

Safeguarding Adults Policy

Policy Code:	SW17
Policy Start Date:	September 2026
Policy Review Date:	September 2027

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR8A Equal Opportunities and Diversity Policy for Members of Staff
- HR12 Staff Disciplinary Policy
- HR22 Social Media (Staff) Policy
- HR24 Allegations of Abuse Made Against Adults Policy
- HR29 Staff Code of Conduct
- HR34 Health and Wellbeing Policy for Staff
- HR41 Staff Anti-Bullying and Harassment Policy
- HR42 Low-Level Concerns Policy
- ICT2 Online Safety (Staff)
- ICT3 Online Safety (Pupils)
- SW5 Safeguarding and Child Protection Policy



Contacts

If you have a concern about the welfare of an adult, no matter how small, please contact:

Trust Designated Safeguarding Lead	Kathryn Huggett	07384 810783 01522 871355
Head of HR & Designated Safeguarding Officer	Hannah Eves	07933 820551

Out of hours contact

The Trust DSL can be contacted immediately in the event of any safeguarding issues, including any that arise out of hours.

If a vulnerable adult is in immediate danger or is at risk of harm, a referral should be made to the police and/or the Local Authority's adult safeguarding team immediately. Please inform the Trust DSL as soon as possible if a referral is made and they are not involved.

Who to contact:	How to contact them:
Lincolnshire Adults Safeguarding	01522 782155 or 01522 782333 (Outside office hours)
Nottinghamshire MASH	0300 500 80 90 or 0300 456 4546 (Outside office hours)
Leicestershire County Council – Safeguarding Adults	0116 305 0004 or 0116 255 1606 (Outside office hours)
Rutland County Council – Safeguarding Adults	01572 758341 or 0116 305 0005 (Outside office hours)

1 Policy Statement.

- 1.1 The policy outlines The Priory Federation of Academies Trust's (the Trust's) commitment to Safeguarding Adults in line with national legislation and relevant national and local guidelines. The Trust will achieve this by ensuring that all activities are delivered in a way which keeps all adults safe.
- 1.2 The Trust is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.
- 1.3 The Trust is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.
- 1.4 References to the Trust or Academy within this policy specifically include all nursery, primary, secondary and special academies within the Trust, as well as Priory Apprenticeships and Lincolnshire ITT.
- 1.5 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.6 For the purposes of this policy, an adult will refer to an individual who is 18+.
- 1.7 This policy has been written in accordance with Human Rights Act (1998) Equality Act 2010 (including the Public Sector Equality Duty), Safeguarding Vulnerable Groups Act (SVGA) 2006, Safeguarding Adults Act 2002 and the local multi-agency safeguarding arrangements (Lincolnshire & Leicestershire). The Trust will also follow the guidance contained in Meeting the Needs of Vulnerable Adults in Lincolnshire.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Safeguarding.
- 2.2 This policy is approved by the Education & Standards Committee before being ratified at the next available Trust Board meeting. Approval and ratification is minuted, with records kept by the Clerk to Trustees.

- 2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure that the welfare of adults is paramount, whether they are categorised as vulnerable or not.
- 3.2 To ensure that safeguarding is the responsibility of everyone, and all individuals know what to do if they have a concern about an adult.

4 The Care Act (2014)

- 4.1 The Trust will adhere to the main principles of The Care Act 2014, by ensuring when an adult is identified as at risk/vulnerable they have access to a safe family member, friend of their choice or a professional advocate.
- 4.2 The main principles of the Care Act 2014 (England) are as follows:
- **Empowerment** - people being supported and encouraged to make their own decisions, with informed consent;
 - **Prevention** – it is better to take action before harm occurs;
 - **Proportionality** – the least intrusive response appropriate to the risk presented;
 - **Protection** – refers to the support and representation required by those in greatest need. If a person is at risk of abuse or neglect, authorities must act immediately;
 - **Partnership** – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse; and
 - **Accountability** – accountability and transparency in delivering safeguarding. Everyone must know their safeguarding duties.

5 Definitions

5.1 An adult at risk/vulnerable adult

The Care Act 2014, section 42, identifies ‘an adult at risk.’ of abuse or neglect is defined as someone who:

- has needs for care and support (whether or not the authority is meeting any of those needs);
- 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.

