

SAFEKEEPING VULNERABLE ADULTS POLICY & PROCEDURES

Creating Adventures

- **Approved by:** Board of Trustees

Date: January 2026

Review Date: January 2029 (or sooner if legislation/guidance changes)

1. Introduction

- Creating Adventures is committed to safeguarding and promoting the welfare of all adults who engage with our activities, services, clubs and community programmes. We recognise our duty to protect adults at risk from abuse, neglect and exploitation and to create an environment where they feel safe, respected, listened to and valued.
- Creating Adventures delivers inclusive, creative and life-skills-based activities that support belonging, confidence, communication and independence. Many of the adults who access our services may have additional support needs, disabilities, mental health needs, learning differences or social vulnerabilities. This policy reflects our responsibility to safeguard adults proportionately, respectfully and in a person-centred way.
- Safeguarding is everyone's responsibility. This policy applies to all staff, trustees, volunteers, freelancers, sessional workers and visiting professionals.

2. Legislative and Policy Framework

- This policy is informed by and complies with current safeguarding legislation and statutory guidance, including:
- Care Act 2014 (Sections 42–46)
- Mental Capacity Act 2005 and Code of Practice
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 and UK GDPR
- Human Rights Act 1998
- Counter-Terrorism and Security Act 2015 (Prevent duty)
- Disclosure and Barring Service (DBS) requirements
- The policy replaces references to *No Secrets* and reflects the Care Act 2014 safeguarding principles:
- **Empowerment** – person-led, informed consent
- **Prevention** – acting before harm occurs
- **Proportionality** – least intrusive response

- **Protection** – support for those at greatest risk
- **Partnership** – working with local authorities and agencies
- **Accountability** – transparency and responsibility

3. Purpose of the Policy

- The purpose of this policy is to:
- Protect adults at risk from abuse and neglect
- Promote wellbeing, dignity, choice and control
- Ensure staff and volunteers understand their safeguarding responsibilities
- Provide clear procedures for responding to safeguarding concerns
- Ensure concerns are recorded, reported and shared appropriately
- Comply with relevant safeguarding and data protection legislation

4. Scope

- This policy applies to:
- All Creating Adventures staff, trustees and volunteers
- Freelance and sessional workers
- Partner organisations and visiting professionals while delivering activities

5. Definitions

Adult at Risk (Care Act 2014)

- An adult aged 18 or over who:
- Has needs for care and support (whether or not these are met by the local authority), and
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs, is unable to protect themselves from the abuse or neglect or the risk of it.

6. Safeguarding Roles and Responsibilities

Safeguarding Lead

- Creating Adventures has a designated Safeguarding Lead with overall responsibility for safeguarding adults.
- **Name:** Jenny Allcock
Role: CEO / Safeguarding Lead
Email: jenny.allcock@creatingadventures.org.uk
Telephone: 07501 087508
- Responsibilities include:
- Acting as the main point of contact for safeguarding concerns
- Making referrals to Adult Social Care and/or the police
- Supporting staff and volunteers in safeguarding matters
- Ensuring safeguarding records are securely maintained
- Ensuring policies, procedures and training remain up to date

- In the absence of the Safeguarding Lead, concerns should be escalated to the Chair of Trustees.

All Staff, Volunteers and Trustees

- All individuals working with Creating Adventures must:
- Follow this safeguarding policy and code of conduct
- Be vigilant and report concerns immediately
- Attend safeguarding training as required
- Act in the best interests of adults at risk

7. Code of Conduct

- Creating Adventures expects the highest standards of behaviour from all staff and volunteers.

Expected Behaviour

- Treat all adults with dignity, respect and fairness
- Maintain clear professional boundaries
- Work in a person-centred and inclusive way
- Promote independence and choice

Behaviours to Avoid

- Staff and volunteers should not:
- Spend excessive time alone with adults at risk without justification
- Take adults to their home or meet socially without approval
- Transport adults alone unless part of agreed activities and risk assessed
- Any unavoidable situation must be approved by a manager and recorded.

Unacceptable Behaviour

- Staff and volunteers must never:
- Abuse, neglect or harm an adult
- Engage in sexualised behaviour or comments
- Form inappropriate or dependent relationships
- Gossip or share confidential information
- Accept or give loans or significant gifts
- Breaches may result in disciplinary action, dismissal and/or referral to statutory bodies.

8. Physical Contact, Intervention and Care

- Physical contact must always be appropriate, proportionate and person-centred
- Creating Adventures does not provide intimate personal care
- Any physical intervention must be a last resort, used only to prevent immediate harm
- Only trained staff may use physical intervention
- All incidents must be recorded and reviewed

9. Mental Capacity and Consent

- Creating Adventures works in line with the **Mental Capacity Act 2005**.
- Adults are presumed to have capacity unless proven otherwise
- Support must be given to help individuals make their own decisions
- Any decision made on behalf of a person lacking capacity must be in their **best interests** and be the **least restrictive option**
- Safeguarding concerns must still be reported even where an adult does not consent, if others may be at risk or serious harm is suspected.

10. Equality, Diversity and Inclusion

- Creating Adventures is committed to:
- Valuing diversity and cultural differences
- Making reasonable adjustments
- Challenging discrimination
- Any discriminatory abuse must be reported using safeguarding procedures.

11. Use of Technology, Online Safety and Photography

- Images or videos of adults must not be taken without informed consent
- Only Creating Adventures equipment/accounts may be used
- Personal devices and accounts must not be used
- Online communication must be professional, transparent and time-limited
- WhatsApp and other platforms must be risk assessed, monitored and DBS-checked where appropriate.

12. Types of Abuse

- Abuse may be single or repeated and includes:
- Physical
- Domestic abuse
- Sexual
- Psychological
- Financial or material
- Modern slavery
- Discriminatory
- Organisational
- Neglect and acts of omission
- Self-neglect
- Radicalisation

13. Responding to Safeguarding Concerns

Take Action

- Listen and reassure
- Take concerns seriously
- Do not promise confidentiality

- Ensure immediate safety

Tell Someone

- Report immediately to the Safeguarding Lead
- In an emergency, contact police or ambulance

Record

- Record facts accurately within 24 hours
- Use the adult's own words
- Sign, date and securely store records

14. Recording and Information Sharing

- Records are confidential and stored securely
- Information is shared on a need-to-know basis
- Data is processed in line with the Data Protection Act 2018
- Safeguarding concerns override confidentiality where necessary

15. Referrals and External Reporting

- Where required, Creating Adventures will make referrals to:
- Warrington Adult Social Care
- Police
- Prevent/Channel Panel

16. Safer Recruitment and Training

- Creating Adventures ensures:
- Safer recruitment practices
- Appropriate DBS checks
- Regular safeguarding training and refreshers

17. Policy Review

- This policy will be reviewed every three years or sooner if required by changes in legislation, statutory guidance, safeguarding practice or organisational change.

18. Funding and Regulatory Compliance Statement

- This policy meets safeguarding expectations commonly required by:
- Local authority commissioning and grant funding
- National Lottery Community Fund
- Children in Need (adult safeguarding crossover)
- Trusts and Foundations
- NHS and Integrated Care Systems partnership working
- The policy demonstrates:
- Clear safeguarding leadership and accountability
- Alignment with the Care Act 2014 safeguarding framework
- Robust procedures for responding to concerns
- Safe recruitment and DBS compliance

- Information governance under the Data Protection Act 2018
- Prevent and radicalisation awareness

Appendix A: Safeguarding Incident Log (see attached)

Appendix B: Prevent and Radicalisation Safeguarding Appendix

Purpose

- Creating Adventures recognises its responsibility under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.
- Adults who access our services may be vulnerable to radicalisation due to isolation, mental health needs, learning disabilities or social exclusion.

Our Approach

- Promoting inclusion, critical thinking and belonging
- Encouraging open discussion and challenge of extremist ideas
- Working in partnership with local safeguarding and Prevent teams

Indicators of Concern

- Expressing extremist views or justification of violence
- Sudden changes in behaviour, beliefs or social groups
- Use of extremist symbols, language or online content

Responding to Prevent Concerns

- Do not challenge or investigate directly
- Report concerns immediately to the Safeguarding Lead
- The Safeguarding Lead will seek advice or make a referral via local Prevent pathways if appropriate
- Prevent concerns are managed through safeguarding procedures and recorded accordingly.

- **Safeguarding Incident / Concern Record**

1. Date and time of concern:
2. Name of adult at risk:
3. Date of birth (if known):
4. Address / location of activity:
5. Name and role of person completing this form:
6. How was the concern raised? (disclosure, observation, third party)
7. Exact words used by the adult (where possible):
8. Description of concern / incident (facts only):
9. Type(s) of abuse suspected (tick all that apply): Physical Sexual Psychological Financial Neglect Domestic Abuse Discriminatory Organisational Self-neglect Modern Slavery Radicalisation

10. Immediate actions taken:

11. Injuries observed (if any):

12. Names and details of witnesses:

13. Does the adult have capacity in relation to this concern? Yes No Unsure
Give details:

14. Was consent obtained to share this information? Yes No (if no, explain why information was shared)

15. Safeguarding Lead informed (name/date/time):

16. External referrals made (Adult Social Care / Police / Prevent):

17. Outcome / next steps:

18. Print Name: Role:

19. Signature:

20. Date:
