



## **BWYQ Safeguarding Adults Policy**

British Wheel of Yoga Qualifications (BWYQ) offer yoga teaching qualifications to adults (18 years and over). We recognise that we may work directly or indirectly with adults in need of safeguarding. BWYQ is strongly committed to providing an inclusive environment where the care and support needs of these adults can be met.

This policy outlines how BWYQ will approach this duty of care. It sets out the roles and responsibilities of BWYQ in working together with other professionals and agencies in promoting the welfare of adults at risk and safeguarding them from abuse and neglect.

The key objectives of this policy are for everyone involved with BWYQ and recognised centres to:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure that necessary actions are taken where an adult with care and support needs is deemed to be at risk

### **The purpose and scope of this policy**

Everyone connected with BWYQ has a responsibility to uphold the principles outlined in this policy.

This policy is intended to support BWYQ employees, staff and contracted workers, as well as recognised centres and learners to understand their role and responsibilities in safeguarding adults.

This policy applies to anyone working on behalf of BWYQ and BWYQ recognised centres, as well as to learners registered for BWYQ qualifications. Learners should also be made aware of their centre's Safeguarding Adults policy.

The BWYQ Safeguarding Adults Policy should be read alongside the following policies;

BWYQ Safeguarding Children Policy

BWYQ Whistleblowing Policy

BWYQ Equality and Diversity Policy

BWYQ Complaints Policy

BWYQ Data Protection Policy

### **Review arrangements**

This policy and its associated procedures will be reviewed annually as part of BWYQ self-evaluation arrangements and may also be revised in response to customer, learner or regulatory

feedback. Please contact BWYQ via the details provided below if you would like to provide feedback.

## The legal basis of this policy

The legal foundation of the BWYQ Safeguarding Adults policy is;

- The Care Act (2014) inc. Care and Support Statutory Guidance
- The Human Rights Act (1989)
- The Sexual Offences Act (2003)
- Equality Act (2010)
- Department of Health “No Secrets” (March 2000)
- Serious Crimes Act (2015)

## What is safeguarding adults?

*‘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. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.’*

*Care and Support Statutory Guidance, Department of Health, updated February 2017*

All adults should be able to live free from fear and harm, however some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but may be unable to do so because of an accident, disability, frailty, addiction or illness.

The Care Act 2014 sets out that adult safeguarding duties apply to *any* adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

The following are the six key principles that underpin adult safeguarding;

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response as appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities.

- **Community Involvement** – Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

All those involved with BWYQ or its recognised centres should ensure that their work reflects the principles above and ensure that the adult with care and support needs is involved in their decisions and informed consent is obtained.

## Identifying abuse

The Care and Support statutory guidance sets out the 10 main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered.

**Physical abuse** The physical mistreatment of one person by another which may or may not result in physical injury. This could include slapping, burning, punching, unreasonable confinement, and pinching, force-feeding, misuse of medication, shaking, inappropriate moving and handling.

Possible indicators include, but are not limited to;

- over or under use of medication
- burns in unusual places
- unexplained bruising or bite marks,
- unexplained or untreated injuries
- reluctance to uncover parts of the body.

**Sexual abuse** Any form of sexual activity that the adult does not want and/or have not considered, a sexual relationship instigated by those in a position of trust, 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

Possible indicators include, but are not limited to

- recoiling from physical contact
- genital discharge

- inappropriate sexual behaviour in presence of others
- bruising to thighs

**Financial or material abuse** 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

Possible indicators include, but are not limited to;

- forged signatures
- inability to pay bills
- evasive when discussing finances

**Psychological and/or Emotional abuse** This abuse may involve the use of intimidation, indifference, hostility, rejection, threats of harm or abandonment, humiliation, verbal abuse such as shouting, swearing or the use of discriminatory and/or oppressive language. A deprivation of contact, blaming, controlling, coercion, harassment, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. There may be a restriction of freedom, access to personal hygiene restricted, name calling, threat to withdraw care or support, threat of institutional care, use of bribes or threats or choice being neglected

Possible indicators include, but are not limited to;

- stress and or anxiety in response to certain people
- compulsive behaviour
- Inability to concentrate
- lack of trust
- lack of self-esteem

**Neglect and acts of omission** Behaviour by carers that results in the persistent or severe failure to meet the physical and or psychological needs of an individual in their care. This may include ignoring medical, emotional or physical care needs, failure to provide access to appropriate healthcare and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others, failure to use agreed risk management procedures, inadequate care in residential setting, withholding affection or communication and/or denying access to services.

Possible indicators include, but are not limited to;

- low self-esteem
- depression
- isolation
- continence problems
- unkempt appearance

**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.

**Discriminatory Abuse** This includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, and religion or health status and may be the motivating factor in other forms of abuse. It can be personal, a hate crime or institutional.

**Institutional or Organisational Abuse** 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. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Possible indicators include, but are not limited to;

- lack of procedures for staff and/or no or little evidence of training
- lack of staff support/supervision
- lack of privacy or personal care
- repeated unaddressed incidents of poor practice
- lack of homely environment, personal clothing etc
- lack of stimulation
- repeated falls, injuries infections etc
- illegal controls and restraints, inappropriate physical intervention
- inappropriate use of power/control.

**Domestic abuse** The cross-government definition of domestic violence and abuse is: *any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality*. The abuse can encompass, but is not limited to:

- psychological
- sexual
- financial
- emotional

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015.

