



**AINSDALE LUNCH AND LEISURE**

# Safeguarding Vulnerable Adults Policy



## 1. Overview

Ainsdale Lunch & Leisure (ALL) seeks to promote the well-being of the people that we provide services to and the wider community; uphold their human rights and foster a safe and supportive environment for them. Safeguarding training is mandatory for all staff and volunteers. This policy is designed to inform and support staff in understanding their responsibilities in managing risks and recognising safeguarding concerns and also how to act to mitigate the risks and concerns.

This policy seeks to comply with and ensure awareness of:

- Safeguarding procedures and the requirements of the Care Act 2014 and the Care and Statutory Guidance that accompanies the Act. These requirements replace the 'No Secrets' guidance.
- To comply with the Disclosure Barring Services (DBS) requirements in the recruitment process
- To further comply with:
  - Equality Act 2010
  - Protection of Freedoms Act 2012
  - Mental Capacity Act 2005
  - Safeguarding Vulnerable Groups 2006

## 2. Aim

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, whilst 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.

The aims of adult safeguarding are to:

- Stop abuse or neglect wherever possible
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Safeguard adults in a way that supports them in making choices and having control over how they want to live
- Promote an approach that concentrates on improving the lives of those concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide support and information in accessible ways to help people have knowledge and understanding of the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult
- Address what has caused the abuse or neglect



### 3. Scope

The Board of Trustees

All staff and volunteers

The people that we provide services/support to and their families, representatives and advocates

All visitors to ALL premises

Members of the public

### 4. Responsibilities

This policy identifies the overall responsibilities of the Board of Trustees, Staff and Volunteers for ensuring the safety, health, wellbeing, reduction of risks, safeguarding and protection of vulnerable adults with whom ALL engages in its operational activities.

All staff and volunteers have responsibility to follow the guidance laid out in this policy and any related policies, and to pass on any welfare concerns using the required procedures.

#### 4.1 Additional Specific Responsibilities

**Trustees** have primary responsibility for safeguarding. This means:

- Acting in the best interests of vulnerable adults
- Taking all reasonable steps to prevent any harm to them
- Assessing and managing risk
- Putting safeguarding policies and procedures in place
- Undertaking ongoing monitoring and review to ensure that safeguards are being implemented and are effective
- Responding appropriately to allegations of abuse
- Liaison with ALL Manager

To ensure effective implementation of the policy ALL Trustees have delegated authority to the ALL Manager.

#### **Designated Person**

Helen Stanbury, General Manager, is the Designated Person. In addition, Ken Lowe is the Designated Trustee with Safeguarding responsibilities.

### 5. Monitoring & Review

The policy and practices of the organisation will be formally reviewed annually to ensure that they remain current and compliant with the law and best practice. The designated persons will report to the ALL Board of Trustees on matters of significance relating to this safeguarding policy, as appropriate or at the request of the Board.



## **6. Key Principles for adult safeguarding**

In the safeguarding of adults ALL is guided by the Six Principles of Safeguarding set out in the Care Act 2014 and we aim to demonstrate those principles in our work.

- Empowerment – people are supported and encouraged to make their own decisions and provide informed consent and are provided with support and information
- Prevention – strategies are developed to prevent abuse and neglect and that promote resilience and self-determination
- Proportionality – the least intrusive response appropriate to the risk presented is made
- Protection – Adults are offered ways to protect themselves and there is a co-ordinated response to adult safeguarding
- Partnership – Local solutions through services working together with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability – Accountability and transparency in delivering safeguarding.

The Care Act and guidance state that safeguarding:

- Is person led
- Engages the person all the way through the process and addresses their needs
- Is outcome-focused
- Is based upon a community approach from all partners and providers

## **7. Mental Capacity, consent and best interests**

People must be assumed to have capacity to make their own decisions and be given all practicable help before they are considered not to be able to do so. Where an adult is found to lack capacity, then any action taken, or any decision made for, or on their behalf, must be made in their best interests. In all safeguarding activity regard must be given to the Mental Capacity Act 2005; even when a person is assessed as lacking capacity, they must still be encouraged to participate in the safeguarding process.

