



**Shropshire, Telford
and Wrekin**
Clinical Commissioning Group

Safeguarding Adults Policy; further to the Adult
Safeguarding Multi-agency policy & procedures for the
protection of adults with care and support needs in the
West Midlands

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Version 1	30.01.19	New policy
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The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin CCG

Website: www.shropshiretelfordandwrekinccg.nhs.uk

Printed copies or those saved electronically must be checked to ensure they match the current online version.

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1 Introduction

The purpose of this policy is to:

- Outline to all staff the fundamental role of adult safeguarding as a guiding principle of all CCG activity
- This policy is to be seen as an adjunct to *the Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands*¹ (The latter policy was created by the Editorial Board representing all Safeguarding Adult Boards in the region and has been adopted as the main source of advice and guidance about adult safeguarding procedures across all partner agencies).
- Ensure that all staff are aware of the commitment to adult safeguarding through our commissioning activity so that the six principles of Adult Safeguarding are enshrined in all the services we commission via contracting arrangements.
- Reinforce that safeguarding adults is a fundamental concern for all of those who have direct patient contact and as such those groups within the CCG will have additional duties to perform.
- Remind staff that the detail of how to engage in safeguarding adults at a direct level is achieved by our ongoing commitment to the practice and processes within *the Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands*.

This Policy should therefore be read in conjunction with *the Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands*.

The latest version of that policy can be found on the statutory safeguarding partnership website who are responsible for its local systems wide approval;

¹ <http://www.keepingadultssafeinshropshire.org.uk/media/1008/west-mids-adult-safeguarding-information.pdf>

<https://www.keepingadultssafeinshropshire.org.uk/media/1316/west-midlands-adult-safeguarding-policy-and-procedures.pdf>

These websites of both the Shropshire and Telford and Wrekin statutory partnerships also contains a raft of detailed information about how to safeguard adults from abuse or neglect as well as related matters and can be found at:

<http://www.keepingadultssafeinshropshire.org.uk/> or

https://www.telford.gov.uk/info/20086/adult_social_care_asc/3682/adult_safeguarding

The CCG, along with the Local Authority and Police are the three core members of the Safeguarding Adult Board (SAB) and have key duties to support the statutory work of the SAB.

2 Purpose

2.1 Adult safeguarding – what it is and why it matters

According to the Care and Support Statutory Guidance² Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

2.2 To whom does the Adult Safeguarding duty apply?

The safeguarding duties apply to an adult who: has needs for care and support as defined by the Care Act 2014 (whether or not the local authority is meeting any of those needs) and who is experiencing, or at risk of experiencing abuse or neglect and 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. This means that adult

² Care and Support Statutory Guidance (April 2021) HMG. This document defines the legal requirements of Safeguarding under the Care Act 2014. <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

safeguarding refers to a specific group of adults in society with care and support needs.

2.3 Who does the Policy apply to?

This policy applies to all staff working within the CCG including independent contractors, and others who have been engaged to undertake work on behalf of the CCG. The key principles of the policy are also applicable to all services commissioned by the CCG especially NHS Provider Trusts. These organisations are also members of the SAB/statutory safeguarding partnership. The day to day running of the partnerships is managed by the business unit employed within the Local Authorities. Whilst provider organisations have their own specific policies and procedures they are expected to adhere to the principles of the SAB who have specific statutory duties.

All employees of the CCG have an individual responsibility for the protection and safeguarding of Adults with care and support needs. All managers must ensure their staff are aware of and able to access this policy, together with [the Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands](#). The CCG is committed to the processes that safeguard adults and promote their wellbeing and aims to commission safeguarding services that will ensure equal access for all adults with care and support needs.

Shropshire, Telford & Wrekin CCG will discharge its corporate accountability for safeguarding adults and empower all members of Shropshire, Telford & Wrekin CCG by providing advice and guidance to enable them to fulfil their safeguarding responsibilities. Shropshire, Telford & Wrekin CCG will ensure that all people are valued and their safety and wellbeing is considered at all stages of commissioning, including contracting arrangements and quality and performance frameworks.

