

# Adult Safeguarding Policy and Procedure

Organisation: Creative at HeART CIC

Policy Approved on: 20/11/2025

Policy Review Date: 20/11/2026

## Purpose

The purpose of this policy is to set out Creative at HeART CIC's commitment to safeguarding and protecting vulnerable adults who come into contact with our organisation. This includes parents, carers, family members, and professionals who may be at risk of harm, abuse, or neglect. This policy outlines how we identify, respond to, and report concerns regarding the welfare of adults at risk in line with current English legislation and statutory guidance.

## Scope

This policy applies to all employees, trustees, volunteers, sessional workers, agency staff, students, and anyone working on behalf of Creative at HeART CIC. It also applies to any adult (aged 18 or over) who comes into contact with our services and may be considered 'at risk.'

## Policy Statement

It is Creative at HeART CIC's policy to ensure that adults who are at risk are treated with dignity and respect, are supported to live as independently as possible, and are safeguarded at all times. Staff and volunteers must understand their role in safeguarding and protecting adults from abuse. Creative at HeART CIC works in partnership with other agencies to ensure robust safeguarding practices in line with the Care Act 2014.

## Principles

- Robust safer recruitment and vetting procedures are in place, including Disclosure and Barring Service (DBS) checks.
- A named safeguarding lead is in place to embed and oversee safeguarding practice.
- All staff are trained and supported to identify and report harm appropriately.
- Confidentiality and appropriate information sharing are maintained at all times.
- All safeguarding concerns are assessed proportionately and reported to the appropriate authorities.

## Definition of an Adult at Risk

An Adult at Risk is defined under the Care Act 2014 as an adult who has care and support needs (whether or not those needs are being met), is experiencing or at risk of abuse or neglect, and as a result, is unable to protect themselves from the risk of abuse or neglect.

## Protecting Adults at Risk

Protecting adults at risk involves maintaining their safety and welfare and taking all necessary steps to prevent harm, abuse, or neglect. Creative at HeART CIC recognises that some individuals may be particularly vulnerable due to disability, illness, age, or other circumstances.

## Safer Recruitment and Disclosure Checks

Risk assessments will be undertaken for all job roles to determine the appropriate level of DBS checks. Successful applicants and trustees must maintain registration with the DBS update service. All recruitment will follow safe employment practices to ensure staff suitability.

## Procedures for Receiving a Disclosure

If an adult discloses abuse or a safeguarding concern:

1. Listen carefully and reassure the individual that their disclosure is taken seriously.
2. Record details accurately, including the date, time, and exact wording used.
3. Explain that Creative at HeART CIC has a duty to share information with safeguarding authorities when necessary.
4. Encourage the person to make a direct report to the relevant authorities where possible.
5. Notify the Designated Safeguarding Lead immediately.

## Confidentiality and Information Sharing

While confidentiality is important, safeguarding concerns override confidentiality where there is a risk of harm. Staff must report concerns immediately and not attempt to investigate independently.

## Designated Safeguarding Team

- Dean Ashworth – Designated Safeguarding Lead (DSL)
- Gareth Scott-Evans – Deputy Designated Safeguarding Lead (DDSL)

All safeguarding concerns must be reported to one of the above. If neither is available, staff should contact the appropriate Local Authority Adult Social Care Team or, in an emergency, call 999.

## Implementation and Monitoring

The Designated Safeguarding Officers will:

- Maintain knowledge of local safeguarding procedures.
- Ensure all staff receive induction and refresher safeguarding training.
- Oversee incident recording, audits, and lessons learned.
- Prepare annual safeguarding reports for the Board of Trustees.

## **Equality and Inclusivity**

All adults at risk and their families, regardless of circumstances, background, or personal characteristics, have the right to protection from harm. Creative at HeART CIC operates in compliance with the Equality Act 2010.

## **Policy Review**

This policy will be reviewed annually or sooner if legislation or organisational practice changes.

Next Review Date: 20 November 2026

Approved by: All Board Members, Creative at HeART CIC