## **8. Adult Safeguarding within ALL**

To assist in the prevention of abuse ALL has in place:

- Rigorous recruitment practices (including volunteers)
- Internal guidelines for staff and volunteers
- Training

## **9. Safe Recruitment and Selection**

We have a policy and procedure that ensures that all potential new staff, volunteers and trustees;

- Complete an application form - this includes address, evidence of relevant qualifications paid work and voluntary work experience and all criminal convictions
- Provide two pieces of identification which confirm both identity and address
- Undergo an interview (formal or informal) involving at least two interviewers
- Provide at least two references which are followed up before a post is offered. One reference should be from the last employer or organisation



If the post requires undertaking a regulatory activity or if it is eligible a Disclosure and Barring Service check is carried out.

## **10. Reporting procedures**

The following procedure refers to abuse or suspicion of abuse that staff and/or volunteers become aware of during their work with ALL.

Any member of staff or volunteer who becomes aware that an adult is at risk of, or has been abused, or has safeguarding needs should raise the matter immediately with their line manager or the designated safeguarding Trustee.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no member of staff or volunteer should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of an adult.

ALL will:

- Inform the adult of the action we propose to take
- Seek their agreement for any referral
- Ensure that they are kept informed about what will happen next
- Endeavour to ensure that they are safe and supported before proceeding with any action
- Inform the adult that we are planning to seek advice from or report concerns to any external agency.

### **Reporting**

Report abuse or neglect on 0345 1400845 (Sefton Safeguarding Board)

### **Urgent cases**

If you suspect a serious criminal act has taken place telephone 999. Tell them if you think it may be adult abuse. If the individual is injured seek immediate medical treatment. Tell the ambulance personnel or A & E staff that this is a potential adult abuse situation.

### **Recording**

A written record using the attached pro-forma must be kept in regard to any concern relating to an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken. The recordings must be signed and dated. All records must be kept securely and confidentially filed under the supervision of the Designated Person.

