

The Engineering Development Trust

Adults at Risk Safeguarding Policy 2025



Designated Safeguarding Lead (DSL) - **Ciara Duffy**

Deputy Designated Safeguarding Lead (DDSL) - **Zoe Evans**

Why we have this Policy

As a charity EDT has a Policy for Safeguarding Adults at Risk. EDT staff and volunteers may find themselves working with **adults at risk**, who are defined as: **any person aged 18 or over at risk of abuse or neglect but who is unable to protect themselves because of their need for care and support.**

It is EDT policy that staff and volunteers who work with adults at risk, as representatives of the EDT, adopt appropriate behaviours, follow defined procedures, and undergo any necessary checks to ensure that such activities can take place in a safe and non-threatening environment.

Who this Policy relates to

This policy applies to all employees, including Trustees, Volunteers and Contractors of the EDT, who must all follow the Code of Behaviour laid out on Page 3. The policy applies to any engagement between the EDT and adults at risk, including virtual environments such as teleconferencing, videoconferencing, websites, social networking, blogging etc.

Other Policies, Procedures and/or Guidelines you need to read in relation to this Policy

Please consider this document in conjunction with EDT Safeguarding, Data Protection and Health and Safety policies.

Overview of this Policy

This policy includes a Code of Behaviour and information on Risk Assessments and photography and filming that **must** be adhered to by EDT employees, including Trustees, Volunteers and Contractors. Safeguarding is everyone's responsibility. All staff members and contractors who work with adults at risk must have the necessary checks which are best achieved by holding an up-to-date enhanced disclosure check or being accepted as a STEM Ambassador.

A summary of this policy can be found on Page 7 Appendix 1.

Adults at Risk Safeguarding Policy

EDT requires that all staff, volunteers, and contractors within the jurisdiction of UK legislation and regulation, who are regularly working with adults at risk have the necessary checks.

EDT staff and those volunteers are required to hold a valid enhanced Disclosure & Barring Service (DBS) check or Protection of Vulnerable Groups (PVG) in Scotland. This check will be recorded by the EDT HR department.

Most of these requirements for other volunteers are covered by being granted STEM Ambassador status through STEM Learning Ltd. and therefore all staff and members regularly working with vulnerable persons must apply to become a STEM Ambassador. Interaction with children or adults at risk which is occasional and never unsupervised should not necessitate the need for these checks. In these instances an appropriate risk assessment is sent to the school for sign off. All staff and volunteers **must** still abide by the Code of Behaviour, EDT's Health and Safety policy and abide by the EDT's Data Protection Policy.

For further information as to whether a disclosure check is appropriate, please contact the Safeguarding Lead at EDT.

EDT Safeguarding Contacts

Designated Safeguarding Lead (DSL)

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Code of Behaviour

Staff, volunteers and contractors must try to ensure that they are always in the company of an appropriately qualified adult (parent, guardian, teacher, other checked adult).

Adults must dress in a way that is appropriate to the role and the tasks that they are undertaking and not in such a way that could be considered inappropriate, including being culturally insensitive or politically controversial.

When working with adults at risk volunteers, staff and contractors must always:

1. Treat all adults at risk with respect and understand the difference between friendliness and familiarity
2. Act as a role model of good and appropriate behaviour
3. Ensure that whenever practicable the persons who are normally responsible for the adults at risk (teachers, parents, guardians, etc.) are present during activities or that there is always more than one adult present
4. Respect an adult at risk's right to personal privacy
5. Bear in mind that someone else might misinterpret your actions, no matter how well intentioned
6. Be aware that any physical contact with an adult at risk may be misinterpreted and so must be avoided whenever possible
7. Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse

When working with adults at risk, volunteers, staff, and contractors must never:

1. Spend time alone with adults at risk away from other adults
2. Have inappropriate physical or verbal contact with adults at risk
3. Do things of a personal nature for adults at risk that they can do for themselves
4. Allow adults at risk to use inappropriate language unchallenged
5. Allow bullying of one adult at risk by another to go unchecked
6. Make suggestive or derogatory remarks or gestures in the presence of adults at risk
7. Show favouritism to any one adult at risk
8. Become complacent on the (spurious) grounds that "it could never happen to me"
9. Let any allegations an adult at risk makes go unrecorded

Mental Capacity and Safeguarding Adults at Risk

This organisation is committed to upholding the principles of the Mental Capacity Act 2005 (MCA) in all safeguarding matters involving adults who may lack the capacity to make specific decisions at the time they need to be made.

The MCA provides a legal framework to empower and protect people aged 16 and over who may lack capacity due to conditions such as learning disabilities, mental ill health, dementia, or brain injury.

Core Principles of the MCA:

We embed the five statutory principles of the Mental Capacity Act in our safeguarding practice:

- Presumption of capacity - Every adult has the right to make their own decisions unless it is proven they lack capacity.
- Support to make decisions - All practicable steps will be taken to support individuals to make their own decisions before concluding they lack capacity.
- Right to make unwise decisions - Adults have the right to make decisions that others may consider unwise. This alone does not indicate a lack of capacity.
- Best interests - Any decision or action taken on behalf of someone lacking capacity must be done in their best interests.
- Least restrictive option - Any intervention must aim to be the least restrictive of the person's rights and freedoms.

