

Safeguarding Adults and Mental Capacity Act Champions

Handbook for Care Homes



"Safeguarding – Everyone's Business"

Acknowledgements to LSCFT for sharing their good practice model which has helped develop this piece of work

Contents

Title	Page
Introduction	Page 3
Overview	Page 4
Role of the Safeguarding Champion	Page 6
Safeguarding Champions Meetings	Page 7
Useful Telephone Numbers	Page 8
Induction Checklist – Safeguarding Adults	Page 11
Induction Checklist – Safeguarding Children	Page 12
Induction Checklist – Mental Capacity Act	Page 13
Notes	Page 14
Nomination Form	Page 15

Introduction

This handbook outlines the aims, role and expectations of a Safeguarding and Mental Capacity Act champion within the Lancashire and South Cumbria Integrated Care System.

By signing up to the handbook your service is agreeing to strive to work to the ethos being promoted within the handbook and also to release your nominated Champions for regular champions meetings.

Please retain a copy of the handbook and share the contents with existing champions in your workforce and with new champions as they are nominated within the service.

To get the most out of the champion handbook, providers are encouraged to periodically review and discuss the message and ethos contained within the handbook with existing and new members of staff; reinforcing the commitment of your service to promoting best practice in safeguarding vulnerable adults.

Overview

XXXX care home is committed to safeguarding and promoting the health and welfare of all patients and service users. The Safeguarding Champion will be aware of safeguarding issues relating to adults, children, young people and their families to support the contractual requirements of commissioning agencies including the local authorities and Integrated Care Board (ICB).

XXXX care home is committed to an agreed strategic approach in relation to arrangements for safeguarding patients/service users and implementing the Care Act 2015 and Mental Capacity Act 2005 (MCA) across the organisation

A lack of capacity to make specific decisions at the time they need to be made, significantly increases the vulnerability of individuals and therefore an understanding of the Mental Capacity Act (including deprivation of liberty) needs to be an integral part of the Safeguarding and MCA Champions role.

Safeguarding and MCA is everyone's business and a duty/responsibility that has to be shared across the organisation. Effective collaborative joint working between professionals and agencies is essential to protect anyone at risk of harm or neglect. Staff have a duty of care to promote and protect human rights, independence, dignity and safety at all times. The Care Act 2015 reinforces the view that every adult has the right to live in safety, free from abuse and neglect. The Care Act 2015 also introduced a mantra of 'making safeguarding personal'. The Mental Capacity Act requires all paid staff to have regard for the MCA Code of Practice.

XXXX care home management team fully support the development of the integrated safeguarding champion's model, across all areas of the business.

The role of safeguarding and MCA champions across the organisation will further enhance safeguarding practice to ensure that consistent, current, competent advice and support is available locally within all areas of the business.

Quality safeguarding practice will be delivered in line with **XXXX care home** policy and procedures and Local Adult and Children Safeguarding Assurance Partnerships (LSAB) (CSAP), agreed protocols will incorporate evidence based practice based on national, regional and local guidance. Quality care provision includes protecting people from harm (safety); delivering support that works (effectiveness) and making sure patients and service users have a positive experience in care (experience).

The Mental Capacity Act (including deprivation of liberty) will be implemented in line with **XXXXX Care home** policy and procedures and **XXXXX Care home** contractual arrangements with the local authority or ICB including key performance indicators. Agreed protocols will incorporate evidence based best practice based on national, regional and local guidance.

XXXX care home management team supports all staff across the organisation in the delivery of excellent safeguarding practice.

The integration of a safeguarding champions' model across the organisation offers a robust support mechanism within each service area. The Safeguarding Champions will in turn be supported, supervised and guided by the organisations designated Safeguarding and MCA lead.

The development of Safeguarding Adults Champions across the organisation will enhance and streamline safeguarding practice in order to ensure consistency, up-to-date competency and confidence in providing advice and support to staff. The essential responsibility for safeguarding remains with the registered manager and as such the onus will remain with the registered manager to nominate competent safeguarding and MCA champions

Role of the Safeguarding Champion

The term safeguarding and Mental Capacity Act for the purposes of this role to encompass safeguarding in relation to adults at risk, children, young people, and families, and any issues relating to Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DOLS)

The nominated safeguarding and MCA champion should be a member of staff in the organisation who has access to the workforce and who is in a position to cascade learning and information across the organisation. The safeguarding and MCA champion is also required to be in a position in which they are able to influence policies and practice within the organisation, specifically relating to the safeguarding agenda.

The nominated safeguarding and MCA champion must have the full support of their organisation and direct line manager in order to fulfil the role.

It is important that the organisational safeguarding lead and the safeguarding champion consider their individual organisational structure and agree the most effective way that the champion can cascade the information gained by attending champions meetings through that structure to disseminate to all staff.

1. Aim

- To ensure the principles of safeguarding are integral to all practice.
- To support and advise team/service area colleagues on safeguarding matters.

2. Role

- To act as a resource and a point of contact for colleagues who require support and guidance with safeguarding issues.
- To cascade/disseminate safeguarding information received to colleagues within their teams.

- To maintain safeguarding as a standing agenda item at team meetings.
- To support staff in identifying those in need of protection and assist in their understanding of the action they need to take.
- To maintain up to date knowledge of safeguarding issues including the referral processes to be followed internally within the organisation when referring safeguarding concerns to the local authority and for making notifications to partner agencies.
- To be aware of own limitations and seek further clarification/ support from the organisations designated Safeguarding lead.
- Must attend a minimum of 1 out of 2 safeguarding champions meetings.
- To encourage colleagues to recognise and be aware of trends and themes within their area and communicate these as appropriate to line manager and safeguarding leads.
- To maintain an awareness of the organisations policy and procedures in relation to Safeguarding.
- To develop and maintain a Champions Team information board/resource folder within their organisations

Safeguarding Champions Meetings

Function

- To provide a forum for all safeguarding champions to meet in order to network, share best practice and lessons learnt across the networks.
- To receive up to date, information from the ICB and Local Authority designated Safeguarding lead, of national, regional and local relevance.
- To receive presentations and updates from expert / guest speakers on matters relevant to safeguarding.
- To facilitate communication pathways across services in order to streamline and influence safeguarding practice across the organisation.
- To allow discussion of safeguarding policies and procedures within the organisation and partner organisations, in order to maintain awareness and contribute to updates as required.

- To facilitate feedback via the designated safeguarding lead to the Lancashire safeguarding boards
- To support champions in maintaining and enhancing their skills and competencies in safeguarding and Mental Capacity Act implementation.

Responsibilities

- Minutes/reports from meetings/forum to be cascaded to colleagues and line managers.
- To develop positive, supportive working relationships with champion colleagues across the organisation in order to share best practice and lessons learnt.

Frequency of meetings

- Two Safeguarding Champions Meetings per year.
- Safeguarding Champions will be expected to attend the LSAB safeguarding events/conferences.

USEFUL CONTACT DETAILS & INFORMATION

ICB Locality Contact	Central (Chorley & South Ribble, Greater Preston and West Lancs): lscicb-csr.safeguarding@nhs.net Pennine (East Lancs and BwD): penninelancs.safeguardingteam@nhs.net Blackpool lscicb-fw.safeguarding@nhs.net Fylde and Wyre lscicb-fw.safeguarding@nhs.net North Lancs and South Cumbria (Morecambe Bay): Lscicb-mb.gst@nhs.net
Cumbria County Council Safeguarding Adults Service	To refer a safeguarding concern, please follow: https://cumbriasab.org.uk/people/howto.asp
Cumbria County Council Safeguarding Adults Policy and Procedures	https://cumbriasab.org.uk/professional/guidance.asp
Lancashire	To refer a safeguarding concern please follow:

County Council Safeguarding Adults Service	https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/report-a-concern-about-an-adult/
Pan Lancashire Adults policy & procedures	http://www.lsab.org.uk/policies/
Pan Lancashire Children's policy & procedures	https://panlancashirescb.proceduresonline.com/chapters/contents.html https://cumbrialscb.proceduresonline.com/

SOCIAL CARE – Raising a Children's Alert

Blackburn with Darwen Children's Social Care	01254 666400 Out of hours - 01254 587547
Blackpool Children's Social Care	01253 477299
Lancashire Children's Social Care	0300 123 6720 Out of hours - 0300 123 6722
South Cumbria Children's Social Care	0333 2401727 Out of hours - 0333 2401727

SOCIAL CARE – Raising an Adult Alert

Blackburn with Darwen Adult Social Care	01254 585949 Out of hours - 01254 587547
Blackpool Adult Social Care	01253 477592 Out of hours - 01253 477678
Lancashire Adult Social Care	https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/ Out of hours/EDT - 0300 123 6722
Cumbria Adult Social Care	https://www.cumbria.gov.uk/healthsocialcare/ccs/contact.asp Out of hours - 01228 526690

Name	Agency	Contact details

Induction Checklist

Safeguarding Adults

Area of Discussion	Comments	Date
Work through Champions Handbook		
Introduction / Update on the organisation Safeguarding Team		
Safeguarding Adult training and optional workshops: https://www.lancashire.gov.uk/practitioners/training/safeguarding-adults-e-learning/ https://cumbriasab.org.uk/professional/learningzone.asp		
The organisation Safeguarding Adults Policy and Procedure		
The organisation's Safeguarding Adults Intranet pages		
Champions Resource Folder TIB etc.		
Referral process for Safeguarding concerns.		
Local Safeguarding Authority Board's		
Prevent / Channel		

Induction Checklist

Safeguarding Children - From a ICB perspective providers with an NHS contract are expected to complete an annual safeguarding audit assurance tool in which they are monitored against, this incorporates safeguarding children as well as safeguarding adults, supervision , whistle blowing and prevent etc .

Area of Discussion	Comments	Date
Work through Champions Handbook		
Introduction / Update on the organisations Safeguarding Team		
Safeguarding Children training and optional workshops: https://www.safeguardingpartnership.org.uk/learn/ https://www.cumbriasafeguardingchildren.co.uk/training/elearning.asp		
The organisations Safeguarding Children Policy and Procedure		
The organisations Safeguarding Children Intranet pages		
Champions Resource Folder Team Information Board (TIB)		
Referral process forms etc. including MASH (Multi Agency Safeguarding Hub) and Single Point of Access/ Safeguarding Adults Service		
CSAP / CSCP		
Prevent / Channel		

Induction Checklist

Mental Capacity Act

Area of Discussion	Comments	Date
Mental Capacity Act & Consent Level 1 & 2 LSAB Training http://www.lancshiresafeguarding.org.uk/learning-development.aspx		
Policy for Mental Capacity and DoLS		
THE ORGANISATION Consent to treatment policy & procedure		
Mental Capacity Assessment process		
Best interest Procedures		
DoLS		
IMCA		
Code of Practice (MCA / DoLS)		

Notes

Nomination Form

To be completed by Line Manager

I nominate the person named below as a Safeguarding and Mental Capacity Act Champion.

The nominee and I fully understand and accept the requirements of the role.

Safeguarding Champion (Name in full)	
Job role	
E-mail address (nominated Champion) Email Address (Generic home inbox) Contact Number	
Team /Service to be represented	
Network	

Supported by

Line manager :	Signature:
	Date:

Please complete and return to:

Lscicb-mb.qst@nhs.net

I agree to the nomination for myself as Safeguarding champion as detailed above

Signature of Champion:

Date: