

Kingsmeadow @ MadeForever: Safeguarding Children, Young People and Adults at Risk Policy

The purpose of this policy is:

- to protect children and young people and vulnerable adults who receive Kingsmeadow's services. This includes the children of adults who use our services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection and safeguarding.

This policy applies to anyone working on behalf of Kingsmeadow, including senior management and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students to safeguard children and young people and adults at risk.

Kingsmeadow @ MadeForever has appointed **Tracey Small** as named safeguarding lead, and **Marguerite Cooke** is the designated Trustee responsible for Safeguarding.

This Policy was reviewed on:31st March 2026.....

K@M4E is committed to reviewing our policy and good practice annually.

Date for review: ... 31st March 2027

Name.....Martin Farmer...

Position.....Chair of Trustees

PART ONE: SAFEGUARDING CHILDREN

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available at: [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Related policies and procedures

This policy should be read alongside organisational policies and procedures which we are continually updating. These include:

- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of conduct for staff and volunteers
- Safer recruitment
- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision and support
- Adult to child ratios
- Quality assurance

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them

- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Advice and information

NSPCC Helpline
0808 800 5000
help@nspcc.org.uk

South Gloucestershire Council ART Team can be accessed for advice and information, contact on 01454 866000 or the Emergency Duty Team (out of hours and weekends) on 01454 615165

South Gloucestershire Safeguarding Children's Board Website:
www.southglos.gov.uk/safeguarding/children

South West Child Protection Procedures:
<https://www.proceduresonline.com/swcpp/southglos/index.html>

PART TWO: SAFEGUARDING ADULTS AT RISK

K@M4E will not tolerate the abuse of adults in any form and is committed to safeguarding adults with care and support needs, from harm.

This policy outlines the steps K@M4E will make to safeguard an adult with care and support needs. This policy sets out the roles and responsibilities of K@M4E, working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect. (The Care Act 2014)

K@M4E will ensure that decisions made will allow adults to make their own choices and include them in any decision making. K@M4E will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to:

- follow this policy
- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs, is deemed to be at risk

What does safeguarding vulnerable adults mean?

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

Care and Support Statutory Guidance, Department of Health, updated 2022

K@M4E will follow the six key principles that underpin safeguarding work:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Staff and volunteers should ensure that their work reflects the principles and that the adult with care and support needs, is involved in making decisions and informed consent is obtained. K@M4E should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work, in preventing, detecting, and reporting neglect and abuse. K@M4E should be transparent and accountable in delivering safeguarding actions.

What is Making Safeguarding Personal (MSP)?

MSP means a case should be person-led and outcome-focused. The individual should be involved in identifying how best to respond to their safeguarding situation by giving them more choice and control as well as improving quality of life, wellbeing, and safety. K@M4E will ensure that adults are involved in their

safeguarding arrangements and individual needs are dealt with sensitively to preferences, histories and lifestyles.

Who do adult safeguarding duties apply to?

The Care Act 2014 sets out that adult safeguarding duties apply to any adult who:

- has care and support needs, and
- is experiencing, or is at risk of, abuse and neglect, and
- is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs.

Dealing with concerns

The safeguarding lead is Tracey Small. Staff and volunteers should contact her for any concerns/queries they have in regard to safeguarding adults. A log of concerns raised will be kept.

Tracey Small will be responsible for deciding whether adult social services should be contacted and should consider alternative or additional actions, where necessary. She will also ensure that a safe environment is promoted for staff, volunteers and adults accessing the service and that appropriate safeguarding adults training is undertaken by staff and volunteers.

Staff and volunteers who have any adult safeguarding concerns should:

- Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services
- Get brief details about what has happened and what the adult would like done about it, but do not probe or conduct a mini investigation
- Seek consent from the adult to take action and to report the concern. Consider whether the adult may lack capacity to make decisions about their own and other people's safety and wellbeing. If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.
- Make a report to Tracey Small

The safeguarding lead will make a clear record of the incident as soon as possible after it occurs. This should be signed, dated, and kept securely. Access should not be given to any unauthorised personal.

The safeguarding lead will then decide whether to make a referral to Adult Social Services, taking into account:

- the adult's wishes and preferred outcome
- whether the adult has mental capacity to make an informed decision about their own and others' safety
- the safety or wellbeing of children or other adults with care and support needs
- whether there is a person in a position of trust involved
- whether a crime has been committed

This should inform the decision whether to notify the concern to the following people:

- the police if a crime has been committed
- adult social services

- relevant regulatory bodies such as Charity Commission
- service commissioners
- family/carers as appropriate (seek advice from adult social services)

The designated safeguarding lead should keep a record of the reasons for referring the concern or not.

Incidents of abuse may be one-off or multiple and may affect one person or more. The safeguarding lead should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in this.

Roles and responsibilities of staff and volunteers

All staff and volunteers are expected to report any concerns to the safeguarding lead. If the allegation is against the safeguarding lead, seek advice from the designated trustees.

The safeguarding lead is responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

Social Services will decide who will lead a safeguarding enquiry should it progress to that stage. K@MFE should not conduct its own safeguarding enquiry unless instructed to do so by the local authority. Staff and volunteers should ensure that the adult with care and support needs is involved at all stages of the safeguarding enquiry ensuring a person-centred approach is adopted.

K@M4E promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when a mistake is made. If a staff or volunteer is unhappy with a decision about the safeguarding concern, they should refer to the complaints policy.

K@M4E is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

K@M4e will provide follow up support/aftercare for staff who have dealt with particularly difficult safeguarding cases.

Confidentiality and information sharing

K@M4E expects all staff and volunteers to maintain confidentiality at all times. In line with data protection law, K@MFE does not share information if not required. Information will be shared with public authorities if an adult is deemed to be at risk of harm.

Recruitment and selection

K@M4E is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring Service (DBS) checks reduce the risk of exposing adults with care and support needs to people unsuitable to work with them.

Training, awareness raising and supervision

K@M4E will ensure that staff and volunteers receive basic awareness training on safeguarding adults as they may come across adults with care and support needs who may be at risk of abuse. Those adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around

safeguarding adults and able to identify if abuse may be taking place and action is required. All staff and volunteers should be clear about the core values of K@M4E and our commitment to safeguarding adults.

Appendix: Types of abuse

The Care and Support statutory guidance sets out main types of abuse:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological abuse
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern Slavery
- Self-neglect
- Bullying/ cyber bullying
- FGM
- Criminal exploitation and gangs
- Honor based violence.

However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered. Abuse and neglect can be difficult to spot. The following are possible signs of abuse and neglect:

- Depression, self-harm, or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly
- The person never seems to have money
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms)
- The person has signs of a pressure ulcer
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn or their behaviour changes

Advice and Information

South Gloucestershire Council Customer Service Desk Adult Care Team can be accessed for advice or information, contact 01454 868007

South Gloucestershire Safeguarding Adults Board Website:

www.southglos.gov/safeguarding/adults

Contact Details

Designated Safeguarding Officer (DSO)

Name(s): Tracey Small

Phone/email: tracey@kingsmeadowmade4ever.org.uk 0117 3018739, or 07704 603686