Safeguarding policy: Adults at risk

# 1. Policy purpose

1. To protect adults at risk who come into contact with the Egypt Exploration Society (EES), through any of our activities, from abuse, extortion, and neglect.
2. To set out the key elements and overarching principles of the EES’ commitment to safeguarding those at risk.

# 2. Policy scope

This policy applies to all staff, volunteers, Trustees, and other representatives working for the EES. Vulnerable children are not covered by the policy as the Society has a minimum age of 18 for its membership. Anyone under the age of 18 attending events (on or off EES premises) should be accompanied by a responsible adult.

# 3. Introduction

The EES is committed to safeguarding adults at risk from abuse, extortion, and neglect. Safeguarding is a part of the wider role of promoting welfare. This refers to the activity which is undertaken to protect specific adults who are suffering or are at risk of suffering significant harm.

As adults and/or professionals or volunteers, everyone has a responsibility to safeguard adults at risk and to promote their welfare.

# 4. Policy statement

The EES will not tolerate any form of abuse and believes that people should be able to live in an environment which is safe from abuse.

In all situations the EES believes that everyone is entitled:

* To privacy
* To be treated with dignity
* To lead an independent life and to be enabled to do so
* To choose how they lead their lives
* To the protection of the law
* To have their rights upheld regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Where abuse is suspected, the EES will aim to respond to the situation in a way which is:

* **Caring** – staff and volunteers are committed to developing a positive relationship with the individual, actively listening to their concerns and being sensitive to their needs
* **Effective** – staff and volunteers are fully aware of and follow the correct procedures and are encouraged to seek further advice and guidance at every stage of the process. The implementation of the procedures should result in prompt, timely and appropriate action
* **Enabling** – a commitment is made to ensuring that the individual’s wishes are respected and that the individual is given all the support and information possible to assist them in making decisions about possible actions to be taken

# 5. Guiding principles

The EES is committed to the following six principles underpinning the Care Act 2014:

**Empowerment –** People are supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and this directly inform what happens.”

**Protection –** Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

**Prevention –** It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help.”

**Proportionality –** The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest and they will only get involved as much as is necessary.”

**Partnership –** Services offer local solutions through working closely with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

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

**Accountability –** Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

# 6. Roles and responsibilities

## 6.1 All staff and volunteers

Every individual working for or representing the EES, irrespective of their role, has a part to play in safeguarding adults, children and themselves. All staff will undertake training and must familiarise themselves with this Safeguarding Policy and Procedures.

## 6.2 Trustees

EES Trustees approve this Safeguarding Policy and have a duty of care which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the EES.

## 6.3 Director

The Director, as designated safeguarding manager, has a responsibility to ensure that safeguarding is included, where appropriate, in the strategic plans, risk assessments, communications and quality assurance processes of the EES. In some cases, they will be required to make decisions in relation to complex or serious safeguarding concerns, in consultation with the Chair of the Board of Trustees.

# 7. Breaches of policy

Failure to comply with the EES safeguarding policy may be managed in a number of ways, depending on the nature and consequences of any incident. In some cases a combination of responses may be required.

* Local authority co-ordinated safeguarding investigation
* Police investigation
* Referral to the Disclosure & Barring Service (DBS)
* Serious incident reporting to The Charity Commission
* Internal review

# 8. Governing legislation, policies, and procedures

Care Act 2014: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Care and support statutory guidance: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

The Mental Capacity Act 2005: <http://www.legislation.gov.uk/ukpga/2005/9/contents>

The EES adopts the principle that a person is assumed to have capacity unless it is established otherwise (principle 1.2).

Human Rights Act 1998: <http://www.legislation.gov.uk/ukpga/1998/42/contents>

There is a duty placed on public agencies under the Human Rights Act (1998) to intervene to protect the rights of citizens. Any intervention by an outside body must not be arbitrary or unfair, must have a basis in law and be necessary to fulfil a pressing social need. This is considered to be acting with the consent of the adult or, under a duty of care, acting in the best interest of the adult or undertaken to secure a legitimate aim (i.e. to prevent a crime or protect the public).

Data Protection Act 2018: <https://www.gov.uk/government/collections/data-protection-act-2018>

Sexual Offences Act 2003: <http://www.legislation.gov.uk/ukpga/2003/42/pdfs/ukpga_20030042_en.pdf>

Procedures on supporting adults at risk is provided separately to this policy.

# 9. Definitions

An ‘adult at risk’ is any person who is aged 18 years or over and at risk of abuse or neglect

because of their needs for care and or support.

‘Abuse’ can be taken to mean physical, sexual, psychological, emotional or financial abuse. The latter can include:

* having money or other property stolen;
* being defrauded;
* being put under pressure in relation to money or other property;
* having money or other property misused.

‘Neglect’ means a failure to meet a person’s basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person’s well-being (for example, an impairment of the person’s health).

# 10. Awareness raising and training

The EES will provide staff with information and training so that they have awareness of the issues surrounding abuse and know what to do should an incident be disclosed.

# 11. Duty of care

Every representative of the EES has a professional and moral duty to report any witnessed, disclosed, alleged or suspected abuse to the Director as a matter of urgency.

**Date approved: April 2020(?)**

**Date of review: April 2021**