**[Insert name of your company]**

**Safeguarding Adults Policy**

*(Skeleton Policy)*

*Policy Owner: [insert name of policy owner]*

*Date Policy approved: [insert date]*

*Next review Date: [insert date]*

*Designated Safeguarding Lead: [insert contact details here]*

**Mission Statement/Introduction**

Provide a short statement to explain your business and services, including your values and vision. This could be similar to your ‘About Us’ section of your website.

**Policy statement**

In this section, state in more detail what you believe in (for example XXX believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.). This section can relate to the safeguarding culture of your organisation.

**Scope**

Provide a short paragraph to detail who this policy applies to.

**Purpose**

Provide a short overall explanation of the aim of the document and why it is important. E.g. This policy aims to cover:

* The legislation, our commitment and procedures for safeguarding adults.
* Our role and responsibility for safeguarding adults.
* What to do or who to speak to if someone has a concern relating to the welfare or wellbeing of an adult within the business.

**Implementation**

In this section, detail how you intend to apply your policy in to practice. This could include how you:

* use safe recruitment practices
* have a designated safeguarding lead
* communicate the policy
* have a code of conduct when delivering a service
* have undertaken safeguarding adults training
* have a commitment to ensuring that adult safety Is included in risk assessments

**Legislation - what is adult safeguarding?**

Include here the key legislation relevant to your home nation regarding adult safeguarding. Further information can be found on the Ann Craft Trust website [Safeguarding Adults at Risk Key Legislation and Government Initiatives (anncrafttrust.org)](https://www.anncrafttrust.org/resources/safeguarding-adults-legislation/)

Procedures

(You may wish to include a simple flowchart of the reporting process)

**Key Contact Details**Provide the name and contact details of the Lead Safeguarding Officer to report concerns to.

## Raising and Managing a Concern

In this section detail:

* how someone can share safeguarding concerns with you e.g. in person, email, phone
* the process for handling that concern.

## Whistleblowing

In this section detail the process for someone raising a safeguarding concern regarding you or your business.

## Recording and Information Sharing

Include here a how you store and retain information and share information in line with GDPR and Data protection

## Sources of Information and Support

Include local contact details here e.g. Safeguarding Adults Team, Safeguarding Adults Board and Active Partnership.

**Action on Elder Abuse**

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

[Tel: 020 8765 7000](Tel:020%208765%207000)Email: [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)[www.elderabuse.org.uk](http://www.elderabuse.org.uk/)

**Ann Craft Trust**

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org/)

**Men’s Advice Line**

For male domestic abuse survivors

Tel: 0808 801 0327

**National LGBT+ Domestic Abuse Helpline**Tel: 0800 999 5428

**National 24Hour Freephone Domestic Abuse Helplines**

|  |  |
| --- | --- |
| **England** | **Northern Ireland** |
| Tel: 0808 2000 247 [www.nationaldahelpline.org.uk/Contact-us](http://www.nationaldahelpline.org.uk/Contact-us) | Tel: 0808 802 1414  [www.dsahelpline.org](http://www.dsahelpline.org/)  Twitter: [www.twitter.com/dsahelpline](http://www.twitter.com/dsahelpline)  Facebook: [www.facebook.com/dsahelpline](http://www.facebook.com/dsahelpline) |
|  |  |
| **Scotland** | **Wales** |
| Tel: 0800 027 1234 Email: [helpline@sdafmh.org.uk](mailto:helpline@sdafmh.org.uk) Web chat: [sdafmh.org.uk](http://sdafmh.org.uk/) | Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800  Type Talk: 18001 0808 801 0800 Text: 078600 77 333 |

**Rape Crisis Federation of England and Wales**

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk/)

**Respond**

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

[Tel: 020 7383 0700](tel:%20020%207383%200700) or

[0808 808 0700](tel:%200808%20808%200700) (Helpline)   
Email: [services@respond.org.uk](mailto:services@respond.org.uk)[www.respond.org.uk](http://www.respond.org.uk/)

**Stop Hate Crime**

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual’s identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025  
Text relay: 18001 0800 138 1625  
By post: PO Box 851, Leeds LS1 9QS

**Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

[Tel: 020 83921839](tel:%20020%2083921839)[Fax: 020 8392 1830](http://fax:%20020%208392%201830/)Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)[www.suzylamplugh.org](http://www.suzylamplugh.org/)

**Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com/)

**Women’s Aid Federation of England and Wales**

Women’s Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support/)

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Description automatically generated

Centre for Social Work

University of Nottingham

NG7 2RD

0115 951 5400

[ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

**[anncrafttrust.org](http://www.anncrafttrust.org)**

Everyone has a right to be treated with respect and dignity.

Everyone deserves to be safe.

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