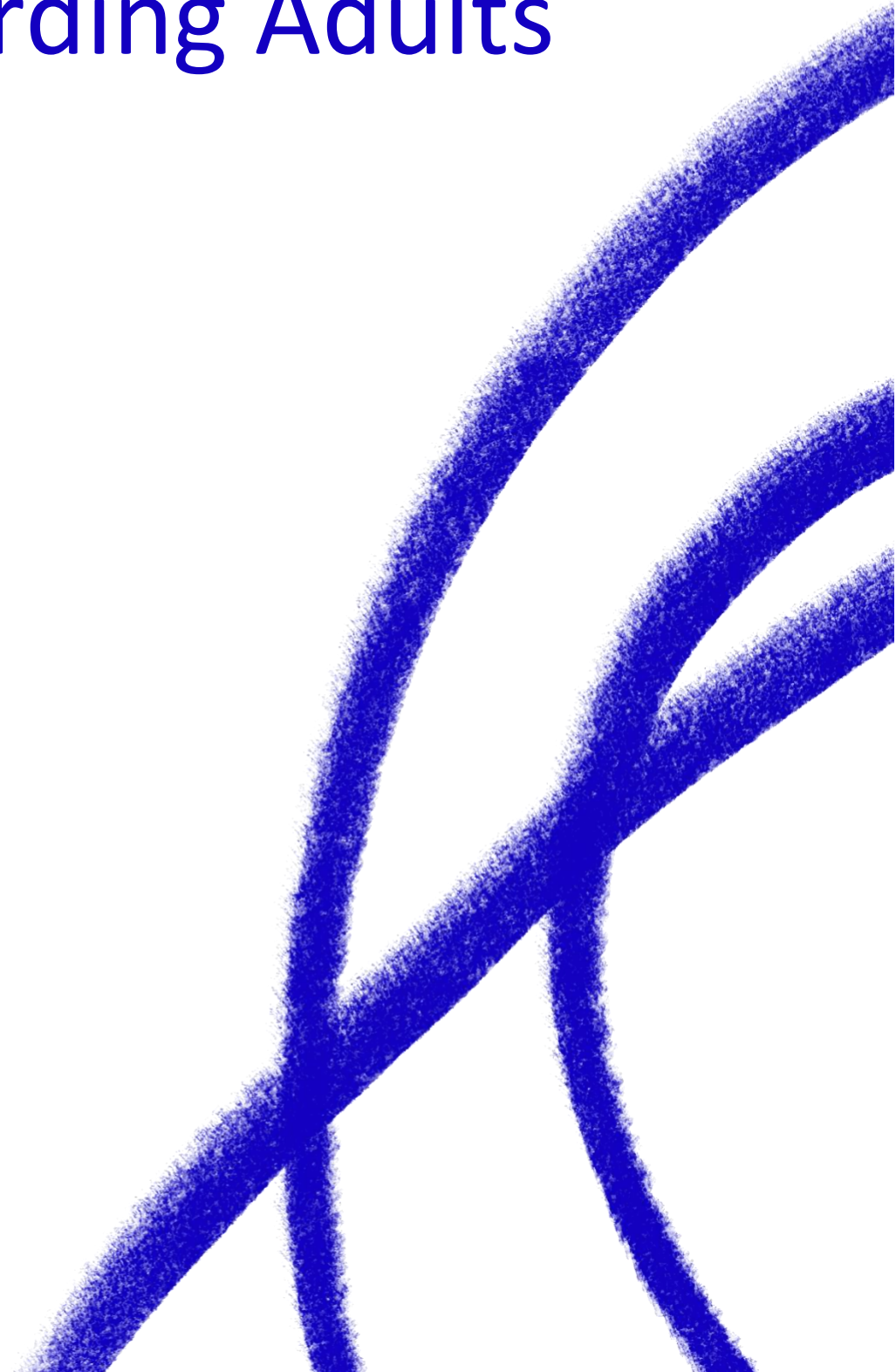


Safeguarding Adults Policy

Version 5

August 2025



Title	Safeguarding Adults Policy
Author	Heather Butcher
Version	5
Date first published	Version 1: 2019
Previous review dates	Version 2: November 2022 Version 3: June 2023 Version 4: June 2024
Next review date	July 2026
Review schedule	This policy will be reviewed annually, or in line with organisational or legislative changes including MQM guidance.
Responsibility	Board of Trustees
Responsibility for development, review and implementation	Executive Leadership Team and Operational Leadership Team, led by the Accountable Officer for Safeguarding Children and the Accountable Officer for Safeguarding Adults.
Target audience	All staff, volunteers, service members, students on placement, visitors, funding bodies, job and volunteer applicants and the Board of Trustees
Accessibility	Workforce: People HR Service members and others: BDC Mind website If you would like a copy of this policy or need it in another format, please contact us at 01274 730815, speak to a member of staff, or email us at admin@mindinbradford.org.uk
Associated policies	Safeguarding Children Policy Boundaries Policy Self-Harm and Self Injury Policy Confidentiality Policy Data Protection Policy Volunteer Policy DBS Policy Recruitment and Selection (Staff Handbook)

1. Purpose and scope

Safeguarding is everyone's responsibility.

This policy is to safeguard any adults (anyone aged 18+) who are identified at risk or potentially at risk of abuse. It covers all areas of our work and locations, such as online, phone, in person, at events and during training.

This policy applies to anyone working on behalf of Bradford District and Craven (BDC) Mind, including, the board of trustees, paid staff, volunteers, contractors, agency workers and students. At BDC Mind, we developed this policy to ensure we fulfil our duty to adults as a mental health service provider, keeping the voices of people who use our services at the center. The purpose of this policy is to:

- Provide protection for all adults who access BDC Mind Services.
- Provide our workforce¹ with guidance and procedures to follow if they suspect an adult may be experiencing or at risk of harm.

Everyone working on the behalf of BDC Mind must follow this policy, regardless of whether they work directly with our service members. This includes staff, volunteers, trustees, students, interns, contractors, agency workers and trainees.

