



**TRIPLE A  
SAFEGUARDING ADULTS POLICY**

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Distribution	All Employees and Volunteers
Owner	Susan Prior
Policy Owner	Susan Prior

## **Responsibilities**

### **Trustees**

To approve and review the policy on a regular basis.

To take reasonable steps to satisfy themselves that the policy is being implemented.

### **CEO**

To communicate the policy to other staff and volunteers and to ensure it is being implemented correctly.

To engage constructively and provide further advice and support to staff and volunteers on issues related to the policy.

To monitor performance of the policy and report to trustees.

## **Managers**

To assist the CEO in carrying out the above duties and responsibilities and carry them out in the event she is absent or unobtainable.

## **All staff and volunteers**

To act in accordance with the policy.

To engage constructively with colleagues and to seek advice and support from and raise concerns with CEO at the earliest opportunity.

## **Scope**

This policy applies to all staff and volunteers at Triple A. This policy seeks to cover any aspects of the organisation where staff and volunteers work with adults with an autism spectrum disorder on behalf of Triple A. For the purpose of this policy the term 'Adult' refers to any one person over the age of 18. This includes, but is not limited to navigators, social groups, administration or office-based work experience and training. It should be read in conjunction with "No Secrets: The Protection of Vulnerable Adults" (Department of Health), and the Safeguarding Adults Policy ASC P9 Cumbria County Council.

### **THIS POLICY SHOULD BE READ IN CONJUNCTION WITH :**

- **England – THE CARE ACT 2014**

## **Safeguarding Adults**

Triple A is committed to safeguarding the rights and responsibilities of adults with autism spectrum disorders.

Adults with autism access a range of different types of informal and formal support through the co-ordinated activities of Triple A.

No Secrets-guidance issued by the Department of Health in 2000, sets out expectations to promote joint working across all agencies involved in the lives of vulnerable adults including Local Authorities, NHS Trusts, Police, support providers and the Voluntary Sector, in order to reduce the risk of abuse and neglect.

Triple A is committed to promoting the rights of adults with autism. All staff and volunteers will report any concerns relating to suspicions of abuse or neglect to Susan Prior who will ensure the relevant reporting and alert system is used. This could include, but is not limited to Navigators, Positive Pal Coordinators, DofE Project Officer and office-based staff.

If there are any suspicions or cause for concern regarding a person with autism who is accessing activities through Triple A Services, this must be reported to Susan Prior Triple A.

## **Safeguarding Adults- Policy**

### **1 Introduction**

It is every adult's right to live in safety and be free from abuse or the fear of abuse, regardless of their age, race, sexual orientation, physical and intellectual ability or gender.

In promoting the rights and responsibilities of adults with autism it is vital to empower them to make choices and decisions about their lives. Having a diagnosis of an autism spectrum disorder does not necessarily mean that an individual is vulnerable or would want to be seen in that way.

In some cases, the adult at risk of abuse should be the person who decides on the chosen course of action, whilst being given all possible support. In a proportion of cases, an adult with mental capacity may choose to remain in an abusive environment or situation. In these cases, it is still extremely important to consider what advice and support can be offered to reduce the risk of harm.

### **2 Definition of abuse and neglect**

Abuse is a violation of an individual's human and civil rights by any other person(s).

It is something done, or not done in the case of neglect, by one person in a position of power to another. It results in a loss of rights and is harmful, morally reprehensible and often illegal.

It is the duty of all staff and volunteers to promote the rights and best interests of adults with an autism spectrum condition.

### **3 Indicators of abuse and neglect**

No Secrets (2000) identifies the following main forms of abuse:

- Physical Abuse - includes but is not limited to hitting, slapping, pushing, kicking, misuse of medication, restraint.
- Sexual Abuse – includes any act which is by its nature sexual, to which consent has not been given e.g. rape, sexual assault.
- Psychological Abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, intimidation, and verbal abuse.
- Financial or Material Abuse - including theft, fraud, exploitation, misuse or misappropriation of property, possessions and benefits
- Neglect - includes ignoring medical or physical needs, withholding food, drink, heating and shelter, failure to provide access to adequate health or social care or educational services.
- Discriminatory Abuse - includes racist and sexist remarks or comments based on a person's difference, age or illness and other forms of harassment.

## 4 Rights

Adults with autism spectrum conditions have the same rights and responsibilities as all UK citizens. The Mental Capacity Act 2005 sets out that all adults are assumed to have capacity to make decisions about their lives unless it is otherwise proven.

If a person's capacity to make decisions is in question then advice must be sought from the Designated Officer.

## 5 Disclosure

People who are survivors or victims of abuse need to be in control of the disclosure process. The needs of the survivor or victim include:

- the need to be believed;
- to tell at their own pace;
- to be heard;
- to be supported.

It is vital that the person to whom the disclosure is made is non-judgemental, does not coach or ask probing questions and makes notes of the conversation as soon as is possible after the event. It is important that all original notes made are retained, even if they are subsequently typed up/re-written.

The person making the disclosure should be supported to decide about what action they want to take in relation to the alleged abuse.

## 6 Confidentiality

Confidentiality cannot be assured, as depending on the disclosure and individual concerned, information may need to be shared internally, with the Designated Officer and with other agencies. This could include the Police and Local Authority. The informant must be made aware that this is the case.

However, information will only be shared on a need to know basis, and the person making the disclosure should be reassured that the information they give or have given will be treated within best practice codes of conduct for confidentiality.

## **7 Behaviour standards**

All Staff and volunteers are responsible for promoting the wellbeing of people with autism that they support.

Behaviour standards guidelines for staff and volunteers can be found at Appendix 2.

