



Safeguarding Adults Policy

Paces Sheffield Adult Services Provision

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Authorised by: Ruth Liu

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Designated Safeguarding Lead: Darren Walker

Deputy Safeguarding Lead: Emma Parker

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This policy is available on Paces charity website (www.pacesheffield.org.uk) and is available on request from Paces Adult Service (Unit 4, Smithy Wood Business Park. S35 1QN). We also inform Adults and their family members about this policy when adults join the service.

1. Purpose and Scope.

Safeguarding means protecting an **adult's** right to live in safety, free from abuse and neglect. It is about working together to support **adults** to make decisions about the risks they face in their own lives, and protecting those who lack the mental capacity to make these decisions.

The purpose of this document is to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Stop abuse or neglect wherever possible
- Safeguard adults in a way that supports them in making choices and having control about how they want to live
- Promote an approach that concentrates on improving life for the adults who attend Paces services
- Raise public awareness so that the community of people who support our adults (other organisations and family members), alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Address what has caused the abuse or neglect
- Help ensure staff are clear of their roles and responsibilities with regards to the safeguarding of adults.

This policy is provided to all staff (including temporary staff and volunteers) at induction. The policy applies to all staff, including senior managers, management committee members, trustees, paid staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of Paces Sheffield.

The policy should be read in conjunction with Paces dignity at work policy, which is also distributed at induction.

2. Context

Since all of the participants in Paces Adult Services have physical impairment or disability this puts them in a position of increased vulnerability when it comes to safeguarding. Many of our participants also have additional needs including learning disabilities, health conditions etc... which can increase vulnerability. The families and carers who are supporting the participants may also be more vulnerable due to the nature and extent of their role as carers.

This policy extends across the whole organisation and whilst it is primarily focused on safeguarding our adult participants and their families, the policy applies to ANY adult within the organisation who may be at risk of abuse or neglect.

This Policy and Procedures relate to the safeguarding of adults who:

- Have needs for care and support (whether or not a local authority is meeting any of those needs)
- Are experiencing, or at risk of, abuse or neglect (including self-neglect)
- As a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect

The definition of an adult in this policy is a person aged 18 or older.

We all have a statutory duty to safeguard and promote the welfare of all our clients/participants and to maintain a professional attitude of **it could happen here where safeguarding is concerned.**

Everyone has a responsibility to act without delay to protect adults by reporting anything that might suggest an adult is being abused or neglected. It is our willingness to work safely and challenge inappropriate behavior's that underpins this commitment. Paces seek to work in partnership with families and other agencies to improve the outcomes for clients/participants who are vulnerable or in need.

3. The Six Principles of Adult Safeguarding

The Six Principles of Adult Safeguarding - Section 42-46 of the Care Act 2014

The six key principles that underpin all adult safeguarding work are:

1. 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."
2. Prevention - It is better to take action 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."
3. Proportionality - Proportionate and least intrusive response appropriate to the risk presented. "I am sure that the professionals will work for my best interests, as I see them and they will only get involved as much as needed."
4. 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."
5. Partnership - Providing local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. "I know that staff treats 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."
6. Accountability - Accountability and transparency in delivering safeguarding "I understand the role of everyone involved in my life."

These 6 principals require evidencing throughout the safeguarding process.

4. Paces Commitment to Adult Safeguarding

In order to implement the policy Paces Sheffield will work:

- To promote the freedom and dignity of the person who has or is experiencing abuse
- To promote the rights of all people to live free from abuse and coercion
- To ensure the safety and wellbeing of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- To manage services in a way which promotes safety and prevents abuse
- To build resilience - raising awareness of safeguarding and equipping adults at risk with strategies and skills to keep themselves safe.

- To continue to offer a safe environment – in which adults at risk can learn and develop within an ethos of openness and are taught to treat each other with respect, to feel safe, to have a voice and are listened to.
- To provide effective management for staff and volunteers through supervision, support and training.
- To undertake our work so as to enable adults at risk in our care to have best outcomes.
- To ensure as an organisation we have a clear understanding of our staff's knowledge and understanding and embed safeguarding through clear systems of communication and Continuous Professional Development (CPD) so that safeguarding is a robust element of our organisation.
- To prevent unsuitable people from working with adults at risk by practicing safer recruitment to ensure the suitability of staff and volunteers to work with our adults, and to maintain an active vigilance thereafter.
- To understand that no single professional can have the full picture of a vulnerable adult's needs and circumstances. Everyone who comes into contact with an adult at risk and their family has a role to play in identifying concerns, sharing information and taking prompt action.