**Modern slavery** Encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Radicalisation to terrorism** The Government through its PREVENT programme has highlighted how some adults may be vulnerable to radicalisation and involvement in terrorism. This can include the exploitation of vulnerable people and involve them in extremist activity. Radicalisation can be described as a process, by which a person to an increasing extent accepts the use of undemocratic or violent means, including terrorism, in an attempt to reach a specific political/ideological objective. Vulnerable individuals being targeted for radicalisation/recruitment into violent extremism is viewed as a safeguarding issue.

## Who might abuse?

Abuse of adults at risk may be committed by a wide range of people including family members, professional staff, paid care workers, volunteers, peers, neighbours, friends and associates or people who deliberately exploit vulnerable people and strangers.

Incidents of abuse may be one-off or multiple and may affect one person or more.

## Keeping vulnerable adults safe

We will seek to do this by;

- valuing, listening to and respecting adults at risk
- appointing a named safeguarding person and a named trustee for safeguarding
- adopting safeguarding best practice through BWYQ policies, procedures and code of conduct
- providing guidance, support and quality assurance measures so that everyone involved with BWYQ knows about and follows BWYQ's policies, procedures and behaviour codes confidently and competently
- ensuring that all necessary checks are in place for learners, centres and staff who may come into contact with vulnerable adults
- recording, storing and using information professionally and securely, in line with data protection legislation (inc. GDPR) and guidance
- sharing information about safeguarding and good practice
- using BWYQ procedures to manage any allegations against employees, trustees, contractual workers, centres or learners appropriately
- creating and maintaining an anti-bullying environment and having a procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for everyone by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where everyone treats each other with respect and where people are comfortable about sharing concerns.

## Training and Awareness

BWYQ will offer guidance on appropriate levels of safeguarding training to its trustees, employees, and any relevant persons linked to the organisation who requires it (e.g. contractors). In the first instance centre staff and learners will access the training guidance provided by their centre.

For those working or volunteering with vulnerable adults, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding vulnerable adults.
- Recognise an adult potentially in need of safeguarding and take action.
- Understand how to report a safeguarding concern.
- Understand dignity and respect when working with vulnerable adults
- Have knowledge of the Safeguarding Adults Policy.

## Confidentiality and Information Sharing:

BWYQ expects all employees, trustees, centres and learners to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

## Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). See BWYQ 009 Data Protection Policy.

## Safe Recruitment & Selection

BWYQ is committed to safe employment and safe recruitment practices, that reduce the risk of harm to vulnerable adults from people unsuitable to work with them or have contact with them.

Enhanced disclosures will be required for anyone who will be working directly with adults with safeguarding needs, including those completing quality assurance activities that involve observing classes or conducting learner interviews.

## Whistleblowing

It is important that people within BWYQ have the confidence to come forward to speak or act even if they feel compromised or are concerned that their position might be jeopardised. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their organisation. This includes concerns about another employee or trustee (see BWYQ 011 Whistleblowing Policy).

## What to do if you have a concern about an adult.

In the first instance learners and centre staff should follow the procedures set out in their centre's safeguarding adults policy.

If, for any reason that is not possible, or if you are a BWYQ employee or trustee or are contracted by BWYQ, then the procedure below should be followed.

BWYQ recognises their duty to act on any concerns, reports or suspicions of potential abuse. All employees, trustees, contracted workers, recognised centre staff and learners are expected to report any concerns to the named person for safeguarding, using the contact details below. If a BWYQ

allegation is against the named person for safeguarding then the BWYQ named trustee should be the point of contact.

The Safeguarding lead should 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 (inc. GDPR). If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

#### Reporting a safeguarding concern

- If the person is in immediate danger or in need of emergency medical treatment then call 999.
- Contact the BWYQ safeguarding lead for advice (contact details can be found at the end of this policy) for advice OR
- If appropriate, contact your local authority designated officer via the local authority customer service centre directly and follow the procedures they outline.
- Keep a clear and accurate record of what you have been told, witnessed or done.

If at any point you need advice independent of your centre policy or of BWYQ, then contact the Action for Elder Abuse Helpline on 0808 800 8141

## Important Contacts:

### Safeguarding Lead

Name: Jenny Howsam, BWYQ Operations Coordinator

Email address: bwyqcoordinator@gmail.com

### Trustee for Safeguarding Compliance

Name: Laura Bissell, Trustee

Email address: bwyqdirectors@gmail.com

### Police

Emergency – 999

Non-emergency – 101

### Action for Elder abuse Helpline

Telephone number: 0808 800 8141



## Appendix

### Reporting Procedures Flow Chart

<p>You have a safeguarding concern.</p>
<p>If you are a learner or recognised centre employee, follow the procedures set out by your centre. If you are a BWYQ employee, trustee or contracted by BWYQ, follow the procedure below.</p>
<p>Does the adult need immediate police or medical attention?</p> <ul style="list-style-type: none"> <li>● Yes - call 999</li> <li>● No - contact the BWYQ Safeguarding Lead</li> </ul>
<p>Write a clear and accurate account of what you have been told/witnessed.</p>
<p>If you need to contact your local authority designated officer directly, then call you local authority service desk.</p>
<p>Keep a clear and accurate record of all actions you have taken.</p>
<p>If you need advice at any stage of this process, you can contact the Action on Elder Abuse helpline on 0808 800 8141</p>

Document History		
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