

HOU13

ADOPTED: Feb 23

REVIEWED:

SAFEGUARDING POLICY

1.0 INTRODUCTION AND PURPOSE

Prospect recognises that people have the right to live their lives free from any form of harm or abuse. Our tenants can, however, be vulnerable to harm and it can take place in different situations and be caused by the actions of themselves or others. This policy outlines how to respond when there is concern that a vulnerable adult or child may be at risk of harm.

2.0 THE SCOTTISH SOCIAL HOUSING CHARTER

The relevant standards and outcomes for the Safeguarding Policy are:

Outcome 1: Equalities

Social landlords perform all aspects of their housing services so that:

- Every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.

3.0 DEFINITIONS

Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect.

In general terms, **Safeguarding** is what we do to prevent harm, whilst **child/adult protection** is the way in which we respond to harm.

4.0 LEGAL CONTEXT & RESPONSIBILITIES

4.1 The Acts of the Scottish Parliament which relate specifically to adult protection are:

- Adults with Incapacity (Scotland) Act 2000
- Mental Health (Care and Treatment) Scotland Act 2003
- Adult Support and Protection (Scotland) Act 2007

4.2 Social Work Services are responsible for making enquiries and carrying out investigations to establish whether or not an adult is at risk from harm and, if so, which, if any, of the protective measures available in terms of the legislation are most appropriate to an adult at risk's individual circumstances.

4.3 Police Scotland are responsible for investigating when a crime has or is suspected to have occurred. Investigations can be carried out jointly by Social Work and the Police.

4.4 Prospect staff's role is to report suspected or actual harm immediately to the relevant statutory bodies.

5.0 WHO IS A CHILD OR AN ADULT AT RISK?

5.1 The National Guidance for Child Protection in Scotland (2014) states that everyone in Scottish society has a part to play in preventing the abuse and neglect of children and young people and in responding to any situation where they think any child may be at risk of harm.

5.2 Adults at Risk are defined as persons aged 16 or over who:

- Are unable to safeguard themselves, their property, rights, or other interests,
- Are at risk of harm, and
- Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

All three elements of this definition must be met for a person to be considered as an adult at risk. Prospect staff will share appropriate information with the Social Work Department and/or Police Scotland, and it is their responsibility to investigate and determine if the person is an adult at risk.

5.3 The following groups of people will be covered by this policy:

- Prospect tenants and household members, including children,
- Prospect staff,
- Prospect committee members

6.0 HARM

6.1 What does “at risk of harm” mean?

Someone is at risk of harm, if another person’s conduct is causing, or is likely to cause harm, or the person is engaging, or likely to engage in conduct which causes or is likely to cause harm.

6.2 Types of Harm

There are various types of harm such as:

- Physical abuse
- Emotional/ physiological abuse
- Financial or material abuse
- Sexual abuse
- Neglect and acts of omission
- Discriminatory abuse
- Information abuse

6.3 Identification of harm

There are many signs of harm. It is important to consider any changes to the well-being of a person at risk. Some examples are:

- unexplained or unusual injuries
- misuse of medication, e.g., not giving medicines properly
- unexplained changes of behaviour, e.g., becoming anxious and withdrawn, fear of another person
- unexplained debt, not paying bills for services
- the use by another person of the adult’s possessions, bank account or property without his or her informed consent
- pressure by family or professionals(s) to have someone moved into or taken out of care
- hostile or unkind behaviour by a caregiver
- the adult at risk is not receiving appropriate care, which would protect them from harm

- unexplained deterioration in health or appearance
- a long delay between illness/injury and the person getting appropriate treatment
- the deprivation of basic needs, such as adequate food or heating
- prejudicial actions or remarks to the adult at risk about age, gender, disability, race, colour, sexual or religious orientation
- failure to provide adequate information, not being informed of rights, or being misinformed

6.4 Instances of harm

An adult or child may be at risk of harm from others such as:

- individual harassment
- risk to themselves
- antisocial behaviour from a neighbour
- visitors to the property
- family or friends
- other household members

7.0 RAISING CONCERNS

When adult or child protection concerns are identified by a member of staff, they should immediately raise these with their line manager and or the Housing Manager.

If appropriate, the concern will then be raised with City of Edinburgh Council; [Protect someone from harm – The City of Edinburgh Council](#)

8.0 IMPLEMENTATION & REVIEW

8.1 The Housing Manager is responsible for ensuring that:

- A procedure is developed and rolled out to Housing Management and Management Team staff
- Training is provided to Housing Management and Management Team staff
- This policy is reviewed at least every three years by the Management Committee.