Paces Sheffield will do this by:

- Ensuring that all management committee members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures.
- Working with other agencies within the framework of the Sheffield Safeguarding Adults Board Policy and Procedures, issued under the Care Act 2014.
- Acting within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- Passing information to relevant agencies when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organisation who provides a service to adults or children.
- Informing service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent.
- Making a referral to the Adult Social Care Direct Team as appropriate.
- Endeavoring to keep up to date with national developments relating to preventing abuse and welfare of adults.
- Ensuring that the Designated Named Person (Darren Walker, Adult Services Manager) understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies.

5. Training

- All Staff working directly with adult participants complete regular training Adult Safeguarding Training. General Adult Safeguarding Training is undertaken annually.
- All Nominated Persons within Paces complete Adult Safeguarding Training a minimum of once every two years, which is delivered in partnership with Sheffield City Council Adult Safeguarding Partnership.
- Registers of training records are held centrally within the adult service and the logging of training is held on a central training matrix which ensures all staff training remains in date and relevant.

6. Wider Policies and Guidance

This policy should be read in conjunction with the South Yorkshire Safeguarding Adult's Procedure documents which are available at: <https://www.sheffieldasp.org.uk/sasp/sasp/policy-and-procedures/policies-and-procedures>

A full copy of wider policies and guidance are kept in a folder in the Adult service room. If in any doubt speak to the

Procedures

1. Introduction

Paces Sheffield Adult Services provides services to adults. These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by Paces. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. Paces are committed to the belief that the protection of adults at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees of the organisation, management committee members, staff and volunteers act appropriately in response to any concern around adult abuse.

2. Designated named staff for safeguarding adults

Paces has an appointed Darren Walker as Designated Safeguarding Lead who is responsible for dealing with any Safeguarding Adult concerns. In their absence, a deputy will be available for workers to consult with.

Designated Named Person for Safeguarding Adults: **Darren Walker**

Work Telephone number: 0114 551 0419

Email: darren.walker@paccessheffield.org.uk

Name of Deputy Person for Safeguarding Adults: **Emma Parker**

Work telephone number: 0114 551 0419

Email: emma.parker@paccessheffield.org.uk

Alternative safeguarding contact (whole organisation): **Ruth Liu, Director of Services.**

Work telephone: 0114 284 5298

Email: ruth.liu@paccessheffield.org.uk

Should any of these named people be unavailable then trustees, staff or volunteers should contact Local Authority Adult Social Care Direct directly. See (section 8) for contact details.

3. Roles and Responsibilities of the Designated Safeguarding Lead

The safeguarding roles and responsibilities of Darren Walker (DSL) are:

- To encourage a culture of 'listening' throughout Paces Adult Service Provision
- To develop and maintain systems for case-management, which is detailed, accurate, secure written/electronic records of concerns and referrals and also a system to monitor the quality through auditing case files regularly. Systems are compliant with General Data Protection Act.
- To ensure that all staff including volunteers and trustees are aware of process and procedure and who they should go to if they have concerns that an adult at risk may be experiencing, or has experienced abuse or neglect.
- To undergo appropriate Safeguarding Training to provide them with the knowledge and skills to carry out his role.

- To ensure that organisational training is up to date, of high quality and the Training Central Record logs staff and alerts to annual training cycles.
- To ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care Direct Team or to the allocated social worker/care manager where necessary.
- To follow up any referrals and ensure the issues have been addressed.
- Consider and act upon any recommendations from any Safeguarding Adults process.
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.

If appropriate staff or volunteers will be given support and afforded protection, if necessary, under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome.

4. Preventing abuse

Paces are committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within the organisation will be treated with respect.

Therefore, this policy should be read in conjunction with the following Paces policies, when specific concerns come to light:

- Equal Rights and Diversity
- Complaints
- Whistle Blowing
- Confidentiality
- Disciplinary and Grievance
- Data Protection
- Recruitment and Selection

5. Safer Recruitment

Paces are committed to safer recruitment policies and practices for paid staff, trustees, sub-contractors and volunteers (in contact with adults or children at Paces). DBS disclosures are undertaken for all staff. Paces ensure references are taken up and adequate training on Safeguarding Adults is provided for staff and relevant volunteers.

