

Labour Party

Safeguarding Adults at Risk Policy and Procedure



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1. STATEMENT OF COMMITMENT

- 1.1 All members of staff, volunteers, members and elected representatives of the Labour Party have a duty to safeguard adults at risk. The Labour Party believes that it is always unacceptable for anyone to experience abuse of any kind, including through social media or other online activity. The Labour Party is committed to ensuring that adults who may be at risk of abuse or neglect are responded to with compassion and in a way that safeguards them and promotes their wellbeing.
- 1.2 The Labour Party welcomes its responsibility to safeguard and promote the welfare of adults at risk. We are committed to safeguarding practices and procedures which protect them and to providing a welcoming and safe environment in which they can engage with the activities of the Labour Party.
- 1.3 The Labour Party will take all safeguarding concerns seriously and will value, listen to and respect adults at risk, encouraging them to talk to us about anything that worries them. We will always act in their best interests.
- 1.4 This statement of commitment also extends to Modern Slavery. This takes many forms including forced and compulsory labour, slavery, servitude and human trafficking. It is the violation of human rights and the Labour Party has a zero tolerance approach to Modern Slavery.

2. APPLICATION

- 2.1 This policy applies to all staff, members and volunteers, including the National Executive Committee and other elected representatives, and any other person working on behalf of the Labour Party.
- 2.2 Where the Labour Party is working in partnership with other organisations, including affiliated organisations, they are expected to have their own safeguarding arrangements in place but where these do not exist then extracts of the Labour Party safeguarding policies, related procedures and the Safeguarding Code of Conduct will apply to them and this will form part of any partnership or contractual arrangements at the outset.
- 2.3 This policy and procedure replaces the Labour Party Safeguarding and Member Welfare Policy 2018 and should be read in conjunction with the Labour Party Safeguarding Children Policy and Procedure 2020.

3. PURPOSE

- 3.1 The purpose of this policy is:
 - To demonstrate our commitment to safeguard and promote the welfare of adults at risk who are members of, or volunteer with, the Labour Party or otherwise engage with it.
 - To provide staff, members and volunteers with the overarching principles that guide our approach to safeguarding adults at risk.

4. KEY PRINCIPLES

- 4.1 We recognise that:
 - The welfare and interests of adults at risk are paramount in all circumstances;
 - Regardless of age, ability or disability, gender reassignment, gender identity, race, religion or belief, sex, sexual orientation or socio-economic background, adults at risk have a right to equal protection from all types of harm or abuse;
 - It is not the responsibility of the Labour Party to decide whether or not abuse has taken place, however, it is the responsibility of staff, volunteers, members and elected representatives of the party to act if there is cause for concern, in order that the appropriate agencies can investigate and take any protective action as necessary.

4.2 There are six principles¹ that underpin adult safeguarding and apply to all sectors and settings. The principles should inform the ways in which staff, members, volunteers and elected representatives engage with adults at risk of abuse, harm or neglect.

- Empowerment – Personalisation and the presumption of person-led decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

- Prevention – It is better to act before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

- Proportionality – Proportionate and least intrusive response appropriate to the risk presented.

"I am sure that people will work for my best interests, as I see them, and they will only get involved as much as needed."

- Protection – Support and representation for those in greatest need.

"I get help and support to report abuse. I get help to take part in the safeguarding process to the extent to which I want and to which I am able."

- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, identifying and reporting neglect and abuse.

"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together to get the best result for me."

- Accountability – Accountability and transparency in delivering safeguarding.

"I understand the role of everyone involved in my life."

