

Safeguarding Adults and Mental Capacity Act Champions

Handbook for Domiciliary Providers
(Supported Living & Non-Residential Service Providers)



"Safeguarding – Everyone's Business"

Contents

Introduction	2
Overview	3
Role of the Safeguarding and Mental Capacity Act Champion	6
Reserve Safeguarding and MCA Champion	8
Safeguarding and MCA Champion Meetings	8
Useful Contact Details	10
Networking	11
Induction Checklist for Nominated Safeguarding & MCA Champion	12
Additional Resources & Links	
- The Mental Capacity Act (2005)	13
- Safeguarding Children	14
Nomination Form	15

Introduction

SAFEGUARDING ADULTS AND MENTAL CAPACITY ACT CHAMPIONS HANDBOOK

This handbook outlines the aims, role and expectations of a safeguarding and Mental Capacity Act champion within the Lancashire County Council and the Lancashire wide Clinical Commissioning Groups safeguarding adults and mental capacity act champion model.

By signing up to the handbook your service is agreeing to strive to work to the ethos being promoted within the handbook and also to involvement in regular champions meetings.

Please retain a copy of the handbook and share the contents with existing members of your workforce and with new members of staff as they join the service.

To get the most out of the champion handbook, providers are encouraged to periodically review and discuss the message and ethos contained within the handbook with existing members of staff; reinforcing the commitment of your service to promoting best practice in safeguarding vulnerable adults.

"Safeguarding – Everyone's Business"

Overview

Insert Name of Provider is committed to safeguarding and promoting the health and welfare of all service users. The safeguarding and MCA champion will be aware of safeguarding and mental capacity issues (including deprivation of liberty) relating to adults, children, young people and their families to support the contractual requirements of commissioning agencies including the local authority (LA) and clinical commissioning groups (CCGs).

Provider Name is committed to an agreed strategic approach in relation to arrangements for safeguarding service users and implementing the Care Act 2015 and Mental Capacity Act 2005 (MCA) across the organisation

A lack of capacity to make specific decisions at the time they need to be made, significantly increases the vulnerability of individuals and therefore an understanding of the Mental Capacity Act (including deprivation of liberty) needs to be an integral part of the safeguarding and MCA champions role. The authorisation of deprivation of liberty in community settings is via an application to the Court of Protection (COPDOL) made by the LA or CCG, with providers having a significant role in the process.

Safeguarding and mental capacity is everyone's business and a duty/responsibility that has to be shared across the organisation. Effective collaborative joint working between professionals and agencies is essential to protect anyone at risk of harm or neglect. Staff have a duty of care to promote and protect human rights, independence, dignity and safety at all times. The Care Act 2015 reinforces the view that every adult has the right to live in safety, free from abuse and neglect. The Care Act 2015 also introduces a new mantra of 'making safeguarding personal'. The Mental Capacity Act requires all paid staff to have regard for the MCA Code of Practice. CQC requires providers to request the LA or CCG to make a COPDOL application of anyone in their care who appears to be deprived of liberty, and to follow up regularly.

Provider Name management team fully support the development of the integrated safeguarding MCA champion's model, across all areas of the business.

The role of safeguarding and MCA champions across the organisation will further enhance safeguarding practice to ensure that consistent, current, competent advice and support is available locally within all areas of the business.

Quality safeguarding practice will be delivered in line with **Provider Name** policy and procedures and Local Adult and Children Safeguarding Boards (LSAB) (LSCB) and **Provider Name** contractual arrangements with the local authority or CCG, including key performance indicators. Agreed protocols will incorporate evidence based best practice based on national, regional and local guidance. Quality care provision includes protecting people from harm (safety); delivering support that works (effectiveness) and making sure service users have a positive experience in care (Experience).

The Mental Capacity Act (including deprivation of liberty) will be implemented in line with **Provider Name** policy and procedures and **Provider Name** contractual arrangements with the local authority or CCG, including key performance indicators. Agreed protocols will incorporate evidence based best practice based on national, regional and local guidance.

Provider Name management team supports all staff across the organisation in the delivery of excellent safeguarding practice and working within the MCA.

The integration of a safeguarding and MCA champion's model across the organisation offers a robust support mechanism within each service area. The safeguarding and MCA champions will in turn be supported, supervised and guided by the organisations designated safeguarding and MCA lead.

The development of safeguarding adult and MCA champions across the organisation will enhance and streamline safeguarding and MCA practice in order to ensure consistency, up-to-date competency and confidence in providing advice and support to staff. The essential responsibility for safeguarding and MCA compliance remains with the registered manager and as such the onus will remain with the registered manager to nominate competent safeguarding and MCA champions.

