

PASDA SAFEGUARDING POLICY

**Scottish Charitable Incorporated Organisation No: SCO42678**

Norton Park  
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Edinburgh

EH7 5QY

Version Control Table

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Introduction

Pasda works with the parents, partners and carers of autistic adults. Its activities for adults involve the availability of 1 to 1 sessions, but otherwise

* talks,
* meetings,
* coffee mornings,
* walks,
* gardening sessions,
* singing groups,

All largely pleasurable social events as respite from the anxieties and duties of caring. These can extend to overnight breaks or 2/3 day breaks. Workshops too are provided, reflecting the charity’s mission to “provide training, advice and support to families and carers of people with autism”. It is not expected that in any of these, participants will be “at risk” adults with care and support needs. Trustees, employees or volunteers with Pasda, however, should be aware of the issues involved with safeguarding adults appropriately. In some infrequent events such as sponsored walks, or weekend breaks, we may find children involved in the activity, and so personnel of Pasda should be aware that their safeguarding duties would extend to cover the extra safeguarding needs of the children involved, though the policy hereinafter will refer only to adults.

This policy applies to all staff, volunteers, and beneficiaries at Pasda. Incidents of harm are rare – but they can happen and all trustees, staff, volunteers and members need to be able to recognise them and know what to do.

Safeguarding means taking all reasonable steps to prevent harm, to protect people, from that harm; and to respond appropriately if harm does occur.

Everyone has the right to make his/her own decisions. When safeguarding adults, this right must be understood. Otherwise, accidentally, a different kind of harm may be caused by removing a person’s freedom of choice.

Pasda will ensure that decisions made will allow adults to make their own choices and Pasda will include them in any decision making. Pasda will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within Pasda and help them understand their role and responsibilities in safeguarding adults. All trustees, staff and volunteers are expected to follow this policy.

Policy Statement

Pasda commits to addressing safeguarding throughout its work, through prevention, reporting and response. Safeguarding applies consistently and without exception across Pasda’s programmes, and volunteers, staff and management share responsibility for it. This requires proactively identifying, preventing and guarding against all risks of harm, and having mature, accountable and transparent systems for response, reporting and learning when risks materialise.

Prevention

The **key objectives** are for all employees and volunteers of Pasda to:

* have an overview of adult safeguarding
* be clear about their responsibility to safeguard adults
* ensure the necessary actions are taken to protect any at risk adult from any harm that may be caused due to their coming into contact with Pasda staff or activities.

*Pasda responsibilities*

Pasda will:

* Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
* Emphasise that no level of harm is acceptable or justifiable
* Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Pasda. This includes the way in which information about individuals in our programmes is gathered and communicated
* Implement appropriate Disclosure Scotland safeguarding procedures when recruiting, managing and deploying staff and volunteers
* Ensure staff and volunteers receive policy information on safeguarding at a level commensurate with their role in the organization
* Follow up on reports of safeguarding concerns promptly and according to due process.
* Apply disciplinary procedures to any staff who breach this policy.

Reporting

Pasda will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and volunteers. All staff and volunteers will understand they have “a duty to protect”.

Staff members or volunteers who have a concern relating to safeguarding should report it immediately to their Safeguarding Designated Person. The Designated Person will be able, if wished, to consult a small body of trustees and then be responsible for reporting issues or concerns to the trustees.

**For all enquiries and/or to report an issue please email Pasda at:**

[Safeguarding@pasda.org.uk](mailto:Safeguarding@pasda.org.uk)

Response

Any safeguarding interventions should provide benefit to the adult and be proportionate to the level of risk of harm. Pasda will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. The Safeguarding Designated Person will be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act.

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

Appendix I

*Definitions*

*Types of abuse and harm*

Awareness of several types of harm is helpful

* Physical
* Sexual
* Emotional
* Psychological
* Neglect
* Radicalisation
* Discriminatory
* Financial

The harm does not need to have happened – the concern could be “risk of harm”

**Adult at risk of harm.** The Adult Support and Protection (Scotland) Act 2007 defines **adults at risk** as adults who:

1. are **unable to safeguard their own wellbeing**, property, rights or other interests and
2. are **at risk** of harm; and
3. because they are affected by disability, mental disorder, illness or physical or mental infirmity, are **more vulnerable** to being harmed than adults who are not so affected.

All three parts of the above definition need to be met.

In practice adults at risk may include older people, people with mental health difficulties, learning or physical disabilities, sensory impairment, a person with a long term health condition or someone affected by substance misuse and homelessness.

The Adult Support and Protection (Scotland) Act 2007 says that an **adult is at risk** **of harm** when:

1. another person’s **conduct** is causing (or is likely to cause) the adult to be harmed; or
2. the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) **self harm**