Our subcontracted providers are not required to follow our internal policy in full, however they must meet the safeguarding standards specified within their contract. More information about this is available in section 12 .

2. Policy statement

We are committed to safeguarding the welfare of adults, including those with care and support needs, and those who may be at risk of abuse or neglect. We support and safeguard adults in a respectful and dignified way, promoting their rights to safety, autonomy, and wellbeing in line with the Care Act 2014 and Making Safeguarding Personal principles.

We recognise that every adult is an individual. When following safeguarding procedures, we are committed to listening to and valuing the voice, wishes, and experience of the person, and ensuring they remain at the centre of all decision-making. We promote empowerment by supporting people to make informed choices and to have as much control as possible over their lives and the safeguarding process.

This policy provides clear direction about how we will safeguard people from harm. It has been evolved to ensure we are fulfilling our duty as a local mental health charity. It is in line with and should be read in conjunction with:

[Bradford, Airedale and Wharfedale](#)

- [Bradford Safeguarding Adults Board Joint Multi-Agency Safeguarding Adults Policy and Procedures](#)

¹ All BDC Mind staff and volunteers.

- [Bradford Safeguarding Adults Board](#)
- [Reporting a Safeguarding Concern](#)

Craven (North Yorkshire)

- [North Yorkshire Safeguarding Adults Board Joint Multi-Agency Safeguarding Adults Policy and Procedures](#)

Core legislation and guidance

- BDC Mind Safeguarding Children Policy
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Health and Social Care Act 2012
- Care Act 2014
- Modern Slavery Act 2015
- Domestic Abuse Act 2021
- Information Sharing: Advice for Practitioners (last updated May 2024)
- Care and Support Statutory Guidance (issued March 2016; latest updates February 2025)

Other relevant legislation and guidance

- Human Rights Act 1998
- Data Protection Act 2018 (including GDPR)
- [Prevent duty guidance: England and Wales \(2023\)](#)
- [Guidance: The Caldicott Principles](#)
- [Female Genital Mutilation Safeguarding Pathway](#)

3. Commitment

We are committed to keeping adults safe by:

