

Safeguarding Adults at Risk Policy

Policy Statement

Safeguarding means protecting people's health, wellbeing, and human rights, enabling them to live free from harm, abuse and neglect. It is fundamental to high-quality health and social care. It is important to understand that Safeguarding is everyone's responsibility, we all have a role to play in preventing abuse.

Safeguarding is work that helps adults at risk to keep their independence, wellbeing, and choice and to live a life free from abuse, including neglect.

Definition of Adults at risk

CRASAC adopts the statutory definition of an 'adult at risk' as per section 42 of the Care Act 2014. An adult is considered at risk if;

1. The adult (person aged over 18) **has needs for care and support** (whether or not the local authority is meeting any of those needs).
2. The adult **is experiencing, or is at risk of, abuse or neglect.**
3. As a result of those care and support needs, the adult **is unable to protect himself or herself** against the abuse or neglect or the risk of it.

However, there may be situations when we need to safeguard adults not defined as 'adults at risk', for example if they are a risk to themselves or others.

Many factors can influence adults' vulnerability and experiences of vulnerability in childhood may negatively impact adults in later life – particularly if someone has fewer protective factors in place, such as a supportive family or a stable household income.

Type of Abuse

Abuse can come in many forms, and includes but is not limited to:

- **Physical Abuse:** This includes hitting, slapping, kicking, female genital mutilation, misuse of medication, restraint and force feeding.
- **Domestic Abuse:** Any incident or pattern of incidents of controlling, coercive, or threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members. This can be psychological, physical, sexual, financial, or emotional.
- **Financial, Economic or Material Abuse:** This includes theft, fraud or using a person's money, possessions or property without consent.
- **Psychological/emotional Abuse:** This includes threats of harm or abandonment, isolation, humiliation, blaming, controlling, intimidation, harassment, verbal abuse, threats or bribes.

- **Sexual Abuse:** This includes sexual assault, rape or sexual acts to which the adults at risk have not consented, could not consent, or were pressurised into consenting.
- **Neglect or acts of omission:** A failure to provide appropriate care (such as food, clothing, medication, heating, cleanliness, hygiene) and denying religious or cultural needs.
- **Discriminatory Abuse:** This includes racism, sexism, ageism and discrimination based on a person's disability or sexual orientation. Some abuse in this category might also be classed as a hate crime.
- **Organisational Abuse:** Includes neglect and poor practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. This can range from one-off incidents to ongoing ill-treatment.
- **Modern Slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Self-neglect:** this covers a wide range of behaviour around neglecting to care for personal hygiene, health or surroundings and includes behaviour such as hoarding.

CRASAC Commitment

CRASAC supports adult clients, including carers/partners/supporters who have been impacted by sexual violence at any time during their lives. In supporting this vulnerable section of the community, CRASAC aims to facilitate the best possible practice in preventing as well as intervening in situations as above.

CRASAC has a separate policy for children and young people aged 18 and under or 21 and under if they have been a looked after child.

The policy and procedures will be widely promoted and are mandatory for all those working at CRASAC, including volunteers. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

As part of our safeguarding policy CRASAC will promote and prioritise the safety and wellbeing of service users and ensure that:

- Service users are aware of the Safeguarding policy
- Service users will be listened to
- CRASAC will ensure that they are clear and transparent with service users and gain informed consent around decision making when it is safe and appropriate to do so

CRASAC will support other professionals to investigate abuse as and when appropriate. We will also ensure;

- Recruitment and selection processes incorporate Safeguarding processes (See Recruitment and Selection Policy, DBS Policy, and Safer Recruitment Policy)
- Everyone understands their roles and responsibilities in respect of safeguarding, through Induction, line management, ongoing training and internal processes
- Everyone is provided with appropriate learning opportunities to recognise, identify, and respond to safeguarding concerns through Induction, initial Safeguarding training, and refresher training every 3 years
- A Safeguarding Lead is available to staff during opening hours where clients are being actively supported
- Appropriate action is taken in the event of incidents/concerns of abuse, and support is provided to the individual/s who raise or disclose the concern

- Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored
- Robust safeguarding arrangements and procedures are in operation

Training

All staff and volunteers will receive Safeguarding training as part of their induction process. In addition, for volunteers, safeguarding training is included within their Volunteer Training course.