Paces ensures that all appropriate measures are applied in relation to everyone who works in our Adult Service Provision (and in our Charity Management Team who work within the same building) who is likely to be

perceived by our adults as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants including an online search of all short-listed applicants to identify any publicly available issues (the applicant will be made aware of this prior to the check taking place), verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the candidates DBS status, Criminal Records Bureau checks and right to work in England checks.

Paces Adult Services maintains a Single Central Record (SCR). This document covers the following people:

- all staff (including supply / bank staff) who work at Paces Adult Service.

The information that must be recorded in respect of all staff members mentioned above is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained apply:

- an identity check;
- a barred list check;
- an enhanced Disclosure and Barring Service (DBS) check;
- further checks on people who have lived or worked outside the UK: this would include recording checks for those European Economic Area (EEA) and restrictions;

Trustees will be required to provide two references and have a Disclosure and Barring Service.

Paces works within the current legal framework for reporting staff or volunteers that show signs of concern.

Service users are encouraged to become involved with the running of the organisation.

Information regarding abuse and the complaints policy and Safeguarding Adults policy statement is available to service users and their carers/families.

6. Recognising the signs and symptoms of abuse

Paces are committed to ensuring that all staff, the management committee, trustees and relevant volunteers undertake training to gain an awareness of signs and symptoms of abuse. Paces ensures that the Designated Safeguarding Lead and other members of staff, trustees and volunteers have regular training and relevant updates concerning Safeguarding Adults.

Abuse can be defined as any behaviour towards a person that either deliberately or unknowingly, causes him or her harm or endangers their life or their human or civil rights.

Abuse includes:

- Physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- Sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- Psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- Financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- Self-neglect
- Discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- Institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centered care or treatment
- Domestic abuse - the definition of domestic violence and abuse is: 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. Additionally, the definition includes so called 'honor' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.'

Abuse can be passive or active; it can be an isolated incident or repeated. It may occur as a result of failure to take action or appropriate care tasks.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

7. Responding to Adults who have experienced or are experiencing abuse

Paces Staff have a duty to act on reports, or suspicions of abuse or neglect. Paces acknowledge that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence

- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Safeguarding Lead (Darren Walker) or Deputy Safeguarding Lead (Emma Parker)
- To record the incident on Log my Care.

All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Lead or the Deputy Safeguarding Lead. If a trustee, staff member or volunteer feels unable to raise this concern with the Designated Safeguarding Lead or the Deputy Safeguarding Lead then concerns can be raised directly with Adult Social Care Direct. The alleged victim will be told that this will happen. Where we believe the individual lacks capacity to fully understand the reasons and potential implications of raising a concern and where we believe that doing so could potentially cause undue stress or harm, we may choose to act in the individual's best interests without informing them. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social Care Direct team.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Safeguarding Lead may take advice at the above stage from Sheffield Adult Safeguarding Partnership and/or other advice-giving organisations such as Police.

8. Contacts

Sheffield Adult Safeguarding Partnership (SCC) 0114 273 Open 24 hours, 7 days a week

