

East Sussex Adult Social Care Training Team

Safeguarding & Recording Skills Workbook

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Email address	Click here to enter text.
Work establishment / Team	Click here to enter text.
Training date	Click here to enter text.

This training has been produced in line with the revised 2018 **Sussex Safeguarding Adults Policy and Procedures**.

The Policy sets out the approach taken to adult safeguarding across Sussex. The Procedures explain how agencies and individuals should work together to put the Sussex Safeguarding Adults Policy into practice.

The Procedures represent the standards for good practice in adult safeguarding in Sussex and have been endorsed by Brighton & Hove, East Sussex, and West Sussex Safeguarding Adults Boards.

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Who may be at risk from abuse or neglect?

In the box below give some examples of the conditions an adult at risk may have.

e.g., physical disability

Under the Care Act 2014, specific adult safeguarding duties apply to any adult (18 years or over) who:

- has care and support needs and,
- is experiencing, or is at risk of, abuse or neglect and,
- is unable to protect themselves because of their care and support needs.

Six key principles:

Six key principles underpin all adult safeguarding work. They apply to all sectors and settings including care and support services, further education colleges, commissioning, regulation and provision of health and care services, social work, healthcare, welfare benefits, housing, wider local authority functions and the criminal justice system.

The outcome for the adult at risk	Principle
"I am asked what I want as the outcomes from the safeguarding process, and these directly inform what happens."	Begins with the letter E
"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."	Begins with the letter P
"I am sure that the professionals will work in my interests, as I see them, and they will only get involved as much as needed."	Begins with the letter P
"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want and to which I am able."	Begins with the letter P
"I know that staff will treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."	Begins with the letter P
"I understand the role of everyone involved in my life and so do they."	Begins with the letter A

The ten types of abuse.

Please complete the table below to show your understanding of the types of behaviours and the signs and indicators of each.

Abuse type	Domestic Abuse	Name two types of behaviour	Possible signs and indicators
Abuse type	Physical	Name two types of behaviour	Possible signs and indicators
Abuse type	Sexual	Name two types of behaviour	Possible signs and indicators
Abuse type	Financial	Name two types of behaviour	Possible signs and indicators
Abuse type	Neglect	Name two types of behaviour	Possible signs and indicators
Abuse type	Self-neglect	Name two types of behaviour	Possible signs and indicators
Abuse type	Modern Slavery	Name two types of behaviour	Possible signs and indicators
Abuse type	Psychological/ Emotional	Name two types of behaviour	Possible signs and indicators
Abuse type	Discriminatory	Name two types of behaviour	Possible signs and indicators
Abuse type	Organisational	Name two types of behaviour	Possible signs and indicators

Scenarios in which abuse might take place

Cuckooing/ Home invasion	County Lines	Stalking and Harassment	Prevent – Extremism by radicalisation	Forced Marriage
Female Genital Mutilation (FGM)	Honour based violence	Controlling or coercive behaviour	Hate Crime	Sexual exploitation

Complete the boxes below to match the scenario to the definition.

Definition	Scenario
This is a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for criminal activity. Organised criminal groups are increasingly targeting adults with care and support needs in this way	This is known as?
This is the police term for groups who are supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or “deal lines”? It can involve child criminal exploitation and using adults who are vulnerable to move drugs and money.	This is known as?
This is a key part of the government’s counter-terrorism strategy. Its aim is to stop people becoming terrorists, or supporting terrorism, including preventing the exploitation of susceptible people who are at risk of being drawn into violent extremism by radicalisation.	This is known as?
This refers to unwanted, persistent, or obsessive attention by an individual or group towards another person causing fear, anxiety, emotional or psychological distress to the victim.	This is known as?
This is defined as any crime that is perceived by the victim, or any other person, to be racist, homophobic, transphobic, or due to a person’s religion, belief, gender identity or disability.	This is known as?

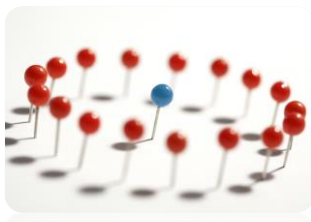
Note: Further information on all the terms above can be found in the Safeguarding Adults Policy and Procedures

Factors that could enhance the risk of abuse or neglect

Everyone is responsible for preventing abuse by raising any concerns they have – it really is 'Everyone's Business'.