- Valuing, listening to and respecting them.
- Appointing an Accountable Officer for Safeguarding Adults, an Accountable Officer for Safeguarding Children and a lead trustee/board member for safeguarding, ensuring everyone understands their role and responsibilities.
- Ensuring everyone involved with BDC Mind understands adult safeguarding best practice through our policies, procedures and training, and knows what to do and who to contact if they have a concern relating to the welfare of an adult.
- Providing effective management for our workforce through supervision, support, training and quality assurance measures so our workforce knows about, and follow, our policies and procedures confidently and competently.
- Recruiting and selecting our workforce in line with safer recruitment best practice, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Using our safeguarding procedure to share information about adult safeguarding concerns with the appropriate agencies. For example, the Disclosure and Barring Service, Police, Local Authority and other appropriate services.
- Building a safeguarding culture where staff, volunteers and service members treat each other with respect and are comfortable about sharing concerns.
- Ensuring safeguarding decisions are free from bias or discrimination, in line with our Equality, Diversity and Inclusion (EDI) principles.

Safeguarding Principles

Six key principles underpin all our adult safeguarding work and are the cornerstone of the Care Act 2014.

These are:

- Empowerment: People being supported and encouraged to make their own decisions and informed consent.
- Prevention: It is better to act before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: accountability and transparency in delivering safeguarding.

4. Roles and responsibilities

Board of Trustees are responsible for:

- Having a lead trustee for safeguarding.
- Oversight and assurance that the organisation has the systems and processes to protect staff and service users from abuse.
- Ensuring safeguarding policies and procedures are reviewed, fit for purpose and up to date.
- Challenging decisions which adversely affect the wellbeing of anyone over the age of 18 who has care and support needs and is experiencing or is at risk of abuse or neglect.

The Accountable Officers for Safeguarding are responsible for:

- Keeping up to date with safeguarding practice and legislation and updating the Board of these.
- Taking overall accountability for safeguarding practice within BDC Mind.
- Ensuring the Board are consulted and updated to changes of policy and safeguarding concerns.
- Escalating any concerns with external organisations regarding safeguarding.
- Taking the lead in ensuring appropriate arrangements are in place for keeping people safe.
- Managing allegations of abuse against someone involved in the organisation.
- Deputising for one another in absence/periods of leave.

Heads of service are responsible for:

- Providing guidance and oversight to service teams and support the Accountable Officers for Safeguarding.

All operational managers are responsible for:

- Deciding whether to raise a safeguarding concern with the local authority.
- Making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns.
- Deciding when to share information with other agencies or raise a concern with local authority and, if consent is not given, whether to override and on what basis.
- Providing appropriate direction and coaching to staff to ensure a best practice approach to adult safeguarding is integrated into operational practice.
- Ensuring training undertaken and experiences of responding to adult safeguarding incidents are discussed in supervision so our workforce's understanding of safeguarding is clearly established, and further support identified, if required.
- Ensuring lessons learnt from safeguarding issues are discussed with relevant teams and changes in practice, procedure and policy embedded, where appropriate.
- Ensuring our workforce receive briefings on updates and changes to local authority procedures.

All members of our workforce are responsible for:

- Keeping people safe from harm.
- Ensuring they are aware of this policy and how to access it.
- Promoting the safety and welfare of people involved in BDC Mind's activities at all times.

- Immediately alerting a senior staff member regarding any challenges finding or understanding this policy.
- Knowing what to do if they suspect potential or actual harm, abuse or neglect of a person.
- Undertaking any mandatory safeguarding training as required.
- Familiarising themselves with local authority adult safeguarding policies, procedures and training relevant to their role.
- Taking immediate actions, wherever possible, to ensure people are safe from harm.

5. Recognising safeguarding concerns

The Care Act 2014 defines adult safeguarding as *“Protecting an adult’s right to live in safety, free from abuse and neglect.”*

Harm can occur over a series of repeated incidents or a one-off, they may form a pattern, or be sporadic, they may be happening currently, be historic and/or be potential future harm. Anyone may be the perpetrator of harm.

Harm may take place anywhere; for example, at home, work, health settings, in the local community, over the phone and online.

When recognising safeguarding concerns, it is essential to consider how personal, cultural or systemic bias may influence perception and response.

Types of abuse are:

- | | |
|------------------------------------|---|
| • Physical abuse | • Domestic violence or abuse |
| • Psychological or Emotional Abuse | • Sexual abuse |
| • Discriminatory abuse | • Financial or material abuse |
| • Organisational abuse | • Radicalisation |
| • Modern Slavery | • Honour based violence and forced marriage |
| • Neglect or self-neglect | • Harm to self |
| • Mate crime | • Fabricated or induced illness in adults |

See Appendix One: what constitutes as abuse and neglect for more detailed information and guidance around the different types of abuse and neglect.

6. Disclosures

Disclosure is the process by which people share their experiences of abuse with others. They may disclose directly, indirectly, behaviourally or non-verbally. Disclosures may be reported by a third party. Disclosures may be made against anyone, including staff and families. If an adult discloses abuse to you, use the following principles to respond:

- Assure them that you are taking the concerns seriously.
- Do not be judgmental or jump to conclusions.

- Listen carefully to what they are telling you, stay calm, get as clear a picture as you can.
- Say you'll take them seriously. They may have kept the abuse secret out of fear of not being believed. Assure them they can trust you, and that you will listen and support them.
- Use open-ended questions. Do not start to investigate or ask detailed or probing questions.
- Explain what you'll do next. Explain that you'll need to speak to someone who will be able to help.
- Reassure the person that they will be involved in decisions about them.

Other ways a safeguarding concern may arise

Disclosures are only one way safeguarding concerns may arise. Other ways include:

- Observations of signs/indicators that harm has or may take place.
- Reports by a third party.
- Through online posts or during a live chat.

7. Responding to concerns

In the event of a safeguarding concern, staff are expected to exercise professional judgement in accordance with organisational risk and incident response processes and the risk management policy. Personal assumptions or prior knowledge must not override these procedures. When making this decision, you should consider:

1. If the adult has care and support needs;
2. If the adult is experiencing or is at risk of experiencing abuse and neglect, as defined by The Care Act 2014;
3. The nature and seriousness of the risk(s);
4. The wishes and desired outcomes of the adult;
5. Situations when it is necessary to report a safeguarding concern even if it is contrary to the wishes of the adult.

If you deem a safeguarding concern, you should:

- Take immediate action to ensure the safety of the person.
- Follow the procedure as outlined in Appendix Two.
- Complete an incident report.
- Refer to our Incident Reporting Guidance for Staff and our Risk and Incident Response Process for more detail on how to assess and respond to risk.
- Speak with a senior member of staff if you are unsure or need help.

8. Responding in an emergency

Where there are significant concerns about the immediate safety or welfare of a person, you must contact emergency services on 999 without delay. Then follow the steps below:

- Take any steps to protect the adult from harm, as advised by emergency services.

- After reporting to emergency services, immediately inform your line manager or other relevant senior staff member, out of hours this is the On-Call Manager, on 01274 952 100.
- Refer to our Incident Reporting Guidance for Staff and our Risk and Incident Response Process for more detail on how to assess and respond to risk.
- Follow steps in the procedure as outlined in Appendix Two.

9. Concerns involving our workforce

Allegations and concerns about our workforce may arise in the context of their work or in their life outside work or at home.

If allegations or concerns are raised about abuse of a person by a member of our workforce, you must immediately report it to the Head of People and Culture, Accountable Officer for Safeguarding or CEO. If the Head of People and Culture or Accountable Officer for Safeguarding are implicated in the allegations or concerns, you must raise the concerns with the CEO. If the CEO is implicated, you must raise the concerns with the Chair of the Board of Trustees and the named Trustee safeguarding lead.

If there is an immediate risk to people using our services and it is not possible to contact the Head of People and Culture, Accountable Officer for Safeguarding or CEO, it is appropriate to act such as sending the staff member or volunteer home. A member of the Executive Leadership Team (ELT) should be involved in this decision.

Full details of the concerns should be recorded on an incident report and submitted via email to the senior staff member to whom you escalated the matter. Do not record the concerns on MYMUP unless directed to do so by the Head of People and Culture, Accountable Officer for Safeguarding or CEO.