5. OUR COMMITMENT TO SAFEGUARDING

5.1 We will seek to:

- Promote and prioritise the safety and wellbeing of adults at risk;
- Protect adults at risk from abuse whilst they participate in any activity organised by the party;
- Create a culture in the party where adults at risk, carers, those who interact or engage with adults at risk and others who may have a concern are encouraged to report their concerns or the abuse that has happened to them or others;
- Ensure that all staff, members, volunteers and elected representatives are clear regarding their safeguarding duties and responsibilities to safeguard adults at risk and are provided with the knowledge and support to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to adults at risk;
- Ensure robust safeguarding arrangements and procedures are in place;
- Make sure the procedures are widely promoted and are mandatory for everyone in the party. Failure to comply with safeguarding policies and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the party;
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and provide support to the individual/s who raise or disclose the concern;
- Reinforce the importance of working with all partner agencies with the aim of achieving the best possible outcomes for those who we are aiming to protect from risk of abuse;
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;

¹ Care Act 2014

- Prevent the employment/deployment of unsuitable individuals through effective recruitment, selection and vetting procedures;
- Ensure there is a safeguarding governance structure in place with assigned roles and responsibilities including the identification of Regional Safeguarding Leads in each regional and national office, a strategic lead for safeguarding within the Senior Management Team and the National Executive Committee to ensure that safeguarding runs as a thread throughout all our activities and at both strategic and operational levels of the party.

6. LEGISLATION AND STATUTORY GUIDANCE

6.1 The practices and procedures within this policy are based on the principles contained within the UK legislation and government guidance. They take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

7. DEFINITIONS AND TERMINOLOGY

7.1 The following definitions and terminology are referred to in the Labour Party Safeguarding Adults at Risk Policy and associated procedures and guidance:

Adult: An individual who is eighteen years of age or over.

Adult at risk²: An adult who:

- Has needs for care and support (whether or not the authority is meeting any of those needs),
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs is unable to protect [themselves] against the abuse or neglect or the risk of it.

Whilst not an exhaustive list, an adult who may be at risk of harm or abuse may include:

- An older person;
- A person with a physical disability, a learning difficulty or a sensory impairment;
- Someone with mental health needs, including dementia or a personality disorder;
- A person with a long-term health condition;
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day to day living. In such cases the capacity of an individual to make informed decisions (due to mental capacity-see Section 8) may alter on a regular basis.

People with care and support needs are not inherently vulnerable, but they may come to be at risk of abuse or neglect at any point due to:

- Physical or mental ill-health;
- Becoming disabled;

² Defined by the Care Act 2014 and only applies to local authorities in England. Social Care in Scotland, Wales and Northern Ireland have devolved responsibility. However, the principles of good practice set out in this document apply throughout the UK.

- *Getting older;*
- *Not having support networks, appropriate accommodation or financial stability;*
- *Being socially isolated.*

In the context of safeguarding adults, the vulnerability of the adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation.

Adult safeguarding: In the context of this policy and procedure adult safeguarding means to work with an individual to protect their right to live in safety, free from abuse, harm and neglect. This can include both proactive and reactive interventions to support health and wellbeing with the engagement of the individual and their wider community. The aim is to enable the individual to live free from fear and harm and have their rights and choices respected.

Harm: The ill-treatment or impairment of the health or development of an individual, including impairment suffered from seeing or hearing the ill-treatment of another.

Safeguarding concern: When there is information that a child, young person or an adult at risk has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.

Safeguarding allegation: Where a person who is an employee, member, volunteer or elected representative of the Labour Party has:

- Behaved in a way that has harmed a child or an adult at risk, may have harmed a child or an adult at risk, or behaved in a way that might lead to a child or an adult at risk being harmed;
- Possibly committed or is planning to commit a criminal offence against a child or an adult at risk or related to a child or an adult at risk, or;
- Behaved towards a child or an adult at risk in a way that indicates they are, or would be, unsuitable to work with children or adults at risk.

Poor practice: Sometimes, concerns may relate to poor practice, where an adult's or a young person's behaviour is inappropriate and may be causing distress to an adult at risk. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the Labour Party Safeguarding Code of Conduct 2018. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately.

Volunteer³: Any person engaged in an activity related to the Labour Party which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit the Labour Party.

This term includes:

- Any member of the Labour Party elected to local government;
- Any member elected to a role of their Branch or Constituency Labour Party
- Any member who is a member of the Labour Party's National Executive Committee (NEC) or National Constitutional Committee (NCC).

8. MENTAL CAPACITY ACT (2005)

8.1 The Mental Capacity Act (2005) affects people in England and Wales who are sixteen years or older. It also protects people who are unable to make their own decisions (i.e. adults at risk). This is called "lacking capacity".

8.2 The Act tells people:

- What to do to help someone make their own decisions;
- How to reach a decision about whether someone can make their own decisions;
- What to do if someone cannot make decisions about something some of the time.

³ Adapted from the Disclosure and Barring Service definition of a volunteer as defined in the Police Act 1997 (criminal records) Regulations 2002

- 8.3 In order to comply with the Act here is a list of the five most important things staff, members, volunteers and elected representatives MUST do and think about when dealing with adults at risk. These are:
1. Start off by thinking that everyone can make their own decisions;
 2. Give the person all the support they can to help them make decisions;
 3. No-one should be stopped from making a decision just because someone else thinks it is a poor decision;
 4. Anytime someone does something or decides for someone who lacks capacity, it must be in the person's best interests – it's morally and ethically the right thing to do for them;
 5. When they do something or decide something for another person, they must try to limit the impact on the person's own freedom and rights as little as possible.
- 8.4 The response to safeguarding concerns must be personal to the individual, and those involved in the process should engage with the person in a conversation about how best to respond to their safeguarding situation.

9. AIM

- 9.1 To detail what members of staff, members, volunteers and elected representatives should do if:
- They suspect that an adult at risk is suffering abuse;
 - An adult at risk makes a disclosure or reports that they, or someone else, has been abused;
 - The behaviour of an adult or child towards an adult at risk gives them cause for concern;
 - They identify a breach of the Safeguarding Code of Conduct;
 - To detail the action that will be taken by the Safeguarding Unit when a safeguarding concern is reported.

10. THE IMPORTANCE OF THE SAFEGUARDING CODE OF CONDUCT

- 10.1 The Safeguarding Code of Conduct outlines the behaviour expected of staff, members and volunteers of the Labour Party and staff, members and volunteers of other organisations who engage with adults at risk through the Labour Party and its activities. Following the Safeguarding Code of Conduct will help to protect adults at risk from abuse and/or inappropriate behaviour.
- 10.2 Any breach of the Safeguarding Code of Conduct should be reported to your Regional Safeguarding Lead or the Safeguarding Unit. Serious breaches of the Code of Conduct may also result in a referral being made to the police or a Local Authority if it is thought the breach amounts to a risk of harm to an adult at risk and/or constitutes a crime.
- 10.3 All staff, members, volunteers and elected representatives have a responsibility to be alert to the fact that vulnerable people are abused and that they MUST report safeguarding concerns.

11. LABOUR PARTY SAFEGUARDING PRINCIPLES: THE FOUR RS

11.1 Staff members, volunteers, members and elected representatives can keep adults who may be at risk of abuse safe from harm by following the four simple safeguarding principles

| | |
|-----------|--|
| Recognise | Concerns that an adult at risk is being harmed or might be at risk of harm |
| Respond | Appropriately to what you are being told or what you see |
| Report | Concerns that you have to your Regional Safeguarding Lead or the Safeguarding Unit |
| Record | Your concerns correctly – Be accurate and comprehensive |

Table 1. The four safeguarding principles

12. RECOGNISE: THAT AN ADULT AT RISK IS BEING HARMED OR IS AT RISK OF HARM OR NEGLECT

12.1 The signs of abuse aren't always obvious, and an adult at risk may not realise that they are being abused, or simply might not tell anyone what's happening to them. The adult may lack the capacity to tell others, fail to realise that they are a victim of abuse or be frightened about the consequences of reporting an issue. They also may not have the confidence or communicative ability to report the abuse, or they may fear that they won't be believed. Remember abusers may exert considerable coercion and control over their victims and may even be described by the victim as a friend (mate crime).

12.2 Some of the signs of abuse and self-neglect of adults at risk can be found in Appendix C.

13. RESPOND: APPROPRIATELY TO WHAT YOU ARE BEING TOLD OR WHAT YOU SEE

13.1 A complaint, concern or allegation may come from a number of sources: the adult at risk, their carer, or someone else either within or outside of the Party. It may involve the behaviour of staff, members, volunteers and elected representatives.

13.2 A safeguarding concern may range from mild verbal bullying to sexual abuse. It can often be difficult to distinguish poor practice, whether intentional or accidental, from abuse. If you are concerned that an adult at risk may be being abused, it is NOT your responsibility to decide whether it is poor practice or abuse, or to investigate further, but it is your responsibility to act on your concerns.

13.3 If an adult at risk makes an allegation or you have concerns about the way that they are being treated, and they have the mental capacity to make their own decisions, you should obtain their consent before making a referral to your Regional Safeguarding Lead or the Safeguarding Unit. No information should be given to the adult's family or their carers without their consent.

13.4 If you believe an adult at risk, or any other person, is suffering significant harm or neglect, or is at risk of suffering significant harm or neglect, or if you are in any doubt, you must report this information to your Regional Safeguarding Lead or the Safeguarding Unit without delay.

13.5 If the adult does not have capacity and is unable to give consent, a referral must be made to your

Regional Safeguarding Lead or the Safeguarding Unit. The Safeguarding Unit will inform the adult and their family or carers, provided that they are involved in the individual's life and are not implicated in the allegation.

13.6 When an adult at risk tells you that they, or someone else, have experienced abuse then you MUST follow these guidelines when responding to them:

Do:

- Reassure them and tell them that you believe them;
- Allow them to speak freely and accept what they say;
- Where the individual has capacity, it is important to seek consent to share the information;
- Where the person fails to consent to information sharing and there is a risk of significant harm to them or others, or you are concerned about whether they have the mental capacity to make their own decisions, tell them that you have to share the information, and that you can't keep it secret;
- Tell them what you are going to do and that they will be informed what is happening at every stage;
- Make careful notes, record dates, times, events and when you were told. Also note the person's demeanour at the time of disclosure;
- Report the disclosure to the Safeguarding Unit at the earliest opportunity;
- Signpost the individual to support agencies and provide them with the contact number of the Safeguarding Unit (0207 783 1134);
- Where a person has been the victim of a sexual assault then the police must be contacted immediately (then contact the Safeguarding Unit).

Don't:

- Make promises that you can't keep;
- Make judgements or jump to conclusions, especially about the alleged abuser;
- Ask leading questions;
- Stop them from speaking freely;
- Ignore concerns;
- Leave the reporting to someone else (including the adult at risk);
- Discuss the matter with other members of staff, volunteers or members (other than those identified in this procedure);
- Investigate concerns.

13.7 Where you witness abuse or concerning behaviour, or you are told about it, then you MUST refer the matter to your Regional Safeguarding Lead or directly to the Safeguarding Unit as soon as possible. You should not worry about the consequences of reporting your concerns. If you are mistaken it is better to report your concern and enable a proper investigation/assessment to occur than not to report the matter at all. Safeguarding concerns are managed in confidence and the welfare of the adult concerned is paramount.

13.8 Like children, adults at risk can be vulnerable to exploitation through the internet and this may include indecent or inappropriate imagery. If you see indecent images whilst using the internet (or via other mediums) as a part of Labour Party business, or are informed that such images are in existence please contact the Safeguarding Unit on 0207 783 1134 as soon as possible.

14. REPORT: CONCERNS THAT YOU HAVE TO YOUR REGIONAL SAFEGUARDING LEAD AND/OR THE SAFEGUARDING UNIT

14.1 Remember it is not the responsibility of a member of staff, volunteer, party member or elected representative to decide if adult abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

14.2 Report concerns that you have to your Regional Safeguarding Lead and/or the Safeguarding Unit. Any member of staff, volunteer, member and elected representative can contact the Safeguarding Unit for advice, support or guidance (Table 2).

Reporting a safeguarding concern:

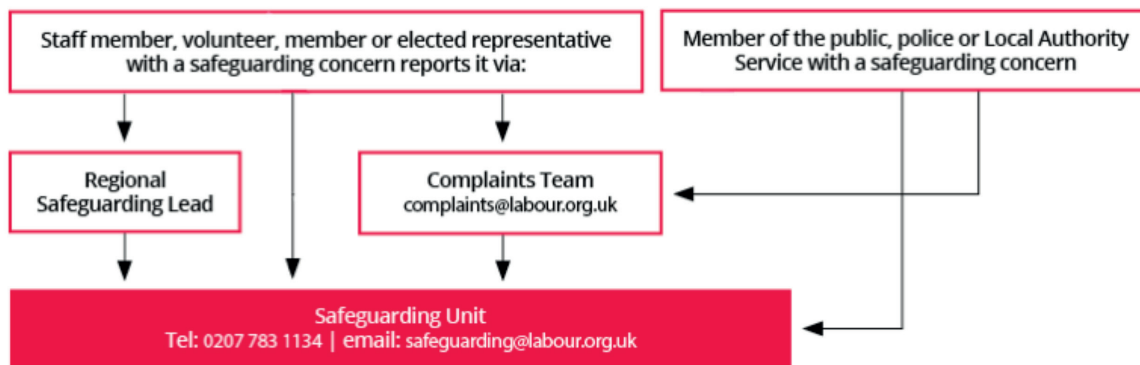


Table 2: Reporting concerns

14.3 Safeguarding concerns MUST be reported immediately (or where this is not possible, at the earliest opportunity), so that the report can be assessed, and action taken to protect the person involved. If any person is at immediate risk of harm or requires medical attention, then the emergency services should be contacted immediately by telephoning 999.

14.4 Where circumstances prevent an immediate referral members of staff, volunteers, members or elected representatives of the Labour Party MUST report safeguarding concerns to their Regional Safeguarding Lead or the Safeguarding Unit no later than the next working day that the concern is raised or received. Contact details for Regional Safeguarding Leads can be found at <https://labour.org.uk/members/my-welfare/safeguarding/>.

14.5 Any member of staff, volunteer, member and elected representative can contact the Safeguarding Unit for advice, support or guidance (Table 2).

14.6 There are a number of ways to report a safeguarding concern:

- Staff, Members, volunteers and elected representatives can report safeguarding concerns to their Regional Safeguarding Lead (RSL) who will offer advice and guidance. The Regional Safeguarding Lead will report the safeguarding concern to the Safeguarding Unit. In urgent cases they may refer concerns directly to local authority services and/or the police and in all cases will escalate the report to the Safeguarding Unit ;
- Staff members, volunteers, members and elected representatives can report safeguarding concerns to the Labour Party Complaints Team who will record the concern and refer it to the Safeguarding Unit;
- Staff members, volunteers, members and elected representatives can also report safeguarding concerns directly to the Safeguarding Unit;
- Members of the public, the police service and/or Local Authority Services can report safeguarding concerns via the Complaints team or directly to the Safeguarding Unit.

- 14.7 If a member of the public, police or Local Authority Services reports a safeguarding concern to another individual or unit within the Labour Party then the matter must be referred to the Safeguarding Unit for assessment no later than the next working day.
- 14.8 A safeguarding concern must not be investigated by any individual within the Labour Party except in cases where the Safeguarding Unit has received the report, assessed the information and agreed, in writing, with a party unit, for example the Governance and Legal Unit or a regional office, that they will start an investigation.
- 14.9 If for any reason the Safeguarding Unit cannot be contacted, the following organisations can be contacted for advice:
- Concern about an adult at risk - You should contact the Local Authority Services for Adult Social Care. Use the <https://www.gov.uk/find-local-council> website to find the Local Authority Services for your area.
 - Local Police - Telephone 101 for non-emergency referrals and 999 for emergency response.

15. RECORD: YOUR CONCERNS CORRECTLY

- 15.1 Be accurate and comprehensive. It is important that you keep an accurate written record of any safeguarding concern that you have or that someone raises with you. Your written record should:
- Be made as soon as possible after the event/concern is raised;
 - Contain the date, time, people present, anything said (verbatim if possible);
 - Detail the behaviour and demeanour of the person disclosing the safeguarding issue;
 - Detail any action you have taken (i.e. how you have reduced risk or whether you have referred the matter to your Regional Safeguarding Lead or the Safeguarding Unit);
 - Be a factual account of what has happened.
- 15.2 Do not record any opinion about what has happened. You are not there to judge or ascertain whether what you are being told is correct.
- 15.3 You should record your concern(s) on the Safeguarding Report Form (Appendix B). Once you have recorded your concerns you should sign and date the report or record the date and time the concern was recorded on the report.
- 15.4 All Safeguarding Reports must be emailed to safeguarding@labour.org.uk and the Regional Safeguarding Lead (if you have reported your concern to them).

16. CONFIDENTIALITY AND SHARING INFORMATION

- 16.1 Effective and timely sharing of information is essential for the early identification of an adult at risk's needs and to ensure that the most appropriate services are provided in order to keep them safe.
- 16.2 Those with concerns should be proactive in sharing information as early as possible to help the Safeguarding Unit and other professionals identify, assess and respond to risks or concerns about the safety and welfare of adults at risk.
- 16.3 Fears about sharing information must not be allowed to stand in the way of the need to protect people which must always be the paramount concern. The Data Protection Act (2018) and the General Data Protection Regulations (2018) do not prevent you from sharing information in relation to safeguarding.
- 16.4 You should not assume that someone else will pass on information that you think may be critical to keeping an adult at risk safe.
- 16.5 Staff, members, volunteers or elected representatives should aim to gain consent to share information but should be mindful of situations where to do so would place an adult at increased risk of harm.

- 16.6 **Information may be shared without consent if a member of staff, volunteer, member or elected representative has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of an adult at risk in a timely manner.**
When decisions are made to share or withhold information, members of staff, volunteers, members or elected representatives should record who has been given the information and why.
- 16.7 The Safeguarding Unit must always be contacted before information is shared with an external organisation except in cases where there is a risk of immediate or serious harm and an emergency referral is necessary. The Safeguarding Unit will manage the process of sharing information with the police, local authority services and/or any third-party organisation.
- 16.8 Information should be kept confidential and should only be shared with Labour Party staff members who need to know the information. If a member of staff, volunteer, member or elected representative is unsure about whether to share information, or who to share it with, they should contact the Safeguarding Unit for advice by telephoning 0207 783 1134 or by emailing: safeguarding@labour.org.uk before disclosing any information.

17. THE ROLE OF THE REGIONAL SAFEGUARDING LEAD

- 17.1 Regional Safeguarding Leads (RSL) are responsible for:
- Promoting the Labour Party safeguarding policy, procedures and guidance in their region and regional office.
 - Delivering safeguarding awareness events and promoting the safeguarding training available.
 - Acting as a named point of contact for staff, volunteers and members to go to for safeguarding advice or if they have a safeguarding concern.
 - Escalating safeguarding concerns to the national Safeguarding Unit.
- 17.2 When a Regional Safeguarding Lead receives a safeguarding concern from a member of staff, volunteer, member or elected representative of the party they will record the concern and refer it to the Safeguarding Unit at the earliest opportunity.
- 17.3 Where there is an immediate risk of harm or where the information contained in the concern requires immediate action the Regional Safeguarding Lead MUST contact the police and/or Local Authority Services for Adults before contacting the Safeguarding Unit.
- 17.4 Regional Safeguarding Leads are not Designated Safeguarding Officers for the party (this role is held by the Safeguarding Unit) and their role is to be a conduit for concerns to be reported to the Safeguarding Unit. Regional Safeguarding Leads do not hold responsibility for, or manage, safeguarding investigations.

18. ACTION BY THE SAFEGUARDING UNIT

- 18.1 The Safeguarding Unit will manage the investigation and respond to any safeguarding concern. The role of the unit is not to investigate the concern reported or to make judgements about the individuals or allegations involved but to ensure that appropriate referrals are made to statutory agencies and that effective internal action is taken to keep people safe.
- 18.2 When a safeguarding concern has been reported the Safeguarding Unit will:
- Assess the information received;
 - identify any risks to individuals contained within the report;
 - Decide if immediate action is needed to remove, reduce or control the risks identified;
 - Take such action if it is required;
 - Decide whether the information in the safeguarding concern constitutes a safeguarding allegation against a member of staff, volunteer, member or elected representative of the party;