No-one should have to live with abuse or neglect. It is always wrong, whatever the circumstances. Don't assume that someone else is doing something about the situation.

Abuse and neglect could be prevented if concerns are identified and raised as early as possible. It is important that everyone knows what to look for, and who they can go to for advice and support.

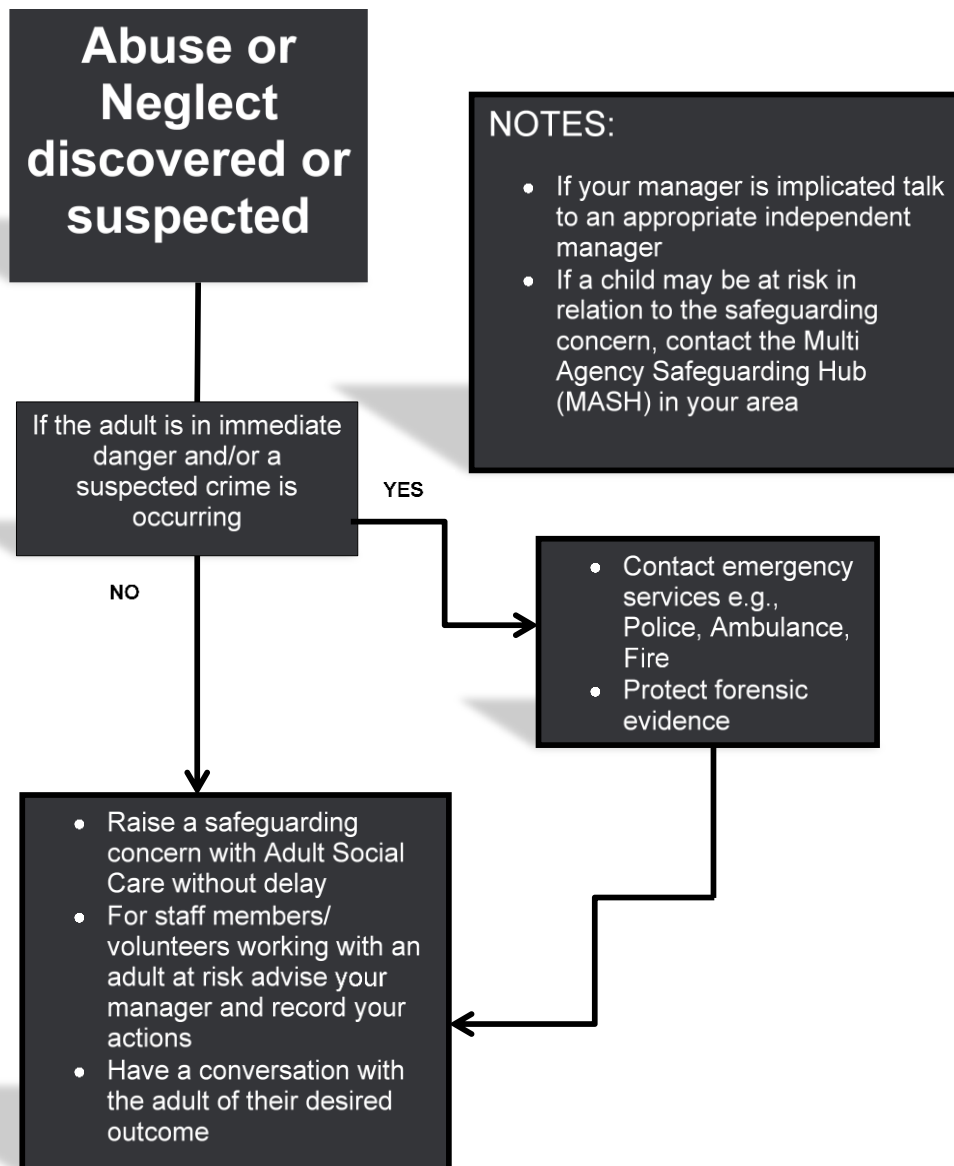


People with care and support needs may come to be at risk of abuse or neglect due to factors surrounding the individual, the environment, and relationships.

