



**Adult
Safeguarding Policy 2025-2026**

Designated Safeguarding Lead:

Charlotte Hailey-Watts
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Date of Next Review:

10th January 2026

1.Introduction:

Change, Act! (We)(The organisation) believe in protecting an adult's right to live in safety, free from abuse and neglect.

This policy sets out our roles and responsibilities in working together in promoting welfare and safeguarding vulnerable adults. Employees, Directors and Volunteers are made aware and reminded of the content of this policy and how it can be accessed.

Everyone who works with us is inducted and trained to understand what it means and how to put it into action.

This policy applies to Everyone- those who work with us, our beneficiaries, and participants in activities.

If you have a concern about anyone, please do

not hesitate to talk to us, even if you are unsure.

2.Definitions:

The Care Act 2014 definition of an adult at risk of abuse:

- Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there) (a) has needs for care and support (whether or not the authority is meeting any of those needs),
(b) is experiencing, or is at risk of, abuse or neglect, and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

3.Key Principles of Adult Safeguarding:

In the safeguarding of adults, we are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. We aim

to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent

- **Prevention** – It is better to take action before harm occurs.

- **Proportionality** – The least intrusive response appropriate to the risk presented.

Protection – Support and representation for those in greatest need.

- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

- **Accountability** – Accountability and transparency in delivering safeguarding and ensuring staff and volunteers are aware of their responsibilities

4.Recognising the signs of abuse:

Employees, Directors and volunteers are well-placed to identify abuse. If you are concerned about another participant, beneficiary, Director or employee- please talk to us, even if you are unsure. Everyone working for the organisation will have an induction to Safeguarding and training to understand what to do, and where to go to get help, support and advice.

The adult you are concerned about may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. It may be that you have spotted signs of abuse in their behaviour.

Behavioural signs of abuse include:

- becoming quiet and withdrawn
- being aggressive or angry for no obvious reason
- looking unkempt, dirty or thinner than usual
- sudden changes in their character, such as

appearing helpless, depressed or tearful

- physical signs – such as bruises, wounds, fractures or other untreated injuries
- the same injuries happening more than once
- not wanting to be left by themselves or alone with particular people
- being unusually lighthearted and insisting there's nothing wrong
- A sudden change in their finances, such as not having as much money as usual or indicating they are in debt.

This list is not exhaustive, so do report any concerns even if you are unsure.

5.Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. We also include self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

- **Domestic violence/ Domestic abuse -**

This could be any of the indicators of abuse relating to physical, psychological/emotional, sexual or financial but by a person with whom an adult has a close family or intimate relationship such as a partner, child, parent.

- **Sexual abuse -** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

- **Psychological or emotional abuse -** Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive

networks.

- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.

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- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender

identity, age, disability, sexual orientation or religion.

- **Organisational or institutional abuse** -

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice because of the structure, policies, processes or practices within an organisation.

- **Neglect or acts of omission** -

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

- **Self-neglect** - This covers a wide range of

behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. There is a difference between what constitutes a safeguarding incident that requires a statutory response and an incident that is rooted in concern for someone's general wellbeing.

6.Reporting Concerns:

Anyone who becomes aware that an adult is or is at risk of, shows signs of or has disclosed being abused must raise the matter immediately with the designated safeguarding lead: Charlotte Hailey-Watts (or Paul Formosa if she is not available). *Where there is a concern about either of them, a report must be made directly to the authorities.*

We believe early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

We will:

- Reassure the adult that they have done the right thing where a direct disclosure has been made
- Inform the adult of the action we propose to take.
- Seek their agreement for any referral.
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- Endeavour to ensure that they are safe and supported before proceeding with any other action.
- Inform the adult if we are planning to seek advice from or report concerns to an external agency.

- Keep a confidential record of the report.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and through referral to Adult Social Care or other appropriate agencies what may already be in contact with the person.

If the adult requires immediate protection from harm, YOU MUST contact the emergency services.

7.Safe Recruitment & Selection:

We are committed to safe employment and safe recruitment practices, that reduce the risk of harm to vulnerable adults with care and support needs from people unsuitable to work with them.

We have policies and procedures that cover the recruitment of all Trustees, employees and

volunteers.

8.Is there a Person in a Position of Trust

Involved? In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal associate involved in our work. If that person is our own Safeguarding Lead, then thought must be given to who else can be informed.

9.Training and Awareness:

We will ensure an appropriate level of safeguarding training is available to our Directors, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training

that enables them to:

- Understand what Safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a Safeguarding concern.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

10.Mental Capacity:

The Mental Capacity Act is about whether an individual has the capacity to make a specific decision at a specific time and if they are unable because they lack capacity as a result of mental disorder. This includes not being able to

- Understand information given to them about a particular decision
- Retain that information long enough to be

able to make the decision

- Weigh up the information available to make the decision
- Communicate their decision.

For more information, please refer to the Mental Capacity Act Code of Practice:

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>.

We will seek to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from Adult Social Care or the relevant agency in the appropriate Borough should anyone have concerns regarding an adult's capacity.

11. Confidentiality and Information Sharing:

We expect all employees, volunteers and directors to maintain confidentiality. We will ask this of

beneficiaries and participants who report concerns to us also. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the relevant Local Authority or Police if an adult is deemed to be at risk of harm or they pose a risk of harm to another.

YOU MUST

contact the police if someone is in immediate danger, or a crime has been committed.

12. Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This

must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

13.Whistleblowing:

Change, Act! are committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

14.Important Contacts:

Designated Senior Lead for Safeguarding

Name: Charlotte Hailey-Watts

Email address: charlotte@change-act.org

Telephone number: 07805571790

Deputy Senior Lead for Safeguarding

Name: Paul Formosa

Email address paul@change-act.org

Telephone number 07885 381 117

Islington Adult Social Care First Point of Contact

020 7527 2299 (9-5pm, Monday to Friday)

020 7226 0992 (at all other times)

Concern Reporting Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=I6ITVb5600KxYcBqvFHLLITmjyJ3UcBIq59GQpZDoJIUMUpYWkZIRjJMV0pWQ0tZQ0E4VTBIRzk2UCQIQCN0PWcu>

Hackney Council Safeguarding Vulnerable Adults

020 8356 5782 (9-5pm, Monday to Friday)

adultsafeguarding@hackney.gov.uk

Camden Council Adult Safeguarding

020 7974 4444 and select 'Option 1'

Police

Emergency – 999

Non-emergency – 101

15. Records

All reports and relevant information will be stored confidentially on Google Drive in securely encrypted folders.

16. Review

This policy will be reviewed each year.

Next review January 2026