

# Acuity Safeguarding Policy & Procedure

## 1 Aim

This policy and procedure is for anyone working for Acuity Research & Practice. It equips you with the information you need regarding what safeguarding is and what actions to take if you suspect or are told about abuse and what will happen next.

We have a duty of care and are committed to the protection and safety of individuals at risk as participants in everything that we do and in all our activities.

We also want to protect and support our staff who work or come into contact with these groups.

## 2 Definition

Safeguarding can be defined as measures to protect people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect (Care Quality Commission, 2018).

Although the majority of our business and work is carried out with adults we may occasionally have contact with those under 18yrs.

## 3 Roles of Responsibility

While it is not our job to establish whether or not abuse is taking place, it is our responsibility to report any concerns we have over the welfare of children, young people, or adults. This duty extends to the identification of abuse, as well as allegations brought to the attention of Acuity staff by an employee, member of the public, our self-employed associates and any other agencies/individuals that we work with.

Acuity are not expected to investigate suspicions or concerns - other agencies are trained to do this. **Acuity will ensure that all staff and associates understand;**

- What they need to do, and what they can expect of one another, to safeguard individuals at risk using this policy. The policy is available at Induction.
- Effective safeguarding systems are those where:
  - All staff who come into contact with individuals at risk are alert to their needs.
  - Expert judgement is used to ensure the right solution/actions are taken to safeguard and promote an individual's welfare.
  - Appropriate information is shared in a timely way.



Acuity recognises that abuse is a symptom of social, institutional and individual discrimination. Disabling attitudes and practices allow for the belief that it is somehow acceptable to treat others with little respect and for people not to be informed, consulted, included or empowered in order to exercise choice and take decisions which affect their lives. Preventing discrimination is essential to abuse prevention and will not be tolerated.

## **4 Reporting a safeguarding issue**

In the event of having a concern about a child or adult at risk, the primary concern is to ensure that you record relevant information. Acuity staff or Associates should then make their line manager/supervisor aware of the issue. They (or their line manager, as agreed) should then, as quickly as possible, contact the (social services) Safeguarding Team at the appropriate local authority. If it believed a criminal offence has occurred, contact the Police on 101. Alternatively, phone 999 if a crime is being committed or someone is in immediate danger, this is an emergency protocol.

Safeguarding concerns raised by interviewers should be red flagged on the internal system with relevant information and reported to the relevant line manager /supervisor. The CATI interviewer training manual clearly states the process for interviewers to report safeguarding/red flagging and a copy is provided in advance of any Induction training.

Employee safeguarding concerns within Acuity should be reported to a line manager/Director or designated safeguarding lead (DSL). The DSL will ensure others in the organisation understand and follow safeguarding advice and protocols.

## **Training and awareness**

Acuity will ensure an appropriate level of safeguarding training is available to its Directors, employees, associates (interviewers) and any relevant persons linked to the business who needs it, to ensure all are aware of: what safeguarding is; our role in safeguarding each other and other individuals; recognising safeguarding issues and taking appropriate action.

## **5 References and further information**

Care Quality Commission (2018) Safeguarding People. Available online at:  
<http://www.cqc.org.uk/what-we-do/how-we-do-our-job/safeguarding-people>

The MRS Code of Conduct 2019 <https://www.mrs.org.uk/standards/code-of-conduct>

Date Accessed: 13 December 2022.

Version: Acuity Safeguarding Policy v2023.Docx  
Last Reviewed: 13 December 2022  
Next Review: 31 December 2023