Reviewed by the Management Committee on 29 March 2023

Next review due by: March 2026

PROSPECT EQUALITY IMPACT ASSESSMENT RECORD

Title of policy/ practice/ strategy	Safeguarding Policy	
Department	Housing Management	
Who is involved in the EQIA?	Catherine Louch	
Type of policy/ practice/ strategy	New <input checked="" type="checkbox"/>	Existing <input type="checkbox"/>
Date completed	13 March 2023	

Stage 1: Screening Record

What is the main purpose of the policy?

Prospect's Safeguarding Policy outlines our role working to prevent harm and, if staff recognise harm or abuse has taken place, what steps they should take. We will work with local statutory agencies who have the lead role in acting, as specified in the legislation outlined above.

Who will the policy benefit and how?

This policy will have a positive benefit on our tenants, service users, their children and, potentially the wider community. The aim of the policy is to increase staff confidence when addressing any situations where harm or abuse is or has taken place. This should lead to appropriate support and action being taken with a multi-agency approach to support the individual affected.

For each equality group, does or could the policy have a negative impact?

Protected characteristic	Negative	Positive/no impact	Don't know
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief (including no belief)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered negative or don't know to the above question you should consider doing a full EQIA.

Are there any potential barriers to implementing the policy?

None have been identified.

	Yes	No
Is a full EQIA required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered no to the above question explain why a full EQIA is not required:

No impact on equalities identified:	<input type="checkbox"/>
Other:	

Stage 2: Data and evidence gathering, involvement and consultation

Include here the results of your evidence gathering, including qualitative and quantitative data and the source of that information, whether national statistics, surveys, or consultations with relevant equality groups.

Source	Qualitative evidence provided	Quantitative evidence provided	Which protected characteristics are covered?	Gaps identified/ action taken
Management information data		Annual staff and committee equalities data	Age, disability, gender, ethnicity. In some cases, other protected characteristics	Membership data not collected.
Tenant satisfaction survey		Survey carried out in 2022	Age, disability, gender, ethnicity. In some cases, other protected characteristics	Data becoming out of date.
Committee, Equalities Working Group and Tenants Forum minutes	Equality related issues identified and discussed		Various	
Review of complaints received	Tenant/service user experience	Statistical data on types of complaint	All protected characteristics	Quarterly review of complaints as part of Key Performance Indicator report assists with data collection and analysis of protected characteristics
Observations/conversations (anecdotal)	Staff/committee/tenant/service user levels of understanding, inclusive practice		All protected characteristics	
Edinburgh Census 2011		Statistical data	Age disability, gender, ethnicity, marital status, religion, or belief.	Data becoming out of date.
EdIndex data		Statistical data provided for individuals on the housing waiting list	Age, disability, gender, ethnicity. In some cases, other protected characteristics.	Data becoming out of date.
What Scotland Thinks data		Statistical data on attitudes	All protected characteristics	

Community Profile

The following profile summarises key data for Prospect stock, the Wester Hailes Community and Edinburgh.

Indicator	Prospect	Wester Hailes	Edinburgh	Source	Comment
The number of households in receipt of Universal Credit.	42%	4,605-40%	34,317-9%	Prospect – Cx 22.11.21 Wester Hailes – as at 14.10.21 Universal Credit: Official Statistics (arcgis.com)	Prospect received housing costs directly for 42% of tenants.
The proportion of households in owner occupation, private rented accommodation, and social housing	100%	OO-25.7% PR-9% SH-64.5%	OO-58.9 PR-22.4% SH- 17%	WH-2011 Census Edinburgh- 2011 Census	
The number of people from minority ethnic communities;	23%	20.3%	11%	Prospect – Tenant Survey 2022 WH- 2011 Census CEC- 2011 Census	
The number of people over 60;	18.6% over 65	10.5% Over 65	15% Over 65	Prospect – Tenant Survey 2022 WH- 2011 Census CEC- 2011 Census	
The number of lone parent families;	23%	14%	5.8%	Prospect – Tenant Survey 2022 WH-2011 Census CEC-2011 Census	
The number of people with long-term limiting illnesses;	38.5%	30%	26.7%	Prospect – Tenant Survey 2022 WH-2011 Census CEC- 2011 Census	
The number of homeless persons;	n/a	Not available	1,912	2020/21 Homelessness Statistics 2020-21 - gov.scot (www.gov.scot)	
The number of single households;	38.6%	37.6%	39.1%	Prospect – Tenant Survey 2022 WH-2011 Census CEC-2011 Census	

Stage 3: Assessing the impacts

How might the policy impact on people who share protected characteristics? Include both positive and negative impacts.