Complete the table below with examples of factors relating to each area.

 Individual	e.g., limited communication
 Environment	e.g., high staff turnover
 Relationships	e.g., unequal power relationships

Raising a safeguarding concern



Abuse or neglect is discovered or suspected

Is the adult in immediate danger and/or a suspected crime is occurring?

- If the answer is yes, then you contact the emergency services and protect any forensic evidence
- If the answer is no, then you would raise a safeguarding concern with Adult Social Care without delay, if you are a staff member or volunteer advise your line manager and record your actions, have a conversation with the adult about their desired outcome.

Remember: if your manager is implicated talk to an appropriate independent manager, if a child is at risk contact the Multi Agency Safeguarding Hub (MASH) in your area.

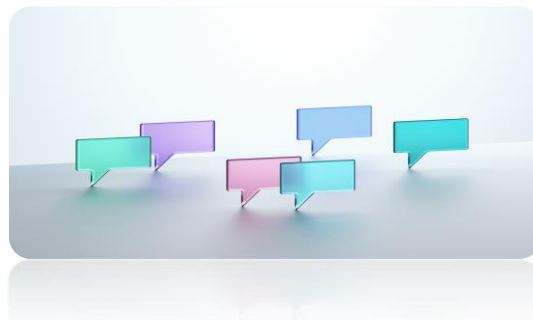
Good practice guidance to disclosure

Talk with the adult as soon as possible unless this would put them, others, or you at risk

- Speak in a private and safe place
- Accept what the adult is saying without judgement
- Don't 'interview' the adult – just gather information to establish the basic facts. This will help when you inform Adult Social Care or the Police.
- Ask the adult what they would like to happen.
- Never promise the adult that you'll keep what they tell you confidential; explain who you will tell and why.
- If there are grounds to share information, explain what these are.
- Explain to the adult how they will be involved and kept informed.
- Provide information and advice on keeping safe and the safeguarding process.
- Keep an accurate record of your conversations, and actions or decisions taken by you and others.

Immediate actions to be considered

- Make an evaluation of any risks and take steps to ensure that the adult or others are not in immediate danger. Ensure that other people are also not in danger
- If a crime is in progress, or life is at risk, dial the emergency services on 999
- Encourage and support the adult to report the matter to the police if a crime is suspected and not an emergency situation.
- Safeguard any potential evidence. Do not tamper with, clean up or move any potential evidence if a crime is suspected. Expert advice may be needed from the police.
- If you believe a crime has been committed, contact the police, and then contact Adult Social Care.
- Contact children's services if a child or young person is also at risk.
- If you are a member of staff, inform your manager, unless your manager is implicated, then talk to an appropriate independent manager.
- Record any information received and all actions taken



Reporting an adult safeguarding concern to the local authority

East Sussex County Council Contact Health and Social Care Connect

Email: HSCC@eastsussex.gov.uk

Website: [East Sussex County Council – Report a concern online](#)

Phone: 0345 60 80 191

[Sussex Safeguarding Policy and Procedures.](#)

Reporting a concern about a child to the local authority

East Sussex County Council Contact Single Point of Access (SPoA)

Monday to Thursday 8:30am – 5pm and Friday 08:30am – 4:30pm

Email: 0-19.SPOA@eastsussex.gov.uk

Website: [East Sussex County Council – Worried about a child](#)

Phone: 01323 464 222

Out of hours team on 01273 335 905 / 01273 335 906

[Pan Sussex Child Protection and Safeguarding Procedures Manual](#)

Recording Skills

What recording do you do in your workplace?

What makes recording difficult?

Abbreviations, sayings, and text talk. What do you think the following mean?

BM		PM	
Down below		Under the weather	
IMO		PRN	
All of a tizzy		OD	
POV		SG	
VM		She got shirty	
LA		IDK	

For further information

[East Sussex Safeguarding Adults Board](#)

[Trading Standards](#)

[Get Safe Online](#)

Easy Read

[Adult Safeguarding](#)

[Making Safeguarding Personal \(MSP\)](#)