

Safeguarding Adults Policy

Version:	13
Date:	December 2023
Owner:	Head of People Services
Approved by:	Board of Trustees
Review Date:	December 2024

This Safeguarding policy applies to everyone involved in the delivery of projects and services for TCV, including trustees, staff, key volunteers, volunteer officers and contractors.

This policy applies to adults that volunteer in TCV projects, benefit from its services or come into contact with TCV through any other process.

This policy outlines TCV's approach to preventing and reducing the risk of harm to adults who are experiencing or are at risk from, abuse and neglect.

This policy and its attendant responsibilities apply to trustees, staff, key volunteers and volunteer officers. The term 'staff' used in this policy refers to staff, key volunteers and volunteer officers.

This policy applies to all Service Level Agreements, e.g. Partnership Agreement, and all such agreements will contain a reference to that effect.

TCV expects all partners and contractors from whom it commissions external services to adhere to this policy as a minimum. Where appropriate, TCV will work with partner agencies to enable them to develop their own service specific, safeguarding procedures.

Responsibility for the safeguarding policy lies with the Board of Trustees. The Board will appoint a Lead Trustee for Safeguarding, from ARC, to provide the board with additional assurance on its safeguarding responsibilities under any relevant legislation.

TCV's Safeguarding Champion is the Head of People Services. The Champion will ensure that suitable and sufficient procedures and information are made available to TCV workers to enable effective safeguarding. The Champion will oversee safeguarding standards.

The Safeguarding and Volunteering Manager is line managed by a member of the Leadership Team and reports to the Board of Trustees via the Audit and Risk Committee (ARC).

The Safeguarding and Volunteering Manager will hold operational responsibility for safeguarding procedures and the monitoring of safeguarding practice across TCV.

Regional/Country support for safeguarding will be provided by nominated Safeguarding Advisors. Directors, Head of Departments and Operations Leaders are responsible for ensuring safeguarding is managed effectively within their business area.

Implementation of safeguarding policy and procedure is the responsibility of all staff.

1.0 Policy Statement

The Safeguarding of 'Adults at Risk' is a priority for TCV. A significant number of the volunteers, beneficiaries and visitors to TCV projects and services are 'Adults at Risk'. This document sets out TCV policy with regards to safeguarding 'Adults at Risk' and its expectations of all staff and volunteers.

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The abuse of 'Adults at Risk'; physically, emotionally, financially and sexually is a sad fact of life. Adults may be abused regardless of their age, gender, religious belief, racial origin, culture or disability. They are often (but not always) abused by people they know and trust. TCV has a zero-tolerance of abuse wherever it occurs or whoever is responsible.

TCV acknowledges the rights of 'Adults at Risk' to be safeguarded from abuse of all types and makes a clear commitment to upholding those rights by creating and maintaining an environment which aims to ensure, as far as possible, that those who access its services are kept safe from abuse and neglect.

TCV recognises its responsibilities under the terms of all relevant country specific legislation, with regards to the safeguarding of adults.

- TCV will apply the UK Government Department of Health's six key safeguarding principles when working with adults at risk of abuse: empowerment, protection, prevention, proportionality, partnership and accountability.
- TCV will record and refer all concerns, suspicions or allegations of abuse or neglect to the lead agencies responsible for carrying out safeguarding assessments and enquiries. It will do this only with consent from the 'Adult at Risk' unless there is a public interest consideration or a clear lack of capacity on the part of the adult concerned.
- TCV will work in partnership with lead agencies and relevant partners, specifically the Local Authority and Police to respond to suspicions or incidents of abuse in accordance with statutory procedures.
- TCV will strive to raise awareness of safeguarding issues in the communities where it works through the provision of information and advice to its staff, volunteers and beneficiaries.
- TCV will share information for the purposes of safeguarding and will comply with its statutory duty to supply information where requested. TCV will ensure that this data is handled in accordance with the Data Protection Act 2018 and GDPR.
- TCV will ensure that it has in place internal procedures for staff that establish clear lines of accountability, responsibility and processes for reporting safeguarding concerns.
- TCV will provide staff with role appropriate training to enable them to understand their roles and responsibilities in relation to safeguarding and to be able to identify and report the signs of abuse.
- TCV will involve 'Adults at Risk' of abuse in any safeguarding considerations. However, where someone is judged as not having capacity to make an informed decision about their own wellbeing, decisions will be made on their behalf in discussion with the necessary statutory services and agencies, involving carers and family members as appropriate.
- TCV will meet its responsibilities in relation to all disclosure and barring schemes in the recruitment and selection of staff. TCV will undertake checks through the Disclosure and Barring Service (DBS) and other country specific services, for all applicants to relevant posts.
- TCV will provide support and supervision for staff in order to create an environment in which they feel able to report safeguarding issues, including where they have concerns about the behaviour of other TCV staff.
- TCV will address any suspected abuse by its staff through formal statutory investigative procedures and its own internal disciplinary procedures.

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- TCV will establish, support and maintain leadership responsibility for the organisation's safeguarding arrangements at both operational and strategic levels. The Safeguarding and Volunteering Manager will be the operational lead for safeguarding. The Head of People Services will be the strategic lead for safeguarding.

2.0 Definitions

An 'Adult at Risk' is someone who:

- is over the age of 18 years.
- has care and support needs (whether or not the Local Authority is meeting any of those needs).
- is experiencing, or is at risk of, abuse or neglect; and
- as a result of those care and support, needs are unable to protect themselves from either the risk, or experience, of abuse or neglect.

Six Key Principles of Adult Safeguarding:

- **Empowerment** – People being supported and encouraged to make their own decisions and seeking informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – accountability and transparency in delivering safeguarding.

3.0 Other Essential Information

None.

4.0 Related Documents

- Prevent Policy
- Safeguarding Children Policy
- Whistleblowing Policy
- Modern Slavery Policy
- Data Protection Policy
- SG-P01 – Safeguarding Procedure
- HS-P15 – Risk Assessment Procedure
- HR-P01 – Recruitment & Selection Procedure

5.0 Relevant Legislation

- The Care Act 2014
- The Adult Support & Protection (Scotland) Act 2007
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Mental Capacity Act 2005
- The Protection of Freedoms Act 2012
- The Safeguarding Vulnerable Groups Act 2006
- Protection of Vulnerable Groups (Scotland) Act 2007
- The Domestic Abuse Act 2021

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6.0 Approval

This Policy was approved by the Board of Trustees on 11 December 2023.

Signed:.......... Jon Towler, *Chair of Board of Trustees*

Signed:.......... Debbie Adams, *Acting CEO*