Derbyshire Safeguarding Adults Board 01629 533190

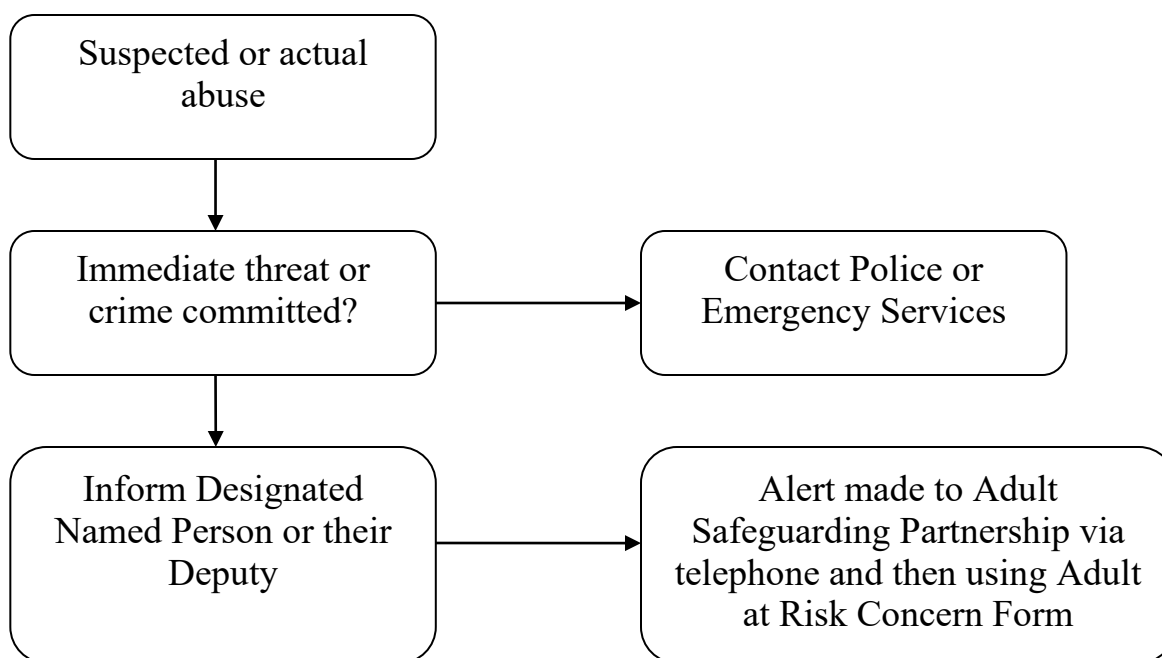
Barnsley Safeguarding Adults Helpline 01226 773300 (01226 787789 for urgent referrals out of office hours)

Rotherham Safeguarding Adults Board 01709 822330

Wakefield Social Care Direct 0345 8 503 503.

South Yorkshire Police 0114 2202020

9. Flow Chart



The Designated Safeguarding Lead (or in his absence), the Deputy Safeguarding Lead will decide if the safeguarding process should be instigated or if other support/services are appropriate. Feedback will be given to the person who raised the safeguarding adults alert.

If the Designated Safeguarding Lead decides the safeguarding process needs to be instigated this will then lead to the implementation of the next stages of the Sheffield (or other area) Safeguarding Adults Board Multi-Agency Policy and Procedures.

The Designated Safeguarding Lead will have an overview of this process so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to seek justice.

10. Managing allegations made against a member of staff or volunteer

Paces will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Safeguarding Lead will liaise with Adult Social Care Direct to discuss the best course of action and to ensure that the Paces disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Paces have a whistle blowing policy and staff are aware of this policy. Staff will be supported to use this policy.

11. Recording and managing confidential information

Paces are committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know. For further information, please see Paces' confidentiality policy.

All allegations/concerns should be recorded on Log my Care, our online record system. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

Any paper-based safeguarding information will be stored securely in a locked filing cabinet within the organisation. Access to this information will be restricted to the Designated Safeguarding Leads: Darren Walker (Adult Service Manager) and Ruth Liu (Director of Services).

All safeguarding records, including paper-based documents, will be scanned and stored digitally on a secure, password-protected system. Access to these digital records will be limited to authorised personnel only, in line with safeguarding and data protection requirements.

Once digitised, original paper documents will be disposed of securely, for example by confidential shredding, in accordance with data protection guidelines.

12. Disseminating/Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to staff, trustees, volunteers, service users, parents and carers. The Designated Safeguarding Lead (Darren Walker) will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed annually by the Designated Safeguarding Lead with oversight from Paces Director Services (Ruth Liu). The Designated Safeguarding Lead will also ensure that any changes are clearly communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

Appendix 1

Sheffield City Council Adult at Risk Concern Form

Part 1: Details of the adult at risk you have concerns about? An adult is someone over 18 years					
Name:		Date of birth:			
Home Address:		Male or Female:			
		Ethnicity:			
Post code:		Telephone number:			
GP Name:		NHS No (if known):			
GP Surgery Name:					
GP Address:					
Current location of person if different to above:					
Has this concern been raised to any other organisation, e.g. Police, Care Quality Commission (CQC):				Yes	No
If yes, please tell us any reference number and action taken by the:					
Adults at risk of abuse and/or neglect required to meet the Care Act 2014 three point test to be given statutory help and support from Sheffield City Council to safeguard. To make sure the adult gets the most appropriate support please tell us:					
1) Do you believe that the adult you have concerns about has got any care and support needs? <i>(whether or not they are being met)</i> :				Yes	No
2) Is the adult experiencing or at risk of abuse and/or neglect?				Yes	No
3) As a result of the persons care and support needs are they unable to protect themselves against the abuse and/or neglect, or the risk of it?				Yes	No
What type of abuse this person is experiencing/ or at risk of?					
Physical		Sexual		Trafficking or Modern Slavery	
Financial		Neglect <i>(Acts of omission)</i>		Radicalisation	
Self-neglect		Organisational		Psychological	
Discriminatory <i>(including Hate/Mate Crime)</i>		Domestic Abuse (including Female Genital Mutilation, Forced Marriage, Honour Based Violence)			

