



**Quality assurance checklist for Safeguarding Adult Policies:
Self-assessment for organisations**

Worcestershire Safeguarding Adults Board

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Document Control

- Ratified by WSAB
- Reviewed
- Ratified by Chairs on behalf of WSAB
- To be reviewed

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Revision History

Date	Version	Changes made	Author
07.02.14	1.0	New document	
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
19.03.21	1.3	Retitled, content updated including new standards and action plan	Mike Wood
02.06.21	1.4	Updated following Chairs comments	Mike Wood
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Consulted on the Policy/Guidelines

Organisation	Date

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1.0 PURPOSE OF THE CHECKLIST

Worcestershire Safeguarding Adult Board (WSAB) is signed up to **Safeguarding adults: multi-agency policy and procedures for the West Midlands**. Many agencies **including providers** will have their own policy to implement and embed the West Midlands Policy in their organisations.

The purpose of the checklist is to support organisations to develop robust and effective safeguarding adults policies and procedures by:

- Reviewing their existing safeguarding adults policy and procedures against the standards in the checklist and where necessary making improvements **including aligning them to the West Midlands Policy**.
- Using the checklist to produce new safeguarding adults policy and procedures for the organisation.
- Using the action plan to make improvements for those standards that are partly or not met.

It is essential that organisations align their own safeguarding adults policy and procedures to the contents of the West Midlands Policy. For example, to include clear explanations of safeguarding, abuse and neglect, and the legal framework. The checklist provides standards for organisations' policies that should be covered in addition to the West Midlands Policy. Therefore, it is important for organisations to check their own policy and procedures against the West Midlands Policy.

1.1 All policies for organisations should be underpinned by the six principles of safeguarding adults (Care Act 2014)

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

2.0 SCOPE

The checklist is for organisations working with adults who have care and support needs. The Care Act Statutory Guidance (2020) states that 'safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs).
- is experiencing, or at risk of, abuse or neglect.
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.'

The adult experiencing, or at risk of abuse or neglect is referred to as 'the adult' in the checklist standards.

3.0 CHECKLIST STANDARDS

Standard	Standard not met	Standard partly met	Standard met
There is a statement of the organisation’s commitment to safeguard adults from abuse and neglect. It must emphasise that safeguarding is everyone’s business.			
The policy is underpinned by the 6 Care Act (2014) principles for safeguarding adults (see 1.1)			
There is a statement that the organisation has signed up to the Safeguarding adults: multi-agency policy and procedures for the West Midlands and clear direction to locate the document, e.g. URL link.			
The policy identifies who in the organisation has lead responsibility for safeguarding adults. Use structure charts if that is helpful.			
The scope of the policy and term safeguarding adults is defined in the context of the organisation’s business.			
Making Safeguarding Personal is clearly explained and the importance of putting it in practice, e.g. asking the adult what they want to happen if they have mental capacity or acting in their best interests if they lack the capacity to make the decision themselves.			
The organisation’s governance arrangements, quality assurance and reporting arrangements are identified for safeguarding adults.			
Adult safeguarding decisions take account of the ability to give informed consent and comply with the Mental Capacity Act 2005.			
The arrangements for safer recruitment, DBS checks, obtaining references, and managing allegations against members of staff occurring within the organisation (including staff employed on a temporary basis or via an agency) are covered or a link to the relevant policy and procedures is provided.			

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The organisation's response to specific safeguarding agendas is identified, e.g. PREVENT and exploitation.			
The procedures identify the actions that staff, and volunteers must take if they identify or suspect abuse. This includes 'whistle blowing' procedures. Flow charts for reporting within the organisation and externally to Adult Social Care are very useful here.			
The procedures identify how safeguarding concerns are raised in the organisation. Where necessary this covers different staff groups if reporting arrangements vary.			
The procedures identify what happens in the organisation after a safeguarding concern is raised and when they should be reported externally, e.g. to Adult Social Care and the Police.			
The relevant phone numbers and contact details for raising and managing safeguarding concerns are in the procedures.			
The procedures identify reporting responsibilities to other bodies/processes, e.g. the Police to report crime, CQC to report provider issues, commissioners, other internal processes.			
How, when and what information needs to be recorded is explained including who should record the information and where records should be stored.			
Confidentiality is explained including information should only be shared with the people who need to know and what should be shared.			
Staff and volunteers are made aware of organisation's social media policy, mobile phone and digital technology policy and procedures.			
Information is provided on how the organisation will inform service users/carers of safeguarding a concern raised by another person ensuring this is in line with Making			

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Safeguarding Personal.			
The safeguarding training staff require in different roles is explained (or provides details of document, e.g. training strategy or link to relevant document).			
Arrangements for organisations to provide assurance to commissioners via contracts, service specifications and reporting arrangements (including exception reports as required) is included.			
The date to review the policy is stated.			

4.0 ACTION PLAN TO MEET STANDARDS (IF REQUIRED)

Improvement required	Person responsible	Timescale for completion	Status

Key for status

	On track to complete in timescale
	Some issues, being managed, needs to be closely monitored.
	Serious issues, dates being missed, corrective action required.
	Completed