The vulnerability of the adult at risk is related to how able they are to make and exercise their own informed choices, free from duress, pressure or undue influence of any sort and to protect themselves from abuse, neglect and exploitation. Please see Appendix A for further information.

- 5.2 There is a legal duty on Local Authorities to provide support to adults categorised as 'at risk or vulnerable'.
- 5.3 All safeguarding legislation applies to all forms of abuse that harm a person's well-being.
- 5.4 Legislation in England emphasises the importance of person-centred safeguarding, referred to as 'Making Safeguarding Personal'.
- 5.5 Legislation provides a framework of guidance for making decisions on behalf of adults who can't make decisions for themselves (Mental Capacity 2005).
- 5.6 The law provides a framework for all organisations to share information and cooperate to protect adults at risk.

6 Procedures

- 6.1 The Trust will ensure that:
 - there is a Designated Safeguarding Lead (DSL) for safeguarding adults, and at least one other Designated Safeguarding Officer within the Trust's Central Services, who have received training at the appropriate level, and receive support for these roles;
 - there is a named Trustee with Trust-wide responsibility for safeguarding;
 - the named Trustee member will receive safeguarding training at least every three years, appropriate to their role;
 - all members of staff, supply staff, pupils, learners, trainees and volunteers know the names of the DSL and other DSOs for safeguarding and know what to do in the event that they have a concern;
 - all necessary internal and inter-agency adult safeguarding procedures are in place as required;
 - guidance and training is given to appropriate staff within the Trust to ensure best practice in safeguarding at risk/vulnerable adults;
 - this Policy provides a clear statement of the Trust's and settings' responsibilities in the event of a concern about the welfare of an adult, or concerns about the behaviour of an adult working with children and young people; and
 - all relevant guidance is given to staff in a timely and appropriate manner.

7 Duties and responsibilities

- 7.1 The Trust's Designated Safeguarding Lead (DSL), and the Head of HR have primary responsibilities for putting in place procedures to safeguard vulnerable/at risk adults and, where necessary, for managing concerns about adults at risk. This includes:
- working with others within the Trust to create a positive, inclusive environment;
 - playing a lead role in developing and establishing a Trust approach to safeguarding adults and in maintaining and reviewing the implementation of safeguarding adults in line with current legislation and best practice;
 - embedding the safeguarding adult policy, procedures and resources across the Trust;
 - ensuring other policies and procedures are consistent with the Trust's commitment to safeguarding adults;
 - advising on the Trust's training needs and the development of its training strategy;
 - maintaining and reviewing all reports of concerns in relation to any adult;
 - liaising with, and managing referrals to, external agencies for safeguarding adults;
 - representing the Trust at external meetings; and
 - deploying the HR Business Partners to support each setting, where necessary.
- 7.2 Names and contact details of the Trust's safeguarding team will be displayed prominently within all settings. Where possible, these will be accompanied by photographs. In addition, all staff will be regularly made aware who they can report concerns to.
- 7.3 In the absence of the safeguarding team, responsibility for safeguarding devolves to the Headteacher/Head of Setting.
- 7.4 The Trust's DSL will ensure that this policy is put onto the agenda for a Trust meeting annually for discussion, monitoring, review and renewal, typically through the Trust's Education and Standards Committee.
- 7.5 The Trust will work with the safeguarding partners, and other external agencies, in line with the Safeguarding Adults Act 2002 and the Care Act 2014.

8 Staff responsibilities if they have a concern

- 8.1 Any member of staff who has concerns regarding the safety or potential vulnerability of any adult working, volunteering, training or studying within the

Trust, have a responsibility to report their concerns to the Trust's safeguarding team immediately. This should be done in person or via a phone call. Staff may be asked to provide a written account following their conversation with the safeguarding team. See Appendix A for definitions and possible signs of abuse and vulnerabilities.

- 8.2 The safeguarding team's contact information can be found at the start of this policy. Referrals must not be left on answer machines nor sent by email.

9 Records and monitoring

- 9.1 The Trust's safeguarding team are responsible for ensuring accurate records are made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will state who is providing the information, the date and time. Information will be recorded showing adherence to the main principles of the Care Act 2014.
- 9.2 The Trust's safeguarding team are responsible for ensuring that all procedures for communicating and recording concerns or information are always adhered to as consistency is paramount to ensure that nothing gets missed.
- 9.3 All records of concerns are followed up and will clearly show what action is being taken as a result of the concern and the outcomes of this action.
- 9.4 All records will be stored securely, with appropriate levels of access, in line with the Data Protection Act 2018.

