

# Making Safeguarding Personal Easy Read Information



With thanks to East Sussex Safeguarding Adults Board and East Sussex County Council for producing this easy read document



If you need help to read this you could ask:

- A support worker
- Someone in your family
- A friend or carer



If you do not have someone to support you, please contact your local adult services:

Hampshire: **0300 555 1386**

Southampton: **023 8083 3003**

Isle of Wight: **01983 814980**

Portsmouth: **023 92680810**



This booklet will:

- Tell you about **Making Safeguarding Personal and what this means for you.**
- Answer some of your questions about what safeguarding involves and how you are included in the process.
- Words highlighted in **green** are explained on page 13.
- Tell you how to get more information and who you can contact.



People with a learning disability worked together with East Sussex County Council to make this easy read booklet.



## What is **Safeguarding**?



Safeguarding means protecting your right to live safely and stopping people from being abused or neglected.



We have a **legal duty** to ask when we think that someone is being abused or neglected.



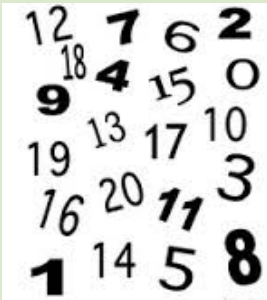
We will ask questions to work out what should be done to stop or prevent **abuse** or **neglect**.



**Who does safeguarding help?**



An adult who has care and support needs who cannot protect themselves and who is at risk of being abused or neglected.



Adult abuse could happen once or lots of times.



Adult abuse can be caused by anybody. It could be somebody you know, another adult with support needs, a **professional** or a stranger.



Abuse can happen anywhere including your home, a care home, hospital or a public place.



## What are the different types of abuse?

### Physical Abuse

Hurting someone by hitting, kicking, pinching or burning them



### Psychological Abuse

Saying horrible things to someone

### Sexual Abuse

When someone does something to any part of your body that you do not want



### Organisational Abuse

In a care setting such as a care home or hospital or persons' own home



### Discriminatory Abuse

Leaving someone out because you think they are different



### Domestic Violence

Hurting someone in your family or who you live with by hitting them, controlling them or making them feel scared



### Neglect

Being ignored or left alone, not being clean or eating properly



### Self-Neglect

Not looking after yourself



### Modern Slavery

Being made to work or do things that you do not want to do, or are working without being paid or not being paid enough



### Financial Abuse

Taking money or things from someone







**What happens when we get told about a concern of possible abuse or neglect?**



We will need to make a plan in order to help you so we will need to ask you:



To tell us what is worrying you and if there is anything that you would like to happen.



Then we will make a plan about what will happen next.



What happens if we think you may not have the **mental capacity** to be involved in the safeguarding process?



We will complete a **mental capacity assessment** to see if you have the mental capacity to be involved in the safeguarding process.



If you do not have mental capacity then we will ask if there is anybody that you would like us to speak to on your behalf. This could be a friend or family member.

They can help to make sure that:

- your views are heard
- the Safeguarding process is followed and
- **You** are as involved as possible



If there isn't anybody that you would like us to speak to, then we will ask an **Independent Mental Capacity Advocate (IMCA)** to meet you to listen to your **views, feelings, beliefs** and **values**.



The Independent Mental Capacity Advocate (IMCA) will give this information to us so that we can understand what you would want to happen.



## What is Making Safeguarding Personal (MSP)?



This is a way of making sure that you are included in the safeguarding **enquiry** and help you stay safe.



We will talk with you about the best way of making sure you are safe and making your quality of life better.



We will speak with you and ask if anything has changed or check if your goals have been met or whether you have any new goals.





We may call the goals you set a '**safeguarding enquiry outcome**'.

When we speak with you **we will**;



Help you to make choices about the way you want to live and speak about how you feel so that they can help you to feel safe.



Listen carefully to what you say and work out what action needs to be taken.



Help you to speak out and say your views so that you have choices and control about the actions that will help you to stay safe.



## What is a **safeguarding enquiry outcome**?



So that you feel safe, you may want to agree to set some goals that you want to achieve which might include:



You might have more than one goal that you want to achieve and this may change as the enquiry continues.



**What are the key things that support safeguarding activity?**



**Empowerment** - supporting you to make your own decision.



**Prevention** - taking action before anyone is harmed.



**Proportionality** - getting involved as much as is needed. Actions are taken based on your preferred outcomes and best interests.



**Protection** - supporting you to take part in the safeguarding process and to be safer.



**Partnership** - professionals working together and only sharing essential information (information people *need* to know to be able to help.)



**Accountability** - making sure that you are included and know the roles of all the professionals.



**What happens at the end of the enquiry process?**

**We will:**



Keep you involved in any decision to end the enquiry.



Check whether you have achieved the outcomes you wanted.



Check that you know what you can do if you are worried or don't understand something.



Ask you whether we might need to look at your safeguarding plan again another day.



Check that you now feel safe.

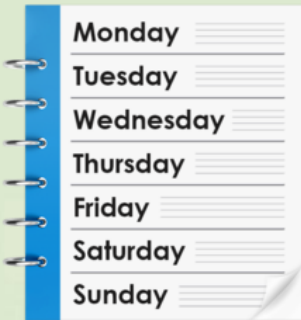


## Glossary (Explaining words)

These are the words highlighted in green

Word	Meaning
<b>Mental Capacity</b>	How well you understand something
<b>Advocate</b>	Someone that can speak on your behalf
<b>Professional</b>	Someone who has special training or education to do their job. This could be a social worker or doctor
<b>Mental Capacity Assessment</b>	To check whether you understand and can be involved in the safeguarding process
<b>Independent Mental Capacity Advocate (IMCA)</b>	Someone who can help you to make important decisions
<b>Outcome</b>	The result of work that has been done
<b>Abuse</b>	To treat someone badly
<b>Neglect</b>	Not looking after yourself or someone else
<b>Enquiry</b>	Asking for and collecting information
<b>Safeguarding Enquiry Outcome</b>	Actions that have been agreed that help and protect the adult

## How to report suspected abuse of an adult at risk:



### Hampshire

For all emergency situations call 999.

If you have concerns or want to report you should contact Hampshire Adult Services:

- **Telephone:** 0300 555 1386 during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday
- **Online Referral:** [Adults' Health and Care help and support](#)

Further information about the [Out of Hours](#) service.

### Southampton

For all emergency situations call 999.

If you have concerns or want to report you should contact Southampton Adult Services:

- **Telephone:** 023 8083 3003
- **Out of Hours Telephone:** 023 8023 3344
- **Online Referral:** [Spot the Signs of Abuse and Speak Out](#)

### Isle of Wight

For all emergency situations call 999

If you have concerns or want to report you should contact Isle of Wight Adult Services:

- **Telephone:** 01983 814980
- **Email:** [abusereporting@iow.gov.uk](mailto:abusereporting@iow.gov.uk)
- **Online referral:** <https://www.iow.gov.uk/iwforms/form.aspx?k=scr>

### Portsmouth

For all emergency situations call 999.

If you have concerns or want to report you should contact Portsmouth Adult Services:

- **Telephone:** 023 92680810 during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday
- **Out of Hours Telephone:** 0300 555 1373
- **Email:** [portsmouthadulmash@portsmouthcc.gov.uk](mailto:portsmouthadulmash@portsmouthcc.gov.uk)