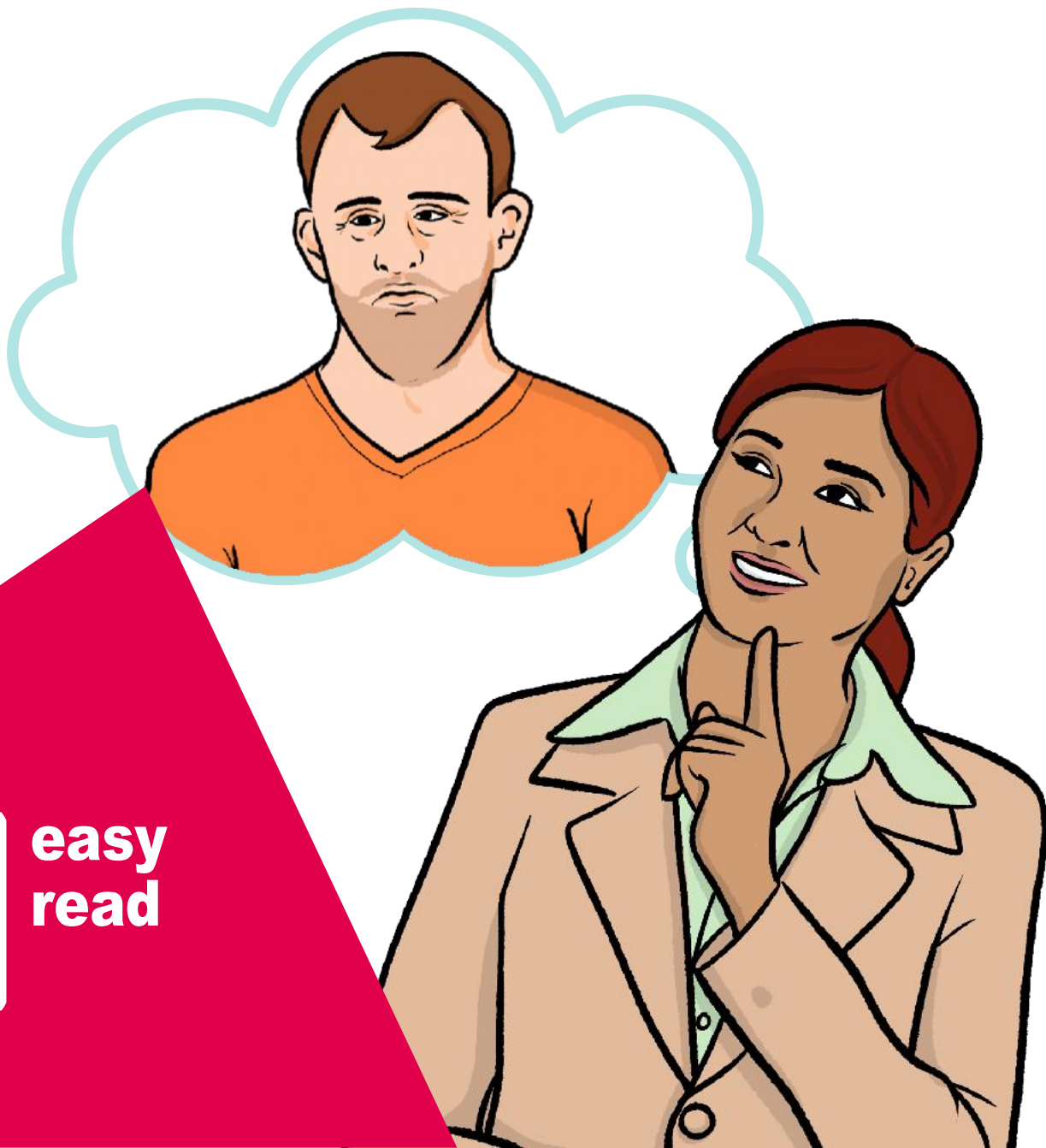




lifeworks
Learning disability champions

What to do if someone is not safe

Our safeguarding procedure

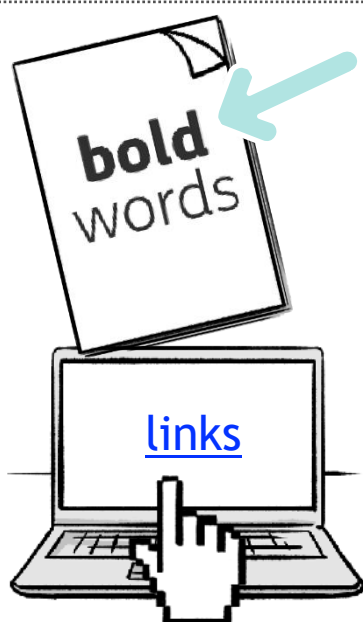


**easy
read**

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In this easy read document, difficult words are in **bold**. We explain what these words mean in the sentence after they have been used.

Some words are blue and underlined. These are links which will go to another website which has more information.

Introduction



Lifeworks is a charity that supports people with learning disabilities. Lifeworks supports people of all ages.



This explains what happens if we think that someone is not safe.



Everyone is responsible for keeping people safe.

Vulnerable



People with a learning disability are especially **vulnerable** to abuse.

Vulnerable means they might come to harm without proper support.

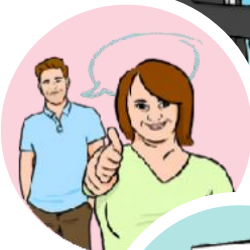


Abuse is when someone hurts you or treats you badly.

If you are worried that someone is not safe



If you are worried that someone is not safe, you should speak to any of the staff.



The member of staff:

- will listen to you without interrupting you
- may ask some questions to help you to explain what has happened
- will try to keep things private
- may sometimes have to share information with other people
- tell you that you have done the right thing in speaking up about it
- write down what you said using your words.



The member of staff will report the matter to the **Designated Safeguarding Lead**.

The Designated Safeguarding Lead is a senior manager who is responsible for keeping people safe.



The Designated Safeguarding Lead will tell the Charity Safeguarding Lead and may involve the local council and the police.

