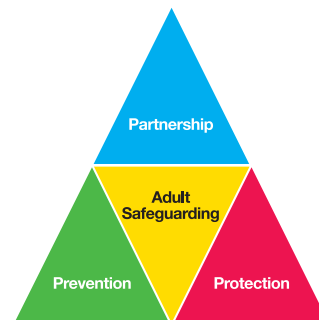


Adult Safeguarding Champion: Frequently Asked Questions

The role of the Adult Safeguarding Champion (ASC) is set out in *Adult Safeguarding: Prevention and Protection in Partnership* (Department of Health & Department of Justice 2015), the policy for adult safeguarding in Northern Ireland. This factsheet answers some of the most frequently asked questions about the role of the ASC.



Adult Safeguarding: Prevention and Protection in Partnership

What is an ASC?

The ASC provides strategic and operational leadership and oversight in relation to adult safeguarding for an organisation or group and is responsible for implementing its adult safeguarding policy statement.

The ASC should ensure that, at a minimum, the organisation safeguards adults at risk by:

- recognising that adult harm is wrong and that it should not be tolerated;
- being aware of the signs of harm from abuse, exploitation and neglect;
- reducing opportunities for harm from abuse, exploitation and neglect to occur; and
- knowing how and when to report safeguarding concerns to HSC Trusts or the PSNI.

Does my organisation need an ASC?

If you have staff or volunteers who are subject to any level of vetting under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, then you must have a nominated ASC. If you do not have staff or volunteers who require to be vetted, then you are not required to have an ASC. However, to appoint one would be best practice. All groups and organisations working with adults are encouraged to do so.



What are the key responsibilities of an ASC?

The ASC role has both strategic and operational components as follows:

- **to provide information and support** for staff on adult safeguarding within the organisation;
- **to ensure** that the organisation's adult safeguarding policy is disseminated and support implementation throughout the organisation;
- **to advise** within the organisation regarding adult safeguarding training needs;
- **to provide advice** to staff or volunteers who have concerns about the signs of harm, and **ensure a report is made** to HSC Trusts where there is a safeguarding concern;
- **to support staff** to ensure that any actions take account of what the adult wishes to achieve – this should not prevent information about any risk of serious harm being passed to the relevant HSC Trust Adult Protection Gateway Service for assessment and decision-making;
- **to establish contact** with the HSC Trust Designated Adult Protection Officer (DAPO), PSNI and other agencies as appropriate;
- **to ensure accurate and up to date records are maintained** detailing all decisions made, the reasons for those decisions and any actions taken;
- **to compile and analyse records** of reported concerns to determine whether a number of low-level concerns are accumulating to become significant; and make **records available for inspection**.

Does my organisation need more than one ASC?

No. Each eligible group or organisation is expected to have a single ASC. In smaller organisations the ASC may be responsible for all actions related to adult safeguarding. In larger or more complex organisations the ASC may delegate some of the operational tasks or activities to an appointed person(s) within their organisation. They will then report to the ASC on adult safeguarding matters on a regular basis and assist in the compilation of reports, training needs analyses and data analysis.



Who can be an ASC and what training is available?

The ASC should be in a senior position within the organisation. They should be suitably trained, experienced and skilled to carry out their role.

Volunteer Now provides the following:

- **Adult Safeguarding Champion: Meeting the requirements.** This is a short online information session which introduces the role and responsibilities of an ASC.
- **Keeping Adults Safe: ASC and Appointed Person Training.** This is a one day course which looks at the legal and policy context of adult safeguarding; ASC/Appointed Person roles and responsibilities; HSCT structures and processes; issues and concerns around referrals and sharing information; consent, capacity and coercion; and support issues.
- **Keeping Adults Safe** training (at different levels) for all staff and volunteers working with adults.
- **Keeping Adults Safe: Mental Capacity Roadshows** which look at key facts and misconceptions about mental capacity and consent.

For more information or to book contact
Volunteer Now T: **028 9023 2020**
W: **www.volunteernow.co.uk**

What is the Adult Safeguarding Champion Position Report?

To meet the governance requirements set out in the regional adult safeguarding policy, the ASC should compile an annual Adult Safeguarding Champion Position Report containing data such as the number of adult safeguarding referrals made and not made to the HSC Trust; the adult safeguarding training opportunities provided within your organisation and the uptake across staff and volunteers; and any action your organisation plans to take to ensure it is compliant with the regional adult safeguarding policy.

The Position Report contains significant information for your organisation's Senior Management Team and/or Trustees. It should be scrutinised by them on an annual basis. It should also be made available for any external audit purposes. If your group or organisation is contracted to provide services by the HSC Trust, as part of your normal contract monitoring process you should provide confirmation to the Trust that the annual Position Report is available for scrutiny.

To access the report template visit
<http://www.hscboard.hscni.net/niasp/>