Adopted by the Board of Trustees

Policy Reviewed by Board: May 2025

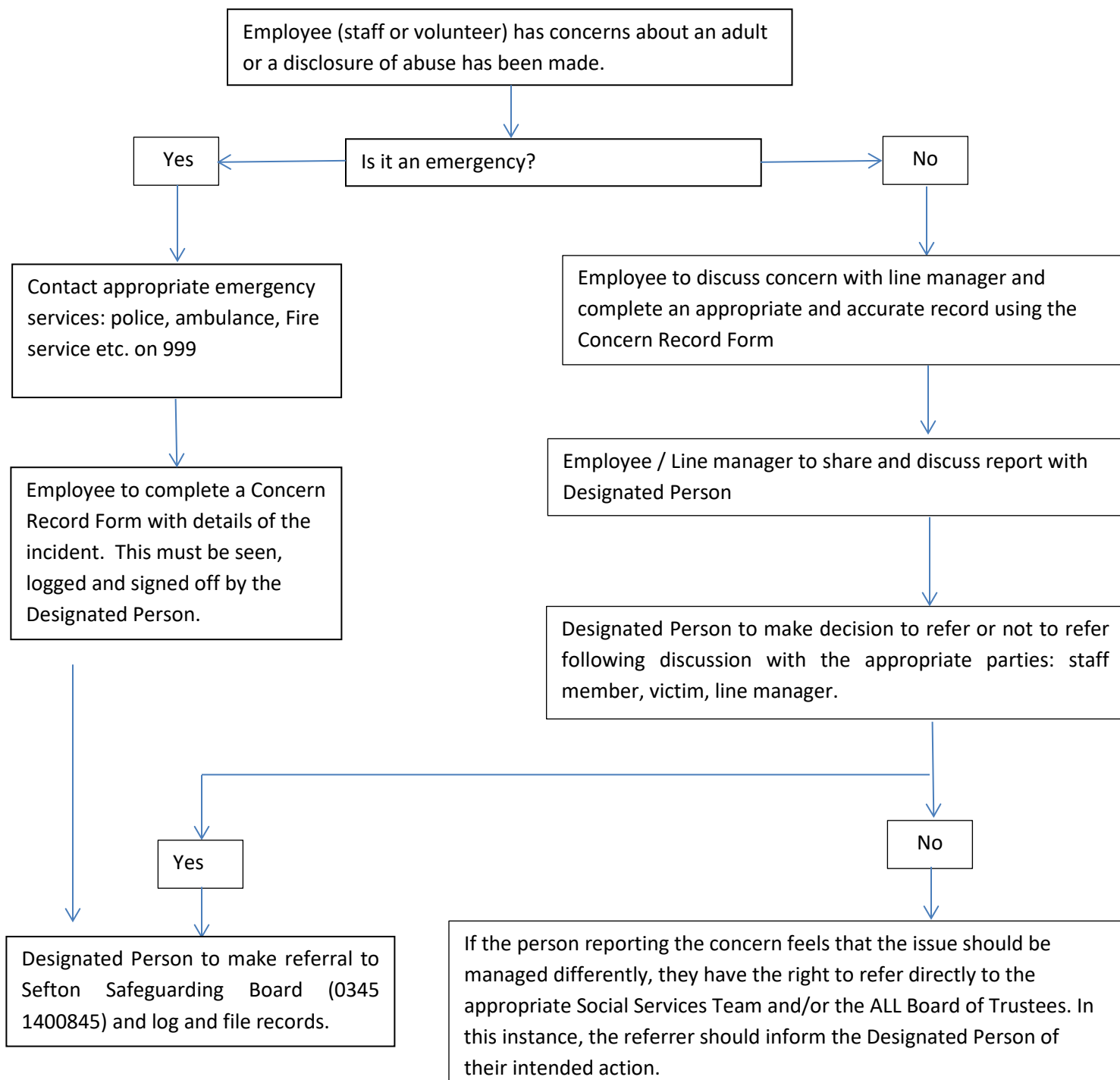
Next Review: May 2026



## Ainsdale Lunch and Leisure Safeguarding Vulnerable Adults Policy & Procedure

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### Safeguarding Concern Reporting Process



Contact information for Designated Safeguarding Leads  
Designated Safeguarding Person: Helen Stanbury Tel: 01704 574838 gm@ainsdalelunchandleisure.org.uk  
Designated Trustee: Ken Lowe Tel: 01704 574525



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### ALL Safeguarding Concern Record Form

TO BE COMPLETED BY THE PERSON RAISING THE CONCERN	
Date the concern is being raised:	
Details of the person raising the concern	
Your name:	Your position:
Place of work:	Contact phone number:
Details of adult at risk	
Name:	
Contact details:	
Date of birth (if known):	
Other relevant details about vulnerable adult/adult at risk: E.g. What marks this person as vulnerable, type of accommodation, family circumstances, support networks, physical and mental health, any communication difficulties.	
Care giver/significant other/next of kin:	
Name:	
Address/contact details:	
Details of the allegations	
Summary of the nature of allegation/observation:	
Details of person alleged to be inflicting harm/abuse (current whereabouts/likely movements in next 24 hours if known):	
Is the alleged perpetrator also a vulnerable adult/adult at risk? Y/N	
Date and time of any specific incident?	



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Details of the allegation/your observations **State exactly what you were told / observed and what was said.** Use the persons own words as much as possible:

Are you aware of any previous concerns or incidents reported?

Summary of information given to the vulnerable adult/adult at risk:

Expectations/wishes of vulnerable adult/adult at risk, if known:

Action taken so far:

Signed:

Date

Print name:

**TO BE COMPLETED BY THE ALL GENERAL MANAGER OR SAFEGUARDING TRUSTEE**

Date the concern was raised?

Did the person raising the concern complete this form, or did you complete it on their behalf?

Action(s) taken:

Have you informed the adult at risk of the action taken? Y/N?

Signed:

Date

Print name: