

Safeguarding Adults Policy



1. Purpose

This policy outlines how disAbility Cornwall & Isles of Scilly protects adults at risk, in line with the Care Act 2014. It applies to all staff, volunteers, and directors.

2. Scope

This policy applies to adults aged 18 and over who:

- Have care and support needs (regardless of whether those needs are met),
- Are experiencing or at risk of abuse or neglect, and
- Cannot protect themselves from harm.

3. Safeguarding Principles

We follow six core principles:

- **Empowerment** – Choice and control
- **Prevention** – Stop harm before it happens
- **Proportionality** – The least intrusive response
- **Protection** – Help for those most at risk
- **Partnership** – Working together
- **Accountability** – Clear roles and actions

4. Types of Abuse

May include:

- Physical, sexual, psychological, financial
- Modern slavery, discriminatory, institutional
- Neglect, self-neglect, domestic abuse, DoLS

5. Spotting Abuse

Look for:

- Unexplained injuries
- Sudden behaviour changes
- Unusual money issues
- Poor hygiene or living conditions

6. Responsibilities

- All staff/volunteers must report concerns to their line manager and a Designated Safeguarding Lead (DSL):
 - *Theresa Court*
 - *Romy Johnson*
- Chief Executive (Jane Johnson) oversees legal compliance.

7. Reporting & Records

All concerns must be logged in:

- The relevant client case system (service-specific)
- The dC Incident and Safeguarding Reporting Centre

Each report must include:

- Date and time
- Name and details of the adult at risk
- Facts only (no opinions)
- Actions taken
- Who received the disclosure

8. Safeguarding Process

See flowchart (Appendix 1). Steps:

1. Raise concern
2. Inform manager and DSL
3. Record in client system
4. Refer to Cornwall Council if needed (online form)
5. Call 999 in emergencies
6. Refer to DBS if required

9. Confidentiality

Information is only shared on a need-to-know basis. Consent is sought unless the risk is urgent or legal grounds override it.

10. People in Positions of Trust (PIPoT)

Concerns involving staff or volunteers are handled under Care Act guidance and shared with the right agencies.

11. DBS Referrals

A DBS referral must be made if someone is:

- Removed from regulated work due to a concern, and
- Has harmed or may harm an adult at risk

12. Data Protection

Records are confidential, stored securely, and kept for 25 years, in line with our Data Retention Policy.

13. Contacts

- **Adult Safeguarding Triage:** 01872 326433
- **Cornwall ASC:** 0300 1234 131 / OOH: 01208 251300
- **IoS ASC:** 0300 1234 105 / OOH: 01720 422699
- **DSLs:**
 - *Theresa Court* – theresa@disabilitycornwall.org.uk
 - *Romy Johnson* – romy@disabilitycornwall.org.uk

14. Associated Policies & Legislation

This policy links to:

- Recruitment and Selection Scheme
- Data Protection & Confidentiality Policy
- Equality, Diversity & Inclusion Policy
- Whistleblowing Policy
- Code of Conduct
- Volunteer Policy

And supports compliance with:

- Care Act 2014
- Mental Capacity Act 2005
- Human Rights Act 1998
- Equality Act 2010
- Working Together to Safeguard People
- Local SAB Procedures

15. Appendices

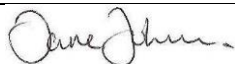
- Appendix 1: Safeguarding Flowchart
- Appendix 3: Cornwall Council Referral Form