Any members of staff or volunteers implicated in any safeguarding allegations or concerns will be subject to the BDC Mind Disciplinary and Grievances Procedure, a copy of which is in the BDC Mind Employee Handbook on each employees PeopleHR.

10. Concerns involving people who use our services

Our safeguarding adults procedure in Appendix Two must be followed in response to all safeguarding concerns, including when a service member is the alleged perpetrator.

Allegations or concerns about people who use services requires escalation to the Accountable Officer for Safeguarding and a risk assessment to be completed. This must be undertaken collaboratively with staff who know the alleged perpetrator and a senior member of the team. The purpose of the risk assessment is to understand whether this is new or historic, the potential harm and the likelihood of it re-occurring.

The risk assessment should lead to an outcome that both safeguards the victim but also supports the perpetrator to access the support they need. The support does not have to be provided by BDC Mind.

11. Confidentiality

To safeguard people, we sometimes need to share information with external organisations. When it is safe to do so, we will seek consent from the person first. If we cannot obtain consent, but must breach confidentiality, we will do so carefully and sensitively, in compliance with our Confidentiality Policy. We acknowledge that while those we support have a right to confidentiality, the safety and welfare of people take precedence. Therefore, we must explain to people that we may need to breach confidentiality in accordance with our Confidentiality Policy and the Mental Capacity Act. We also recognise that adults have the right to make their own choices, but we may still need to share information with external organisations to protect them and provide necessary support, particularly in the case of vulnerable adults.

12. Subcontracted service provision

At BDC Mind, we subcontract various providers to deliver support on our behalf. All Service Level Agreements and other contracting documents require a clear commitment to safeguarding and include detailed information about the providers' safeguarding responsibilities. They also include the mandatory expectation to:

- Have up-to-date child and adult safeguarding policies, aligned with legislation and local procedures, and reviewed annually.
- Ensure their workforce have the mandatory training as stipulated in the contract.
- Have appropriate recruitment safeguards in place, relating to enhanced disclosure checks with the Disclosure and Barring Service.
- Complete the NHS Safeguarding Self Declaration and a remedial action plan annually
- Provide us with information about all Serious Incidents, Patient Safety Incidents and Notifiable Safety Incidents.

Compliance with the above is monitored and reviewed by the relevant BDC Mind contract manager, and any concerns immediately escalated to the Accountable Safeguarding Officer.

13. Implementation and monitoring

Implementation

All members of our workforce are made aware of this policy and expected to read and understand it in their first week of induction. It is accessible to them via People HR.

All members of our workforce undertake safeguarding training appropriate to their role, with the level of training tailored to the nature of their specific duties. Our mandatory safeguarding training programme includes:

- Safeguarding adults levels 1 & 2 and annual refresher (levels required dependent on role).
- Safeguarding Adults Level 3 (all managers).
- Safeguarding children levels 1, 2 & 3 and an annual refresher (levels required dependent on role).
- Preventing radicalisation: basic prevent awareness.
- Suicide prevention.

- Understanding the impacts of hate crime (role dependent).
- Half day internal Risk, safeguarding and incident reporting essentials workshop

Monitoring

We monitor our performance in relation to concerns via:

- Weekly reviews by Service Managers of incidents within their service areas.
- Fortnightly quality & safety meetings.
- Monthly Operational Delivery Team meetings.
- Monthly reviews performed by the Operational Leadership Team.
- Monthly ELT report and quarterly report to Board of Trustees - reporting by exception.

Safeguarding is a standing item on all supervision and team meeting agendas. To promote ongoing learning and service improvement, teams and individuals are encouraged to discuss, reflect on and learn from safeguarding incidents.

14. Important contacts

Internal contacts

- **Accountable Officer for Safeguarding Adults**
Heather Butcher, Director (adults and older adults) | heather@mindinbradford.org.uk
- **Accountable Officer for Safeguarding Children**
Helen Ioannou, Director (cyp and all age) | heleni@mindinbradford.org.uk
- **Chief Executive Officer**
Helen Davey | helen.davey@mindinbradford.org.uk
- **Head of People and Culture**
Samane Etesami | samane.etesami@mindinbradford.org.uk
- **Trustee Lead for Safeguarding**
Karen Dawber | karen.dawber@bthft.nhs.uk

All of the above can be contacted via our office phone number: 01274 730815.