3 Responsibilities

3.0 Roles responsibilities and accountability

NHSE England has provided guidance³ on the roles and responsibilities of both CCGs and the services they commission in safeguarding vulnerable people in the NHS, to ensure that all organisations work effectively. It describes the key relationships, legalisation, principles, methods of empowerment and leadership required.

This is reflected in the CCG's Local Quality Requirements and the CCG have works with its NHS Provider Trusts regarding assurances required and quarterly reporting arrangements.

3.1 Accountable Officer

Shropshire, Telford & Wrekin CCG's Accountable Officer has the overall responsibility for ensuring the CCG is meeting its duties to safeguard and promote the welfare of adults with care and support needs. This role is supported by the Executive Director of Nursing and Quality, who is the Executive Lead for Safeguarding and is supported by the Assistant Director of Safeguarding.

Board accountability is the shared responsibility of the Accountable Officer and the Executive Director of Nursing and Quality.

3.2 Executive Director of Nursing and Quality & Assistant Director

The Executive Director of Nursing and Quality is responsible for ensuring the monitoring and improvement of safeguarding systems across Shropshire, Telford & Wrekin CCG and is the Executive member of the SAB representing the CCG. Some of the leadership arrangements for safeguarding are delegated to the Assistant Director of Safeguarding. These roles include ensuring that safeguarding matters are reported within the Quality & Performance Committee and matters are escalated, as required, to the CCG Board and other forums including the statutory safeguarding partnerships.

Issues requiring a corporate media response will be led by the Executive Director of Nursing and Quality with appropriate Director level colleague support.

3.3 Designated Adult Safeguarding Lead and Deputy Adult Safeguarding Lead

³ Safeguarding Vulnerable People in the NHS – Accountability and Assurance Framework

The Designated and Deputy Adult Safeguarding lead a direct lead of the day to day safeguarding functions and provides assurance to the Director and Assistant Director and the Quality and Performance Committee about the arrangements for safeguarding adults. This includes attendance at a number of statutory safeguarding partnerships sub-groups and other safeguarding groups. The duties relating to this include:

- Coordination of responses where allegations are made of an adult safeguarding nature, about a person working for the CCG.
- Promote partnership working and keeping in regular contact with their counterparts in partner organisations.
- Support and advice to commissioners on adult safeguarding within contracts and commissioned services and in securing assurance from providers that they have effective safeguarding arrangements in place.
- Provide advice to commissioned services on how to improve systems for safeguarding adults.
- Provide guidance on identifying adults at risk from different sources and in different situations.
- Understand and embed the routes of referral for adults at risk across the health system.
- Provide a health advisory role to the Safeguarding statutory partnership supporting the Director and assistant director.
- Take a lead for the CCG in working with the statutory safeguarding partnerships to undertake safeguarding adult reviews and take forward any learning.
- Address any concerns regarding the quality of provider safeguarding interventions when identified by the CCG

3.4 CCG Board members

CCG Board members, including the directors and non-executive directors are to provide appropriate challenge and support concerning safeguarding arrangements in order to help ensure that the CCG's duty to safeguard adults is met. This will

include advice on matters that need to be escalated to the Executive Nurse and/or Board/relevant Sub Committees as required.

3.5 All CCG staff

“Safeguarding is everyone’s business” and all staff in the organisation have a duty to understand when an adult may require safeguarding and take the appropriate action dependent upon their role. This is to be supported by undertaking mandatory training as outlined in section 3.7 and will include reporting any concerns to their line manager or those with specific safeguarding roles.

The roles and responsibilities of all organisations and staff groups regarding safeguarding adults is outlined in Chapter 14 of the Care and Support Statutory Guidance and the Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands.

4.0 Recruitment and personnel processes

The CCG has a duty to ensure full compliance with safe recruitment processes in the safe selection and retention of staff. These must be in accordance with NHS employer’s regulations, the CCG’s HR recruitment policies and the Disclosure and Barring Service (DBS). The CCG has a separate Recruitment and Selection Policy which includes DBS and related requirements and the responsibility for this sits with the Director of Corporate Affairs. It is the responsibility of the recruiting officer to comply with the CCG recruitment and selection processes.

