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|  | Money Advice Plus Safeguarding Adults and Mental Capacity Act Policy  |

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##### Money Advice Plus may provide services to people who are referred by Social Care and Health. Many of these clients may be considered adults at risk of abuse. All agencies involved in work with vulnerable adults have a duty to protect them. In addition, a person’s mental capacity and ability to make decisions may be unclear. Having a policy and procedures to safeguard adults and to protect people’s rights around mental capacity is a legal requirement and something which ensures that a proportionate, timely and professional approach is taken.

It is Money Advice Plus’s policy

* to follow the Code of Practice used by Local Authorities in Sussex: <http://sussexsafeguardingadults.procedures.org.uk>
* to comply with the Mental Capacity Act 2005 and the Code of Practice: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/497253/Mental-capacity-act-code-of-practice.pdf>

Safeguarding

* Money Advice Plus will report abuse to the appropriate authority using agreed procedures, where possible.

N.B Sussex multi agency policy and procedures states: 4.1 Who to tell. If you have a concern about actual or possible adult abuse, generally, you should talk urgently to your manager or supervisor, making clear what you know or suspect.

See full text in procedures on reporting

Money Advice Plus will conduct investigations into level 1 alerts on behalf of local authorities as contractually required.

Mental capacity

* Money Advice Plus is aware of its duties under the Act and will ensure that where staff think there may be a question as to someone’s capacity, that the service user will be referred for an assessment under this Act according to the guidance in the Code.
* The form [..\..\part 4 of 5 client care\mental capacity\MAP Capacity Assessment Form.doc](file:///P%3A%5CofficeManual%5CStaff%20%20Manual%5Cpart%204%20of%205%20client%20care%5Cmental%20capacity%5CMacs%20Capacity%20Assessment%20Form.doc) should be used to determine the need for an assessment.

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