



Safeguarding Appendices

Appendix 1: Key Definitions

1. **Adult at risk:** is any person who is over 18 years of age and who has need for care and support, or is at risk of abuse or neglect, and as a result of those needs is unable to- protect himself or herself against the abuse or neglect or risk of it.
2. **Abuse:** is the “violation of a person’s human and civil rights by any other person(s). It may be a single or repeated act(s), physical, verbal, psychological, sexual, institutional, discriminatory or financial, an act of neglect or failure to act”.
3. **Types of abuse:**
 - a) Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
 - b) Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
 - c) Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
 - d) Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
 - e) Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
 - f) Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude.
 - g) Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
 - h) Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home.



- i) Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- j) Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Appendix 2

If someone discloses abuse to you:

Do:

- Stay calm and try not to show shock or disbelief
- Listen carefully to what they are saying
- Be sympathetic ('I'm sorry that this has happened to you')
- Be aware of the possibility that medical evidence might be needed
- Tell the person that:
 - They did the right thing to tell you
 - You are treating the information seriously. It was not their fault
 - You are going to inform the appropriate person
 - You/Arthritis Action will take steps to protect and support them
- Record and report the disclosure in line with the Procedure

Do Not:

- Press the person for more details; this will be done at a later date
- Stop someone who is freely recalling significant events (Don't say 'hold on, we'll come back to that later'; they may not tell you or anybody else again)
- Promise to keep secrets; you cannot keep this kind of information to yourself
- Make promises you cannot keep (such as 'This will never happen to you again')
- Contact the alleged abuser
- Be judgemental
- Pass on the information other than to those with a legitimate 'need-to-know' under this Policy and Procedure

In your record of the disclosure:

You should aim to:



- Note what people actually said, using their own words and phrases
- Describe the circumstances in which the disclosure came about
- Note the setting and anyone else who was there at the time of the abuse or the disclosure
- Separate factual information from your own opinions and those of others
- Use pen or biro with black ink so that the report can be photocopied if needed

And be aware that your report may be required later as part of a legal action or disciplinary procedure.



Appendix 3

Confidential

**SAFEGUARDING ADULT DISCLOSURE/SUSPICION
RECORDING PRO-FORMA (SP01)**

Adult at Risk			
Surname:		Forename:	
Gender:	Ethnicity:	Date of Birth:	Marital Status:
Home address:			
Post Code:			
Disclosure/Suspicion Date and Time:		Location of Disclosure/Suspicion:	
Who Received Disclosure/Had Suspicion:			
Type of Alleged Abuse:		Location of Alleged Abuse:	
Description of Alleged Abuse:			
Name:			
Signature:		Post:	Date:



Line Manager informed:		
Name:	Post:	Date & Time:
Line Manager's decision:		
	No further action:	Referral on:
	Yes/No	Yes/No
Date		
Action Date:		
Reason for Decision:		
Date Record to be Destroyed:		
Line Manager's Signature:	Date:	Time:

Information contained in this document should only be used for the purposes of implementing and monitoring Arthritis Action's Safeguarding Adults Policy, Procedures and service monitoring. The information must not be copied, transmitted or in any way divulged without the permission of Arthritis Action.