

**ann  
craft  
trust**

acting against abuse

**Ann Craft Trust**

# **Safeguarding Policy and Procedure**

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# Policy statement

The Ann Craft Trust exists to create a world where everyone understands their role in safeguarding adults and preventing abuse. We do this through the provision of training, audit, consultancy, research and raising awareness of key issues relating to safeguarding adults.

We believe that no-one should experience abuse, harm, neglect or exploitation – this included both adults and children. Acting through our values, by being compassionate, honest, inclusive and professional helps everyone at the Ann Craft Trust to play their part in reducing the risk of abuse, harm, neglect and exploitation.

## Scope

This policy, and associated procedure should be read in conjunction with the relevant University of Nottingham's safeguarding policies. It applies to anyone representing the Trust, including all:

- staff,
- associates,
- trustees,
- volunteers,
- students.

Where the Ann Craft Trust is commissioned by an external organisation to provide our services, we will use this policy in conjunction with the commissioning organisation's safeguarding policy, which should be shared prior to any work commencing.

The policy applies to all adults and children regardless of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

ACT expects staff and all those contributing to its activities and service to follow this safeguarding policy and procedure to promote the welfare of all they may encounter during their work with ACT.

If members of staff and associates are concerned that a colleague is not following the guidance and procedures, they should contact the CEO or the Chair of Trustees. Where the CEO is the subject of the concern advice should be sought directly from ACT's Chair of Trustees.

## Purpose

This policy, and associated procedure aims to cover:

- The legislation, our commitment and procedures for safeguarding adults.
- Our role and responsibility in relation to safeguarding.
- What to do or who to speak to if someone has a concern relating to the welfare or wellbeing of a person.
- How we will work through our values to reduce the risk of harm and abuse to anyone we work with directly or indirectly.

## Implementation

This policy, and associated procedure will be approved by the board of trustees and published on our website at [www.anncrafttrust.org](http://www.anncrafttrust.org). They will form part of new staff, trustee and associate inductions.

This document should be read in conjunction with associated University of Nottingham policies and procedures, including safeguarding adults and children, and safer recruitment policies, as well as the following, Ann Craft Trust policies:

- Equality, Diversity and Inclusion Policy
- Confidentiality and Data Protection Policy
- Whistleblowing Policy
- Wellbeing Policy
- Code of Conduct

All staff will have undertaken all mandatory University of Nottingham safeguarding training.

## Ann Craft Trust Values

The Ann Craft Trust has a set of values which guide us through the work we do. They run through all of our work and are a thread throughout this safeguarding policy. However, to provide absolute clarity, it means we will act in the following ways, specific to implementing this policy:

## **Compassionate**

We will show compassion when we become aware of a possible safeguarding concern. This includes the person telling us about a concern and we will offer support, guidance and signposting in a way that demonstrates empathy and an acknowledgement of the situation the person is facing.

## **Honesty**

We will not make promises to keep secrets and will offer honest advice, based on facts and knowledge.

## **Inclusive**

When we become aware of a concern, we work with people in a person centred way, whether through our advice and guidance or support. This may be people who have been harmed or staff who become aware of a concern. We will only go against a person's wishes where to do so would break the law or put others at risk.

## **Professional**

As experts in safeguarding, we are in a unique position to offer support, signposting and guidance when we become aware of a safeguarding concern. So, although we will only have a formal role where a member of ACT staff, a trustee or volunteer is implicated in a concern, we will offer professional advice and guidance, based on our extensive knowledge of safeguarding.

# **Legislation**

The Ann Craft Trust believes that everyone has a right to live a life free from abuse. This especially includes adults who may have additional care and support needs, who, because of this, are unable to protect themselves from the risk of harm or abuse.

Where a concern is identified about an adult at risk of abuse because of their care and support needs, we will use relevant legislation to signpost or follow, depending on the country within the UK that we are working:

- Care Act 2014 (England)
- Social Services and Wellbeing Act 2014 (Wales)
- Adult Support and Protection Act 2007 (Scotland)
- Adult Safeguarding Prevention and Protection in Partnership 2015 (Northern Ireland)

## **'Adult at Risk'**

Different UK legislation defines an 'adult at risk' differently:

<p><b>England (Care Act 2014)</b></p>	<p><b>Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)</b></p>
<p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> <li>(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;</li> <li>(b) is experiencing, or at risk of, abuse or neglect, AND;</li> <li>(c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.</li> </ul>	<p>An <b>adult at risk of harm</b> is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their a) personal characteristics and/or b) life circumstances.</p> <ul style="list-style-type: none"> <li>a) <b>Personal characteristics</b> may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.</li> <li>b) <b>Life circumstances</b> may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.</li> </ul>
<p><b>Scotland (Adult Support and Protection Act 2007)</b></p>	<p>An <b>adult in need of protection</b> is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their:</p>
<p>An <b>adult at risk</b> is an individual aged 16 years and over who:</p> <ul style="list-style-type: none"> <li>a) is unable to safeguard their own well-being, property, rights or other interests,</li> <li>b) is at risk of harm, and</li> <li>c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.</li> </ul>	<p>Personal characteristics <i>AND/OR</i> Life circumstances <i>AND</i>;</p> <ul style="list-style-type: none"> <li>c) who is unable to protect their own well-being, property, assets, rights or other interests; <i>AND</i></li> <li>d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.</li> </ul>
<p><b>Wales (Social Services and Well Being Act 2014)</b></p>	<p>In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d)</p>
<p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> <li>a) is experiencing or is at risk of abuse or neglect, AND;</li> <li>b) has needs for care and support (whether or not the authority is meeting any of those needs) AND;</li> <li>c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</li> </ul>	

## Categories of Abuse

The Safeguarding Adults Legislation in each Home Country defines categories of adult abuse and harm as follows.

<b>England (Care Act 2014)</b>	<b>Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)</b>
Physical	Physical
Sexual	Sexual violence
Emotional/Psychological/Mental	Psychological / emotional
Neglect and acts of Omission	Financial
Financial or material abuse	Institutional
Discriminatory	Neglect
Organisational / Institutional	Exploitation
Self-neglect	Domestic violence
Domestic Abuse (including coercive control)	Human trafficking
Modern slavery	Hate crime
<b>Scotland (Adult Support and Protection Act 2007)</b>	<b>Wales (Social Services and Well Being Act 2014)</b>
Physical	Physical
Psychological	Sexual
Financial	Psychological
Sexual	Neglect
Neglect	Financial

## Other Legislation

Where relevant, we will also abide by other related legislation such as:

- Adults with Incapacity (Scotland) 2000
- Sexual Offences Act 2003
- Mental Capacity Act (England and Wales) 2005
- Safeguarding Vulnerable Groups Act 2006

- Deprivation of Liberty Safeguards
- Disclosure and Barring Service 2013
- Mental Capacity (Northern Ireland) 2015

[Safeguarding Adults at Risk Key Legislation and Government Initiatives \(anncrafttrust.org\)](http://anncrafttrust.org)

## Children

Where a concern is identified which relates to a child, the following legislation will apply:

- Children's Act 2004
- Working Together statutory guidance

## Procedure

### **Concern raised during in person ACT training, meetings, audits and general consultancy.**

If you become aware of a concern in the course of your work, for example, a disclosure, identifying through an audit or a person appearing upset, you will need to determine any immediate action. This is to ensure that the person who may have disclosed/is upset is supported and that any immediate actions are taken to make people safe. This may include temporarily halting the training session to take action.

If a concern is identified during an ACT event, the lead ACT facilitator of the session should speak to the commissioning organisation to report the concern. Assurances should be gained from the organisation that action has already been taken or will be taken and the steps to do so. This should be acted out in line with our values, particularly showing compassion and professionalism throughout.

All safeguarding concerns disclosed must also be reported to the ACT facilitator's (staff member or associate) line manager or supervisor via the event review form, unless the situation is deemed to be an emergency (when further additional actions should also be taken – see flowchart in appendices for procedure). If you believe this issue needs further follow-up with the commissioning organisation because you have not received assurance that action has or will be taken, please email or call your manager or supervisor to draw their attention to the concern.

If you would like support to debrief or in relation to your own wellbeing as a result of being told of a concern, please contact your line manager, supervisor, deputy CEO or



CEO by email or telephone. You may also wish to follow the tips and advice provided in the ACT wellbeing policy [link]

## **Concerns during ACT online events**

The same procedures should be followed in the event of a concern being raised during an online event. It may be necessary and appropriate to end the session or take a break in order to contact the commissioning organisation or the staff member or associate's manager or supervisor. The same procedure should be followed as a face-to-face event. See flowchart in appendices for procedure.

## **Concerns via telephone calls or email**

At times, members of the public or people from organisations contact ACT for advice regarding a safeguarding concern.

When responding, ACT staff should advise that our role is as a signposting organisation. This means that we are not able to become involved in case management, nor are we able to offer legal advice. Staff should professionally and compassionately signpost to resources such as police, local authority safeguarding teams, the LADO for the area, or other, relevant charities. Further details can be found on our website at [www.anncrafttrust.org](http://www.anncrafttrust.org) or in the appendices below. When providing signposting to an individual, the case log should be completed with details of the conversation in line with the ACT Confidentiality and Data Protection Policy. This case log is password protected and can be found on the ACT shared files.