Protected Characteristic	Description of Impact
Age	Older people can be more vulnerable to harm or various types of abuse from family members, neighbours, or “friends”. 18% of Prospect tenants are over 65 (2022 Survey). 34% of households surveyed in 2022 have children, children are vulnerable to abuse. This policy will support staff to act if any abuse or harm is identified within households.
Disability	Tenants with disabilities or impairments can be vulnerable to a range of abuse from family members, neighbours, or so-called friends. This policy will support staff to work with Social Work colleagues to support tenants to improve “gate keeping” and address abusive relationships. An increasing number of tenants are identified with hoarding or self-neglect issues. This policy will assist staff to take appropriate action in these cases and again work with Social Work colleagues to address the issues. 38% of Prospect tenants advised they have a disability (2022 Survey).
Gender reassignment	Tenants experiencing gender reassignment may be more vulnerable and thus at greater risk of abuse or harm. This policy will support staff to act if any abuse or harm is identified within households.
Marriage & civil partnership	Tenants experiencing domestic violence are victims of abuse. This policy will support staff to act if any abuse or harm is identified within households alongside our Tackling Domestic Abuse policy. The impact of harm or abuse towards any children in the household should also be considered.
Pregnancy & maternity	Tenants experiencing domestic violence are victims of abuse. This policy will support staff to act if any abuse or harm is identified within households alongside our Tackling Domestic Abuse policy. The impact of harm or abuse towards any children in the household should also be considered.
Race	Tenants experiencing racial harassment are victims of abuse. This policy will support staff to act if any abuse or harm is identified within households. Further, we offer translation services and support from specialist agencies as appropriate.
Religion or belief (including no belief)	Tenants experiencing harassment on religious grounds are victims of abuse. This policy will support staff to act if any abuse or harm is identified within households. Further, we offer translation services and support from specialist agencies as appropriate.
Sex	Tenants experiencing domestic violence are victims of abuse. This policy will support staff to act if any abuse or harm is identified within households alongside our Tackling Domestic Abuse policy. The impact of harm or abuse towards any children in the household should also be considered.
Sexual orientation	Tenants experiencing harassment on the grounds of sexual orientation are victims of abuse. This policy will support staff to act if any abuse or harm is identified within households.

How does the policy promote equality of opportunity?

This policy will support tenants who are facing abuse or harm to reduce the risks they face.

How does the policy promote good relations?

This policy will support staff to work with colleagues in Social Work and Police Scotland to empower tenants to address situations of risk and harm.

Stage 4: Decision making and monitoring

Identifying and establishing any required mitigating action

If, following the impact analysis, you think you have identified any unlawful discrimination – direct or indirect - you must consider and set out what action will be undertaken to mitigate the negative impact.

Does the assessment show a potential for differential impact on any group(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is there potential for unlawful direct or indirect discrimination?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified?

None identified.

Describing how Equality Impact analysis has shaped the policy making process

No changes to the policy were made as a result of this impact assessment.

However, it is a new policy, and if in time, we identify that there are impacts on groups which have not been identified above, we will consider reviewing the policy earlier than the usual three-year review period.

No impact on resources has been identified as a result of this EQIA.

Completing the EQIA has helped me consider how different communities or groups may be affected by this policy. This will be an area to reflect on when training is delivered.

Monitoring and Review

We will review this policy and impact assessment in three years' time. Unless, as above, we establish that changes are required sooner than this. The Housing Manager is responsible for the review.

Stage 5 - Authorisation of EQIA

Please confirm that:

- ◆ This Equality Impact Assessment has informed the development of this policy:

Yes No

- ◆ Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, i.e.:
 - Eliminating unlawful discrimination, harassment, victimisation.
 - Removing or minimising any barriers and/or disadvantages.
 - Taking steps which assist with promoting equality and meeting people's different needs.
 - Encouraging participation (e.g., in public life)
 - Fostering good relations, tackling prejudice, and promoting understanding.

Yes No

Declaration

I am satisfied with the equality impact assessment that has been undertaken for **Safeguarding Policy**.

Name: Catherine Louch

Position: **Housing Manager**

Authorisation date: 13 March 2023

