



**Toolkit to support organisations in the self-assessment for
benchmarking of Safeguarding Adult Policies**

Worcestershire Safeguarding Adults Board

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Document Control

- **Ratified by WSAB**
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Revision History

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22.11.17	1.1	Minor alteration – made name of regional policy explicit.	Suzanne Hardy
28.11.17	1.2	Scope added	Policy Sub Group

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Consulted on the Policy/Guidelines

Organisation	Date

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1.0 INTRODUCTION

Worcestershire Safeguarding Adult Board (WSAB) has signed up to **Safeguarding adults: multi-agency policy and procedures for the West Midlands** with many agencies having their own policy to underpin the West Midlands Policy.

<http://www.scie.org.uk/publications/reports/report60/files/report60.pdf>

The Policies and procedures sub group of WSAB has been commissioned to provide a tool that organisations can use to benchmark their existing policies against, or to formulate a new policy, ensuring that the policy meets the requirement of the Safeguarding Adult Board and contracting and commissioning requirements.

The toolkit provides details of what individual organisation's policies should cover in addition to the West Midlands Policy.

All policies for organisations should incorporate the six principles of safeguarding adults (DH 2011)

- Empowerment
- Proportionality
- Accountability
- Partnership
- Protection
- Prevention

2.0 SCOPE

Provides guidance to organisations working with adults who have care and support needs to aid policy development.

3.0 ELEMENTS TO CONSIDER

Element to be covered	Principle
Contains a statement of the organisation's basic philosophy and principles relating to safeguarding adults	ALL
Identifies that the organisation has signed up to the Safeguarding adults: multi-agency policy and procedures for the West Midlands and provide direction as to how/where to locate that document e.g. URL link	ALL
Identifies who in the organisation has lead responsibility for safeguarding adults. Use structure charts if that is helpful.	Accountability
Defines the scope of the policy and term 'adults at risk'	ALL
Identifies what staff and volunteers must do if	Prevention, Protection, Partnership,

they see or suspect abuse. Include 'whistle blowing' procedures. Flow charts for reporting within and externally to Adult Social Care are useful here.	Accountability
Identifies how alerts are made in the organisation. Where necessary ensures this covers different staff groups if reporting arrangements vary.	Protection, Accountability, Partnership
Identify what happens within the organisation when an alert is raised and what happens when reported externally.	Protection, Accountability, Proportionality
Identifies reporting responsibilities to other bodies/processes e.g. Police to report crime, CQC to report provider issues, commissioners, other internal processes.	Accountability, Protection, Partnership
Identifies that adult safeguarding decisions should take account of the ability to give informed consent and comply with the Mental Capacity Act 2005.	Proportionality, Accountability, Prevention, Protection, Empowerment
Covers arrangements for safe recruitment and references managing allegations against members of staff occurring within the organisation (to include staff employed on a temporary basis or via an agency).	Prevention, Protection, Accountability
Identifies the organisation's Quality Assurance/Governance processes/reporting arrangements in relation to safeguarding adults.	Accountability
Identifies the organisation's response to the PREVENT agenda where applicable.	Prevention, Partnership, Accountability
Identifies what training staff require in different roles (or provides details of document e.g. Training Strategy)	Prevention, Protection, Accountability
Outlines arrangements by which agencies will provide assurance to commissioners via contracts, service specifications and reporting arrangements (including exception reports as required).	Prevention, Protection, Accountability
Provides information of how the organisation will inform service users/carers of safeguarding awareness and issues if they arise	