have said and clarify where necessary, but you do not need to ask leading questions or press for information.

1.8 Check that you have understood what the young person is trying to tell you, ask only open questions e.g. ask the young person to use their own words to clarify rather than giving them words.

1.9 Offer continued support from The Market Place.

1.10 Explore with the young person if they would like to take action themselves, ensuring they are aware of possible consequences and offer to support them in doing this.

1.11 Consult with the manager on safeguarding cover duty. If they are unavailable contact another manager or the most senior member of staff available.

1.12 Even if the young person takes action themselves, you need to discuss the situation with your manager as soon as possible.

1.13 The worker will encourage the young person to have as much control over the process as is possible.

1.14 The young person will need to be reassured that The Market Place will support them during and/or after any legal or other adult safeguarding process.

1.15 One to one work notes will be recorded as usual to that department (see Policy on Confidentiality and Open Records).

1.16 Drop In issues will be discussed with the cover manager and added as a safeguarding entry on MYMUP if deemed appropriate.

1.17 Managers will record specific concerns in the Safeguarding section of the Mymup database.

## **2. The next step - discussing the case**

2.1 Each case is to be considered and dealt with individually.

2.2 A meeting of appropriate available workers (usually two) will be convened on the same day or at the earliest opportunity to discuss the case.

2.3 The following should be considered and explored within that discussion:

- Age and maturity of client
- Immediacy of risk
- Who else is aware of the situation e.g. school, family, social worker
- Alternatives to Safeguarding referral
- Implications of making a referral
- Consideration as to whether reporting will make it 'better' for the young person – whether it's for the protection of the young person or The Market Place (see under 'Procedures').
- To whom and why information is disclosed (e.g. Police or Social Services)

- Attention must be paid to the importance and role of the relationship between the worker and the young person – and the option of another worker (usually a manager) taking on the liaison role with other services needs to be explored.
- Consideration of the young person's cultural, social and physical situation on an individual basis.
- Consideration of the information available
- All relevant information regarding the young person is to be shared at this meeting. Action will then be agreed at the meeting with reference to Leeds Safeguarding Adults Board guidance on website

### 3. Further Action

- 3.1** This may involve contacting the Leeds Safeguarding Adults Partnership Support Unit for advice or information **Tel:0113 2224401**  
**email: [safeguarding.adults@leeds.gov.uk](mailto:safeguarding.adults@leeds.gov.uk)** This may be a general query without identifying the young person.
- 3.2** If a formal referral is agreed - contact will be made to the Adult Social Care contact centre - **Tel: 0113 222 4401 or the emergency duty team on 07712 106378 after 5pm or email [edt.ss@leeds.gov.uk](mailto:edt.ss@leeds.gov.uk)**
- 3.3** It will also be necessary to make a written referral to the duty team after they have made contact – please check where this should go and to whom and mark 'confidential.' Referral forms to be completed by a manager.
- 3.4** Depending on the severity of the case the police may be the immediate referral.
- 3.5** In all instances the welfare of the young adult is paramount. In any conflict of interest, the young adult's well-being must be the focus of each action.

### 4. Recorded information required for a referral or if an enquiry is made to another service:

- 4.1 Date and Time of disclosure and referral
- 4.2 Date of meeting and who in attendance
- 4.3 Name and reference number and date of birth of young person or any details of young person if not a client at The Market Place e.g. a sibling or friend.
- 4.4 Name of worker to whom the disclosure was made
- 4.5 Brief background details – these will need to be fact based and where possible in the young person's words.
- 4.6 Reason for referral or non-referral
- 4.7 Name of worker taking the referral (e.g. Social workers name)
- 4.8 Action taken
- 4.9 Any follow up meetings to also take this form

- 4.10 A general enquiry to Leeds Safeguarding Adults Partnership Support Unit will be recorded in the same way.

## **5. No further action**

5.1 If it is agreed by the meeting that no further action is to be taken, this is recorded and kept with previous information related to the young person.

5.2 All notes from meetings are kept in the Adult Protection Issues and concerns folder.

## **6. Managing Allegations made against a member of staff, or students or volunteer**

6.1 The Market Place will ensure that any allegations made against members of staff, volunteer, student placement or a member of the Board will be dealt with swiftly and in accordance with these procedures:

6.1.1 The worker must ensure that the adult is safe and away from the person against whom the allegation is made.

6.1.2 The Designated Safeguarding Lead at The Market Place is the CEO who should be informed immediately or the manager on safeguarding cover duty at the time. In the case of an allegation involving the CEO, alternative arrangements should be sought to ensure that the matter is dealt with by the Chair or Vice Chair of the Board of Trustees.

6.1.3 The Designated Safeguarding Lead should contact the Local Authority Designated Officer (LADO) – who is based within Social Care Adult Protection Unit for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.

6.1.4 The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The individual can be supported in this process, but they must be the person to complete the report. This report must be made available on request from either the police and/or Leeds Safeguarding Adults Partnership Support Unit.

6.1.5 Regardless of whether an investigation follows, The Market Place will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

## **7. Management and supervision of staff/students/volunteers**

7.1 The Market Place is committed to the appropriate management and supervision of staff/students and/or volunteers working with young people to

ensure that appropriate lines of accountability are in place with respect to work with young people including young adults.

7.2 It is recognised that confidentiality and Adult Protection issues are both important and emotionally stressful.

7.3 All workers will be supported by colleagues and adequate supervision time will be made available for reflection on the issues raised at the earliest opportunity.

7.4 Staff will receive regular supervision in line with The Market Place supervision policy. These will be recorded and the notes agreed by both parties.

7.5 When a member of staff is involved in a safeguarding incident this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate manager within the organisation.

7.6 When a member of staff is working with a young person who is subject to adult protection concerns, supervision will occur monthly.

7.7 Discussion of any current case will be carried out every week at managers meetings and staff involved will be asked for regular updates.

7.8 Managers will ensure that information about young people is appropriately shared with other organisations where necessary.

## **8. Recording and managing confidential information.**

8.1 All safeguarding entries will be recorded digitally in the confidential safeguarding section of MYMUP. These records will be reviewed at Managers' meetings and updates recorded as appropriate.

8.2 If the young person accesses a one to one service, a flag should be manually changed on the young person's MYMUP file to refer to the relevant Safeguarding folder on Teams. This flag should be reverted to green when the case is closed.

## **9. Board of Trustees**

9.1 Any adult safeguarding meetings, incidents or concerns will be reported to the designated safeguarding lead Trustee on the Board of Directors on a regular basis and work reviewed with managers.

9.2 Any changes/amendments to this document need to be clarified and shared effectively with all staff/student placements/volunteers and Trustees.