16. Monitoring

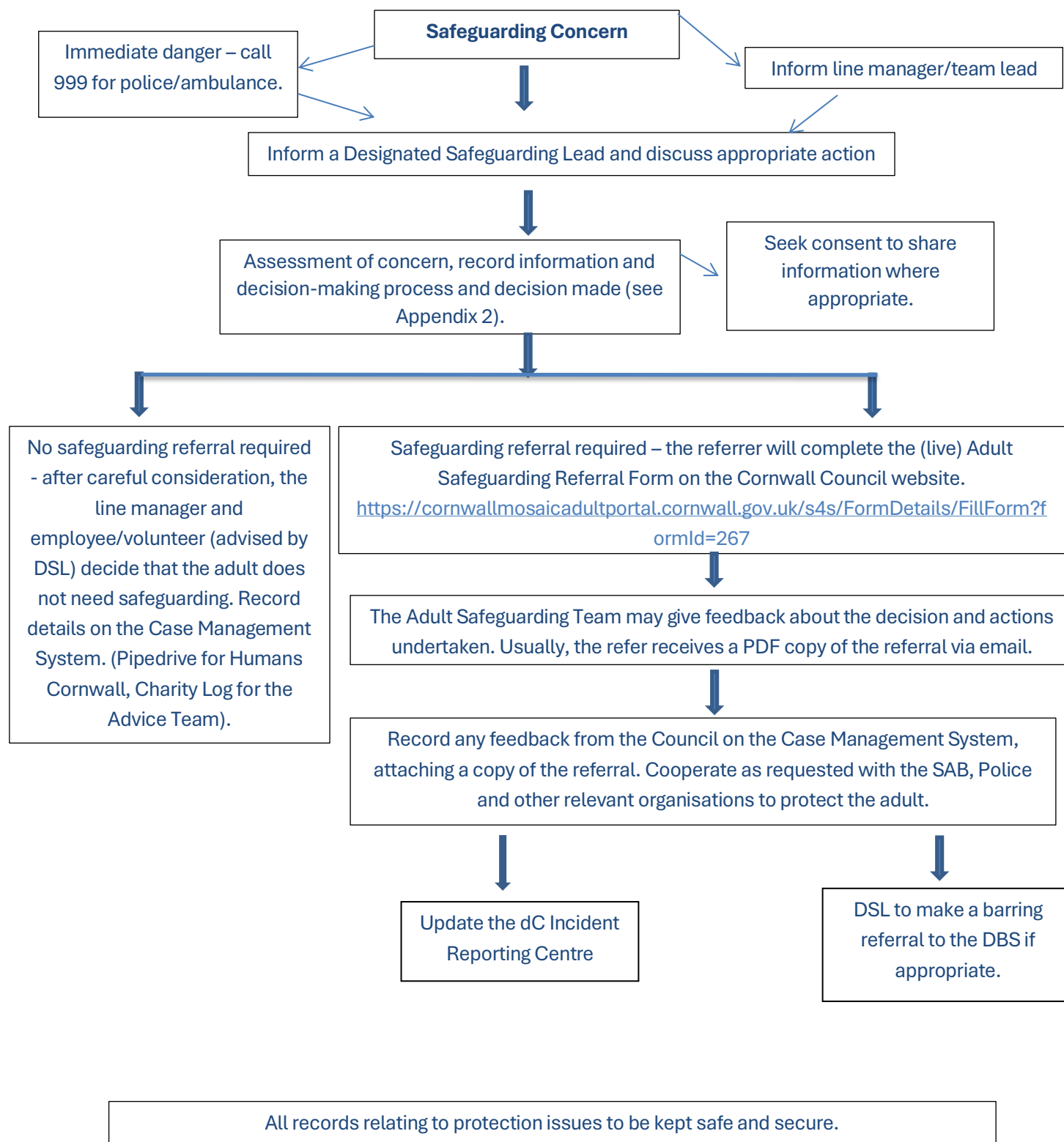
The policy is reviewed yearly or after legal changes by DSLs and the Governance & Compliance Officer. Updates are approved by the CEO.

17. Equality and Human Rights Statement

This policy has been reviewed for its impact on equality and human rights. It supports our organisational commitment to inclusion, diversity, and fairness for all employees and stakeholders.

Document Control				
Version	Date	Review Due	Author/s	Approved by
V1	June 2025	June 2026	Designated Safeguarding Leads (DSL) Governance & Compliance Officer	

Appendix 1 - Safeguarding Adults Process



Appendix 2

Safeguarding Concern / Alert:

The Advice Services Team including Dementia Together

Charity Log must be updated for all safeguarding concerns.

If you have a Safeguarding concern:

1. Follow the flow chart
2. In Charity Log on the clients 'Personal Details' Page enter SG in the 'Victim of Crime' field, then after completing your case notes and all the required sections for case recording, click on Extension Databases on the bottom left-hand side:
3. Open the Safeguarding Extension Database and complete the fields. If you have only raised a concern enter 'No' under 'Alert Made'.+
4. Update the dC Incident Reporting Centre whether a referral was made or not (see link below)

Humans Cornwall

Pipedrive must be updated for all safeguarding concerns.

If you have a Safeguarding concern:

1. Follow the flow chart
2. On Pipedrive on the clients board, document any concerns and decisions made with your line manager, or actions taken.
3. Attach the safeguarding alert PDF form that the council will send you (as the referrer) to the clients board.
4. Update the dC incident reporting centre, whether a referral was made or not. (see link below).

dC Incident Reporting Centre link

https://disabilitycornwall.sharepoint.com/sites/SecureFolders/_layouts/15/listforms.aspx?cid=YTIImOGM0YzgtMTVINi00NDE5LTgzNWItZDdkNmRlZmRjYjZi&nav=NTk1ZmlxYjYtMGUyNi00ODMyLWE0ZTEtZjk0MjI0YjAxNWMx

All actions around safeguarding referrals and concerns must be documented.