



## **Adults Safeguarding Policy & Procedures**

**Bless Community Support**

**Effective from: 18 March 2026**

**Review Date: March 2027**

**Approved by: Board of Trustees**

### **1. Purpose of this Policy**

Bless Community Support is committed to protecting an adult's right to live in safety, free from abuse and neglect. This policy outlines the organisation's responsibilities in safeguarding adults and sets out the procedures to be followed by all trustees, directors, employees, and volunteers.

All individuals working with or on behalf of Bless Community Support must understand and comply with this policy. Failure to do so may result in disciplinary action, including dismissal or exclusion from the organisation.

### **2. Legislative Framework**

This policy is underpinned by the following legislation and guidance:

- **Care Act 2014**
- **Mental Capacity Act 2005 and Code of Practice**
- **Human Rights Act 1998**
- **General Data Protection Regulation (GDPR)**
- **PREVENT Duty Guidance**

### **3. Definition of an Adult at Risk**

Under the Care Act 2014, an adult at risk is a person aged 18 or over who:

1. Has needs for care and support
2. Is experiencing, or is at risk of, abuse or neglect
3. Is unable to protect themselves because of those needs

#### **4. Principles of Adult Safeguarding**

Bless Community Support adheres to the six safeguarding principles set out in the Care Act 2014:

1. **Empowerment** – Supporting individuals to make informed decisions
2. **Prevention** – Taking action before harm occurs
3. **Proportionality** – Responding appropriately to the level of risk
4. **Protection** – Supporting those in greatest need
5. **Partnership** – Working collaboratively with communities and agencies
6. **Accountability** – Ensuring transparency in safeguarding practice

#### **5. Recognising Abuse**

All staff and volunteers are well-placed to identify concerns. Abuse may be disclosed directly, observed, or suspected. Everyone must know how to respond and who to report concerns to.

#### **6. Types of Abuse**

In line with the Care Act 2014, the following categories of abuse are recognised:

- **Physical abuse**
- **Domestic abuse**
- **Sexual abuse**
- **Psychological abuse**
- **Financial or material abuse**
- **Modern slavery**
- **Discriminatory abuse**
- **Organisational abuse**
- **Neglect and acts of omission**
- **Self-neglect**
- **Exploitation (sexual or criminal)**

These categories are not exhaustive but provide a framework for identifying safeguarding concerns.

## **7. Radicalisation and the PREVENT Duty**

Some adults may be vulnerable to radicalisation. Indicators may include:

- Contact with extremist recruiters
- Support for extremist causes
- Accessing extremist material
- Justifying violence
- Significant changes in behaviour or appearance

Concerns relating to radicalisation must be reported in line with this policy.

## **8. Reporting Safeguarding Concerns**

Any employee, trustee, or volunteer who becomes aware of a safeguarding concern **must report it immediately** to:

- **Project Manager** or
- **Assistant Project Manager**

If the adult is in immediate danger, contact:

- **Police: 999**
- **Adult Social Care: 0345 8 503 503**

No one should assume that someone else will take action.

## **9. Safe Recruitment**

Bless Community Support is committed to safe recruitment practices, including:

- Appropriate advertising and selection
- Identity and reference checks
- Enhanced DBS checks where required
- Clear role descriptions and expectations

These measures reduce the risk of unsuitable individuals working with adults at risk.

## **10. Conduct and Social Media**

All staff and volunteers must adhere to the organisation's:

- Social Media Policy
- Code of Conduct
- Confidentiality requirements

Professional boundaries must be maintained at all times.

## **11. Person in a Position of Trust (PIPOT)**

Any allegation involving a person in a position of trust must be considered carefully. This includes:

- Employees
- Volunteers
- Trustees
- Informal carers

Concerns may require referral to external agencies.

## **12. Training and Awareness**

All staff and volunteers must receive safeguarding training appropriate to their role. As a minimum, training will enable individuals to:

- Understand safeguarding and their responsibilities
- Recognise signs of abuse
- Report concerns appropriately
- Work with dignity and respect
- Understand this policy

Training will be refreshed regularly.

## **13. Mental Capacity**

The Mental Capacity Act states that a person lacks capacity if they cannot:

1. Understand information relevant to a decision
2. Retain that information
3. Weigh up the information
4. Communicate their decision

Where an adult lacks capacity regarding a safeguarding concern, an advocate may be required. Bless Community Support will seek guidance from Wakefield Adult Social Care where necessary.

## **14. Confidentiality and Information Sharing**

Information will be shared:

- Only on a need-to-know basis
- In line with GDPR
- When necessary to protect an adult from harm

Information **must** be shared with the Local Authority if an adult is at risk, or with the police if a crime has been committed.

## 15. Recording and Record Keeping

A written record must be made of all safeguarding concerns, including:

- Details of the adult
- Nature of the concern
- Actions taken
- Decisions made and rationale
- Signature and date

Records must be stored securely and confidentially.

## 16. Whistleblowing

Bless Community Support encourages staff and volunteers to raise concerns in good faith. Individuals who whistleblow in the public interest will be protected from victimisation or reprisals.

## 17. Key Contact Details

### West Yorkshire Police

Tel: 999

### Adult Social Care (Wakefield)

Tel: 0345 8 503 503

Email: [socialcaredirect@wakefield.gov.uk](mailto:socialcaredirect@wakefield.gov.uk)

## 18. Version Control

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Apr 23	Initial draft approved	Annually
2.0	Board	Mar 24	Initial draft approved	Annually
3.0	Board	Mar 25	Initial draft approved	Annually
4.0	Board	March 26	Initial Draft Approved	Annually