Role of the Safeguarding and Mental Capacity Act Champion

The term safeguarding and Mental Capacity Act applies for the purposes of this role to encompass safeguarding in relation to vulnerable adults, children, young people, and families, and any issues relating to Mental Capacity Act (MCA).

The nominated safeguarding and MCA champion should be a member of staff with a more 'senior' role in the organisation who has access to the workforce and who is in a position to cascade learning and information across the organisation. The safeguarding and MCA champion is also required to be in a position in which they are able to influence policies and practice within the organisation, specifically relating to the safeguarding agenda.

The nominated safeguarding and MCA champion must have the full support of their organisation and direct line manager in order to fulfil the role.

It is important that the organisational safeguarding lead and the safeguarding champion consider their individual organisational structure and agree the most effective way that the champion can cascade the information gained by attending champions meetings, through that structure, to disseminate to all staff.

1. Aim

- To ensure the principles of safeguarding and MCA are integral to practice.
- To support and advise team/service area colleagues on safeguarding and MCA matters.

2. Role

- To act as a resource and a point of contact for colleagues who require support and guidance with safeguarding and MCA issues.
- To cascade/disseminate safeguarding and MCA information received to colleagues within their teams.
- To maintain safeguarding and MCA as a standing agenda item at team meetings.
- To support staff in identifying those in need of protection and assist in their understanding of the action they need to take.
- To maintain up to date knowledge of safeguarding and MCA issues including the referral processes to be followed internally within the organisation and when raising concerns with the local authority and /or partner agencies.
- To be aware of own limitations and seek further clarification/ support from the organisations designated safeguarding and MCA lead.
- To attend a minimum of 2 out of 3 safeguarding and MCA champions meetings each year.
- To encourage colleagues to recognise and be aware of trends and themes within their area and communicate these as appropriate to line manager and safeguarding and MCA lead.
- To maintain an awareness of the organisations policy and procedures in relation to safeguarding and MCA.
- To develop and maintain a champions team information resource and make this available across the organisation.

Reserve Safeguarding and MCA Champion

There is an option to appoint a reserve champion to attend meetings in the absence of the nominated champion. The reserve champion should also be a member of staff with a more 'senior' role in the organisation who has access to the workforce and who is in a position to cascade learning and information across the organisation. It will be expected that attendance by the nominated champion is regular and the reserve champion only stands in when this is not possible. The nominated champion will be responsible for all communication regarding the meetings with the reserve champion.

Safeguarding and MCA Champions Meetings

Function

- To provide a forum for all safeguarding and MCA champions to meet in order to network, share best practice and lessons learnt across the networks.
- To receive up to date, information from the CCG and Local Authority designated safeguarding and MCA leads, of national, regional and local relevance.
- To receive presentations and updates from expert / guest speakers on matters relevant to safeguarding and MCA.
- To facilitate communication pathways across services in order to streamline and influence safeguarding MCA practice across the organisation.
- To allow discussion of safeguarding and MCA policies and procedures within the organisation and partner organisations, in order to maintain awareness and contribute to updates as required.
- To facilitate feedback via the designated safeguarding and MCA lead to the Lancashire Safeguarding Boards
- To support champions in maintaining and enhancing their skills and competencies in safeguarding and Mental Capacity Act implementation.

Responsibilities

- Minutes/reports from meetings/forum to be cascaded to colleagues and line managers.
- To develop positive, supportive working relationships with champion colleagues across the organisation in order to share best practice and lessons learnt.

Frequency of meetings

- Triannual safeguarding and MCA champions meetings.
- Safeguarding and MCA champions will be expected to attend the LSAB safeguarding events/conferences.

Useful Contact Details

CCG Designated Safeguarding Adult and MCA lead for telephone advice or support	Chorley and South Ribble, Greater Preston and West Lancashire CCG's – Lorraine Elliott, 01772 214317 East Lancs CCG- Peter Chapman, 01282 644990 Fylde and Wyre CCG - Fiona O' Donoghue, 01253 956355 Morecambe Bay CCG - Kelly Short, 01524 518957
LCC Safeguarding Enquiry Team	For Safeguarding Information, Advice or Follow Up An Alert Ring Central – 01772 531350 East – 01772 539905 North – 01253 897207
LCC Designated MCA Leads	MCA Coordinator - To be advised Court of Protection Coordinator - Cate Short 01772 536011
Pan Lancashire Adults policy & procedures	http://plcsab.proceduresonline.com/chapters/p_stage_one.html
Pan Lancashire Children's policy & procedures	http://panlancashirescb.proceduresonline.com/chapters/contents.html

Social Care – Children

Blackburn with Darwen Children's Social Care	01254 666400 Out of hours - 01254 587547
Blackpool Children's Social Care	01253 477299
Cumbria Children's Social Care	0333 2401727
Lancashire Children's Social Care	0300 123 6722

Social Care – Raising an Adult Alert

Blackburn with Darwen Adult Social Care	01254 585949
Blackpool Adult Social Care	01253 477592
Cumbria Adults Social Care	http://www.cumbria.gov.uk/healthsocialcare/contact.asp
Lancashire Adult Social Care	0300 123 6720

Networking

Use this page to document any useful contacts you make during the safeguarding and MCA champions meetings

Name	Agency	Contact details

Induction Checklist for Nominated Safeguarding & MCA Champion

Please fill in this checklist detailing your progress. Please note that some items will be covered in the early champions meetings.

