

## Fresh Futures

### Safeguarding Adults Policy

<b>New document version</b>	<b>Revision date</b>	<b>Revised by</b>	<b>Section(s) revised &amp; why</b>	<b>Comments</b>	<b>Next revision date</b>
1.0	June 22	Christine Rhodes		Document Creation	June 23
2.0	June 23	Christine Rhodes	Full annual review	Changes made to safeguarding team members	June 24
3.0	December 23	Catherine McKenzie	Company Name and rebranding		June 24

#### **Section 1**

This policy covers all aspects of our work with all adults across the organisation, except for Education and Training, which has its own policy, the School Safeguarding Policy, to ensure accrediting standards set by OFSTED.

#### **1.1 Introduction**

This policy applies to all staff, including managers, the board of trustees, paid staff, volunteers, sessional workers, agency staff, contractors, students, or anyone working on behalf of Fresh Futures.

The purpose of this policy is:

- To protect adults at risk who access Fresh Futures Services. This also includes the children and families of adults at risk who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and protection of adults at risk.
- To ensure staff and volunteers are aware of procedures and their responsibilities when a safeguarding issue arises.
- To provide resources and knowledge for staff and volunteers, to enable a safe place for members of the community to disclose concerns or seek support.
- Outline training requirements.

Safeguarding and promoting the welfare of all adults is defined for the purposes of this policy as:

- To protect adults at risk who access Fresh Futures Services.
- Preventing impairment of all adults mental and physical health or development.
- Taking action to enable all adults to have the best outcomes.

The policy and its procedures are compliant with:

- Safeguarding adult's workforce development activity is guided by The Care Act 2014.
- The Human Rights Act, Mental Capacity Act 2005 (including the Deprivation of Liberty Safeguards).
- The Association of Directors of Adult Social Services (ADASS) "Safeguarding Adults" (2005).
- Managing allegations - Safeguarding guidance for the Voluntary, Community and Faith Sector in Kirklees (Kirklees Adults Safeguarding Board).
- Information Sharing (2018)

This policy should be read alongside our policies and procedures, stored on Staff Squared:

- Fresh Futures HR Guide- Policies
- Fresh Futures and Diversity Policy
- Fresh Futures Domestic Abuse Policy
- Fresh Futures Data Protection Policy
- Fresh Futures Record, Retention, and Disposal Policy
- Fresh Futures Complaints Policy
- Fresh Futures Health and Safety Policy

## **1.2 Commitment to Safeguarding Adults**

Fresh Futures believes that all adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all adults to keep them safe. Everyone working in our organisation shares an objective to help keep all adults safe by contributing to:

- Providing a safe environment, with a highly trained people centred workforce.
- Being proactive in identifying any adults who are suffering or likely to suffer significant harm and taking appropriate action at the earliest opportunity.
- Always taking a considered and sensitive approach in order that we can support any vulnerable adults. While recognising their fundamental right to be protected from harm and exploitation.

## **1.3 Co-ordinated approach - safeguarding is everyone's responsibility.**

Everyone who works with adults has a responsibility for keeping them safe. If all adults are to receive the right help at the right time, everyone who comes into contact with them, has a role to play in identifying concerns, sharing information, and taking prompt action. To support our workforce and ensure our co-ordinated response to safeguarding all adults, Fresh Futures have

a safeguarding team responsible for leading, coaching and advising in all matters relating to the safeguarding and wellbeing of adults.

Fresh Futures Safeguarding Team

<b>Designated Safeguarding Lead</b>	<b>Deputy Safeguarding Lead</b>	<b>Safeguarding Trustee</b>
Catherine McKenzie Christine Rhodes	Lindsey Hammil-Evans Jonathan Fell Leah Butler	Emma Clough

**1.4 Commitment to training**

Fresh Futures are committed to the training and development of all staff to ensure we have a workforce that can identify and meet the safeguarding needs of all adults. Fresh Futures are committed to being reflective upon safeguarding practice and identifying continued and ongoing training needs in line with best practice, legislation and need within the communities we serve.

**1.5 Confidentiality and Information Sharing**

Fresh Futures are committed to working with carers, and others positively, openly, and honestly. We ensure that everyone is treated with respect, dignity, and courtesy. We respect an individual’s right to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so to protect a vulnerable adult (in accordance with Local Safeguarding Adults Procedures).

**1.6 Record keeping**

Fresh Futures are committed to keeping accurate and factual records of all Safeguarding concerns. Any records kept in relation to safeguarding concerns will be kept securely and confidentially in an agreed place, which is compliant with GDPR. Records must be factual, accurate and clearly written in black ink or typed, with a legible date, time and signature and will be stored in line with retention periods.

**1.7 Review**

We are committed to reviewing our policy procedures annually and following national or local changes. Practice is critically reflected upon following safeguarding concerns, in team meetings, leadership team meeting and in staff supervision.

This policy was last reviewed on .....5<sup>th</sup> June 23 .....



Signed ... .....Chair of Trustees



Signed ..... Designated Safeguarding Trustee