Part 2: Details of suspected abuse and/or neglect
Please describe as fully as possible the details of your concern (or if the adult at risk has disclosed a concern, use the persons own words) Please include: how it came to your attention, time(s), date (s)

and location (s) of alleged incident, details of injuries, include body maps if available.

--

What immediate actions have been taken to reduce the risk of harm to the adult at risk:

--

As a result of this concern being raised, has the person been asked what they would like from the safeguarding process (Making Safeguarding Personal)?	Yes	No
--	-----	----

If **NO** why not?

--

If **YES** please state what the persons desired outcomes are:

--

Are there any other adults or children associated with the adult at risk who are also at risk of abuse/neglect or harm?			Yes	No
If YES please give details:				
Name		Name		
Adult or child		Adult or child		
Age/DoB		Age/DoB		
Address		Address		
Relationship to adult at risk		Relationship to adult at risk		

Part 3: Details of the source (cause) of harm			
Name:		Date of birth:	
Home Address:		Male or Female:	
		Ethnicity:	
Post code:		Telephone number:	
Current location of person if different to above:			
Relationship of the source (cause) of harm to the adult at risk (husband, wife, partner, son, daughter, friend, neighbour, professional, stranger, volunteer, carer etc.):			

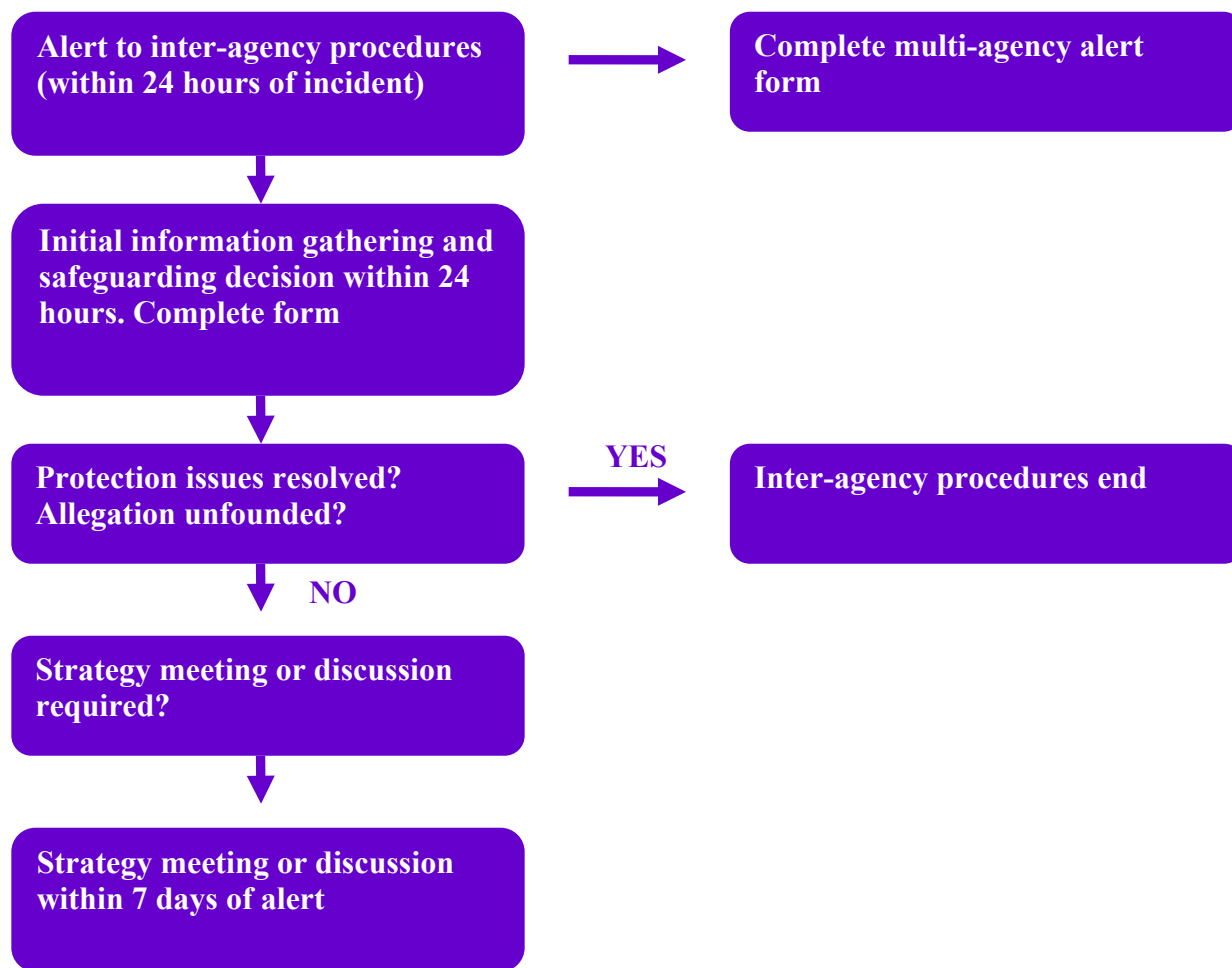
Part 4: Consent		
1. Does the adult you have concerns about have the capacity to consent to this safeguarding concern being shared with other agencies?	Yes	No
If NO please tell us:		
2. What is the impairment of the adults mind or brain (stroke, learning disability, dementia etc)?		

