



Family Link



Our mission: The provision of leisure opportunities for children and young adults with disabilities.

Adult Safeguarding Policy

Contents

1. Policy Statement
2. Purpose
3. Scope
4. Commitments
5. Roles and Responsibilities
6. Procedures: Reporting, Recording, and Information Sharing
7. Multi-Agency Working
8. Monitoring, Review, and Training
9. Appendices
 - Appendix 1: Safeguarding Lead Role Description
 - Appendix 2: Case Management Groups
 - Appendix 3: Sources of Information and Support

1. Policy Statement

Family Link is committed to safeguarding all adults who participate in our activities. Everyone has the right to live free from abuse, neglect, exploitation, and harm, regardless of age, ability, disability, gender, sexuality, religion, ethnicity, or beliefs.

We aim to create a **safe, supportive, and inclusive environment** where adults can participate in Family Link activities, such as Saturday Youth Clubs, holiday schemes, and day trips, without fear of harm.

Family Link promotes a **zero-tolerance culture** towards abuse and neglect and expects all staff, volunteers, and trustees to act in the best interests of adults at risk.

2. Purpose

This policy ensures that all Family Link staff, trustees, and volunteers:

- Understand their responsibilities under adult safeguarding legislation, including the Care Act 2014 (England) and relevant guidance for other UK nations.
- Know how to recognise abuse, neglect, or harm and how to respond appropriately.
- Are aware of reporting procedures within Family Link and how to engage external agencies when required.

3. Scope

This policy applies to:

- All Family Link trustees, staff, play leaders, playworkers, and volunteers.
- Any adult participating in Family Link activities, including those with care and support needs.

It also extends to partner organisations, suppliers, and collaborators, who are expected to follow similar safeguarding standards.

4. Commitments

Family Link will:

1. Ensure all staff, volunteers, and trustees **know how to report safeguarding concerns** and understand their responsibilities.
2. Take all concerns seriously, respond promptly, and follow up appropriately.
3. Respect and support the views, wishes, and dignity of adults at risk.
4. Keep **confidential, accurate, and secure records** of all concerns.
5. Cooperate fully with statutory authorities (Local Authorities, Police, Health) in safeguarding investigations.
6. Provide **regular safeguarding training** and development opportunities appropriate to roles.
7. Apply **safe recruitment practices** and continually assess suitability of staff and volunteers.
8. Assess risks in all activities and designate safeguarding leads for events and trips.
9. Review safeguarding procedures annually and update in line with legislation or guidance.

5.Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Responsible for overseeing safeguarding adult procedures, managing concerns, and liaising with external agencies.
- **Trustee Responsible for Safeguarding Adults:** Ensures trustees receive regular updates and that policy and practice meet statutory obligations.
- **All Staff and Volunteers:** Must remain alert to signs of abuse, act promptly to report concerns, and follow Family Link procedures.

6. Procedures: Reporting, Recording, and Information Sharing

Recognising Abuse and Neglect

Abuse may include physical, sexual, psychological, financial, discriminatory, institutional, self-neglect, domestic abuse, or modern slavery. Adults may be harmed by staff, volunteers, peers, family, or others in the community.

Signs may include:

- Unexplained injuries, bruises, or weight changes
- Withdrawal, low confidence, or behavioural changes
- Missing possessions or unexplained financial issues
- Self-harm or fear of specific individuals

Reporting Concerns

- Report immediately to the **DSL**.
- In emergencies, contact the Police or Local Authority immediately.
- If the DSL is unavailable, escalate to the **Chair of Trustees**.

Recording

- Keep clear, factual records with date, time, location, individuals involved, and what was observed or said.
- Records must be **confidential** and stored securely.

Information Sharing

- Share on a “need-to-know” basis.
- Consent should be sought from the adult unless they lack capacity or it is unsafe.
- Follow legal requirements for sharing information in safeguarding situations.
- Document all decisions about sharing information and rationale.

7. Temporary Suspension of Sessions

Family Link is committed to inclusion and will make every reasonable effort to support children and young people to continue accessing services safely and successfully.

