



KEIGHLEY HEALTHY LIVING

13 Scott Street, Keighley, West Yorkshire, BD21 2JH

Safeguarding Adults Policy

Aligned with the Care Act 2014 and Local Safeguarding Adults Arrangements

1. Safeguarding Statement

Keighley Healthy Living (KHL) is committed to safeguarding adults who access our services and to promoting their right to live free from abuse, neglect, and exploitation.

Safeguarding adults means:

- Protecting adults' right to live in safety, free from abuse and neglect
- Ensuring people are treated with dignity and respect
- Preventing harm and reducing risk
- Supporting adults to make their own decisions wherever possible

Safeguarding adults is **everyone's responsibility**.

2. Legal Framework and Principles

(Care Act 2014 aligned)

This policy is informed by:

- The Care Act 2014
- The six safeguarding principles:
 - **Empowerment**
 - **Prevention**
 - **Proportionality**
 - **Protection**
 - **Partnership**

- **Accountability**

Safeguarding duties apply where an adult:

- Has care and support needs, and
- Is experiencing or at risk of abuse or neglect, and
- Is unable to protect themselves as a result of those needs

3. Roles and Responsibilities

All Staff, Volunteers, and Trustees

Everyone working on behalf of KHL must:

- Be alert to signs of abuse and neglect
- Take concerns seriously
- Record and report concerns promptly
- Respect confidentiality while understanding when information must be shared
- Never investigate, promise secrecy, or dismiss concerns

No one should assume that another person will take action.

Safeguarding Leads

KHL has appointed safeguarding leads responsible for safeguarding adults:

- **Designated Safeguarding Lead (DSL):**
Melanie Hey – Chief Executive Officer
- **Deputy Designated Safeguarding Lead (DDSL):**
Flora Jennings – Young Parents Coordinator
- **Second Deputy Safeguarding Lead:**
Candy Squire-Watt – Project Lead (Mental Health)
- **Trustee Safeguarding Lead:**
Susan Bartlett

The DSL is responsible for:

- Managing safeguarding concerns and referrals
- Liaising with the Safeguarding Adults Team and other agencies
- Ensuring concerns are properly recorded and followed up
- Providing advice and support to staff

- Ensuring training and policy review

4. Adults Who May Be at Increased Risk

Some adults may be at greater risk of abuse or neglect due to:

- Physical disability, learning disability, or sensory impairment
- Mental health needs or dementia
- Long-term health conditions
- Substance or alcohol misuse
- Social isolation
- Dependency on others for care or support
- Previous experiences of abuse or trauma

KHL recognises that vulnerability is **context-dependent** and may change over time.

5. Types of Abuse and Neglect

Abuse may be a single incident or a pattern of behaviour and can occur in any setting, including at home, in the community, or online.

Types of abuse include:

- Physical abuse
- Sexual abuse
- Emotional or psychological abuse
- Financial or material abuse
- Domestic abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect and acts of omission
- Self-neglect

Abuse can be deliberate or unintentional and may be carried out by people in positions of trust, family members, carers, professionals, volunteers, or other service users.

6. Recognising Safeguarding Concerns

Safeguarding concerns may arise where:

- An adult discloses abuse or neglect
- A staff member observes signs or changes in behaviour
- A third party raises concerns
- There are indicators of exploitation, coercion, or control

Concerns must be taken seriously even where:

- The adult does not wish to engage
- There are no visible injuries
- The situation feels unclear

7. Responding to Safeguarding Concerns or Disclosures

If an adult discloses information:

- Listen carefully and remain calm
- Reassure them they are being taken seriously
- Do not judge or blame
- Do not promise confidentiality
- Do not investigate or ask probing questions

Recording

- Record concerns as soon as possible
- Use the person's own words where possible
- Distinguish fact from opinion
- Complete a Safeguarding Concern Log

Reporting

- Report concerns **on the same day** to the DSL or a Deputy
- If there is immediate danger, contact emergency services
- The DSL will decide whether a safeguarding concern should be raised with the Safeguarding Adults Team

8. Mental Capacity and Consent

KHL recognises the importance of the **Mental Capacity Act 2005**.