5.0 Commissioning

Shropshire, Telford & Wrekin CCG will ensure that all providers, from whom they commission services, have comprehensive and effective single and multi-agency policies and procedures to safeguard adults with care and support needs, which are consistent with current legislation and national and local procedures. This includes compliance with Service Condition 32 of the NHS Standard Contract which governs the requirements for Safeguarding, the Mental Capacity Act and Prevent.

Shropshire, Telford & Wrekin CCG will ensure that safeguarding adults and promoting their wellbeing are integral to the quality and safety of all commissioned services and that there is evidence of robust key performance indicators included

in provider contracts. These will be reported via the Shropshire, Telford & Wrekin CCG Clinical Quality Review Meeting and other routes including the work undertaken by the SAB.

Shropshire, Telford & Wrekin CCG will support primary care access to appropriate safeguarding training and will be available to all GP practices for advice and consultancy as requested. This is led by the Named GPs for safeguarding who offer additional advice and support to primary care colleagues which includes regular safeguarding GP Forums.

4 Other relevant policies / CCG documents

This policy should be read alongside CCG Standing Orders, the Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands. Children's Safeguarding Policy; MCA and DoLS Policy; Safeguarding Supervision Policy and the Keeping Adults Safe in Shropshire adult safeguarding practice and training resources.

5 Training

5.1 Safeguarding Training

Safeguarding training is mandatory for all CCG staff and the level is dependent upon the post held. The Adult Safeguarding: Roles and Competencies for Health Care Staff [2018]⁴ specifies the learning outcomes for each post and all CCG staff should ensure they access the training at the right level [see Fig. 1]. The roles and competencies document identifies that most staff will require training at levels 1 and 2; which is accessed via ELearning. The two exceptions are the CCG Board who require training at level one and some bespoke training every 3 years with regard to their oversight of safeguarding. In addition to that the Individual Commissioning Team requires safeguarding training at level 3 plus some bespoke training provided by the Designated and Deputy Designated Adult Safeguarding Lead.

⁴ Adult Safeguarding: Roles and Competencies for Health Care Staff (2018) <https://www.rcn.org.uk/professional-development/publications/pub-007069>

Fig. 1 Adult Safeguarding: Roles and Competencies for Health Care Staff

Competence level required by role	
LEVEL 1	All staff working in health care settings
LEVEL 2	All staff who have regular contact with patients, their families or carers, or the public.
LEVEL 3	All registered health and social care staff working with adults who engage in assessing planning, intervening and evaluating the needs of concerns (as appropriate to role).adults where there are safeguarding
LEVEL4	Specialist roles – named professionals.
LEVEL 5	Specialist roles – designated professionals.
BOARD LEVEL	Chief executive officers, trust and health board executive and non-executive directors/members, commissioning body directors. This includes boards of private, independent health care and voluntary sector as well as statutory providers

Similarly training will be provided at Level 3 to Primary care staff on receipt of request.

6 Review and Compliance Monitoring

- 6.1 Review: This policy will be reviewed in July 2023 and the refresh will be shared with the Quality and Performance Committee for assurance purposes
- 6.2 Compliance Monitoring: The Policy will be periodically monitored by the designated and deputy designated adult safeguarding leads. This will be to determine if any changes are needed prior to the formal review period to take account of statutory changes or national/local practice and procedural reviews

7 References

- 7.1 The Adult Safeguarding: Multi-agency policy & procedures for the protection of adults with care & support needs in the West Midlands.
- 7.2 Care and Support Statutory Guidance (October 2021) HMG. Guidance pursuant to the Care Act 2014.

- 7.3** Safeguarding Vulnerable People in the NHS – Accountability and Assurance Framework. NHSE
- 7.4** Adult Safeguarding: Roles and Competencies for Health Care Staff. RCN (2018)

