

Dr. B. Noble
Dr. K. Bridges
Dr D. Moore-Elphick
Dr N. Brockhurst



Woodbrook Medical Centre
28 Bridge Street
Loughborough
Leicestershire

Annex B – Safeguarding leaflet

Organisation leads

Dr Kirstie Bridges, Adult Safeguarding Lead

Dr Kirstie Bridges, Child Safeguarding Lead

Mrs Suzanne Rathbone, Deputy Safeguarding Lead

Anne Jones, Administrative Safeguarding Lead

The team will ensure that you receive the appropriate level of support.

Who to contact?

Adult Community Services: 0116 305 0004

Child Services: 0116 305 5500

Police Adult Abuse Investigation Unit: 0116 305 0004

Police Child Abuse Investigation Unit: 0116 454 1004

Care Quality Commission: 03000 616161

Safeguarding children, young people and adults



WOODBROOK MEDICAL CENTRE

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What to do

If you are being abused, know of someone who is being abused or think someone may be at risk, it is important that you inform the right people.

We want to reassure you that the people who you talk to will take your concerns seriously and are able to provide support, guidance and take action to ensure the safety of everyone.

Please speak to a member of staff who will help you get the help you need. All our staff are trained in safeguarding.

They will support you!

What is safeguarding?

Safeguarding

This is defined as protecting people's health, wellbeing and human rights, enabling them to live free from harm, abuse and neglect. It is fundamental to high-quality health and social care.

Adult at risk

This is a person aged 18 or over in need of care and support, or someone already receiving care and support and, as a result, is unable to protect himself/herself from harm, abuse or neglect.

Child or young person

This is any person, male or female, under the age of 18 in need of care and support, or someone already receiving care and support and, as a result, is unable to protect himself/herself from harm, abuse or neglect.

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Types of abuse

There are many types of abuse such as:

Physical – hitting, biting, shaking, pushing

Sexual – any sexual contact which is non-consensual

Emotional – humiliation, intimidation, verbal abuse

Neglect – ignoring or refusing basic care needs

Self-neglect – inability to care for oneself

Discriminatory – values, beliefs or culture results in a misuse of power

Institutional – misuse of power and lack of respect by professionals, poor practice

Financial – use of an individual's funds without consent or authorisation

Modern slavery – includes human trafficking, servitude and forced labour

These are just some examples of how people can be abused or neglected through actions directed towards them that cause harm, endanger them or violate their rights.

Who can abuse?

Abuse can occur anywhere such as at home, in a care setting, hospital, college, school, in public places. It could be from:

Family members or friends

Other patients or those at risk

Young people

Care workers or volunteers

Professionals




Strangers

Don't delay. If you suspect or know that someone is at risk of harm, abuse or neglect, report it immediately!

Safeguarding is the responsibility of everybody

Annex C – Safeguarding Audit tool

RAG status indicator:

Red  Non-compliant against standards
Amber  Partially compliant and an action plan is in place with SMART objectives
Green  Fully compliant

Standard	Guidance	Evidence	RAG status adult	RAG status child
Accountability: There are safeguarding adults and children policies in place.	<ul style="list-style-type: none"> There are named safeguarding leads for safeguarding children and adults at risk The policy states who staff should discuss any safeguarding concerns with There is a process of continuous improvement in place regarding policy review and update The policy refers to extant legislation 	<p><i>Insert hyperlink to organisation policy here</i></p> <p><i>Named staff are annotated in the policy</i></p> <p><i>Audit is detailed in the policy</i></p> <p>Examples include: Mental Capacity Act (2005) Deprivation of Liberty Safeguards (2009) Care Act (2014) Prevent Duty Guidance (2015) Information Sharing (2015)</p>		
Governance & assurance: The organisation is registered with the Care Quality Commission (CQC).	<ul style="list-style-type: none"> The organisation is compliant with Regulation 13 Safeguarding service users from abuse and improper treatment 			