However, where a child's or young person's behaviour presents a significant risk to their own safety and wellbeing, or that of other participants, staff, volunteers, or members of the public, Family Link may determine that a temporary suspension from sessions is necessary.

Any decision to temporarily suspend attendance will:

- Be considered on a case-by-case basis.
- Be informed by a risk assessment and relevant incident records.
- Take into account the needs, rights and wellbeing of all parties involved.
- Be discussed with parents/carers wherever possible.
- Consider advice from relevant professionals where appropriate.

A temporary suspension is not intended as a punishment. Rather, it provides an opportunity for Family Link, the child or young person, their family, and relevant professionals to review support arrangements, update risk assessments, implement additional control measures, and identify any further resources, training or reasonable adjustments that may be required.

Family Link will work collaboratively with families and partner agencies to support the safe reintroduction of the child or young person to sessions wherever possible.

8. Multi-Agency Working

Family Link will cooperate with statutory and voluntary agencies, including Local Authorities, Police, Health services, and advocacy organisations. This may include:

- Attending safeguarding meetings
- Sharing relevant information
- Coordinating internal investigations with external procedures
- Ensuring adults can continue activities safely

9. Monitoring, Review, and Training

- Trustees and DSL will **receive annual safeguarding reports** detailing incidents, outcomes, and lessons learned.
- Policy and procedures are **reviewed annually** or sooner if legislation or guidance changes.
- Staff and volunteers receive **mandatory safeguarding adults training** relevant to their roles.

10. Appendices

Appendix 1 – Safeguarding Lead Role Description (Family Link)

Role Title: Safeguarding Lead – Adults at Risk

Responsible to: Chair of Trustees

Primary Purpose:

To lead on safeguarding adults within Family Link, ensuring policies and procedures are implemented effectively, concerns are managed appropriately, and the organisation maintains a safe, inclusive environment for all adults participating in activities.

Key Duties and Responsibilities

1. Policy and Procedure Management

- Maintain and review Family Link's Safeguarding Adults Policy and related procedures in line with current legislation and best practice.
- Ensure all other organisational policies reflect the commitment to safeguarding adults

2. Training and Awareness

- Advise on and support the development of safeguarding adult training for staff, volunteers, and trustees.
- Ensure staff and volunteers are aware of procedures for reporting concerns and understand their safeguarding responsibilities.

3. Managing Concerns

- Receive, record, and manage reports of abuse, neglect, or poor practice affecting adults.
- Act as the primary point of contact for safeguarding concerns raised internally or externally.
- Support the Chair of Trustees in coordinating Case Management Groups when required.

4. External Liaison

- Liaise with statutory authorities, including Local Authorities, social services, and the police, as appropriate.
- Represent Family Link in safeguarding meetings or reviews related to adults at risk.

5. Oversight and Support

- Provide guidance and support to staff and volunteers in safeguarding matters.
- Contribute to recruitment, selection, and induction processes to ensure safeguarding standards are upheld.

6.Promoting a Safe Environment

- Work collaboratively with staff, trustees, and volunteers to create a positive, inclusive, and safe environment for all adults involved in Family Link activities.

Note: This role is central to ensuring Family Link's commitment to safeguarding adults is consistently implemented across all activities and events.

Appendix 2 – Case Management Groups – (Family Link)

Purpose:

Case Management Groups (CMGs) at Family Link provide a structured process to review, manage, and respond to safeguarding concerns involving adults at risk. They ensure decisions are coordinated, proportionate, and consistent with Family Link's Safeguarding Adults Policy.

Membership

A CMG should include:

- The **Designated Safeguarding Lead** (Chair of the group for the case)
- **Trustee oversight** (e.g., Chair of Trustees or nominated trustee for safeguarding)
- **Relevant staff or volunteers** with knowledge of the case
- **External safeguarding expertise** if required (e.g., social services, police, or specialist advocate)

Responsibilities

Case Management Groups are responsible for:

1. **Initial Assessment**
 - Review reports of concerns and determine if further action is needed.
 - Decide the immediate safeguarding measures to protect the adult at risk.
2. **Decision-Making and Action Planning**
 - Determine the appropriate course of action, including internal investigation, referral to statutory agencies, or both.
 - Consider interim actions such as temporary suspension of staff or volunteers where necessary.
3. **Coordination and Oversight**
 - Ensure all actions are properly documented and communicated to relevant internal and external parties.
 - Liaise with external agencies as required to safeguard the adult.
4. **Review and Learning**
 - Monitor the progress of cases and review outcomes.

- Identify lessons learned and recommend updates to policies, procedures, or training where appropriate.

Notes:

- CMGs meet as needed, depending on the urgency and complexity of safeguarding concerns.
- All CMG actions must be consistent with Family Link's safeguarding principles, prioritising the adult's safety, dignity, and well-being.
- Detailed records of decisions, actions, and outcomes must be securely maintained.

Appendix 3 – Sources of Information and Support (Family Link)

Family Link staff, volunteers, and trustees can access the following organisations for guidance, support, and reporting concerning adult safeguarding. These organisations provide advice, resources, and advocacy services relevant to adults at risk, including those with disabilities or complex needs.

National Safeguarding and Advocacy Organisations

- **Ann Craft Trust (ACT)** – Specialist support for safeguarding adults, including those with disabilities, in youth and community settings.
Tel: 0115 951 5400 | Email: ann-craft-trust@nottingham.ac.uk | www.anncrafttrust.org
- **Action on Elder Abuse** – Supports the prevention and reporting of abuse of older adults.
Tel: 020 8765 7000 | Email: enquiries@elderabuse.org.uk | www.elderabuse.org.uk
- **Respond** – Provides services for adults with learning disabilities who are victims of abuse, and training for staff supporting them.
Tel: 020 7383 0700 | Helpline: 0808 808 0700 | Email: services@respond.org.uk | www.respond.org.uk

Domestic Abuse and Hate Crime Support

- **National Domestic Abuse Helpline (England)** – 24/7 support for survivors of domestic abuse.
Tel: 0808 2000 247 | www.nationaldahelpline.org.uk
- **Men's Advice Line** – Support for male survivors of domestic abuse.
Tel: 0808 801 0327 | www.mensadviceline.org.uk
- **National LGBT+ Domestic Abuse Helpline** – Support for LGBT+ survivors.
Tel: 0800 999 5428 | www.lgbtdomesticabuse.org.uk
- **Stop Hate Crime UK** – Support for victims of hate crime and discrimination.
Tel: 0800 138 1625 | Web Chat: www.stophateuk.org | Email: talk@stophateuk.org
- **Women's Aid Federation of England and Wales** – Domestic violence support and advocacy for women.
www.womensaid.org.uk

Sexual Abuse Support

- **Rape Crisis Federation of England and Wales** – Resources and support for survivors of sexual abuse.
Email: info@rapecrisis.co.uk | www.rapecrisis.org.uk

Personal Safety and Victim Support

- **Susy Lamplugh Trust** – Guidance on personal safety and reducing the risk of aggression or harm.
Tel: 020 8392 1839 | Email: info@suzylamplugh.org | www.suzylamplugh.org
- **Victim Support** – Practical and emotional support for victims of crime.
Tel: 0808 168 9111 | www.victimsupport.org

Guidance for Family Link Staff and Volunteers:

- These sources should be consulted for advice, reporting guidance, or referrals where concerns arise about adults at risk.
- In all cases, Family Link staff must follow internal safeguarding procedures and liaise with the Designated Safeguarding Lead before or alongside contacting external organisations.
- Confidentiality and data protection principles must always be observed when sharing any information.

Policy approved and adopted by the Family Link Board of Trustees

On the: 29 April 2015

Reviewed: 8th January 2026 by Trustee – Paula Hollywood

Current Play Leader – Kenzie / Megan / Reneé / Emma

Current Safeguarding Trustee – Julia James – 07894 672019

Policy due for review: 8th January 2027