



Adult Safeguarding Policy Statement

This policy will enable GIGA to demonstrate its commitment to keeping safe the adults at risk with whom it works alongside.

GIGA acknowledges its duty to act appropriately to any allegations, reports, or suspicions of abuse.

It is important to have the policy and procedures in place so that officials, competitors and the management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up to enable GIGA to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of adults at risk. Adults at risk are defined as:

- People aged 18 or over
- Who may be unable to protect him or herself against significant harm or exploitation.

The policy applies to all officials, competitors, management committee members and anyone working on behalf of GIGA

It is acknowledged that significant numbers of adults at risk are abused, and it is important that GIGA has an Adult Safeguarding Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy, GIGA 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 well-being 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 recruit volunteers safely, ensuring all necessary checks are made

GIGA:

- will ensure that all officials, competitors, management committee members are familiar with this policy and procedures
- will work with other agencies within the framework of the Committee for Health and Social Care (HSC), multi-agency Adult Safeguarding Policy and Procedures
- will act within its confidentiality policy and will aim to gain permission from service users before sharing information about them with another agency, unless to do so would put them at further risk of harm.
- will pass information to the HSC Adult Safeguarding Manager, Safeguarding Unit, Perruque House, Castel, including when more than one person is at risk.
- will inform 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
- will make a referral to the HSC Adult Safeguarding Manager as appropriate
- will endeavour to keep up to date with island wide developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Persons understands his/her responsibility to refer incidents of adult abuse to the relevant agencies (Police/ HSC Adult Community Services/ HSC Safeguarding Unit)

The Designated Named Persons for Adult Safeguarding in GIGA 2025 are:

Chris Jackson Tel: 07781 134000 chris.jackson@giga.org.gg

Karen Archenoul. (Bucky) Tel: 07781 402330 karen.archenoul@giga.org.gg

They should be contacted for support and advice on implementing this policy and procedures.

This policy should be read in conjunction with the Committee for health and social care Adult Safeguarding Policy and Procedural documents which are available by contacting the HSC Adult Safeguarding Manager at PerruqueHouseAdmin@gov.gg with 'Adult safeguarding enquiry' in the subject line.

These procedures are documented on the GIGA website at <http://giga.org.gg>

Procedures

1. Introduction

These procedures have been designed to ensure the welfare and protection of any adult who is involved with GIGA. The procedures recognise that adult abuse can be a difficult subject for people to deal with. GIGA is 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 officials, competitors and management committee members act appropriately in response to any concern around adult abuse.

2. Preventing abuse

GIGA is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place and that all those involved within GIGA will be treated with respect.

Therefore, this policy needs to be read in conjunction with the following policies:

- Anti-Money Laundering, Counter Terrorism Financing and Anti-Tax Evasion Policy (AML/CTF/ATE)
- Code of Conduct
- Child Protection Policy
- Data Protection and General Data Protection Requirements (GDPR)
- Diversity and Inclusion
- Whistleblowing Policy

3. Recognising the signs and symptoms of abuse

GIGA will ensure that the Designated Named Persons have access to training around Adult Safeguarding.

"Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: UK Department of Health, 2000)

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
- 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-centred care or treatment

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.

4. Designated Named Persons for Adult Safeguarding

GIGA has two appointed individuals who are responsible for dealing with any Adult Safeguarding concerns. In their absence, a deputy will be available for officials and competitors to consult with. The Designated Named Persons for Adult Safeguarding within GIGA are:

GIGA Designated Named Person for Adult Safeguarding:

Chris Jackson. Tel: 07781 134000 chris.jackson@giga.org.gg

GIGA Designated Named Person for Adult Safeguarding:

Karen Archenoul. (Bucky) Tel: 07781 402330 karen.archenoul@giga.org.gg

Name of GIGA deputy Adult Safeguarding person:

Isla Wright. Tel: 07839 247853 isla.wright@giga.org.gg

Should these named people be unavailable then the next point of contact should be directly with HSC Adult Safeguarding Manager. In the event of an emergency (where a vulnerable adult may be at risk of significant harm outside of the above hours), the Guernsey Police should be contacted.

The roles and responsibilities of the named persons are:

- to ensure that all officials and competitors are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to HSC adult safeguarding team.
- to follow up any referrals and ensure the issues have been addressed.
- to consider any recommendations from the Adult Safeguarding process
- to reinforce the utmost need for confidentiality and to ensure that officials and competitors 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 give support and afforded protection to officials and competitors if necessary. They will be dealt with in a fair and equitable manner.

5. Responding to people who have experienced or are experiencing abuse

GIGA recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges 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, officials safe

- To inform the Designated Named Persons in GIGA
- To record what happened

All situations of abuse or alleged abuse will be discussed with the Designated Named Persons or their deputy. If an official or competitor feels unable to raise this concern with the Designated Named Persons or their deputy then concerns can be raised directly with the HSC Adult Safeguarding manager. The alleged victim will be told that this will happen. 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 HSC Adult safeguarding manager.

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 Named Persons may take advice at the above stage from the HSC Adult Safeguarding Manager and/or one of the HSC Adult Safeguarding Lead managers and/or other 'advice giving' organisations such as Police.

Guernsey Police

Phone: 01481 22 22 22
(ask for Public Protection Unit)

HSC Adult Safeguarding Manager

Phone: 01481 22 69 23 or via PEH Switchboard 22 00 00
Available: Monday, to Friday 8.45 am-17.00

Raising an Adult Safeguarding Concern (Alert)

The telephone call should be followed up in writing to the HSC Adult Safeguarding manager outlining concerns using an Adult Safeguarding Inter-Agency Alert form. This form can be found on line at 'Inter-agency Safeguarding Adults Concern Form'

All alerts may be

- emailed securely to PerruqueHouseAdmin@gov.gg with 'Adult Safeguarding Concern' as the subject
- or sent by secured post in a double envelope – marked strictly confidential.

In an emergency situation outside of these times please contact the Guernsey Police.

The HSC Adult Safeguarding Manager or a Safeguarding Team Lead (a designated Team Manager from HSC Adult Community Services) will then 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 Adult Safeguarding alert as soon as practicable.

If the Adult Safeguarding Manager or lead decides the safeguarding process needs to be instigated this will then lead to the implementation of the next stages of the HSC Adult safeguarding Policy and Procedures. This may include discussion at the Multi Agency Safeguarding Hub (MASH) for adults.

The Designated Named Person 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.

6. Managing allegations made against officials or competitors

GIGA will ensure that any allegations made against officials or competitors will be dealt with swiftly.

Where an official or competitor is thought to have committed a criminal offence the police may 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 officials and competitors posed by the alleged perpetrator.

The Designated Named Persons will liaise with the HSC Adult safeguarding lead to discuss the best course of action and to ensure that GIGA's disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

GIGA has a whistle blowing policy and members should be aware of this policy.

7. Recording and managing confidential information

GIGA is committed to maintaining confidentiality wherever possible and information around Adult Safeguarding issues should be shared only with those who need to know.

All allegations/concerns should be recorded securely. 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 Guernsey Data Protection Law 2017.

8. Disseminating/Reviewing policy and procedures

This Adult Safeguarding Policy and Procedure will be clearly communicated to officials and competitors via the GIGA website at <http://giga.org.gg> The Designated Named Person will be responsible for ensuring that this is done.

The Adult Safeguarding Policy and Procedures will be reviewed annually by GIGA's Management Committee. The Designated Named Persons for Adult Safeguarding will be involved in this process and can recommend any changes. The Designated Named Persons will also ensure that any changes are clearly communicated to officials and competitors.