

## ADULT SAFEGUARDING CHAMPION POSITION REPORT

### TEMPLATE GUIDANCE

#### Context:

Adult Safeguarding: Prevention and Protection in Partnership (July 2015) establishes new roles and responsibilities for implementation of adult safeguarding across all sectors. Many organisations already have effective arrangements in place to safeguard adults at risk or in need of protection and these may need some slight adjustment to ensure that your organisation continues to meet requirements.

The regional policy also saw the establishment of an Adult Safeguarding Champion (ASC). An ASC is **required** if you have staff or volunteers who are subject to **any** level of vetting under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007. The ASC provides strategic and operational leadership and oversight in relation to adult safeguarding for an organisation or group and is responsible for implementing its adult safeguarding policy statement. The nominated ASCs should be senior people within the organisation, suitably trained, experienced and skilled to carry out the role.

The ASC should ensure that, at a minimum, the organisation safeguards adults at risk by:

- **recognising** that adult harm is wrong and that it should not be tolerated;
- **being aware** of the signs of harm from abuse, exploitation and neglect;
- **reducing opportunities for harm** from abuse, exploitation and neglect to occur; and
- **knowing how and when to report** safeguarding concerns to HSC Trusts or the PSNI.

The key responsibilities of the ASC are:

1. To provide information, support and advice for staff and/or volunteers on adult safeguarding within the organisation.
2. To ensure that the organisation's adult safeguarding policy is disseminated and support implementation throughout the organisation.
3. To advise the organisation regarding adult safeguarding training needs.
4. To provide advice to staff or volunteers who have concerns about the signs of harm and ensure a report is made to HSC Trusts where there is a safeguarding concern.
5. To support staff to ensure that any actions take account of what the adult wishes to achieve – this should not prevent information about risks of serious harm being passed to the relevant HSC Trust Adult Protection Gateway Service for assessment and decision making.
6. To establish contact with the HSC Trust Designated Adult Protection Officer (DAPO), PSNI and other agencies as appropriate.
7. To ensure accurate and up to date records are maintained detailing all decisions made, the reasons for those decisions and any actions taken.
8. To compile and analyse records of reported concerns to determine whether a number of low level concerns are accumulating to become more significant. These records must be available on request for inspection or by way of service level agreements or contract review meetings.

If the organisation or group does not have staff or volunteers who require vetting, then it is not required to have an ASC. However, having an ASC is identified as good practice for every group or organisation.

In addition the ASC will need to complete an annual Adult Safeguarding Champion Position Report to meet the governance requirements set out in the Policy.

The Position Report is an important overview and governance tool for all organisations and groups supporting adults at risk or in need of protection. It will contain significant information for the organisation or group's Senior Management Team and/or Trustees. It should be scrutinised by them on an annual basis. The report will be commensurate with the size of the organisation, nature of service delivery and the level of adult safeguarding activity.

It would also be appropriate to provide core information from the Position Report in any organisational annual reports or updates.

If the service or group is contracted to provide services by the HSC, normal contract monitoring processes should be used to provide confirmation to the relevant Trust(s) that the safeguarding Position Report is available for scrutiny.

The Position Reports should be made available for any external audit purposes, for example any audits undertaken by the Local Adult Safeguarding Partnership, and to demonstrate compliance with policies as specified within any contracts with HSC Trusts. Services that are externally regulated, e.g. by RQIA, Supporting People, Charities Commission or CJINI, may also be subject to inspection or audit on adult safeguarding arrangements. The Position Report will be central in demonstrating that the organisation is complying with the requirements of the regional adult safeguarding policy.

For those organisations which are not required to produce a Position Report, completion of the report is considered best practice.

### **Content of Report:**

A template ASC position report is included and should clearly state the following:

- The name of the reporting organisation and the services or facilities it provides for adults
- The name and position of the Organisation's Adult Safeguarding Champion
- The reporting period covered by the Report
- Confirmation that the organisation has an Adult Safeguarding Policy in place, and its most recent review date;
- Outline the reporting structure of the organisation including the arrangements where the ASC has appointed persons with delegated responsibilities under adult safeguarding
- An overview of adult safeguarding activity within the organisation in the reporting period (including prevention, protection and partnership activity)
- Key challenges and achievements in relation to adult safeguarding in the reporting period;
- A statement of how the organisation intends to implement the policy in the coming year; and
- Activity data in relation to adult safeguarding in the reporting period.

**Data:**

The Position Report should include information on the following topics:

- Number of adult safeguarding concerns raised in the reporting period
- Number of adult safeguarding concerns screened out
- Number of adult safeguarding concerns **not** referred to HSCT
- Number of referrals made to HSC Trusts

**Analysis:**

The data should be accompanied by a brief commentary outlining how the data is being used by the organisation eg analysis of

patterns of safeguarding incidents; changes to practice or procedures that have resulted from learning from safeguarding activity in the reporting period; possible explanations for emerging trends and patterns etc.

**Further information:**

Further information on the role and function of the ASC and the position report is available in:

- Adult Safeguarding: Prevention and Protection in Partnership,
- Adult Safeguarding Operational Procedures: Adults at Risk of Harm and Adults in Need of Protection

<http://www.hscboard.hscni.net/niasp/>