- **On-Call Manager**
01274 952100

External contacts

Bradford Adult Safeguarding Contact

Office hours: 01274 431 077

Out of office hours, Emergency Duty Team: 01274 435 400

Out of office hours, online referral: [SystemOne Safeguarding](#)

North Yorkshire Adult Safeguarding Contact

Office hours and out of hours: 0300 131 2131

Universal Referral Form: [Contact us - North Yorkshire Council Customer Portal](#)

What constitutes abuse and neglect

Organisations should not limit their view of what constitutes abuse or neglect as they can take many forms. The circumstances of the individual case should always be considered.

This is **not intended to be an exhaustive list** but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse including:

- Assault
- Pushing
- Inappropriate physical sanctions
- Hitting
- Misuse of medication
- Slapping
- Restraint

Domestic violence including:

- Psychological abuse including coercive control
- Sexual abuse or assault, including image based abuse or use of hidden cameras
- 'Honour' based violence
- Isolation from family and friends
- Financial abuse, including control of finances/
- Using substances to control a partner through dependency
- Physical abuse, including violent or threatening behaviour
- Emotional abuse
- Using social media to intimidate or harass

Sexual abuse including:

- Rape
- Indecent exposure
- Subjection to pornography or witnessing sexual acts
- Sexual acts to which the adult has not consented to or was pressured into consenting
- Sexual harassment
- Sexual teasing or innuendo
- Indecent exposure
- Inappropriate looking or touching
- Sexual photography
- Sexual assault

Psychological abuse including:

- Emotional abuse
- Humiliation
- Intimidation
- Verbal abuse
- Threats of harm or abandonment
- Blaming
- Coercion
- Cyber bullying
- Deprivation of contact
- Controlling
- Harassment
- Isolation

Financial or material abuse including:

- Theft
- Coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- Fraud
- Internet scamming

Modern Slavery, including:

- Slavery
- Human trafficking
- Forced labour and domestic servitude

Discriminatory abuse, including forms of harassment, slurs or similar treatment because of:

- Race
- Gender and gender identity
- Age
- Disability
- Sexual orientation
- Religion

Female Genital Mutilation

Organisational abuse:

This can include neglect or poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's home. This may range from one-off incidents to ongoing ill treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including:

- Ignoring medical emotional or physical care needs
- Failure to provide access to appropriate health, care and support or educational services
- The withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect:

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding. It should be noted that self-neglect may not prompt a Section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point where they are no longer able to do this, without external support

Safeguarding Adults Procedure

If you require support, advice or guidance at any point in this procedure, please speak with a senior member of staff.

Then follow the steps below (if reported to 999 go straight to step 2 onwards):

1. If safe to do so:

- Respond to the adult and gather information. Ask open-ended questions, remain non-judgmental, compassionate and supportive.
- Seek consent to share information from the person immediately following the disclosure or concern. It may be necessary to share the information without consent; this decision would need to be made by a senior staff member.

2. Immediately

Report the concern to Adult Social Care:

- Bradford (in hours): 01274 431 077.
- Bradford (out of hours) 01274 435400

Report online: [SystemOne Safeguarding](#)

- North Yorkshire (in & out of hours): 0300 131 2131

Report online: [Contact us - North Yorkshire Council Customer Portal](#)

3. Immediately

Report to statutory mental health services for disclosures or concerns about deliberate self-harm, suicidal thoughts with intent or behaviours

- First Response: 0800 952 1181

4. Immediately

Notify a senior member of staff in person or over the phone.

Out of hours, contact the on-call manager on 01274 952 100

6. Immediately

Record the incident on MYMUP and on an incident report. Submit the incident report as soon as possible following the incident.

7. As and when required

Debrief and follow up as guided by statutory services and senior staff.