10 Training

- 10.1 Where appropriate, the Trust's safeguarding team will undergo training in line with the Lincolnshire Safeguarding Adults Board (LSAB) safeguarding training pathway.
- 10.2 Additional training, for the safeguarding team and any other identified adults, will be undertaken as required, for example, Adult Mental Health First Aid.

11 Staff wellbeing

- 11.1 In order to take a proactive approach to safeguarding, the Trust has a comprehensive approach to staff wellbeing. This includes a commitment to providing a healthy working environment and improving the quality of working lives for all staff. The Trust creates and maintains a safe and welcoming environment that respects and upholds the dignity of everyone. The wellbeing offer for staff includes (please note this list is not exhaustive):

- Wellbeing Champions based at every setting;
- employee Benefits, for example, reduced gym membership;
- annual Wellbeing Survey, with actions around “You said, we did”;
- Trust wellbeing website;
- access for staff to counselling and CBT provision;
- safeguarding and pastoral staff have access to Professional Supervision; and
- Adult Mental Health First Aid Training in place for Wellbeing Champions and relevant members of staff across the Trust.

11.2 The Trust has a Wellbeing Strategic Group, who oversee wellbeing for adults across the Trust.

12 Low-Level Concerns and Allegations

12.1 In the event that any individual has a concern about an adult working with children and young people, they should report this concern in line with the Trust’s procedures. Please see HR24 Allegations of Abuse Made Against Adults, HR42 Low-Level Concerns and HR12 Staff Disciplinary for further information.

13 Lincolnshire ITT Trainees and Apprentices

13.1 For Lincolnshire ITT Trainees on placement at educational establishments beyond the Trust, this policy will be highlighted to schools by the Trust in written communication about our safeguarding processes and procedures.

13.2 For Apprentices who work outside the Trust, this policy will be communicated to employers by Priory Apprenticeships, in their Employer Guidance.

13.3 Where any safeguarding concerns, low-level concerns or allegations are raised in relation to Lincolnshire ITT Trainees or Apprenticeships, the Head of HR and the Director of Safeguarding will work with the Director of Professional Learning or the Head of Apprenticeships as appropriate.

14 Policy Change

14.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.

Appendix A:

Definition of a vulnerable adult/adult at risk

(A) Definition of 'an adult at risk'

The Care Act 2014, section 42, identifies 'an adult at risk.' of abuse or neglect is defined as someone who:

- has needs for care and support (whether or not the authority is meeting any of those needs);
- 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.

The vulnerability of the adult at risk is related to how able they are to make and exercise their own informed choices, free from duress, pressure or undue influence of any sort and to protect themselves from abuse, neglect and exploitation.

(B) These adults, for example, may:

- be frail due to age, ill health, physical disability or cognitive impairment, or a combination of these;
- have a learning disability;
- have a physical disability and/or a sensory impairment;
- have mental health needs;
- have a long-term illness/condition;
- have drug or alcohol dependency; and/or
- be unable to demonstrate the capacity to make a decision.

(C) Types of adult abuse can include:

- physical abuse;
- neglect;
- psychological/emotional abuse;
- sexual abuse;
- financial and material;
- self-neglect;
- modern Slavery;
- domestic Abuse;
- discriminatory Abuse;
- sexual Exploitation; and
- workplace/organisational/institutional abuse.

(D) Signs of abuse:

- becoming quiet and withdrawn;
- being aggressive or angry for no obvious reason;
- multiple bruising;
- fractures;
- burns;
- untreated injuries;
- the same injuries happening more than once;
- bed sores;
- fear, for example, of people caring for them (not wanting to be left alone with certain people);
- depression;
- unexplained weight loss;
- self-harm;
- lack of personal care/hygiene;
- confusion;
- loss of sleep;
- unexpected or unexplained change in behaviour;
- deprivation of liberty could be false imprisonment;
- sexually transmitted diseases;
- pregnancy;
- unexplained withdrawals from the bank;
- unusual activity in their bank account(s);
- unpaid bills;
- unexplained shortage of money;
- missing financial documents;
- reluctance on the part of the person with responsibility for the funds to provide, for example, basic food and clothes;
- fraud; and/or
- theft (missing items).

Please remember that with 'signs' of abuse this is not a comprehensive list – the above are common signs.