Should the call present an emergency, the staff member should encourage the person to put the phone down and contact emergency services using 999. If the person is expressing suicidal thoughts, they should be encouraged to contact Samaritans who have properly trained staff.

If the person is unable or unwilling to do so, the staff member should request permission to contact the emergency services on their behalf and take the necessary action to do so, should consent be provided. Where this is the case, the staff member should inform their manager, the Deputy CEO or the CEO. This is important to ensure that the staff member is supported properly to debrief and manage their own wellbeing. In addition to this, further information about looking after your wellbeing can be found in our wellbeing policy.

## Concerns about colleagues or University of Nottingham Students

ACT staff may encounter concerns about colleagues or students at the University of Nottingham. If so, they should follow the University of Nottingham's safeguarding procedures found here:

<https://www.nottingham.ac.uk/Governance/Documents/UoN-Safeguarding-Policy.pdf>

## Concerns raised at ACT conferences or large events

Information will be shared at conferences and large events about the support and advice available from ACT staff during events. Staff will be identified to participants. Where a concern is raised with a staff member, they should follow determine the best course of action or provide signposting via the ACT website.

If a safeguarding concern occurs during an event, appropriate action should be taken, which may include informing the venue and following their local procedures. This should be agreed with the venue prior to events beginning and should be clearly identified in the course risk assessment.

## Safe recruitment, selection and vetting

The Ann Craft Trust follows the University of Nottingham's recruitment policy: [Recruitment - The University of Nottingham](#). This means that all those applying to work for ACT must provide a detailed employment history and details of at least two referees. References are taken up and no one is appointed to a post without written references. Open testimonials are not accepted as references. The Ann Craft Trust is a values based recruiter and our decision to recruit is impacted by how effectively candidates can demonstrate to us the way in which their values align to our own.

All appointed staff are interviewed by a minimum of two people. All appointments must be agreed by the Trustees or the CEO, who have the authority to appoint staff based on recommendations from the interview panel.

## Disclosure and Barring Service

**Disclosure and Barring Service (DBS)** exists to help organisations identify people who are unsuitable for certain types of work, especially work involving access to or contact with children and other vulnerable members of society, by making "disclosures" of any criminal, police or similar records.

All staff and associates of ACT will undergo regular DBS in line with relevant DBS guidance – DBS checks will always be undertaken if the member of staff will be working directly with adults at risk or children.

## Prevent Duty and Radicalisation

The Ann Craft Trust recognises its responsibilities under the Prevent Duty, which aims to safeguard individuals from being drawn into terrorism and promote community safety. Prevent is considered an integral part of our safeguarding approach.

### Purpose and Scope

This section applies to all staff, volunteers, trustees, contractors, and anyone working on behalf of the Ann Craft Trust. It ensures that risks of radicalisation are identified and managed as part of our safeguarding responsibilities.

### Training and Awareness

- All trustees, staff and volunteers must undertake training to recognise signs of radicalisation and understand the Prevent Duty.
- Training will include indicators of vulnerability, behaviours of concern, and how to respond appropriately.

### Reporting and Escalation

- Any Prevent-related concern must be reported immediately to the **Designated Safeguarding Lead (DSL)**.
- The DSL will assess the concern and, if appropriate, escalate to the local Prevent team or Channel Panel.
- **Steps involved:**
  1. Record the concern factually and confidentially.
  2. Notify the DSL within **24 hours**.
  3. DSL decides next steps and liaises with external agencies as required.
- Responsibility for decision-making rests with the DSL and senior management team.

### Confidentiality

- All Prevent concerns will be handled in line with our safeguarding confidentiality policy.
- Information will only be shared with those who need to know to protect the individual and comply with statutory duties.

