THE **SAFEGUARDING ADULTS**
ROADMAP

The road to creating a safer environment for adults

Stage Three: Develop and Learn
(Policy, Procedures and Training)

ann craft trust
acting against abuse

The Safeguarding Adults Roadmap

Stage Three: Develop and Learn (Policy, Procedures and Training)

This stage is about developing your safeguarding resources. Your resources are likely to include an adults safeguarding policy and set of procedures that are robust, fit for purpose and bespoke to your organisation. It is important to choose the right tone and language for your audience. While we have some example policies and guidance notes, it is essential that you adapt these to suit your needs. You should include and consult with a range of staff, volunteers and user groups throughout your organisation to ensure that your policy and procedures work for all.

Once complete, it is important that you identify appropriate training for individuals to help bring the policy and procedures to life. This will help everyone understand what it means to safeguard adults.

This is Stage Three of Six

In this stage, you'll develop and establish your:

- Safeguarding Adults Policy and other policies
- Safer recruitment processes
- Codes of conduct
- Your reporting procedures
- Staff skill development

For more information on the Safeguarding Adults Roadmap, and to download Stages One to Six:

Stage 3: Develop and Learn

Indicators	Resource	Action/Comment
Develop your Safeguarding Adults policy, which you should review every 2 years.		
Develop your procedures for the safe recruitment of staff and volunteers, they should include: • an application process and references • checking eligibility of DBS checks for staff and volunteers • a risk assessment on disclosed information		
Create an induction for new staff or volunteers on your safeguarding policy and procedures and the expectations upon them.		

Ensure you have clear procedures in place for receiving and managing concerns when they are reported. *Adults involved in a safeguarding concern are involved in decision making as is outlined in the Mental Capacity Act.*		
Develop codes of conduct for your staff, volunteers and participants.		
Develop an organisational training matrix. This will help you identify what safeguarding training is needed for individuals with different responsibilities.		
Where relevant, encourage your staff to participate in safeguarding forums, conferences and other CPD opportunities relevant to their role.		

For more:
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