***This first page is a poster that should be completed, printed and displayed in your setting for staff, trustees and volunteers to refer to***

**Safeguarding Adults at Risk Policy (2025)**

**To ensure [Organisation Name] is able to keep adults with whom it works safe; and to act appropriately to any allegations, reports or suspicions of abuse.**

**IF THERE IS ANY REASON TO SUSPECT ABUSE MAY HAVE TAKEN PLACE, THE PERSON(S) FINDING OUT ABOUT IT MUST RAISE THEIR CONCERN IMMEDIATELY WITH THE DESIGNATED SAFEGUARDING LEAD OR THEIR DEPUTY (or directly with NYC Customer Service Centre on the number below)**

**Designated Safeguarding Lead: [Insert name]**

Work Telephone number: **[Insert phone number]**

Mobile Number: **[Insert phone number]**

Emergency Contact Number: **[Insert number here if different]**

**Designated Safeguarding Deputy: [Insert name]**

Work Telephone number: **[Insert phone number]**

Mobile Number: **[Insert phone number]**

Emergency Contact Number: **[Insert number here if different]**

**North Yorkshire Council Customer Service online form: www.northyorks.gov.uk/contact-us**

**NYC Emergency or Out of Hours: 0300 131 2 131**

A copy of the Safeguarding Policy is attached.

**[Organisation’s Name]**

**Safeguarding Adults at Risk**

**POLICY**

1. **Purpose**

To ensure ORGANISATION is able to keep adults with whom it works safe; and to act appropriately to any allegations, reports or suspicions of abuse.

1. **Scope**

This policy applies to all staff, trustees and volunteers who come into contact with adults at risk of abuse through the course of their work.

1. **Policy Statements**

Everyone who comes into contact with ORGANISATION has the right to protection from abuse and be treated no less favourably than others, regardless of gender, race, disability, sexual orientation, religion/ beliefs, pregnancy/ maternity and gender reassignment.

ORGANISATION provides a range of services to groups organisations and individuals*(you may want to specify what services you provide and identify the specific groups of people you serve rather than have this generic statement),* and this policy and its associated procedures have been designed to ensure the welfare and protection of any adult who accesses services provided.

ORGANISATION will not tolerate the abuse of adults at risk in any of its forms. ORGANISATION is committed to:

* Managing its services in a way which minimizes the risk of abuse occurring
* Supporting adults who are at risk, experiencing or have experienced abuse; and
* Working with adults at risk and other agencies to end any abuse that is taking

place.

In achieving these aims ORGANISATION will ensure:

* That all staff, trustees and volunteers have access to and are familiar with this safeguarding adult policy and procedures and their responsibilities within it
* Concerns or allegations of abuse are always taken seriously and will be responded to appropriately.
* The Mental Capacity Act is used to make decisions on behalf of those adults at risk who are unable to make particular decisions for themselves
* All staff, trustees and volunteers receive training in relation to safeguarding adults at a level commensurate with their role.
* That service users, their relatives or informal carers have access to this policy and information about how to report concerns or allegations of abuse
* There is a named lead person to promote safeguarding awareness and practice within the organisation

This policy and its associated procedures has been developed to be consistent with the principles of the Care Act 2014 and the Safeguarding Adults Multi-Agency Policy and Procedures for West Yorkshire and North Yorkshire, which can be referred to for additional guidance at [www.nypartnerships.org.uk/sab](http://www.nypartnerships.org.uk/sab)

1. **Policy Definitions**

*Use this section to define and describe relevant terms so that everyone in your organisation can refer to the policy and procedures and understand its content. A number of headings are suggested here, but these could be added to*

**4.1 Who is an ‘Adult at risk’?**

For the purposes of this policy, an adult at risk is an adult who is:

* Aged 18 years or more, and
* Has needs for care and support (whether or not these are currently being met),
* Is experiencing, or is at risk of, abuse or neglect, and
* As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Such a definition includes:

* Older adults
* Someone with mental health needs including dementia or a personality disorder
* An adult with a long-term health condition;
* An adult with a learning disability or Autism;
* An adult who misuse substances or alcohol to an extent that it affects their ability to manage day-to-day living.

The definition may include unpaid carers (family and friends who provide personal assistance and care to adults on an unpaid basis) who have their own care and/or support needs and, for example, if an unpaid carer experiences intentional or unintentional harm from the adult they are trying to support.

The above list is not exhaustive and must be considered alongside the impact of needs on the adult's individual wellbeing. Consideration of this need for care and support must be person-centred (for example, not all older adults will be in need of care and support but those who are 'frail due to ill health, physical disability or cognitive impairment' may be).

**4.2 What is abuse?**

Abuse can take many forms and the circumstances of the individual should always be considered. It may consist of a single act or repeated acts and may be carried out deliberately, unintentionally or be a crime.

Abuse can be done by anyone. This includes doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be strangers, relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

The following are examples of issues that would be considered as a safeguarding concern.

Physical abuse - includes hitting, slapping, pushing, kicking, and misuse of medication, unlawful or inappropriate restraint, or inappropriate physical sanctions.

Domestic abuse – occurs between partners or by a family member. Domestic violence and abuse may include psychological, physical, sexual, financial, emotional abuse; as well as so called ‘honour’ based violence, forced marriage and female genital mutilation.

Sexual abuse - includes rape and sexual assault or sexual acts to which the adult at risk has not consented, could not consent or was pressured into consenting.

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

Financial and material abuse – includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery - includes human trafficking, forced labour and domestic servitude.

Neglect and acts of omission - includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse – poor treatment or harassment because of someone’s age, gender, sexuality, disability, race, or religious belief. Includes hate crime/hate incident.

Organisational abuse – inflexible systems and routines in place that stop people making their own choices about their lifestyle; includes neglect and poor 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.

Self-neglect – when someone chooses not to look after themselves. They may decline assistance in relation to their care and support needs and the impact of their decision has, or is likely to have, a substantial impact on their overall wellbeing. Includes hoarding.

Radicalisation – when individuals adopt extreme ideologies, beliefs, or actions, often leading to violence or disruption of societal norms. It involves the manipulation of vulnerable individuals by extremist groups or ideologies, exploiting grievances or vulnerabilities to propagate radical views.

Online abuse - includes grooming, exploitation, cyberbullying, online scams, identity theft, and exposure to harmful content or extremist material via digital platforms or communication channels.

1. **Signs of Abuse**

This includes when someone:  
• looks dirty or is not dressed properly;  
• has an injury that is difficult to explain;  
• seems frightened around certain people;  
• seems unusually sad or withdrawn; or  
• finds money is missing.

1. **Mental Capacity Assessment**

*(You may not feel this section is relevant to your organisation)*

The Mental Capacity Act 2005 provides a statutory framework to empower and protect people who lack capacity to make decisions for themselves; and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters. All decisions taken in the adult safeguarding process must comply with the Act.

The Mental Capacity Act outlines five statutory principles that underpin the work with adults who lack mental capacity:

· A person must be assumed to have capacity unless it is established that they lack capacity;

· A person is not to be treated as unable to make a decision unless all practicable steps to help them to do so have been taken without success;

· A person is not to be treated as unable to make a decision merely because they make an unwise decision;

· An act done or decision made, under this Act for or on behalf of a person who lacks capacity must be done, or made, in their best interests;

· Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action. In the application of this policy all trustees/members/staff/volunteers will consider the mental capacity of service users on a case by case basis.

1. **Key Roles**

Every staff member, trustee and volunteer has a responsibility to act on concerns of possible abuse. If any worker has any concerns, or are in any doubt, they must inform Organisation’s Designated Safeguarding Lead, or their Deputy straight away.

**The ORGANISATION’s Designated Safeguarding Lead** is the main point of contact re safeguarding matters and has the responsibility to decide whether it is appropriate to raise a safeguarding concern with the local authority on behalf of their organisation or to respond to the concerns in an alternative manner.

The role also includes:

* Ensuring that immediate safety issues are addressed & managing referrals to NYC Health and Adult Social Care (ASC); and/or the Police
* Ensure staff, trustees and volunteers are supported through referrals
* Establishing the desired outcomes of the adult at risk
* Keeping up to date with guidance
* Reporting any concerns or issues to the rest of the trustees (whilst maintaining privacy as needed)
* Ensuring reports are stored securely in compliance with relevant legislation
* Keeping safeguarding training records for the whole organisation
* Ensuring the trustees collectively review safe recruitment practices and the safeguarding policy & procedures (annually).

**Organisation’s Designated Safeguarding Lead and Deputy**

**Named Designated Safeguarding Lead : (insert name)**

Work Telephone number – insert number

Mobile Number - insert number

Emergency Contact Number – insert number

**Named Designated Safeguarding Deputy: (insert name)**

Work Telephone number – insert number

Mobile Number - insert number

Emergency Contact Number – insert number

Trustees are responsible for ensuring this policy and procedure is reviewed and up to date and are responsible for ensuring all staff, trustees and volunteers receive appropriate training and information to fulfil their roles. *(change this if it is a member of staff who is responsible for the latter)*

1. **Safe Recruitment and employment**

ORGANISATION is committed to safe recruitment of trustees, staff and volunteers. Staff and volunteers working in roles where they are likely to be working with adults at risk will be vetted appropriately, including an appropriate DBS check, thereby reducing the risk of exposing adults at risk to people unsuitable to work with them.

ORGANISATION has procedures in place to deal with allegations of abuse made against staff, trustees or volunteers (see Appendix A, section 12).

1. **Induction, Training and Supervision**

ORGANISATION is committed to ensuring that all staff, trustees and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse and all staff, trustees and volunteers will receive training on safeguarding adults at a level commensurate with their roles.

Awareness of this safeguarding policy/procedure is covered within the induction programme of all new staff and volunteers and their understanding checked within supervision meetings.

1. **Prevention**

ORGANISATION has a range of policies and procedures in place - and links to other resources below - that minimise the risk of abuse occurring. Staff, trustees or volunteers may need to refer to these in order to determine whether abuse has occurred and how to respond:

* Recruitment Policy including DBS Procedures
* The Compliments and Complaints Policy and Procedures
* Anti-bullying Policy
* Health and Safety Policy
* Social Media Policy
* Whistleblowing Policy
* Mental Capacity Act (inc. Advanced Decisions and Lasting Powers of Attorney)

[Mental Capacity Act 2005 Resource and Practice Toolkit (proceduresonline.com)](https://www.proceduresonline.com/resources/mentalcapacity/)

* Deprivation of Liberty Safeguards (DoLS)

[NYSAB (safeguardingadults.co.uk)](https://safeguardingadults.co.uk/keeping-safe/deprivation-of-liberty/)

A full copy of the procedures which accompany this policy is kept in the library and is available from ORGANISATION’s named people in the policy.

Approved by the Organisation’s Trustee board/management committee on: [Date]

Review date: [Date – *annually, depending of the level of risk in your organisation, and after any serious incident*]