

Policy name	Safeguarding Policy and Procedure	
Author / reviewer	Emily Keller	
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Other relevant policies	Confidentiality Policy Equality and Diversity Policy GDPR and Data Protection Policy and Procedure Health and Safety Policy Information Management Policy Privacy Policy Social Media Policy Whistleblowing Policy	
Audience	All staff	Yes
	PAs & At Home staff	Yes
	Volunteers	Yes
	Clients / Beneficiaries	Yes
	All stakeholders	Yes

Registered Charity No. 1114435. Company No. 05706441. Registered in England and Wales

Full registered company name: Possability People Limited

Registered address: Montague House, Montague Place, Brighton, BN2 1JE

Safeguarding Policy and Procedure

1. Policy Statement

Possability People is committed to safeguarding and promoting the welfare of disabled people and vulnerable adults. We recognise our duty of care to ensure that all individuals involved with our charity feel safe, valued, and protected from harm or abuse. This policy applies to all staff, volunteers, trustees, and anyone acting on behalf of the charity.

2. Purpose

The purpose of this policy is to:

- Protect disabled people and vulnerable adults who come into contact with Possability People.
- Provide staff, volunteers, and other representatives with the overarching principles that guide our approach to safeguarding.
- Ensure compliance with relevant legislation and best practices, including the Care Act 2014, the Children Act 1989 and 2004, the Worker Protection (Amendment of Equality Act 2010) Act and any other applicable regulations.

3. Definitions

Vulnerable Adult: An adult who may be at risk of abuse or neglect due to their needs for care and support.

Safeguarding: Protecting an individual's right to live in safety, free from abuse and neglect.

Abuse: Any action or lack of action that causes harm to an individual, including physical, emotional, sexual, financial, or institutional abuse, as well as neglect and discrimination.

4. Our responsibilities

Our responsibilities are to:

- ensure that safeguarding is a priority in all areas of our work.
- implement effective safeguarding procedures and regularly review them.
- ensure all staff and volunteers understand their responsibilities in identifying and reporting concerns.
- promote a culture of openness and accountability.

5. Failure to follow the policy

Failure to adhere to this policy may result in disciplinary action, including dismissal or termination of services. For trustees, this could lead to removal from their position, and for visitors, denial of future access.

6. Recruitment and training

Recruitment: All staff and volunteers will undergo thorough pre-employment checks, including DBS checks, verification of identity, and reference checks.

Training: All staff and volunteers receive safeguarding training appropriate to their roles. Refresher training is provided regularly to ensure knowledge is up to date.

7. Children and young people

Possability People recognise its duty of care under the Children Act 1989 and 2004 to safeguard and promote the welfare of children and young people who may come into contact with the charity. While our primary focus is on supporting disabled adults, there may be occasions where children or young people are present. To ensure their safety, we will:

- Require all staff and volunteers to report any concerns involving children to the designated Safeguarding Lead, who will follow local authority child protection procedures.
- Conduct enhanced Disclosure and Barring Service (DBS) checks for all staff and volunteers who may have direct contact with children.
- Work in accordance with the statutory guidance [Working Together to Safeguard Children](#) to identify, respond to, and escalate concerns about abuse or neglect.
- Share information about safeguarding concerns involving children on a need-to-know basis, in line with confidentiality and information-sharing laws.

8. Mental capacity and consent

We are committed to safeguarding individuals while upholding their rights under the Mental Capacity Act (MCA) 2005. The MCA provides a legal framework for supporting individuals aged 16 and over who may lack the capacity to make decisions for themselves. To ensure compliance with the MCA, we will:

- Assume capacity unless proven otherwise.
- Provide all practicable support to help individuals make decisions.
- Respect an individual's right to make unwise decisions.
- Act in the individual's best interests if they are assessed to lack capacity.

9. Workplace harassment and safeguarding

We are committed to ensuring a safe and respectful environment for all employees, volunteers, and beneficiaries. In line with the [Worker Protection \(Amendment of Equality Act 2010\) Act](#), we take proactive steps to prevent harassment, including by third parties such as service users or contractors.

- **Prevention and Reporting** - Anyone experiencing or witnessing harassment is encouraged to report it through our safeguarding reporting channels.
- **Third-Party Harassment** - Harassment by third parties is a safeguarding concern. All incidents will be addressed promptly, with support provided to those affected.

10. Reporting and responding to concerns

It is important that you know how to report and respond to concerns.

