School of Nursing and Midwifery

Safeguarding Vulnerable Adults; Raising and Escalating Alleged Abuse Related to Clinical Practice Procedure and Guidance.

Guidance notes for students

The student has a responsibility to consider the alleged abuse about the placement or practice. Decide which categories the issues fall into.

- If it is alleged abuse and a vulnerable adult has come to harm as a result of an intentional or unintentional act or a failure to act, follow appendix 1 flowchart.

- If it is related to the quality of your placement experience (for example not given a mentor, mentor not available/supportive, no induction, and no orientation) or professional training issues (for example out of date clinical practice being witnessed, poor procedural techniques) follow School of Nursing and Midwifery Management of Issues / Complaints Relating to Clinical Placements policy.

In accordance to the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership (2010) Inter-agency Adults Protection Procedure the process to be followed when abuse is alleged is:

The student will immediately inform the local Council Safeguarding Team directly about the alleged abuse and inform the School of Nursing and Midwifery Safeguarding Leads that this has been done within 24 hours (see appendix flow chart 1).

If the student is working outside the university working hours the student must make a direct referral to the local Council Safeguarding Team, in order to prevent any delay (See page 5 relevant contact details).

If the student is unsure about the alleged abuse and feel they are unable to make a direct referral to the local Council Safeguarding Team the student must seek support and guidance from the School of Nursing and Midwifery Safeguarding Leads to make the referral and activate the policy within 24 hours (wherever possible).

- If the student is following the appendix flow chart 1 the student must:
  - Provide the patient/service user's names and an account; identifying times, dates, and individuals involved and relevant details.
- Attend meetings / provide information as requested by the University.

- The serious nature of a safeguarding referral may result in a criminal investigation, the potential temporary suspension of staff, the potential involvement with the Local Safeguarding Strategy meetings, providing information and a written account for Keele University and potentially being a witness and writing a witness statement if a police investigation is required.

- If the student is involved in a safeguarding investigation inform the School of Nursing and Midwifery Safeguarding Lead.

The Reporting of Potential Abuse

Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership (2010) states abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he/she had not consented, or can not consent. Abuse can occur in any relationship and may result in significant harm to or exploitation of the person subjected to it.

Abuse comes in many forms and more than one type of abuse may be happening at the same time. The Department of Health (2000 para 2.7) provide the following descriptions of the forms that abuse may take:

- **Physical abuse**, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions

- **Sexual abuse**, including rape and sexual assault or sexual acts to which vulnerable client has not consented, or could not consent or was pressured into consenting.

- **Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

- **Financial or material abuse**, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

- **Neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and

- **Discriminatory abuse**, including racist, sexist, that based on a person’s disability, and other forms of harassment, slurs or similar treatment

Significant harm is defined as ‘ill treatment (including sexual abuse and forms of ill treatment that are not physical), but also the impairment of, or an avoidable deterioration in, physical or mental health: and the impairment of physical, intellectual, emotional, social or behavioural development’ (Law Commission 1995).
Student Support

The University recognise the need to provide students with clear and constructive guidance about the process they should follow when seeking to raise or escalate alleged abuse related to people in their care or their practice placement area.

The School of Nursing and Midwifery will:

- Act as the students advocate
- Respect the individuals right to confidentiality
- Advise with the difference between raising concerns and lodging a complaint
- Advise on what legislation is in place to protect the student.
- Advise on the role of the employer
- Advise on where to access advice and support
- Advise on regulators roles.
- Provide regular updates on the progress of any investigation that takes place.
- Provide information about the recommendations and final outcome of an investigation that takes place.
- Provide ongoing support by the School of Nursing and Midwifery academic staff via Personal Tutor/Link Lecturer and Safeguarding Lead/Deputy.

The student raising the concerns will need to be made aware of the support services available, the students can access:

- Keele University Support services - The Independent Advice Unit [www.kusu.net/](http://www.kusu.net/)
- If appropriate the Witness Support Service [www.victimsupport.org.uk](http://www.victimsupport.org.uk) and [www.stoke.gov.uk](http://www.stoke.gov.uk)

Guidance notes for academic staff

The academic has a responsibility to acknowledge the student concerns and decide which categories the issues fall into.

- If it is alleged abuse/neglect/professional misconduct/dangerous/ poor practice contact School of Nursing and Midwifery Safeguarding Leads or Head of School.

