

---

# Safeguarding Adults at Risk

---

Summary of corporate  
roles and responsibilities

---

Wolverhampton City Council

---

## Version Control

<b>Author of Document</b>	Amrita Sharma
<b>Version</b>	v0.8 [Draft]
<b>Date</b>	20.03.14
<b>Date Reviewed</b>	<b>Reviewed by</b>
20.03.14	Dawn Williams, Head of Safeguarding & Quality Assurance, Community Directorate
24.03.14	Adult Safeguarding Challenge Group
20.05.14	Strategic Executive Board

*“Safeguarding is everyone’s business and consequently is part of everyone’s role. Any person may recognise and report abuse or neglect, and everyone can play a part in building communities where abuse does not happen.”*

LGA Briefing: Safeguarding Adults 2013

## **1. THE LEADER OF THE COUNCIL**

- 1.1 Ensure that the Council gives priority to safeguarding adults coherently and consistently in service planning and resource allocation.
- 1.2 Ensure that a Lead Member for Adult Services is appointed to the Cabinet in line with the No Secrets 2000 guidance.
- 1.3 Ensure the Council appoints a Strategic Director of Community to carry out the full range of statutory requirements of the Director of Social Services role and to ensure that Cabinet receives advice from him/her on all relevant matters.
- 1.4 Ensure all communities are equally well served in this regard.

## **2. THE CABINET MEMBER WITH RESPONSIBILITY FOR ADULT SERVICES**

- 2.1 Champion the interests of adults within the City by ensuring a clear focus on safeguarding, early intervention and prevention.
- 2.2 Promote the safety and well-being of adults across all agencies.
- 2.3 Through the Chief Executive, hold the Strategic Director of Community to account for the work of the Local Safeguarding Adults Board.
- 2.4 Ensure that the Council’s paid officers maintain a clear focus on effective safeguarding arrangements and promoting the safety and welfare of adults across all agencies.
- 2.5 Ensure that the Council’s Adult Services are properly considered, supported and monitored by the Cabinet, including an annual report to Cabinet on the extent to which those responsibilities are being met.
- 2.6 Work with the Strategic Director of Community to ensure the Department is adequately funded and staffed to deliver these priorities, both in and out of the office hours.

## **3. THE CHIEF EXECUTIVE**

- 3.1 Ensure the Council has developed local strategic objectives, priorities and targets for safeguarding that complement those set nationally.
- 3.2 Ensure that the Council as a whole embeds the commitment to safeguarding adults.

- 3.3 Ensure that Strategic Director of Community is in post and that he/she undertakes the full range of statutory DASS functions.
- 3.4 Ensure that the Council has management and accountability structures that deliver safe and effective services, with particular reference to safeguarding adults at risk.
- 3.5 Ensure that inter-agency arrangements are in place (incl. the Local Safeguarding Adults Board) and ensure there is an open culture between local agencies and good direct communications between senior managers so that they accept and address concerns brought to their attention.
- 3.6 Ensure that statutory arrangements are in place for the Multi-Agency Publication Protection Arrangements and that there is appropriate linkage between Adult Social Care and Children and Young People's Services to discharge the Council's duties in relation to these arrangements.
- 3.7 Ensure all Adult Services are sensitive to diversity.
- 3.8 Receive regular briefings and identify the strengths and weaknesses of the Council's services and on the action required to address them.

#### **4. THE STRATEGIC DIRECTOR OF COMMUNITY**

- 4.1 Ensure that the safeguarding of adults is high on the Council's partners and the community's agenda's, which includes promoting the safety and wellbeing of adults across all agencies.
- 4.2 Ensure that the Department has management and accountability structures that deliver safe and effective services, with particular reference to No Secrets 2000.
- 4.3 Ensure that the Department has access to a range of integrated, effective, efficient and flexible services that safeguard and promote the welfare of all groups of adults at risk.
- 4.4 Ensure that arrangements are in place to proactively identify safeguarding issues relating to adults when working with children and young people, and that thresholds for assessing and providing support to them takes account of the whole family.
- 4.5 Ensure that where safeguarding arrangements are in place, these continue to apply for the young person through transition to adult social care services.
- 4.6 Ensure that where vulnerable young people are in need of continuing service provision from within Adult Services, the transition is planned and managed promptly, efficiently and within a framework of collaboration.
- 4.7 Ensure effective multi-agency planning processes are in place to plan for adults at risk and there is an effective Local Safeguarding Adults Board.
- 4.8 Ensure that appropriate responses to diversity are embedded in practice.
- 4.9 Ensure appropriate challenge to partner agencies on matters of safeguarding at risk.
- 4.10 Ensure that effective multi-agency planning processes are in place to plan for adults at risk

and ensure that services are co-ordinated to ensure that adults are safeguarded in all settings

- 4.11 Ensure that those with framework, scrutiny and delivery arrangements have appropriate training to ensure them to exercise the responsibilities of their role.
- 4.12 Ensure staff are well training, supported and managed, and feel able to report any concerns.
- 4.13 Ensure adults are listened to, both in service provision and at a more strategic level.

