

Safeguarding Adults Policy Template

For VCSE Organisations

Effective from: [Insert Date]

Review Date: Annual

1. Overview

[Name of Organisation] is committed to safeguarding adults with care and support needs and ensuring they are protected from abuse, neglect, and exploitation.

We recognise that adults may be at risk due to a range of factors, including age, disability, physical or mental health needs, substance misuse, domestic abuse, homelessness, or other life circumstances.

This policy sets out how we protect adults at risk, support those involved in our activities, and promote a culture of dignity, respect, and safety. It applies to trustees, staff, volunteers, and anyone working on behalf of the organisation.

2. Our Approach

[Name of Organisation] is committed to promoting wellbeing, independence, and safety for all adults who engage with our services.

We aim to prevent harm wherever possible, respond promptly and effectively to concerns, and ensure that safeguarding is understood and embedded across all aspects of our work. We will support individuals to understand their rights, recognise safe and unsafe situations, and access appropriate support where needed.

We also recognise that safeguarding adults may intersect with safeguarding children, particularly when working with families, and will respond appropriately in those situations.

3. Legal Framework

This policy is based on current UK legislation and guidance, including the Care Act 2014, the Mental Capacity Act 2005, the Human Rights Act 1998, and the Data Protection Act 2018.

We work in line with the six key safeguarding principles: empowerment, prevention, proportionality, protection, partnership, and accountability.

Where relevant, we also follow local safeguarding arrangements led by the Slough Safeguarding Partnership and the Windsor and Maidenhead Safeguarding Partnership.

4. Who This Policy Protects

This policy applies to adults aged 18 and over who have care and support needs, and who may be experiencing, or at risk of, abuse or neglect, and are unable to protect themselves as a result.

This may also include carers who may themselves be at risk.

5. Roles and Responsibilities

Safeguarding is everyone's responsibility within the organisation.

All staff and volunteers are expected to remain alert to signs of abuse or neglect, to treat individuals with dignity and respect, and to report any concerns without delay.

A designated Safeguarding Lead (sometimes referred to as a Designated Safeguarding Officer) will take responsibility for managing concerns, making referrals where necessary, maintaining appropriate records, and providing guidance and support to others. This individual will receive appropriate training to carry out the role effectively.

A nominated trustee or committee member will provide oversight at governance level, ensuring that safeguarding arrangements are in place, adequately resourced, and regularly reviewed.

6. Recognising Abuse and Neglect

Abuse can occur in any setting and may take a range of forms, including physical, emotional, sexual, financial, discriminatory, or organisational abuse, as well as neglect or self-neglect.

It is important to recognise that abuse is not always obvious, and that individuals may not disclose concerns directly. Staff and volunteers should be aware of potential signs and changes in behaviour that may indicate harm.

7. Mental Capacity and Consent

We follow the principles of the Mental Capacity Act 2005, which means we assume individuals have capacity unless proven otherwise, support them to make their own decisions wherever possible, and act in their best interests where they are unable to do so.

Consent should be sought before sharing information wherever possible. However, where there is a risk of serious harm, information may be shared without consent in line with legal and safeguarding requirements.

8. Responding to Concerns

If there is an immediate risk of harm, emergency services should be contacted without delay by calling 999.

All safeguarding concerns should be reported promptly to the organisation's Safeguarding Lead, who will assess the situation and decide on appropriate action. This may include making a referral to the relevant local authority safeguarding team or seeking advice from appropriate agencies.

Where concerns relate to adults at risk in Slough or RBWM, the following contacts should be used (please check the up-to-date contact information via the LA website):

Adult Safeguarding Contacts

Slough Borough Council – Adult Safeguarding Team

- Telephone (Monday to Friday, 9am–5pm): 01753 475111 (option 1)
- Email: safeguarding.adults@slough.gov.uk

Royal Borough of Windsor & Maidenhead – Adult Safeguarding Team

- Telephone (Monday to Friday, 9am–5pm): 01628 683150
- Email: safeguarding@achievingforchildren.org.uk

Out of Hours Emergency Duty Team

- Telephone: 01344 351999

Emergency Services

- Immediate danger: 999
- Non-emergency police: 10

These services will assess concerns and determine whether a safeguarding enquiry is required, working in partnership with other agencies where appropriate.

Organisations should ensure that contact details are reviewed regularly to remain accurate and up to date.

9. Allegations Against Staff or Volunteers

Any concerns or allegations involving a member of staff, volunteer, or trustee must be taken seriously and reported immediately to the Safeguarding Lead.

The organisation will follow appropriate procedures, including informing relevant authorities where required, and working with statutory agencies such as the police or local authority.

Where an individual is removed from their role due to safeguarding concerns, a referral may need to be made to the Disclosure and Barring Service. Failure to do so may be a criminal offence.

10. Information Sharing

Effective safeguarding relies on appropriate information sharing. We will share information where necessary to protect individuals, ensuring that it is relevant, accurate, and handled securely.

We will follow recognised good practice, including the “seven golden rules” of information sharing, and comply with legal requirements under the Data Protection Act 2018 and the Human Rights Act 1998.

11. Recording and Record Keeping

We will maintain clear, accurate, and secure records of all safeguarding concerns, decisions, and actions taken.

Records will be stored confidentially and in line with data protection requirements.

12. Safer Recruitment

The organisation is committed to safer recruitment practices. This includes obtaining references, carrying out appropriate checks such as Disclosure and Barring Service checks where required, and ensuring that safeguarding responsibilities are clearly understood for all roles.

13. Training and Support

All staff and volunteers will receive appropriate safeguarding training as part of their induction, with regular updates provided as needed.

Those in designated safeguarding roles will receive additional, more advanced training to support them in carrying out their responsibilities effectively.

14. Working with Other Policies

This policy should be read alongside other relevant organisational policies, including those relating to equality, recruitment, whistleblowing, and data protection, to ensure a consistent and coordinated approach.

15. Monitoring and Review

This policy will be reviewed regularly, at least once a year, or sooner if there are changes in legislation, guidance, or organisational activities, or if a safeguarding incident highlights the need for improvement.

16. Approval

Signed: _____
Name: _____
Role: _____
Date: _____
Next Review Date: _____