Telling your family



Small injuries

If you have small injuries, we may contact your family to discuss the issue.



If the injury is not an accident, we will tell your family that we must tell the local council.



Neglect or emotional abuse

Neglect means not giving someone the care they need.



Emotional abuse means making someone feel upset on purpose.



We will talk to your family about ways that organisations can help.

If the problem does not get better, we will tell the local council about it.



Sexual abuse

Sexual abuse means forcing someone to do something to do with sex when they don't want to.

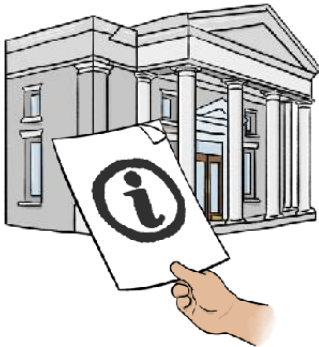


If we think there may be sexual abuse, we will tell the local council before discussing it with your family.

Keeping a record



If you see something, you must write down what happened. This will be given to the Designated Safeguarding Lead.



Your written note may be passed on to the local council or the police.



Your note will go into a record which we will keep separately from your personal file.



People will only be able to see the record if they need to know.



If you stop receiving services from Lifeworks we may need to tell the service that supports you next that there have been some worries about keeping safe.

Serious situations



If we think that someone has broken the law, we will tell the police as well as the local council.



If we think that someone might be harmed or abused, we will tell the police and the local council.

If we are asked to share information



We have to share information with the local council and the police if they need it.

We may be asked to provide information for meetings where different professionals talk about keeping you safe.