## **5. THE STRATEGIC DIRECTOR OF DELIVERY**

- 5.1 Ensure expert legal advice is available to the Council on its adult care responsibilities.
- 5.2 Ensure that robust arrangements are in place for pre and post recruitment checks to be undertaken for all appropriate people working with adults in the Council and the services it arranges and funds.
- 5.3 Ensure that the Council complies with the revised vetting and barring scheme.

## **6. ALL DIRECTORS**

- 6.1 Should be committed to safeguarding adults and should communicate that commitment throughout the organisation.
- 6.2 Ensure their services are provided in a way that ensures the safety and wellbeing of adults.
- 6.3 Ensure their services with contact with adults at risk have a consistent understanding of the thresholds for sharing information with and referral to the Adult Care Access Point Team and receive appropriate training to undertake their responsibilities to safeguard and promote the wellbeing of adults.

## **7. HEALTH AND WELL BEING BOARD**

- 7.1 The Health and wellbeing board has overall strategic responsibility for assessing local health and wellbeing needs in the Joint Strategic Needs Assessment (JSNA) and agreeing Joint Health and Wellbeing Strategies for each local authority area.
- 7.2 The Board plays a vital role locally in identifying and ensuring that the needs of children and adults at risk of abuse or neglect are identified and addressed.
- 7.3 The JSNA will support the commissioning of services so that effective coordinated help can be provided to those at risk and their families.

## 8. **ADULT AND COMMUNITY SCRUTINY PANEL**

- 8.1 Take all necessary steps to scrutinise the Council's arrangements for safeguarding adults, with particular reference to:
- a) The adequacy of funding
  - b) Staffing levels and training
  - c) The Department's performance
  - d) The safety and wellbeing of adults at risk
  - e) That safeguarding is accessible to all communities

## 9. **ALL COUNCILLORS**

- 9.1 Councillors should be aware of how and when to refer concerns about adults to Adult Services and after the referral has been registered, there are constraints on staff sharing information as set out in the Council's Information Sharing Governance.
- 9.2 Prioritise attendance at any Safeguarding Vulnerable Adults training and briefings.

## 10. **ASSISTANT DIRECTORS – Community Directorate**

- 10.1 Ensure that adults at risk are safeguarded and they and their families benefit from effective alert referral, assessment, planning and review processes, which result in appropriate services being provided to respond to the identified needs.
- 10.2 Maintain positive and constructive relationships, through the Safeguarding Board, with partner agencies.
- 10.3 Ensure that staff are provided with up-to-date procedures, protocols and guidance and that systems are in place to ensure they are followed.
- 10.4 Ensure that work is monitored and audited in order to raise the standard and quality of work.
- 10.5 Ensure arrangements are in place for the safe transfer of responsibility between local authorities.
- 10.6 Ensure induction, supervision and staff development processes are in place.
- 10.7 Ensure performance measures are in place to ensure that services, including those commissioned from external organisations, are safely, efficiently and cost-effectively delivered.
- 10.8 Ensure workload management systems are in place and monitored.
- 10.9 Ensure staff are able to offer culturally appropriate services to all the communities of the city.

## **11. HEAD OF SERVICE, SAFEGUARDING & QUALITY ASSURANCE**

- 11.1 Promote delivery of high-quality standards and robust effective procedures and practice within safeguarding.
- 11.2 Ensure current published information and eligibility criteria are in place to enable access to services.
- 11.3 Challenge and support adult social care and partners to ensure compliance with safeguarding policy, procedures and protocols.
- 11.4 Ensure that the council has an effective quality assurance framework which includes the voice of the service users and that this helps define service improvements and delivery.

## **12. HEADS OF SERVICES, OPERATIONAL TEAM MANAGERS – Community Directorate**

- 12.1 They should be committed to safeguarding adults and should communicate that commitment throughout their service.
- 12.2 Ensure services are provided in a way that ensures the safety and wellbeing of adults at risk.
- 12.3 Ensure all staff in services with contact with adults at risk and their families have a consistent understanding of the thresholds for sharing information with and alert referrals to Adult Care Access Point, and receive appropriate training to undertake their responsibilities to safeguard and promote the wellbeing of adults.
- 12.4 Ensure effective systems are in place to establish how many adults have been referred to their team, what action is required to be taken for each adult, who is responsible for taking action, and when action must be completed and has been completed.
- 12.5 Ensure that all cases of adults assessed as needing a service have an allocated worker. Ensure that staff follow procedures, protocols and guidance and that casework is checked regularly.
- 12.6 Report to their manager on the quality and performance of their services including workloads, on a regular basis through supervision.

## **13. ADULT SERVICES PRACTITIONERS**

- 13.1 Follow the Council's adult safeguarding procedures.
- 13.2 Maintain clear records of their work using the CareFirst system ensuring records are of a high standard, are timely, accurate and compliant with the Council's Information Governance requirements.
- 13.3 Ensure managers are informed of any problems, concerns or difficulties.
- 13.4 Keep up-to-date through training and other professional development opportunities.

## 14. **OTHER PRACTITIONERS AND SUPPORT STAFF**

12.1 Pass all concerns about adult safeguarding to the appropriate team without delay.

DRAFT