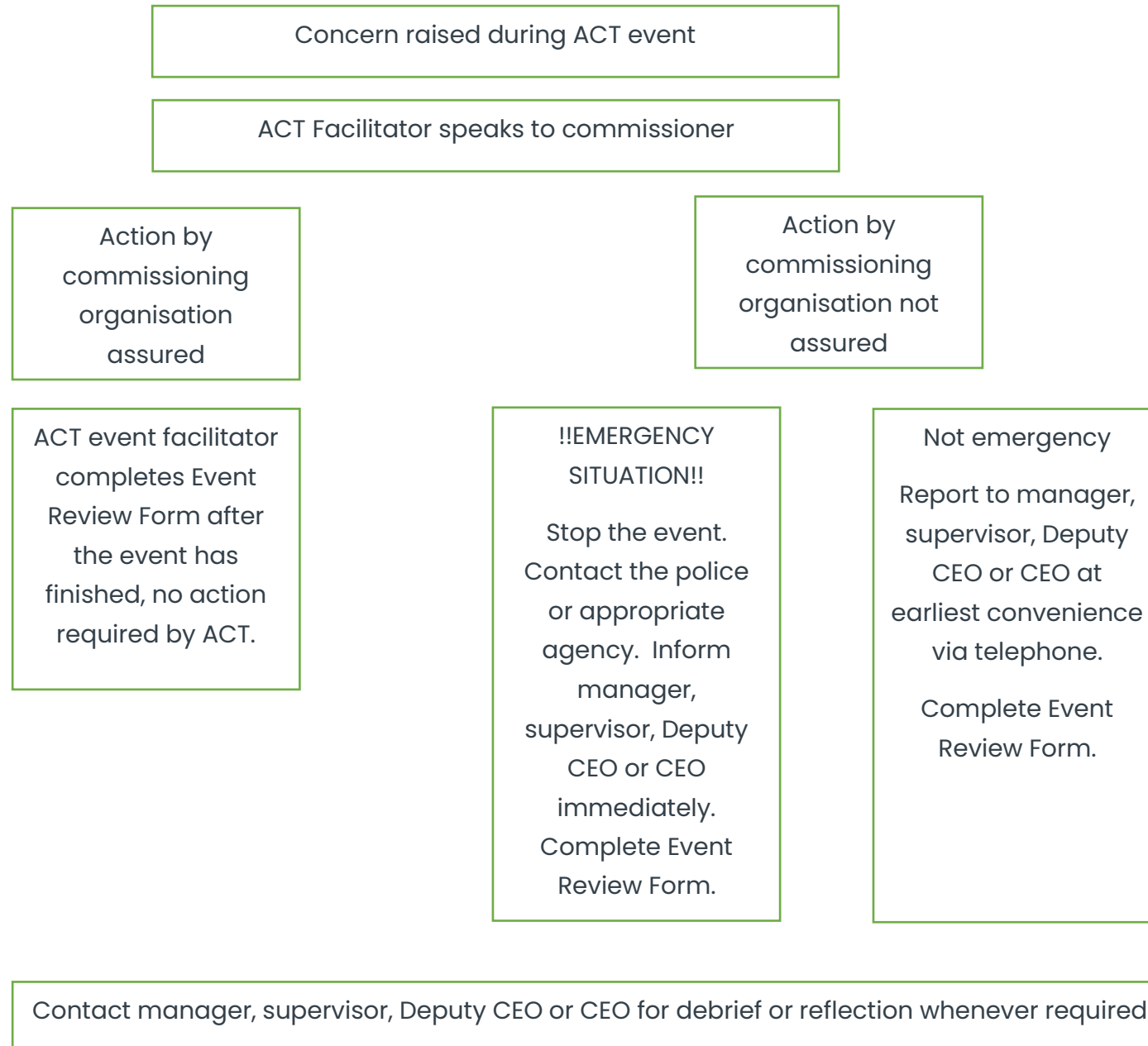
## **Collaboration with External Agencies**

- We will work with local authorities, police, and other relevant agencies to address concerns effectively.
- ACT will follow statutory guidance and maintain clear records of all referrals and actions taken.

## **Monitoring and Evaluation**

- Compliance with Prevent will be reviewed annually as part of safeguarding audits.
- Training records, referrals, and outcomes will be monitored to ensure effectiveness and continuous improvement.

## APPENDIX ONE



# APPENDIX TWO – Sources of Information and Support

## 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

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
<p>Tel: 0808 2000 247</p> <p><a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a></p>	<p>Tel: 0808 802 1414</p> <p><a href="http://www.dsahelpline.org">www.dsahelpline.org</a></p> <p>Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a></p> <p>Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a></p>
Scotland	Wales
<p>Tel: 0800 027 1234</p> <p>Email: <a href="mailto:helpline@sdaafmh.org.uk">helpline@sdaafmh.org.uk</a></p> <p>Web chat: <a href="http://sdaafmh.org.uk">sdaafmh.org.uk</a></p>	<p>Llinell Gymorth Byw HebOfn/ Live free from fear helpline</p> <p>Tel: 0808 8010 800</p> <p>Type Talk: 18001 0808 801 0800</p> <p>Text: 078600 77 333</p>

## **Prevent Duty Guidance**

The Prevent duty guidance: England and Wales (2023) government guidance can be found via the link.

## **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:02073830700) or

[0808 808 0700](tel:08088080700) (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](tel:08001381625)

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](tel:07717989025)

Text relay: [18001 0800 138 1625](tel:1800108001381625)

By post: [PO Box 851, Leeds LS1 9QS](mailto:POBox851@stophateuk.org)

## **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:02083921839)

Fax: [020 8392 1830](tel:02083921830)

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](tel:08081689111)

[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)





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://anncrafttrust.org)

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

Everyone deserves to be safe.

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