## **8 Training**

All staff and volunteers will be trained in Safeguarding within their induction and this will be refreshed formally or informally on an annual basis via on-line safeguarding training or from the relevant Local Authority / LSAB or specialist organisation.

The training will cover adult safeguarding procedures including:

- prevention and recognition of abuse
- dealing with disclosures and suspicions of abuse
- information sharing
- Whistleblowing
- maintaining confidentiality
- mental capacity (Mental Capacity Act (England & Wales) 2005,

All staff and volunteers must read, understand and become knowledgeable about adult safeguarding procedures during induction and must undertake refresher training on an annual basis. Failure by a member of staff to report actual or reasonably suspected abuse of an adult will be treated as a disciplinary offence.

## **Equal Opportunities**

Triple A employees and volunteers shall not discriminate against any person on the grounds of race, nationality, age, beliefs, sexual orientation, or social standing and shall work in such a way as to give equal opportunity for each person to achieve the maximum benefit and potential consistent with respecting the dignity and value of fellow human beings.

## **Allegations made against Staff or Volunteers**

Staff members and volunteers against whom an allegation is made are owed a duty of care and should be treated fairly, honestly and without discrimination. They should be provided with support throughout the process. The police and other relevant agencies should always agree jointly when to inform the subject of allegations which may be subject to criminal procedures.

## **Safeguarding Adults – Reporting Procedure**

In the event that a member of staff or volunteer suspects that an adult with an autism spectrum disorder may be experiencing, or be at risk of, abuse or neglect, he/she should at the earliest opportunity contact Susan Prior for advice. All staff members or volunteers must have contact details for the appropriate person, in this case Susan Prior, to contact for emergency advice; this will include contact details for out of hours emergency advice.

Our staff and volunteers are reminded of the over-riding duty of care to safeguard the physical, emotional and social well-being of individuals in our care.

If staff or a volunteer observes or are made aware of any instance where abuse may have occurred they have a professional responsibility to bring this to the immediate attention of Susan Prior. Following this, the facts will be investigated in line with the appropriate procedures, and any matter which continues to raise concerns or is likely to be detrimental to the interests of the people we support or appears to breach an individual's rights will result in a suitable plan of action to stop this from continuing to happen.

In all cases of abuse, Triple A will ensure that the appropriate authorities are notified, this may include contact with the police to determine if a criminal offence has been committed. This is why all safeguarding matters will be reported to a number of external agencies up to a maximum of 72 hours (to allow for weekends), including:

- The Police (Public Protection Team/Appropriate Adult) where applicable.
- The Lead Manager of the Adult Protection team within the Local Authority that the service is located (Local Safeguarding team Cumbria)

- Care Quality Commission (England)

Reporting Procedure  
*(Trustees/CEO need to confirm)*

Allegation of Abuse by Adult	Staff/volunteer has a suspicion of abuse or neglect	Actual witnessed abuse	
Listen offer support Agencies Ask if want to report: Police	Record accurately suspicion of abuse or neglect	Contact/refer to Cumbria Safeguarding Team Complete documentation as directed	
Record: Allegation then decide course of action	Contact CEO/duty managers/Out of hours number	Police Lead Investigation	Confirm arrangements for individual abused – safety, support
Report to CEO/Project Coord/ Out of hours number	Need more information	Support Individual	
Contact/refer to LA Safeguarding Team  Complete documentation as required	No	Seek support/advice/debrief from duty managers/out of hours number	

	File report and agree monitoring	Yes	
	Inform CEO/duty managers	Contact CEO/duty managers/out of hours number	
		Refer to Cumbria Safeguarding Team. Complete documentation as directed	

## Support Agencies Appendix 1

### To report a crime

- in an emergency, contact the police, call 999
- if the person is not in immediate danger, contact the police, call 101

### To report a safeguarding concern:

- [contact your local adult social care office \\*\\*](#)
- out of hours tel: 01228 526690

**\*\* Allerdale 0300 303 3589**

**Carlisle 0300 303 3249**

**Copeland 0300 303 3589**

**Eden 0300 303 3249**

**Furness 0300 303 2704**

**South Lakes 0300 303 2704**

### Other organisations that can help

#### Care Quality Commission (CQC)

If you are concerned about possible abuse or neglect in a residential, hospital or domiciliary care service, you can contact to CQC at [enquiries@cqc.org.uk](mailto:enquiries@cqc.org.uk) or by using the CQC on-line alert form

#### Whistleblowing Helpline

The national Whistleblowing Helpline provides free help and advice to people who

Registered Office: Resource Centre, Sandgate, Penrith CA11 7TP

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Registered Charity No. 1177317

witness or have cause to suspect wrong doing at work but are not sure whether or how to raise their concern. They can be contacted as follows:

Telephone: 08000 724725

Email: [enquiries@wbhelpline.org.uk](mailto:enquiries@wbhelpline.org.uk)

Information: [www.wbhelpline.org.uk](http://www.wbhelpline.org.uk)

Whistleblowing Helpline

**Action on Elder Abuse**

Helpline 0808 808 8141

# Behaviour Standards Guidelines Appendix 2

You must:

- Treat everyone with respect
- Provide an example of good conduct you wish others to follow
- Respect each person's right to personal privacy
- Encourage people to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- remember that someone else might misinterpret your actions, no matter how well intentioned
- Be aware that any physical contact with another person may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with people
- Operate within the organisation's principles and guidance and any specific procedures
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse

You must not:

- Have inappropriate physical or verbal contact with anyone
- Allow yourself to be drawn into inappropriate behaviour
- Make suggestive or derogatory remarks or gestures
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation (faith or charity) to protect you
- Believe "it could never happen to me"
- Take a chance when common sense, policy or practice suggests another more prudent approach.