- Decide whether a referral to the police and/or Local Authority Services is required;
 - Decide what further action by the Labour Party may be needed for the management of the investigation;
- 18.3 Where it is decided that the information contained in the safeguarding concern constitutes a safeguarding allegation involving an adult at risk the Safeguarding Unit will follow the Labour Party Procedure for the management of a safeguarding allegation involving an adult at risk.
- 18.4 Where it is decided that the information contained in the safeguarding concern does not constitute a safeguarding allegation the Safeguarding Unit may refer the report to another Labour Party unit.
- 18.5 When a safeguarding concern is raised the Director of Human Resources (HR) & Safeguarding and/or the Safeguarding Manager will determine what action is needed. The action taken may include monitoring the situation, a referral to adult social care or the police, or taking no action. Whatever decision is taken they will record it on the Safeguarding Unit Investigation Report form with a rationale, even if no further action is to be taken. A decision to take no further action, monitor, or defer a decision is taken as seriously as a decision to make a referral.
- 18.6 The Director of HR & Safeguarding and/or the Safeguarding Manager must consider if consent is required to share the concern with the statutory agencies. The Director of HR & Safeguarding and/or the Safeguarding Manager may consult with one of the statutory services, or the Labour Party solicitor or legal advisor if they are unsure how to proceed with the concern or any aspects of information sharing.
- 18.7 Any referrals to statutory services must be made by the Safeguarding Manager or the Safeguarding Officer by the next working day, unless it is an emergency, or they consider it better for another person to make the referral and report back.
- 18.8 Any referrals to statutory services must be followed up in writing within 48 hours and feedback received/sought within 3 working days of having made the referral to check what action is being taken. It is the responsibility of the Safeguarding Manager to ensure this takes place and to ensure that comprehensive records are maintained.
- 18.9 Each local authority has a process for receiving referrals and the Labour Party must use the relevant process in their area. Invariably this will be via a Multi-Agency Safeguarding Hub (MASH). The member of staff making the referral should complete the local authority's referral form when making a formal referral about adult protection.
- 18.10 The Director of HR & Safeguarding will oversee the management of all safeguarding allegations and hold accountability for them.

19. ESCALATION POLICY

- 19.1 If, after reporting on a concern, it is evident that the local authority or other agency has not taken appropriate next steps in relation to the safeguarding concern, then the Director of HR & Safeguarding will determine if the matter needs escalating.
- 19.2 The adult safeguarding boards will have specific procedures to be followed in such instances where escalation is warranted. A record of any decisions and outcomes must be kept by the Director of HR & Safeguarding and/or the Safeguarding Manager.

20. COMPLAINTS PROCEDURE

20.1 If at the conclusion of the management of a safeguarding investigation, a member of staff, volunteer or member of the Labour Party believes the response by the Safeguarding Unit was inappropriate or insufficient they should follow the procedure below (this procedure aligns with the Labour Party Whistleblowing Policy for staff contained in the staff handbook).

1. In the first instance, and unless the complainant reasonably believes they were involved in the wrongdoing, or for any other reason the person does not wish to approach them, any concerns should be raised with the Director of HR & Safeguarding. Any approach to the Director of HR & Safeguarding will be treated in strictest confidence and the employee, member or volunteer's identity will not be disclosed without their prior consent.
2. If the person does not feel confident contacting the Director of HR & Safeguarding they should contact the General Secretary of the Labour Party to report their concern.
3. If they do not feel their concern has been addressed at stages 1 and/or 2 they should contact the relevant Local Authority Adult Services team for the area in which the investigation was carried out to report their concern.

21. POLICY APPROVAL AND REVIEW

21.1 This policy and procedure was approved and adopted by the NEC in March 2020.

21.2 The Labour Party safeguarding policies, procedures, Safeguarding Code of Conduct and associated guidance will be reviewed on an annual basis by the NEC or sooner if required by legislative change or if an incident warrants it.

