

KENT SHARED LIVES

Policies & Procedures

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(4) Safeguarding

It is the policy and legal responsibility of Kent Shared Lives to protect individuals from actual or likely significant Physical, Sexual, Financial/Material, Psychological, Domestic abuse, Neglect/act of Omission, Organisational, Discrimination, Self-Neglect, Modern Slavery in accordance with the [Kent and Medway Adult Safeguarding](#) legislation.

Shared Lives will through its policies and procedures promote and protect the health, safety and welfare of adults.

Shared Lives will support individuals to take responsible risks in the context of their care and support plan and risk assessment and risk management procedures.

Shared Lives will ensure that its Hosts understand and receive training in appropriate responses to individual who exhibit physical and/or verbal aggression. Shared Lives hosts will use physical intervention only as a last resort and in the best interests of the individual, in accordance with Shared Lives policy and procedure on aggression towards Shared Lives hosts and staff and with government guidance.

Shared Lives will ensure that its hosts receive support in how to deal appropriately with individuals' money and financial affairs, in accordance with Shared Lives policy and procedure on management of money and financial affairs.

As outlined in chapter 14 of the Care and Support Statutory Guidance (October 2014), the principles of the Mental Capacity Act should apply whenever appropriate, with a mental capacity assessment being carried out.

Chapter 14 of the Care and Support Statutory Guidance (October 2014) refers to the importance of the adult's involvement and wishes being taken into account wherever possible. The Statutory Guidance also refers to the key principle of "Making Safeguarding Personal" and this is defined in paragraphs 14.14 and 14.15.

Procedure to be followed in the Case of Concern or Allegation of Abuse:

1. Shared Lives workers and Shared Lives hosts have a duty to report to the Shared Lives manager and funding team in the first instance, any concerns or allegations of abuse.
2. Where the Shared Lives manager is not available and/or it is out of hours, report should be made to KCC social care emergency duty Team, 03000 419191.
3. The Shared Lives manager/funding team (or social care duty team) has a duty to respond immediately and take action:
 - 3.1 To ensure the alleged victim is safe and supported;
 - 3.2 To call for medical intervention if required;

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- 3.3 To notify the person in their authority area responsible for triggering the Protection of Adults or Children procedures for the area
 - 3.4 To notify the police if it is suspected that a criminal offence has been committed
 - 3.5 To notify the Care Quality Commission (if person is part of a regulated activity – personal care) [CQC notification finder](#).
4. The funding team or Shared Lives will notify the police in all cases of apparent or suspected physical injury, sexual offences, financial abuse, theft or misappropriation or where the alleged victim is requesting that the police should be contacted.
 5. A consideration in all cases will be whether a temporary referral to the Protection of Vulnerable Adults (POVA) list should be made. Related to this may be the suspension of the placement, host or member of staff. Whilst it is Shared Lives responsibility to refer individuals to the POVA list this should not be done in isolation and will be subject to local procedures as set down in the local Protection of Vulnerable Adults strategy.
 6. Where the allegation relates to a member of staff, a report must be made to the appropriate line manager who will follow KCC internal employee disciplinary procedure.
 7. Where the allegation relates to a Shared Lives host, the Shared Lives manager will follow the Shared Lives complaint's procedure. Shared Lives will continue to provide support to the host during the investigative process in line with the Shared Lives complaints procedure. Following the conclusion of the investigation Shared Lives will hold a Shared Lives host review and will present the review report to the Shared Lives panel.
 8. Information about an individual will not generally be shared with others without the consent of the individual concerned. However, where this puts the individual or others at risk, Shared Lives will take responsibility for overriding this principle and in accordance with the Shared Lives policy on confidentiality.

Leaflet: Adult Abuse [Adult Abuse](#)

Leaflet: Adult Abuse [Adult Abuse Easy Read](#)