Application in Safeguarding:

- We ensure that mental capacity assessments are decision-specific and carried out at the appropriate time by trained professionals.
- Where an adult is deemed to lack capacity, any safeguarding decisions will be made in their best interests, involving relevant others (e.g. family, carers, advocates) where appropriate.
- We recognise the potential for abuse or neglect to occur because of a lack of capacity and remain vigilant to this risk.
- Independent Mental Capacity Advocates (IMCAs) will be involved when required by law, especially in decisions about serious medical treatment or accommodation.

By embedding these principles, we promote the autonomy and dignity of adults at risk while ensuring they are protected from harm.

What to do if you suspect abuse or it is disclosed to you

- Establish the facts from the person (child or adult) making the disclosure.
- Reassure the person that telling someone about it was the right thing to do.
- Be observant and attentive without being judgmental.
- If you can, take notes, but, if this will stop the person talking or dealing with the person appropriately, take notes as soon as possible afterwards and be as accurate as you can. Do not “fill in blanks” or use your own words. Use the person’s own words even if they use colloquial language or swear.
- Do not ask leading questions or interrogate. Ask open questions which will encourage the person to talk openly.
- It is not your job to investigate, this can only be done by relevant agencies such as the police or social care. You should only ask enough to establish the nature of the disclosure.
- Do not touch the person to comfort or reassure them.
- Tell them that you now must do what you can to keep them (or the person who is the subject of the allegation) safe.
- Let the person know what you are going to do next and who else needs to know about it.
- Let the person tell their whole story. Don’t try to investigate or quiz the person, but make sure that you are understanding what they are saying.
- Ask the person what they would like to happen because of what they have said, but don’t make or infer promises you can’t keep.
- If applicable, take immediate action to keep the victim and alleged abuser(s) apart or to address an immediate danger or need for urgent medical attention. See details below “Immediate action following a concern, disclosure or allegation”.
- Follow the reporting process -see below “Logging an incident or disclosure”.

Immediate action following a concern, disclosure or allegation

- As well as establishing the initial facts, ensure that both the victim and the alleged abuser(s) are kept apart if applicable.
- In a residential setting, give consideration to returning one or both/all of the individuals to their home if the police are not to be immediately involved.
- If unprotected sex has occurred, there may be an immediate need to seek emergency contraception and medical treatment for sexually transmitted infections. Where this is sought will depend on circumstances but should be factored into staff planning.
- If the person is in immediate danger and is with you, remain with them and call the police on 999. If the person is elsewhere, contact the police on 999 and explain the situation to them.
- If the person needs emergency medical attention, call an ambulance on 999 and, while you are waiting for it to arrive, get help from your first aider.

Logging an Incident or Disclosure

- Once any immediate action has been taken if appropriate, use the form - [Report Safeguarding Concern](#)
- All information about the suspected abuse or disclosure will be recorded as soon as possible after the event, in as much detail as possible and stating what actions, if any, were taken.

The record should include:

- Date of the disclosure or of the incident causing concern
 - Date and time at which the record was made
 - Name and date of birth of the child involved
 - A factual, comprehensive report of what happened, clearly distinguishing facts, allegations and opinions. If recording a disclosure, it is essential to use the child's own words and note the non-verbal behaviour and key words
 - Name, signature and job title of the person making the record.
- Contact the EDT's Designated Safeguarding Lead (or Deputy) and pass the record to them. They will decide whether they need to make a referral. If you feel that the incident has not been adequately followed up, you may make a referral yourself.

EDT Adults at Risk Safeguarding Policy SUMMARY 2025

What Is This Policy About?

This policy ensures the safety and well-being of adults at risk-people aged 18+ who may be vulnerable due to care or support needs and cannot protect themselves from harm.

Who Must Follow This?

All EDT staff, trustees, volunteers, and contractors, including during online or virtual engagements.

Key Safeguarding Rules -

Enhanced DBS/PVG checks are required for regular contact

Occasional contact? A risk assessment is needed

Most checks covered via STEM Ambassador status

Code of Behaviour -

Always

Treat people with respect

Be a role model

Keep a responsible adult present

Respect privacy

Report concerns

Never -

Be alone with an adult at risk

Use inappropriate language or behaviour

Ignore bullying or disclosure

Promise to keep a secret

If Abuse Is Suspected or Disclosed -

1. Stay calm - listen without judgment
2. Record facts - use the person's own words
3. Don't investigate - that's for authorities
4. Take action - separate individuals if needed
5. Report immediately using the form linked below

Report Safeguarding Concerns

Use the official form - [Report Safeguarding Concern](#)

Key Contacts

DSL: Ciara Duffy - 0141 488 0987 - c.duffy@etrust.org.uk

Deputy DSL: Zoe Evans - 0141 343 9869 - z.evans@etrust.org.uk

Trustee Lead: Georgina Harris - 07914 409340 - g.harris@etrust.org.uk

*** Safeguarding is everyone's responsibility. Speak up. Stay safe!***