	<ul style="list-style-type: none"> The organisation demonstrates compliance with Key Lines of Enquiry (KLOE) 			
Policy & procedure: There is an effective whistle-blowing policy in place which details the process for raising concerns, suspicions and allegations of abuse by a staff member.	<ul style="list-style-type: none"> A comprehensive whistleblowing policy is to be in place which encourages staff to raise concerns and confirms that they will not be penalised or jeopardise their own position Staff are aware of how to raise suspicions, concerns or allegations of abuse about a member of the team Staff are aware of PREVENT and how to escalate concerns 	<i>Hyperlink to relevant policies such as:</i> Complaints Policy Whistleblowing Policy Safeguarding Policy		
Information sharing: There are systems in place for the appropriate, effective sharing of information. The organisation promotes a culture of openness, honesty and transparency.	<ul style="list-style-type: none"> Staff are aware of the procedures to be followed and how information is to be shared if they suspect a child, young person or adult is at risk of harm, abuse or neglect All staff are aware of the guidance available to them by their representative professional bodies There is a Duty of Candour within the organisation in accordance with Regulation 20 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 	<i>Hyperlink to relevant policies such as:</i> <ul style="list-style-type: none"> Safeguarding Policy: this policy should include a section on information sharing and link to Information-sharing advice for practitioners providing safeguarding services to children, young people, parents and carers Staff are aware of and use the safeguarding templates on the clinical system Staff have access and the authority to share information where appropriate and smartcards are enabled to facilitate this There is evidence of regular multi-disciplinary meetings to discuss and share information. Link minutes 		
Inter-agency working: The organisation effectively liaises with	<ul style="list-style-type: none"> Staff are aware of their individual responsibilities to share information and to 	<i>Hyperlink evidence of participation:</i> <ul style="list-style-type: none"> Minutes from meetings 		



external agencies to protect those at risk.	<p>engage with external agencies when requested.</p> <ul style="list-style-type: none">• Staff are aware of the alert process and the requirement for action plans to be produced and acted upon in a timely manner• Clinicians invited to multi-agency meetings regarding safeguarding matters are allocated the time to do so and contribute effectively to the meeting, completing any administrative tasks, i.e. submitting reports efficiently.	<ul style="list-style-type: none">• Contributions to processes and conferences• Clinical system shares												
Safer recruitment: There are robust recruitment processes in place to prevent those people who pose a risk from working with children, young persons and adults at risk.	<ul style="list-style-type: none">• The organisation’s recruitment policy is in place which details the requirement and arrangements for Disclosure and Barring Service (DBS) checks	<p>Hyperlink to relevant policies:</p> <p>Recruitment Policy Safeguarding Policy Evidence of DBS checks for staff</p>												
<p>Training: All staff have completed the requisite training commensurate with their role.</p> <p>Staff are aware of their responsibility and how to act if they have any concerns.</p>	<ul style="list-style-type: none">• Staff complete the appropriate level of training depending on their roles and responsibilities. Training is undertaken over a three <table><tr><th colspan="2">Contact information</th></tr><tr><td>Named GP for safeguarding children</td><td>Dr Kirstie Bridges 01509 239 166 Woodbrook.mc@nhs.net</td></tr><tr><td>Named GP for safeguarding adults</td><td>Dr Kirstie Bridges 01509 239 166 Woodbrook.mc@nhs.net</td></tr><tr><td>Social care</td><td>0116 305 0004</td></tr><tr><td>Police Child Abuse</td><td>0116 454 1004 DAS-team@leicester.gov.uk</td></tr></table>	Contact information		Named GP for safeguarding children	Dr Kirstie Bridges 01509 239 166 Woodbrook.mc@nhs.net	Named GP for safeguarding adults	Dr Kirstie Bridges 01509 239 166 Woodbrook.mc@nhs.net	Social care	0116 305 0004	Police Child Abuse	0116 454 1004 DAS-team@leicester.gov.uk	<p>Hyperlink training record here.</p> <p>https://www.rcn.org.uk/professional-development/publications/pub-007366</p> <p>Link to Safeguarding Policy if necessary</p>		
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	<table><tr><td>Investigation Unit</td><td></td></tr><tr><td>NSPCC Child</td><td>0800 1111</td></tr><tr><td>Local safeguarding board</td><td>0116 295 1433</td></tr></table> <ul style="list-style-type: none">• year period and recorded by the training coordinator• Staff responsibilities are detailed in the Safeguarding Policy for all staff groups	Investigation Unit		NSPCC Child	0800 1111	Local safeguarding board	0116 295 1433			
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Accessing support: All staff have access to the appropriate level of support and supervision in line with their roles and responsibilities.	<ul style="list-style-type: none">• It is clearly defined within the Safeguarding Policy who staff (at all levels) can contact for support for safeguarding matters for children, young people and adults at risk	<i>Support is detailed in the organisation's Safeguarding Policy</i> <i>Arrangements are in place for the safeguarding lead to attend local authority meetings</i> <i>There is evidence of effective communication within the organisation's multidisciplinary team regarding the sharing of safeguarding information</i>								