Safeguarding & Protecting Adults Policy

Document Control

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Stored centrally	General> Policies and Procedures

Safeguarding Leads: Chief Executive Officer (CEO), Catherine Marchant, tel 07739524970 and Service Manager, Julie Robinson, tel: 07534944058

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Safeguarding Adults at Risk
Policy

Definitions of Safeguarding and 'Adult at Risk'

In England, an "**Adult at Risk**" is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

The range of people considered to be vulnerable includes people encountering domestic violence, substance misusers and asylum seekers. Adults may not necessarily be service users they may also be significant adults in the lives of children and adults with whom we work.

At Impact Family Services (IFS) we understand our safeguarding responsibilities towards adults at risk as:

- Protecting their rights to live in safety, free from abuse and neglect.
- Working together with people and organisations to prevent the risk of abuse or neglect and to stop them from happening.
- Making sure their wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

Definitions

The scope of adult safeguarding is where there is reasonable cause to suspect that an adult:

a) has needs for social care and support
b) is experiencing or is at risk of abuse or neglect and,
c) as a result of those needs the adult is unable to protect himself/herself against the abuse or neglect or the risk of it.

In relation to the nature of abuse or neglect referred to at (b) above, IFS recognises different categories of abuse which includes:

- Discriminatory
- Domestic Violence
- Financial and Material
- Institutional
- Modern Slavery
- Neglect/Acts of omission
- Physical
- Psychological/Emotional
- Self-neglect
- Sexual

** Further definitions can be found in Appendix 1*

Our Basis and Values

Our Mission: Improve relationships across families, to strengthen family resilience and reduce family breakdown.

Our Vision: To enable all children and families to have opportunities to make the most of their life chances, help children speak out and adults take action.

Our Safeguarding & Protecting Adults Policy and Procedure reinforces our values, corporate responsibilities and upholds our statutory duties. It demonstrates our compliance with UK legislation, policy guidance, research, and good practice.

IFS understand this is challenging and sensitive work and want to be sure that our staff and volunteers understand their safeguarding responsibilities and know what to do to safeguard their welfare after reading this policy.

Our Approach to Safeguarding Adults at Risk

Our policies and procedures are based on six principles of safeguarding that underpin all adult safeguarding work.

Empowerment	Adults are encouraged to make their own decisions and are provided with support and information.
Prevention	Strategies are developed to prevent abuse and neglect that promotes resilience and self-determination.
Proportionate	A proportionate and least intrusive response is made balanced with the level of risk.
Protection	Adults are offered ways to protect themselves, and there is a co-ordinated response to adult safeguarding and well-being.
Partnerships	Local solutions are sought through services working together within their communities.
Accountable	Accountability and transparency in delivering a safeguarding response.

Senior Management Responsibilities

The Chief Executive Officer (CEO), Catherine Marchant, tel: 07739524970 and Service Manager, Julie Robinson, tel: 07534044058 are the designated Safeguarding Leads for the organisation and will work in line with national legislation and guidance. The CEO and IFS Service Manager will promote safer working practices and have oversight of

allegations of serious incidents, case reviews, and ensure appropriate training of staff and volunteers.

Procedures and Practice

The organisation has clearly defined procedures for identifying and acting where there are safeguarding concerns about actual or suspected incidents or abuse. The management team advise staff and volunteers and respond to safeguarding concerns, ensuring that actions are always respectful, professional, and based on good practice.

Safe Recruitment and Safe Practice procedures

IFS has a rigorous and robust recruitment procedure in place to ensure that we appoint staff that are appropriately qualified and have the skills and knowledge to deliver a quality service.

Recruitment is undertaken in line with IFS safeguarding principles, including 2 references spanning 10 years, with at least one from most recent employer. Enhanced Disclosure and Barring Service (DBS) checks for all posts. Existing staff and volunteers are re-checked every three years.

All those who work for or on behalf of IFS, including paid and unpaid staff, volunteers, and chaperones are required to complete a recruitment and induction process.

Learning Development & Training

All staff and volunteers are required to complete mandatory e-learning Safeguarding module and Domestic Violence Awareness module within the first four weeks of employment. Staff and managers working directly with adults are also required to attend bespoke safeguarding training courses in line with their specific responsibilities and must attend updated programmes every three years. It is the responsibility of the individual and their line manager to ensure mandatory training is completed.

Supervision and team meetings are used to discuss safeguarding issues, changes in regulation and best practice. All training and requirements for additional specialist training are recorded and discussed as part of IFS Annual Performance Appraisal.

Managing Risk

IFS operates effective procedures for assessing and managing risks regarding safeguarding vulnerable adults. The organisation has procedures in place for reporting, recording, and reviewing allegations and significant incidents, which in turn informs practice and the risk assessment and management procedures.

Records

Well-kept records are essential in situations where it is suspected or believed that a vulnerable adult may be at risk of harm. The organisation has a clear policy on the

management of records, confidentiality, and sharing of information. Trustees, staff, and volunteers are clear about what information can be shared with relevant people within and outside of the organisation

Purpose

The purpose of this policy is to ensure the safety, needs and interests of adults at risk are always respected and upheld. This includes upholding human rights, ensuring a proportionate, timely, professional, and ethical response is made to any adult at risk who may be experiencing abuse.

It provides clear procedures on what to do if you have a concern about an adult at risk; how to manage, respond and refer those concerns and where to go for help and support.

The Procedures also aim to make sure that each adult at risk maintains:

- choice and control
- safety
- health
- quality of life
- dignity and respect.

Scope

This Policy applies across all of IFS to ensure that all staff, volunteers and adults at risk who work for us, such as volunteers, are clear about their role, responsibility and expectations in responding to any safeguarding concerns regarding adults at risk.

IFS Safeguarding and Protecting Adults at Risk Policy and Procedures must be followed alongside the Local Adult Safeguarding Board arrangements and protocols.

All staff, volunteers, trustees and other workers must be made aware of the policies and procedures and have access to them in order to comply with their responsibilities. They will undertake an induction process and appropriate training i.e. Safeguarding Adults at Risk, Safeguarding Children and Young People. Supervision will be planned and take place with all staff and volunteers on a regular basis.

Roles and Responsibilities

Accountability Framework

The Trustees have a duty of care, which includes taking necessary steps to safeguard and protect vulnerable adults. They will act in adult's best interests and ensure that they take all reasonable steps to prevent any harm to them. Trustees also have duties to manage risk and to protect Impact Family Services assets and reputation. Trustees will read and agree any changes made to this document on an annual basis.

The CEO and the Management Team are accountable for the management of serious safeguarding incidents. The CEO, Catherine Marchant and Service Manager, Julie Robinson are the designated Safeguarding Leads for IFS. They hold responsibility for the implementation of the Safeguarding and Protecting Adult Policy and Procedures and effective management of safeguarding concerns in their services.

Coordinators and staff: all adult safeguarding concerns should be addressed through respective line management structures in accordance with this Policy and Procedures.

The CEO is responsible for providing advice and support to managers on best practice in adhering to this Policy and Procedures, safer working practices and oversight of allegations, serious incidents, and significant case reviews.

Signed:

Therese Liddle, Chair

Date: 23rd July 2025