Safeguarding Adults

Area of Discussion	Comments/Links
Work through Champions Handbook	
Introduction/Update on the Safeguarding Teams (LCC/CCG)	
Safeguarding Adult & Mental Capacity Act training. Also optional workshops –	http://www.lsab.org.uk/e-learning/
The sample Safeguarding Adults Policy and Procedure	
The LCC & LSAB Safeguarding Adults Intranet pages (Include links to training and development)	<p>Lancashire County Council http://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults.aspx</p> <p>Lancashire Local Safeguarding Adults Board http://www.lancshiresafeguarding.org.uk/lancashire-safeguarding-adults.aspx</p> <p>Blackburn with Darwen Local Safeguarding Adults Board http://www.lsab.org.uk/</p> <p>Blackpool Local Safeguarding Adults Board https://www.blackpoolsafeguarding.org.uk/safeguarding-adults-1</p> <p>Cumbria Local Safeguarding Adults Board http://www.cumbria.gov.uk/healthandsocialcare/adultsocialcare/safe/clsab.asp</p>

Additional Resources & Links – The Mental Capacity Act (2005)

Area of Consideration	Links/Resources
Mental Capacity Act (2005)	https://www.legislation.gov.uk/ukpga/2005/9/contents
Mental Capacity Act (2005) Code of Practice	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/497253/Mental-capacity-act-code-of-practice.pdf
MCA 7 Minute Briefing	http://www.lancshiresafeguarding.org.uk/media/21381/Mental-Capacity-Act.pdf
MCA & DoLS Training & Development	http://www.lancshiresafeguarding.org.uk/lancashire-safeguarding-adults/resources/mca-dols.aspx
Deprivation of Liberty Safeguards (DoLS)	https://www.scie.org.uk/mca/dols/?gclid=EAlaIqobChMlxfuform1wIVkY4YCh1zqQYfEAAAYASAAEgKtU_D_BwE
Independent Mental Capacity Advocate (IMCA)	https://www.scie.org.uk/mca/imca/

Additional Resources & Links – Safeguarding Children

Area of Consideration	Links/Resources
Local Children’s Safeguarding Boards	<p>Lancashire Local Safeguarding Children’s Board http://www.lancshiresafeguarding.org.uk/</p> <p>Blackburn with Darwen Local Safeguarding Children’s Board http://www.lscb.org.uk/</p> <p>Blackpool Local Safeguarding Children’s Board https://www.blackpoolsafeguarding.org.uk/children</p> <p>Cumbria Local Children’s Safeguarding Board http://www.cumbrialscb.com/</p>
Safeguarding Children Training	<p>http://www.lancshiresafeguarding.org.uk/learning-development.aspx</p>

Notes

Nomination Form

To be completed by Line Manager

Provider Name organisation and management team fully support the requirements and commitment of the safeguarding and MCA champion role.

I nominate the person named below as a Safeguarding and Mental Capacity Act Champion.

I confirm that this person has access to the workforce and will be able to influence policies and procedures.

The nominee and I fully understand and accept the requirements of the role.

Safeguarding MCA Champion (Name in full)	
Job role	
E-mail address	
Contact Number	
Name of Organisation	
Team/Service	

Supported by

Line manager :	Signature:
	Date:

I agree to the nomination for myself as safeguarding and MCA champion as detailed above

Signature of Champion:

Date:

Reserve Safeguarding and Mental Capacity Act Champion

In the event that the nominated champion is unable to attend the safeguarding and MCA champions meetings, the **Provider Name** organisation and management team nominate the person named below as the reserve safeguarding and MCA champion*.

Reserve Safeguarding MCA Champion (Name in full)	
Job role	
E-mail address	
Contact Number	
Name of Organisation	
Team/Service	

Supported by

Line manager :	Signature:
	Date:

I agree to the nomination for myself as reserve safeguarding and MCA champion

Signature of Reserve Champion:

Date:

**Please note that meeting arrangements will only be sent to the nominated champion.*

Please complete and return completed nomination forms to:

PHAdmin@lancashire.gov.uk