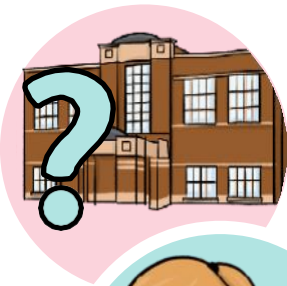
Usually we will be able to share these reports with your family.

Your Protection Plan



This is where the local council have written a plan which explains how to keep you safe. For adults this is called an Interim Protection Plan and for children it's called a Child Protection plan.

When you have a Protection Plan, we have to tell the local council about:



- any time you are missing from home, if you live at a Lifeworks Service, or if you are missing from school or college
- any changes to the way you behave
- any worries about you.

If you tell us that a member of staff is abusing you



If you tell us that a member of staff is abusing you we will take immediate action and also tell the local council - depending on the nature of what you have told us we may need to contact the police and the body that regulates our services.

We will take your information seriously and take immediate action to keep you safe.



The local council will ask its safeguarding children or adult's team to support us in the process. They will:

- arrange meetings with us
- set up a meeting with senior people in the council and our senior managers
- look into our responses and actions





We may:

- suspend the member of staff - this means they will not come into work



- give the member of staff a warning



- Take disciplinary action



If they are not suspended or dismissed we will look at how we can make sure everyone is safe.

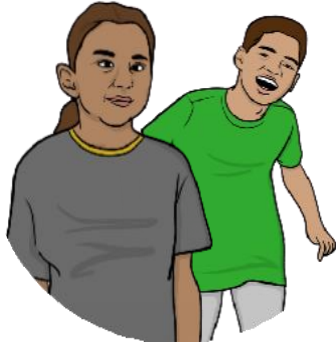


We will tell you what has happened in the meetings and what else has been done.



You will be able to have someone with you when you talk to us about these things.

Who to contact if you are worried



For students aged under 18

If you live in Devon, contact:

- Devon MASH
 - Phone: 0345 155 1071
 - Email: mashsecure@devon.gov.uk



If you live in Torbay, contact:

- Torbay Safeguarding Hub
 - Phone: 01803 208100
 - Email: mash@torbay.gov.uk





If you live in Plymouth, contact
Phone 01752 668000

Email:

- gateway@plymouth.gov.uk



If you live in Cornwall, contact:

- Multi Agency Referral Unit (MARU)

- Phone: 0300 1231 116

- Email:
MultiAgencyReferralUnit@cornwall.gcsx.gov.uk



Out of hours Duty Teams

Contact these numbers in the evenings, at night and at weekends.

Devon: 0845 6000 388

Torbay: 0300 456 4876

Plymouth: 01752 346984

Cornwall: 01208 251 300



For students aged 18 and over

If you live in Devon, contact:

- Devon Safeguarding Adults Services at Care Direct



- Phone: 0845 155 1007
- Email:
csc.caredirect@devon.gov.uk



- in the evenings, night or weekends call: 0845 6000 388

If you live in Torbay, contact:

- Torbay safeguarding adult services



- Phone: 01803 219700
- in the evenings, night or weekends call: 0300 456 4876

If you live in Cornwall, contact:



- Phone: 0300 1234 131
- email:
accessteam.referral@cornwall.gov.uk



- in the evenings, night or weekends call: 01208 251300



If you live in Plymouth, contact:

- Phone: 01752 668000

For more information

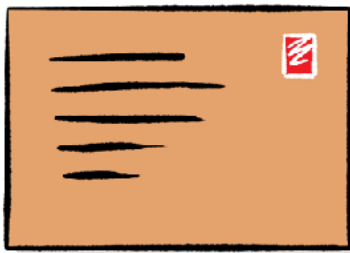
For more information, please contact us by:



email:
enquiries@lifeworks-uk.org



phone: 01803 840744



post:
Lifeworks Charity LTD
rooms 32 and 33
Lescaze Offices
Dartington
Totnes
Devon
TQ9 6JD