

Safeguarding Adults Policy

Governance Information

Applicable Legislation	Care Act 2014, Data Protection Act 2018, Public Interest Disclosure Act 1998, Equality Act 2010, Mental Capacity Act 2005.
Regulatory reference	Neighbourhood and Communities standard
Policy Owner	Director of Operations
Approved By	CMT
Date Approved	30 th June 2026
Review Date	30 th June 2028
Stakeholders Consulted	n/a

Version Control

Version	Date	Author	Change
1	16/10/2023	Kim Ward, Head of Housing	Addition of staff DBS checks
1.1	12/06/2026	Richard Smith, Director of Operations	Periodic Review – no amendments

1. Policy Statement

Safeguarding is protecting an adult's right to live in safety, free from abuse and neglect. An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. This is across all tenures owned and managed by IDS. This policy covers all aspects of vulnerable adult safeguarding as defined by the Care Act 2014.

2. Scope

This policy applies to all IDS staff and agents working on behalf of IDS who come into contact or suspect a vulnerable adult is being or at risk of abuse. This policy sets out the management responsibilities of IDS staff in identifying, reporting, and monitoring concerns around safeguarding vulnerable adults.

3. Categories of abuse

There are ten categories of abuse as defined by the Care Act 2014

- Physical
- Sexual
- Psychological
- Modern Slavery
- Financial or Material
- Neglect and acts of omission
- Self neglect
- Domestic violence
- Discriminatory abuse
- Organisational

4. IDS responsibilities in safeguarding adults

All staff must follow the IDS Code of Conduct when dealing with customers and have a duty to report any safeguarding concerns.

IDS resident facing staff will have safeguarding adults training occurring every 3 years as a minimum while all staff must have a basic awareness.

A safeguarding champion within IDS is accessible to all staff who have concerns about a resident. This position is held by the Head of Housing.

All resident facing staff who would have potential contact with customers will have a clear and valid DBS check carried out.

5. Information sharing

All staff must have regard to the relevant data protection principles and follow the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Information should be shared with consent, where possible. In certain circumstances it is recognised this may not be possible where there is evidence that sharing evidence information is necessary to support an investigation or where there is a risk to others.

6. Recognising abuse

Some allegations of abuse may be raised directly by the victim when disclosing information, but there may be occasions where the victims are unwilling or unable to disclose. It is therefore important that all staff are mindful of possible indicators of abuse.

These could include, but are not limited to:

- Inappropriate relationships with peers or sexual language

- Attention seeking behaviour
- Running away
- Nervousness
- Unexplained changes in mood or behaviour
- Changes in appearance or hygiene

Staff on site are likely to recognise changes in behaviour or patterns more readily and should always consider safeguarding issues. Staff should make themselves available to talk to the victim and provide a safe place to do so should the victim wish to disclose sensitive information.

7. Reporting

All staff have a duty to report if they see, hear about or suspect abuse. In an emergency situation, staff should always call 999.

Any adult safeguarding concern should be reported as a matter of urgency to the local authority responsible for the safeguarding of adults.

Where a crime has been committed, the police should be notified in the first instance and a full report provided.

Where there are concerns that the alleged victim lacks the capacity to understand what they are consulting to, IDS needs to consider the requirements of the Mental Capacity Act 2005 and make a referral to the Community Mental Health Team (CMHT).

8. Recording

Any staff member who has concerns regarding safeguarding should advise their manager of their concerns.

All concerns, actions and action plan should be recorded on a centralised computer system (marked confidential where necessary). This system is currently Civica Cx.

9. Whistle-blowing and allegations against staff members / contractors

If a member of staff suspects that an adult being abused by another member of IDS staff, they should immediately speak to the Safeguarding lead or Head/Director of Service. The whistleblowing policy must be followed.

The Public Interest Disclosure Act (1998) protects workers from detrimental treatment or victimisation from their employer if they blow the whistle on any wrongdoing, such as abuse of customers. Staff who whistle blow can remain anonymous, however this cannot necessarily be guaranteed if it results in a criminal investigation.

If an allegation is made against a contractor, the contractor will be expected to investigate in line with their procedures.

10. Related policies and procedures

Safeguarding Adults Procedure

Whistle-blowing Policy

Employee code of conduct

11. Roles & Responsibilities

Director of Operations	Overall responsibility for this policy
Head of Housing	Responsible for reviewing and monitoring implementation of policy and associated procedures. Designated safeguarding lead.
All other staff	Effective day to day implementation of the policy

12. Policy Review & Update

This policy is due to be reviewed every two years, or if there are significant legislative or organisational changes which require a review. The next review date, subject to the above caveat, therefore, will be before June 2028.