**[Insert name of your organisation]  
Safeguarding Adults Policy**

*(Skeleton Policy Template)*

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

*Policy approved by: [insert name of relevant committee of official]*

*Date Policy approved: [insert date]*

*Next review Date: [insert date]*

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**Mission Statement/Introduction**

Provide a statement from your chair or CEO to explain your organisation and services, including your values and vision.

**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, religions, ethnic ordinal, 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. You may wish to differentiate between the different groups of people you work with (e.g members, associates, affiliates, subscribers) as the procedures might be slightly different for each group.

**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 of wellbeing of an adult within the business.

**Implementation**

[Insert name of your organisation] is committed to developing and maintaining its capability to implement this policy and procedures. [change to meet size/structure of your organisation].

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

· Work to a code of conduct when delivering a service

· Have undertaken safeguarding adults training

· Gave a commitment to ensuring that adult safety Is included in risk

assessments

In order to implement this policy, you will need to clearly define the key responsibilities and roles as suggested below:

***Role and Responsibilities of your own organisation XXX***

*Clearly detail your role regarding safeguarding adults. This might include:*

· *Your safeguarding role if you provide direct delivery of sports and activity services to adults.*

· *Your safeguarding role if you provide a service to member/affiliate organisations. E.g. qualifications, training, DBS checks, support, education, commission, service level agreements.*

· *Your safeguarding role if you provide a service to individual members. E.g. qualifications, training, DBS checks, support, education.*

***The Role and Expectations of member/affiliate organisations***

*In this section clearly state your expectations and requirements of those organisations you work with. There could be different roles and expectations based on the relationship with you. E.g. A direct deliver, a franchise, member organisation, affiliate organisation etc.*

***The Role and Expectations of individual members***

*In this section clearly state your expectations and requirements of those individual members you work with. They could be a range of membership options to consider.*

**Legislation – what is adult safeguarding?**

You can either include a section here (within the body of this policy) or have it as an appendix or additional document.

You should include relevant legislation, such as the Care Act 2014, Metal Capacity Act, along with key principles of safeguarding, personal and wellbeing principle, definitions of abuse, types of abuse, indicators of abuse and what abuse and poor practice might look like in your organisation.

**Additional policies**

Detail in this section the additional policies that are in place that have been developed alongside the safeguarding adults policy. For example:

· Codes of Conduct

· Bullying and Harassment

· Equality, Diversity and inclusion

· Disciplinary and Grievance

· Data Protection

· Whistleblowing

· Recruitment and Selection

· Complaints

· Safeguarding Children and Young People

State where these policies are available.

**Receiving and Managing Concerns (Overview)**

Briefly describe the process for reporting and managing concerns with **a link to the full procedures**. Please note that there could be different procedures to follow based on your membership/affiliation governance structure and the service you provide.

**Whistleblowing**

In this section briefly detail the process for whistleblowing (it could be included in the flowchart outlining the process for reporting a concern). Make reference to where the full Whistleblowing Policy and Procedures can be found.

**Sources of Information and Support**

Either choose to include the sources or information and support here or have it as a separate appendix or document.