2.1 Can the adult understand why a safeguarding concern needs to be raised?	Yes	No
2.2 Can the adult weigh up the reason for raising the concern and understand the potential impact on them if nothing is done?	Yes	No
2.3 Can the adult retain (hold) the information long enough to make the decision about raising this concern?	Yes	No
2.4 Can the adult communicate their decision about raising this concern by any means (<i>verbal, written etc.</i>)?	Yes	No
If the person HAS got an impairment of the mind or brain, and the answer to any of the questions 2.1-2.4 is NO then person lacks mental capacity for this decision and is unable to consent. Concerns need to be raised in the persons best interest		
3. Where the adult can give consent, do they give consent to share this information with other agencies? If NO , please tell us why you are overriding the adult's consent	Yes	No
4. Does the adult have an Advocate who is representing them?	Yes	No
If yes, please provide details of the Advocate:		
Name:		
Relationship to adult at risk:		
Advocate contact details:		
If NO and the person lack capacity or has substantial difficulties, please contact Sheffield Advocacy Hub on 0800 035 0396 or email referrals@sheffieldadvocacyhub.org.uk		

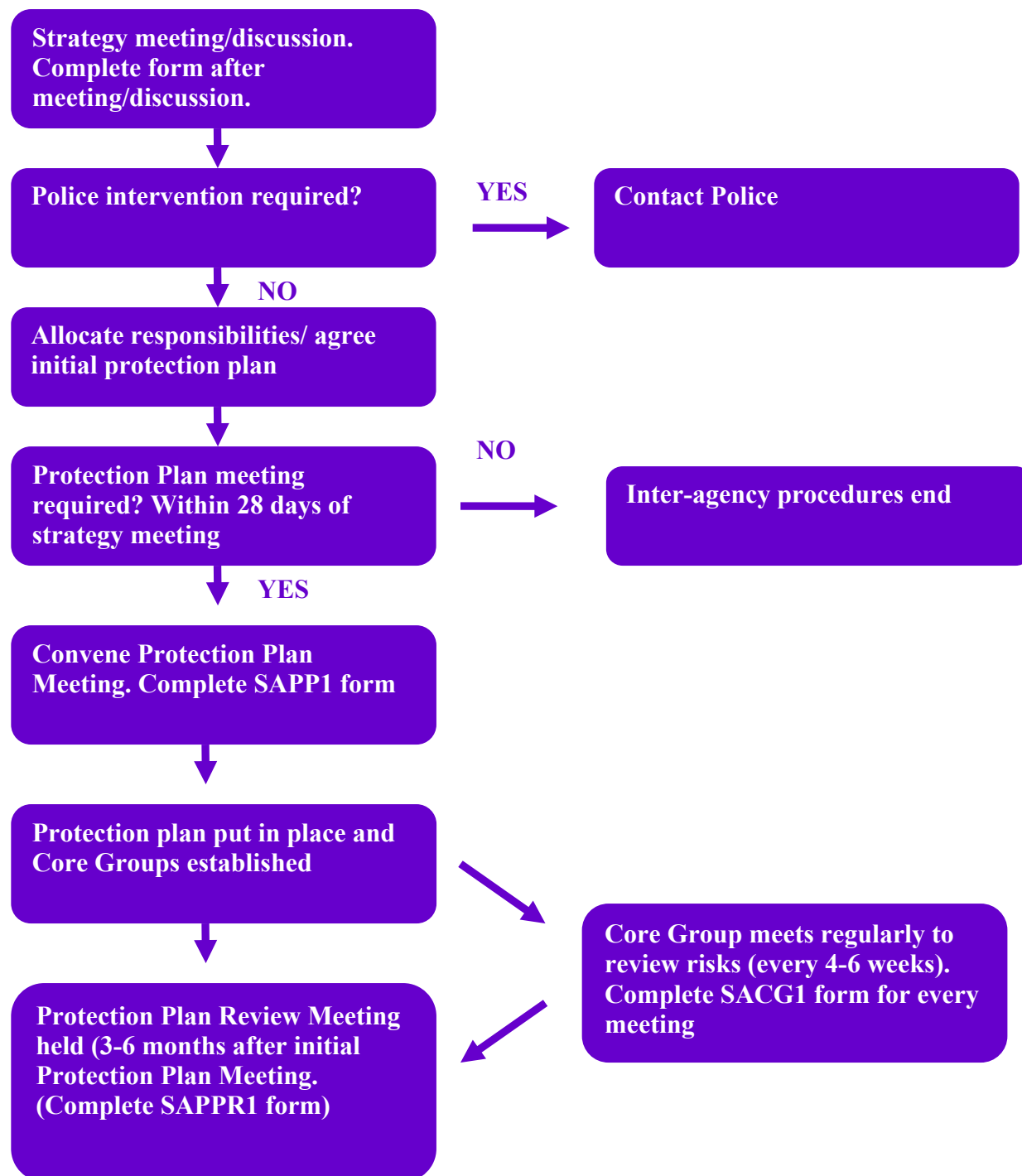
Part 5: Details of the person completing this form			
Name:		Job Title: (if appropriate)	
Address:		Email address:	
		Telephone number:	
Post code:		Organisation : (if appropriate)	
Name and contact details of Safeguarding Lead if different to above or if required			
Signature:		Date & time:	

Appendix 2

Decision and strategy stage



Strategy and Protection Plan Stage



13.APPENDIX 3

SAFEGUARDING: RECORDING AND FILE TRANSFER

Recording safeguarding concerns is vital to the effective safeguarding of adults. Records are kept for many years & must be fully understood even after the adult has left your establishment.

All records should:

- Be factual, evidenced, concise, complete, accurate and objective