Staff will be required to attend mandatory Safeguarding training during their first six months with CRASAC, and thereafter attend a refresher course every 3 years.

Safeguarding Leads

The overall Safeguarding Lead for CRASAC is the Chief Executive Officer. There are also named Safeguarding Leads across the organisation to support effective safeguarding.

Safeguarding Leads are available at any time to discuss Safeguarding concerns. If a Safeguarding Lead is not physically present on the premises, phone numbers and whereabouts are provided to workers in order that contact can be made should the need arise.

Each Safeguarding Lead is permitted to respond to any Safeguarding concern, regardless of the service the concern is raised in. Safeguarding Leads will react calmly and with consideration.

It is the Safeguarding Lead's responsibility to make a decision, in collaboration with a second safeguarding lead, regarding progress of the concern raised, to ensure relevant documentation is completed, and agreed actions are taken. It is also the responsibility of the safeguarding lead to provide practical and emotional support to the worker dealing with the concern if required.

Safeguarding Leads meet on a regular basis to monitor safeguarding systems, oversee concerns and share best practice.

Immediate Harm

If a concern of immediate harm is raised, the worker must immediately inform a Safeguarding Lead, who will ensure appropriate action is taken, including calling 999 if necessary and/or the clients emergency contact. If a Safeguarding Lead is not immediately available, the worker should take responsibility for ensuring the appropriate immediate action is taken, following the ***Safeguarding Reporting Flowchart*** and then update a safeguarding lead as soon as possible afterwards.

Raising a Concern

If a worker suspects an issue may be a safeguarding concern, the first step must be to discuss this with a Safeguarding Lead.

The Safeguarding Lead will listen, ascertain the facts, discuss the workers' concern, and approve or outline a course of action. Appropriate action will be then taken, usually by the worker raising the concern, using the steps agreed with the Safeguarding Lead.

Details of the SG Leads and potential actions are set out in the ***Safeguarding: Essential Information Appendix One***.

How to report a staff member

If you have a safeguarding concern that a CRASAC staff member is **at risk** to others, contact either of the people below

- Cara Brookes, Therapeutic Services Manager cara.brookes@crasac.org.uk
- Natalie Thompson, CEO Natalie.thompson@crasac.org.uk

Managers will then consult with another Senior Manager or Trustee to agree next steps, which may include the disciplinary process.

Raising a concern about a colleague's wellbeing

If you have a safeguarding concern that a staff member of CRASAC is **at risk**, contact their line manager or Safeguarding Lead Manager and CEO. We will then consider actions in the **Safeguarding: Essential Information** and refer to other internal HR policies and processes as appropriate.

Recording Safeguarding Concerns

Once concerns have been raised by workers and discussed with a Safeguarding Lead, this must be recorded promptly on the safeguarding section on the LUNA database following the **Safeguarding Recording Processes** [Appendix Two](#).

The concern will remain open until such a time where the Safeguarding Lead and the worker are confident that the risk is being held by the appropriate statutory organisation.

Should a further risk arise that is not considered held by statutory services, a new safeguarding concern must be raised and recorded on the safeguarding tab and the same process followed.

Monitoring

The policy will be reviewed at least every three years, in line with good practice guidelines, or sooner if there are any relevant changes to legislation or good practice guidelines.

Sharing Information

Sharing Information will be done in line with English Law, CRASAC's Confidentiality Policy, and with regard to disclosure forms signed by the client.

All clients will be asked to provide an emergency contact at referral. If they are unable to provide this information an emergency contact agreement will be put in place. If the client is under 18 we will also ask them to provide the name of a safe consenting adult who is aware of their referral.

Related Documents

This policy should be read in conjunction with:

- Confidentiality Policy
- Data Protection and Access to Files (GDPR) policy
- DBS Policy
- Disciplinary Policy
- Induction Process

- Recruitment & Selection Policy
- Safeguarding Children Policy
- Safer Recruitment Policy
- Training and Development Policy

Adopted by the Board of Trustees in: February 2026

Next Review Date: February 2029

Appendix One (Adult AG Policy)

Safeguarding: Essential Information

[removed – internal document]

Appendix Two

Safeguarding Recording Processes

[removed – internal document]