Signs of Abuse or Neglect: Be vigilant for physical indicators such as unexplained injuries, changes in behaviour, withdrawal, or signs of emotional distress.

Disclosures: Take seriously any direct disclosures of abuse, ensuring the individual feels heard and supported.

Environmental Clues: Pay attention to unsafe conditions, inadequate care, or other factors that could indicate neglect.

Gut Feelings: Trust your instincts if something does not seem right, even if you cannot immediately identify specific evidence.

11. Reporting process

Any concerns, suspicions, or disclosures of abuse must be reported immediately to:

1. the designated **Safeguarding Lead**; Emily Keller
(emily@possabilitypeople.org.uk / 01273 646 242)
2. or if unavailable, to the **Deputy Safeguarding Lead**; Katharine Russell
(katharine@possabilitypeople.org.uk / 01273 89 40 76).

If neither is available and all reasonable attempts have been made to contact them, escalate to:

3. the **Trustee with Responsibility for Safeguarding**; Rob Szysmanski
(rob.szysmanski@possabilitypeople.org.uk / 07758 225 630)

If none of the above are available (having made all reasonable attempts to contact them) and there is an apparent and immediate risk of harm to an individual it may be necessary for you to report it directly to local safeguarding authorities (see Section 20 for contact details).

In cases where you feel that the response is unsatisfactory or concerns remain unresolved, the issue must be escalated to the Trustee with Responsibility for Safeguarding.

In emergencies, where there is an immediate risk of harm, staff or volunteers must contact emergency services directly by dialling 999 and inform the Safeguarding Lead as soon as possible.

12. When to report to local authorities / police

The Safeguarding Lead will make a report to the local council's safeguarding team if there is evidence or suspicion of abuse or neglect, or if an individual discloses such concerns.

In cases of suspected criminal activity, such as physical or sexual assault, financial abuse, or exploitation, the Safeguarding Lead may contact the police directly.

If there is a child involved in the concern, the Safeguarding Lead may refer the matter to local authority's children's services.

13. Follow-up actions

The Safeguarding Lead will work with the local council and police to ensure compliance with their investigation processes and provide all necessary support and information.

14. Actions taken by the safeguarding lead

The Safeguarding Lead (or the Deputy Safeguarding Lead) will:

- Assess the urgency and nature of the concern
- Gather and document all relevant information (including speaking to the relevant parties), ensuring accuracy and confidentiality.
- Contact the appropriate local safeguarding authority to report concerns and follow their guidance.
- Inform the individual who raised the concern about the actions taken, while maintaining appropriate confidentiality.
- If required, escalate the concern to the Trustee with Responsibility for Safeguarding for additional oversight and support.
- Monitor the situation and provide support to the vulnerable individual as necessary.

15. Follow-up actions:

The Safeguarding Lead (or the Deputy Safeguarding Lead) will:

- Ensure any recommendations or requirements from safeguarding authorities are implemented promptly.
- Maintain ongoing communication with the authorities and other involved organisations to ensure the safety and well-being of the individual.

16. Confidentiality and information sharing

Information will be shared on a need-to-know basis, following the principles of the Data Protection Act 2018, incorporating the UK General Data Protection Regulation (UKGDPR).

We will cooperate fully with relevant authorities during safeguarding investigations.

17. Preventing harm

We will promote awareness of safeguarding issues and work proactively to reduce risks.

Risk assessments will be conducted regularly to ensure our environments and practices are safe.

Staff and volunteers will be encouraged to foster positive relationships with individuals, creating an environment where they feel safe to express concerns or disclose abuse.

18. Whistleblowing

We encourage a culture of openness and accountability. Any staff member or volunteer who has concerns about the behaviour of a colleague or practices within the organisation is encouraged to report them using our whistleblowing procedures.

Whistleblowers will be protected from reprisals or victimisation, provided they act in good faith.

19. Monitoring and Review

This policy will be reviewed annually or more frequently, if necessary, to ensure it remains effective and compliant with current legislation and guidance.

Feedback from staff, volunteers, and service users will be used to improve our safeguarding practices.

20. Further guidance

For further guidance see <https://sussexsafeguardingadults.procedures.org.uk/>

Contact Details for Local Authorities:

- Brighton & Hove: 01273 295555 / AccessPoint@brighton-hove.gov.uk
- East Sussex Adult Social Care: 0345 60 80 191 / hsc@eastsussex.gov.uk
- West Sussex Adult Services: 01243 642121

Sussex Safeguarding Adults and Children Guidelines: Available at sussexsafeguardingadults.procedures.org.uk