- Include your full name, date and position
- Be securely stored

A safeguarding file should be set up for each client when a safeguarding concern has been identified.

The file should be in date order & have a:

- Front sheet with basic details of the client
- Chronology of the contents
- Record of all discussions and meetings relating to the client
- Copy of any other documents e.g. reports, assessments, conferences, core groups etc

Each file record should include:

- Date and time of:
 - writing the record
 - when you obtained the information
 - the alleged incident and/or when your concern began
- Details of your concerns, what gave rise to them, and any discussions about this
- All action you have taken
- The extent and nature of any involvement by other professionals, and their full details

Storage:

- All individual hardcopy safeguarding files are stored in a locked safe in a locked cabinet
- Access to information is only via the Designated Safeguarding Lead Darren Walker or the Deputy named person Emma Parker.
- Early intervention information **must** be securely archived until 25 yrs after last action

E-storage:

- Always seek specialist advice
- Encryption of files is strongly advised
- If using password protection, ensure the Designated Safeguarding Lead and Deputy named person have the password **but do not share it with others**

- Passwords should use a standard formula that is **strong** and **memorable**
- If using 'restricted access' folders, this can be over-ridden by your IT technicians
- Tightly manage access and permissions including promptly disabling these when staff members leave/change role etc
- Archiving e-files is problematic, due to digital continuity & they cannot be password protected: consider using 'restricted access' archive folders or secure on-line storage

Sharing information:

- Appropriate levels of information **must** be shared by the Designated Safeguarding Lead with staff and other settings so they can respond to the adult's needs