- If it is related to the quality of your placement experience (for example not given a mentor, mentor not available/supportive, no induction, and no orientation) or professional training issues (for example out of date clinical practice being witnessed, poor procedural techniques) follow School of Nursing and Midwifery Management of Issues / Complaints Relating to Clinical Placements policy.

In accordance to the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership (2010) *Inter-agency Adults Protection Procedure* the process to be followed when abuse is alleged is the academic must:

- Listen to the students concern and provide support and reassurance
- Raise and escalate concerns with the School of Nursing and Midwifery Safeguard Leads or Head of School.

- Inform the student of possible implications/responsibilities of raising and escalating concerns.

- Discuss procedures and support the student can access.

- Complete student e vision record (no detail of allegations to be recorded on this, only that the discussion has taken place).

- Regular review dates are set.

- If a student is involved in a safeguarding investigation inform the School of Nursing and Midwifery Safeguarding Leads

**Guidance notes for School of Nursing and Midwifery Safeguarding Leads**

The Safeguarding Leads have a responsibility to:

- Make direct referral to local council safeguarding team within 24 hours by phone.

- Alert the Head of School / Director of Pre-registration Programmes / Lead Midwife for Education.

- Inform NHS Trust placements Safeguarding Lead / Director of Nursing and Clinical Placement Facilitator. Non NHS placements inform the Clinical Placement Facilitator.

- Following discussion with the Head of School and Local Lead Agency consider moving the student to an alternative placement if appropriate.

- Engage in the ongoing safeguarding process as required by local lead agency.

- Ensure ongoing student support.

- Liaise with Head of School during the investigation process.

- Monitor safeguarding referrals and report to School Executive.

- Support students who are being interviewed following a safeguarding referral

- Attend Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership meetings.

- Facilitate and monitor staff and student adult protection training.
• Provide the number of Keele University staff and students who attended level 1 adult protection training to the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership.

• Liaise with the safeguarding leads from other schools within the Faculty of Health Keele University

Responsibility of the University

The School of Nursing and Midwifery has a responsibility to:

• Act in the public interest to ensure that all matters have been satisfactory investigated and acted upon to a satisfactory level.
• Protect the welfare of the student and the integrity of their education (this may involve moving the student to an alternative placement)
• Ensure that all placements offer high quality clinical experience.
• Consider the temporary discontinuation of the placement where poor standards of care are identified.
• Ensure all staff and students receive safeguarding level one training and that attendance is monitored (Appendix 1).

In considering the continued use of the placement the University will consider:

- The seriousness of the issues raised
- The impact on the education of students
- The management action taken or proposed.
- Support any request from the student to transfer from the placement area.

Relevant Documents:


Relevant Contact Numbers

Stoke Adult Protection Team Website 0800 56100 15 www.stoke.gov.uk
Staffordshire Adult Protection Team 0845 604 2719 Website www.staffordshire.gov.uk
Appendix 1
School of Nursing and Midwifery
Safeguarding Training guidelines for pre-registration students

<table>
<thead>
<tr>
<th>Year</th>
<th>Module</th>
<th>Pre-registration students</th>
<th>Resources</th>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Module 1</td>
<td>All pre-registration students - Adult, Child, Learning Disabilities, Mental Health Midwifery, ODP.</td>
<td>3 hour lecture Register(s) sent to Safeguarding Leads</td>
<td>Safeguarding Leads</td>
</tr>
<tr>
<td>Year 2</td>
<td>Inter-professional Education (IPE)</td>
<td>Shared learning approach for: Adult, Child, Learning Disabilities, Mental Health, Midwifery ODP</td>
<td>IPE programme</td>
<td>IPE facilitators</td>
</tr>
<tr>
<td>Year 3</td>
<td>Online</td>
<td>Adult, Child, Learning Disabilities, Mental Health and Midwifery</td>
<td>Online – Keele Learning Environment</td>
<td>Self Directed Study</td>
</tr>
</tbody>
</table>

Appendix Flow Chart 1: The Safeguarding Vulnerable Adults in Staffordshire and Stoke-on-Trent Policy and Procedure

A vulnerable adult is: "...aged 18 or over and; is, or may be, in need to community care services by reason of mental or other disabilities, age or illness; and is, or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"

Harm is defined as ill-treatment (including sexual abuse and forms of ill-treatment that are not physical) but also the impairment of, or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.