



SAFEGUARDING ADULTS AT RISK POLICY AND PROCEDURE

Policy aims:

Natural Kirklees will not tolerate the abuse of adults in any form and is committed to safeguarding adults with care and support needs from harm who engage with our activities.

This policy sets out the roles and responsibilities of Natural Kirklees to promote the welfare of adults with care and support needs and protect them from abuse and neglect. All trustees of Natural Kirklees are expected to understand their responsibilities in safeguarding adults and follow this policy.

Definitions

The Care Act 2014 provides a definition and framework for Safeguarding Adults:

Safeguarding adults at risk means protecting a person's right to live in safety, free from abuse and neglect. An adult is anyone of 18 years of age or over. (Anyone under 18 years of age will be covered by our Safeguarding Children Policy).

It involves protecting adults at risk from abuse or neglect and putting plans in place to prevent harm in the future. It involves helping people to live as well as possible and to remain healthy and have their independence maintained.

Safeguarding adults at risk is everyone's business. We all have a duty to report concerns if we think someone is being abused or neglected.

Who is an Adult at Risk?

An adult at risk is someone

- Who has needs for care and support (whether or not those needs are currently being met),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

An adult at risk could include:

- An older person who is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or sensory impairment

Natural Kirklees Adult Safeguarding Policy

- Has mental health needs including dementia
- Has a long-term illness or condition
- Lacks the mental capacity to make particular decisions and is in need of care

We will enable all our trustees and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone working on behalf of Natural Kirklees to have read, understood and adhere to our safeguarding procedures.

Natural Kirklees will take every reasonable step to ensure that adults at risk are protected where:

- Our own team are directly involved in a project, programme or provision of services;
- We work in partnership with another organisation or agency.

We will endeavour to safeguard adults at risk by:

- Valuing them, listening to and respecting them;
- Adopting this policy and adhering to our safeguarding procedures;
- Providing effective management of volunteers through supervision, support and training;
- Reviewing this policy and procedures and updating as appropriate.

Mental Capacity Act

Adults must be assumed to have capacity to make their own decisions and be given all practical help before anyone treats them as not being able to make their own decision.

Where an adult is found to lack capacity to make a decision then we will work in line with the Mental Capacity Act 2005 and seek support and guidance where necessary.

Safeguarding Principles

Natural Kirklees will adhere to the six key principles of safeguarding:

Empowerment

People being supported and encouraged to make their own decisions and informed consent.

Prevention

It is better to take action before harm occurs.

Proportionality

The least intrusive response appropriate to the risk presented.

Protection

Support and representation for those in greatest need.

Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability

Accountability and transparency in safeguarding practice.

Consent, Confidentiality and Information Sharing

A Safeguarding Lead will be appointed before the charity becomes involved with an adult at risk, in the meantime this will be the current chair person, who will be responsible for making decisions about sharing information with external agencies including the police and local authority.

We must always respect someone's right to confidentiality and seek their consent to share information. Confidentiality can be overridden if there is evidence that sharing information is necessary in exceptional circumstances. These are:

Natural Kirklees Adult Safeguarding Policy

- If an adult lacks mental capacity to protect themselves
- If a crime has been committed (or about to be)
- If there are concerns about abuse in an organisation
- If there are concerns about a trustee
- If other people are at risk (including a child)
- in a life - threatening situation and in need of emergency services

Record Keeping

Natural Kirklees is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate and legible and include a date, time and signature.

Safer Recruitment

We will carry out safer recruitment practices for all trustees including a nomination form and obtaining references.

Training

All trustees with received appropriate safeguarding training in line with their role and responsibilities prior to the charity becoming involved with an adult at risk

Reporting a Concern

Any trustee who becomes aware that an adult is being abused or is at risk of being abused or has a safeguarding concern must raise the matter immediately with the chair, secretary or treasurer.

Whistleblowing

All trustees should feel able to raise concerns about poor safeguarding practice within Natural Kirklees and concerns will be taken seriously by the Trustees.



Signed
Trustees

Ed Day – Chair of the

Policy Date – 1st June 2025
2026

Review Date September

Appendix 1

Natural Kirklees Safeguarding Adults at Risk – Procedures

Natural Kirklees is committed to ensuring that safeguarding is paramount when conducting or delivering any activity that involves working with adults at risk.

It is the responsibility of the Trustees to ensure that the safeguarding procedure is adhered to and to support volunteers in upholding their professional conduct.

What to do upon suspicion or disclosure:

Please note:

It is your duty to report disclosure of abuse.

It is not for you to decide whether or not a suspicion or allegation is true.

All suspicions or allegations must be taken seriously and dealt with according to this procedure.

If any concerns are raised it must be discussed immediately with the Designated Safeguarding Lead.

Natural Kirklees is not a statutory agency and has no right to undertake investigations into concerns regarding Adult and Child Protection. Referrals should be directed to the appropriate local Children or Adult Social Services Contact Centres.

Safeguarding Procedures

- The Designated Safeguarding Lead is Ed Day and all your concerns must be referred to this person. Email - ed@naturalkirklees.org.
- Concerns should be reported as soon as is safe to do so, and within 24 hours.
- Document any safeguarding concerns relating to Adults at risk. In an emergency do not delay in informing the Police and/or Ambulance. All the information provided must be treated as confidential and reported to the Safeguarding Lead within one working day
- If you are unable to contact a trustee, use the contact numbers at the end of the form
- The form should be completed at the time or immediately following the disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible
- Remember volunteers must make clear to the adult at risk that they cannot guarantee confidentiality

Details of safeguarding contacts in Kirklees

In an event where the Designated Safeguarding Lead is unavailable, and you have a concern that an adult in Kirklees is being abused or mistreated speak to someone at one of the following numbers:

For Adult Safeguarding Concerns:

Kirklees Gateway to Care

01484 414933

gatewaytocare@kirklees.gov.uk

Report online: www.kirklees.gov.uk/reportabuse

In an emergency call the police on **999**

If a person is not in immediate danger call the police on **101**.

For Child Safeguarding Concerns:

Kirklees Duty and Advice Team

01484 5468848

Kirklees Emergency Duty Service

01484 414933 (outside office hours)

NSPCC Helpline: 0808 800 5000

NSPCC email: help@nspcc.org.uk

Signs of Abuse

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – slavery, human trafficking, forced labour and domestic servitude. People are bought and sold for sexual exploitation, forced labour, street crime, cannabis cultivation, grooming and pimping, domestic servitude, forced marriage or even the sale of organs and human sacrifice. [How to report Modern Slavery](#).

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It involves no other perpetrator.

OTHER SAFEGUARDING CONSIDERATIONS

Channel/Prevent General Awareness

Prevent is supporting people who may be vulnerable to radicalisation. Radicalisation is when someone starts to believe or support extreme views. They could be pressured to do things illegal by someone else. Or they might change their behaviour and beliefs. If you have a concern you should raise this with your Safeguarding Lead/ Supervisor/Manager.

Further resources, training and guidance

Kirklees Safeguarding Adults Board website – lots of good resources including factsheets

[Kirklees Safeguarding Adults Board](#)

NCVO – national guidance tools and tips for the third sector on safeguarding:

[The National Council for Voluntary Organisations: Safeguarding](#)

Government guidance on handling a safeguarding allegation within a charity:

[Gov.uk: Guidance on handling safeguarding allegations](#)

Disclosure and Barring Service (including eligibility tool):

[Gov.uk: Disclosure and Barring Service](#)

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

[NACRO: Support for employers](#)