APPENDIX A

Key contacts

Labour Party Safeguarding Unit

The Labour Party

Southside

105 Victoria Street, London

SW1E 6QT

Telephone: 0207 783 1134

Email: safeguarding@labour.org.uk

Joseph Perry

Director of Human Resources & Safeguarding

Telephone: 07885 472 054

Email: joseph_perry@labour.org.uk

Ben Jameson

Safeguarding Manager

Telephone: 0207 783 1141

Email: ben_jameson@labour.org.uk

Bethany Rockett

Acting Safeguarding Officer

Telephone 0207 783 1262

Email: bethany_rockett@labour.org.uk

Amanda Geary

Safeguarding Officer

Telephone 0207 783 1134

Email: Amanda_geary@labour.org.uk

Regional Safeguarding Leads

Details of Regional Safeguarding Leads can be found at

<https://labour.org.uk/members/my-welfare/safeguarding/contacts/#RSL>

Action on Elder Abuse helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

Dementia UK

Tel: 0800 888 6678

Website: www.dementiauk.org

Mencap Direct

Tel: 0808 808 1111

E-mail: help@mencap.org.uk

Website: www.mencap.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

National Autistic Society

Tel: 020 7833 2299

Website: www.nas.org.uk

Victim Support

Tel: 0808 168 9111

www.victimsupport.com

Samaritans

Telephone 116 123

Police

Emergency telephone: 999

Non-emergency telephone: 101

APPENDIX B**Safeguarding Report form**

Complete as much detail as possible. For advice completing this form please contact the Safeguarding Unit; Telephone 0207 783 1134. If any person is at immediate risk of harm or needs medical attention contact the emergency services on 999.

1. Your Details

| |
|---|
| Name: |
| Contact Telephone Number and Email: |
| Address: |
| Are you a member or employee of the Labour Party? (enter your membership number): |
| Role or position held: |
| When did you become aware of the information of concern or the allegation? |
| Date and time: |

2. Child(ren) involved (a child is any person aged under eighteen years old)

| |
|---|
| Please give the full names and ages of any children involved. Please include any contact details, the address of the child and parent/guardian's names if possible: |
|---|

3. Individual(s) about whom you are concerned

| |
|---|
| If you are concerned about the behaviour of an adult or child please provide their name and any details you have about them. Please include as much detail as possible: |
| Describe the behaviour you are concerned about. Please give as much detail as possible: |

4. Your safeguarding concern

| |
|--|
| What are you concerned about? Please provide as much detail as possible. Include the names and any details of the people involved, what happened and where it happened. Please include details of any vulnerabilities any of the people involved have: |
|--|

Thank you for completing the Safeguarding Report Form.

Please email this form to safeguarding@labour.org.uk and telephone 0207 783 1134 to report your concern. All referrals are treated in strictest confidence.

APPENDIX C

Types of adult abuse

Based on the statutory guidance supporting the implementation of the Care Act 2014:

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Types of abuse:

- Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions;
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence;
- Sexual abuse - including rape, sexual assault, indecent exposure, sexual harassment, inappropriate touching, sexual teasing or innuendo, exposure to sexual images, subjections to indecent images or witnessing sexual acts. The adult may not have consented or may have been pressured into consenting;
- Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks;
- 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. People with learning disabilities or dementia are particularly vulnerable to this type of abuse;
- Discriminatory abuse - including forms of harassment or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion;
- Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- 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. Self-neglect might indicate that the person is not receiving adequate support or care or could be an indication of a mental health issue such as depression;
- Organisational abuse – including 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;
- Modern slavery – encompasses slavery, human trafficking, 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.

Types of abuse not included in the Care Act 2014 but also relevant:

- Bullying (including 'cyber bullying' by text, e-mail, social media etc.) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture;
- Mate Crime – a 'mate crime' is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends;
- Radicalisation- The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred;
- Someone losing or gaining weight, or an unkempt appearance;
- A change in behaviour or confidence;
- Self-harming;
- A person's belongings or money go missing;
- The person is not attending, or no longer enjoying, party activities;
- A person has a fear of a particular group or individual;
- A disclosure – someone tells you or another person that they are being abused.