In an emergency

If you have reason to believe a person is at immediate risk of significant harm, the matter is an emergency, and you must contact emergency services immediately and without delay, by calling 999.

1. Seek consent to share information

Immediately following the concern, if safe to do so, seek consent from the person to share information with the relevant external agencies in order to safeguard them and ensure further support.

- If the adult declines to consent, you must consider our legal duty to share the information and let them know what will happen next.
- We can share information without consent if we deem:
 - the adult does not have capacity
 - other people are, or may be, at risk, including children
 - sharing the information could prevent a crime
 - the alleged abuser has care and support needs and may also be at risk
 - a serious crime has been committed
 - staff are implicated
 - the person has the mental capacity to make the decision but they are under duress or being coerced
 - the risk is unreasonably high and meets the criteria for a multiagency risk assessment conference referral
 - a court order or legal authority has requested the information

Decisions to share information about adults without consent should not be taken alone and you should consult with a Senior Manager.

2. Report to local authority

Immediately after seeking consent, report the concern via referral to the relevant local authority.

Bradford Adult Safeguarding Contact

Office Hours: 01274 431 077

Out of hours: 01274 435 400

Online Referral: [SystemOne Safeguarding](#)

North Yorkshire Safeguarding Contact

Office & Out of Office Hours: 0300 131 2131

Online Referral: [Report adult abuse \(safeguarding\) | North Yorkshire Council](#)

You may wish to speak with a senior member of staff prior to reporting to the relevant local authority, for advice or guidance prior to referral. You should either contact your line manager or if out of hours, the On-Call Manager on 01274 952 100.

3. Report to statutory mental health service

After reporting to the local authority, if the concern is about deliberate self-harm, suicidal thoughts with intent or behaviours immediately notify statutory mental health services:

First Response: 0800 952 1181.

4. Notify a senior staff member

If you have not already done so, immediately notify a senior staff member via phone or in person:

- This may be your line manager, the relevant manager responsible for the service in which the concern came to light or the Child or Adult Safeguarding Lead.
- Out of office hours, you must inform the On-Call Manager via 01274 952 100.
- Ask the senior staff member for guidance about who else to notify and next steps.
- If the concerns relate to a member of the BDC Mind workforce, you must immediately raise the concerns with the Head of People and Culture, Accountable Officer for Safeguarding or Chief Executive Officer (CEO).

5. Notify relevant others

After notifying a senior staff member, immediately notify relevant third parties. These may include:

- The Care Coordinator involved in this person's care.
- Friends/family (if given consent by adult who you are concerned about).

6. Record the incident

Immediately record details on the person's MYMUP profile, complete an incident report and send it to the relevant managers with a written copy of the safeguarding referral.

Record keeping is essential in relation to safeguarding. Your recordings must include:

- Full name of adult at risk of harm and if consent has not been given, provide the rationale for this.
- The nature of the concerns; add as much detail as practically possible, including potential future harm
- The time(s) and date(s) of disclosures/observations.
- The date(s) and location(s) where suspected abuse took place.
- Where known, the full name of alleged abuser and relationship to the adult.
- Who the concerns have been discussed with within BDC Mind, what advice was given, and what decisions were made.
- Actions taken, including contact with statutory partners (local authority, police, NHS) and any other third parties, and reasons for these actions.
- The voice and wishes of the adult at risk.

Once the initial recordings are made, record all updates relating to the safeguarding concern on the person's MYMUP as and when they occur and make your manager aware of any updates as and when they occur.

Follow-up and debrief

After the concern is reported and recorded, follow guidance given to you from the relevant statutory agencies and senior member/s of staff.

If your concerns remain in place and are not addressed within timescales agreed by statutory agencies or you are not satisfied with the follow-up actions taken by them, report this to your manager immediately so they can escalate the matter.

A senior staff member will offer you a 1-1 debrief to ensure any welfare issues are addressed and followed up. You can also access clinical supervision.

Timescales

All the steps above should be followed within the timescales given. Sometimes this may require you to work beyond your scheduled work hours/pattern. In these circumstances, following the safeguarding procedure described above must always take priority. You should notify your manager or the on-call manager if you are working over your hours, and they will advise on next steps.