- An adult may make decisions others disagree with
- Lack of consent does not prevent action where there is serious risk
- Best-interest decisions will be made where capacity is lacking

The adult's wishes and desired outcomes should be central wherever possible.

9. Information Sharing and Confidentiality

Information will be:

- Stored securely
- Shared on a need-to-know basis
- Shared without consent where necessary to prevent serious harm

Confidentiality does not override the duty to protect adults from abuse or neglect, in line with UK GDPR and safeguarding law.

10. Safeguarding Adults Referrals

(Bradford District)

Safeguarding concerns may be raised with:

- **Safeguarding Adults Team:**
01274 431077
- **Out of Hours Emergency Duty Team:**
01274 431010
- **Emergency:** 999

The DSL will coordinate referrals and any required follow-up.

11. Allegations Against Staff, Volunteers, or Trustees

Any allegation that an adult working on behalf of KHL has:

- Harmed an adult
- Acted inappropriately
- Abused a position of trust

must be reported **immediately** to the DSL.

KHL will:

- Ensure the safety of those affected
- Liaise with the Safeguarding Adults Team
- Follow disciplinary and DBS referral procedures where required

12. Safer Recruitment and Training

KHL is committed to safer recruitment, including:

- DBS checks appropriate to role
- References and clear role expectations
- Safeguarding induction for all staff and volunteers

Safeguarding training will be:

- Mandatory
- Role-appropriate
- Refreshed regularly

13. Governance, Review, and Accountability

This policy:

- Applies to all staff, volunteers, trustees, and contractors
- Is reviewed annually by the Board of Trustees
- Reflects changes in legislation, guidance, and local arrangements

Safeguarding is a standing governance responsibility.

Next review due: January 2027

SAFEGUARDING/LOG OF CONCERN FORM

Reporting Guidelines

This form is used to report causes for concern, suspicions, or disclosures of possible abuse. As such, not all sections of the form may be applicable.

Please complete the form with as much factual information as possible. All information will be treated in the strictest confidence; however, the details recorded may be shared with appropriate agencies where safeguarding concerns require it.

Once completed, this form should be passed to the Designated Safeguarding Officer (DSO), or in their absence the Deputy Safeguarding Officer, as soon as is reasonably practicable.

Details of Person Reporting Concern
Name of person reporting the concern:
Date:
Job role:
Organisation / work setting
Name and address:
Email:
Contact No:

Description of Incident/Concern

This log of concern relates to (please tick)
 Child Young person Vulnerable adult

Subject(s) details	
Subject(s) name(s): Birth:	Date of
Name of parents/carers (if appropriate):	
Address:	

Postcode:

Telephone number:

Mobile number:

First language (if known):

Any special factors to be considered? (e.g. language difficulties, disability or anything else of relevance):

Details

Are you reporting your own concerns or passing on those of somebody else?

Date and time of the incident/concern:

Date:

Time:

What has prompted the concerns? Include dates, times and details of any specific incidents, making a clear distinction between fact, opinion and hearsay:

What (if any) physical, behavioural or indirect signs were present?

Have you spoken to the child, young person or vulnerable adult? Yes No

Record what was said using the subjects' own words:

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Have you spoken to the parents/carers? Yes <input type="checkbox"/> No <input type="checkbox"/> Record what was said using their own words:
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Has anybody been alleged to be the abuser? Yes <input type="checkbox"/> No <input type="checkbox"/> Details:

Have you consulted anyone else? Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
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Is there anyone else who might be involved in the incident? (e.g. anyone you think has seen or heard things relating to the incident?) Yes <input type="checkbox"/> No <input type="checkbox"/> Details:

Signature of person completing log:

Please ensure this form is immediately handed securely to the Designated Safeguarding Officer or by email to the DSO.

Safeguarding Officer Use Only
Date form received:
Name:

Job title:

Contact No:

Any other previous information held on file:

Action taken by DSO:

Was this referred on? If so, please tick as appropriate:

Children's Social Care MARF completed

Adult's Social Care LADO

Police Officers name and number:

Date Referred:

Feedback of action taken

(including follow-up calls, feedback from other professionals etc and details)