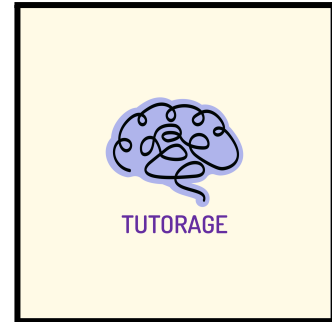


Safeguarding Vulnerable Adults Policy

Last Updated: *November 2025*



Tutorage C.I.C is committed to:

- Ensuring that the welfare of adults is paramount at all times
- Maximising people's choice, control and inclusion and protecting their human rights
- Working in partnership with others in order to safeguard vulnerable adults
- Ensuring safe and effective working practices are in place
- Supporting staff within the organisation

Introduction

This policy sets out the roles and responsibilities of Tutorage in working together with other professionals and agencies in promoting adults' welfare and safeguarding them from abuse and neglect.

This policy is intended to support staff working within Tutorage C.I.C. Policies linked with this will include: whistle blowing, complaints, information sharing, safeguarding children, domestic violence, disciplinary and equality and diversity.

Scope

This policy applies to all staff, both permanent and temporary, and volunteers as well as all people who work on behalf of Tutorage C.I.C.

Definitions

A vulnerable adult is defined as any person aged 18 or over who:

- May be in need of community care services by reason of mental, or other disability, age or illness.
- Who may be unable to take care of themselves or unable to protect themselves against harm or serious exploitation.
- Who has a learning or physical disability; a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or a reduction in physical or mental capacity.

- Has a disability that makes them dependent upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions; severe impairment in the ability to communicate with others; or impairment in a person's ability to protect himself from assault, abuse or neglect.

All adults who meet any of the above criteria may be defined as vulnerable adults.

Responsibilities of Tutorage C.I.C

- To take action to identify and prevent abuse from happening.
- Respond appropriately when abuse has or is suspected to have occurred.
- Ensure that the agreed safeguarding adult's procedures are followed at all times.
- Provide support, advice and resources to staff in responding to safeguarding adult issues.
- Inform staff of any local or national issues relating to safeguarding adults.
- Ensure staff are aware of their responsibilities to attend training and to support staff in accessing these events.
- Ensuring that the organisation has a dedicated staff member with an expertise in safeguarding adults.
- Ensuring staff have access to appropriate consultation and supervision regarding safeguarding adults.
- Understanding how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- Ensure that information is available for people that use services, family members setting out what to do if they have a concern
- Ensure that all employees and volunteers who come in contact with vulnerable adults have a DBS check.

Responsibilities of all staff

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of a vulnerable adult.
- Participate in safeguarding adults training and maintain current working knowledge.
- Discuss any concerns about the welfare of a vulnerable adult with their line manager.
- Contribute to actions required including information sharing and attending meetings.
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use services.

- Remain alert at all times to the possibility of abuse.
- Recognise the impact that diversity, beliefs and values of people who use services can have.

Training

All staff and volunteers and Trustees should receive a basic Safeguarding Vulnerable Adult's awareness training on induction and regular refresher training. Enhanced training including 'Prevent' is completed by the Managing Director and those delivering community courses engaging with adults as part of Adult Community Learning.

Reporting Abuse

It is expected that all staff and volunteers follow this reporting procedure:

1. If staff or volunteers suspect a vulnerable person is being abused or is at risk of abuse, they are expected to report concerns to the Managing Director.
2. If at any time staff and volunteers feel the person needs urgent medical assistance, they have a duty to call for an ambulance or arrange for a doctor to see the person at the earliest opportunity.
3. If staff or volunteers have reason to believe the vulnerable person is in immediate and serious risk of harm, or that a crime has been committed the Police must be called.

All service users need to be safe. Throughout the process the service users' needs remain paramount. This process is about protecting the adult and prevent of abuse. Abuse can take many forms including physical and mental; financial or other exploitation; 'grooming'; criminal or terror related activities. This policy is supported by Staffordshire County Council's Safeguarding information on these and other issues a copy of which is kept at Tutorage C.I.C and of which the Managing Director has received training in and can support any concerns.

Alleged abuser and victims who are both service users

Where it is identified that both the alleged abuser and alleged victim are service users staff and volunteers supported by the Managing Director may discuss cases, however meetings with both the alleged abuser and alleged victim in attendance are not considered appropriate and it may be necessary to temporarily suspend support to either or both parties. Where possible appropriate agencies should already be involved to support the alleged victim.

Allegation of abuse against a staff member or volunteer

Employees and volunteers should be aware that abuse is a serious matter and can lead to a criminal conviction. Where applicable the organisation's disciplinary policy should be implemented which may include reporting to the Police.

Staff member or volunteer as vulnerable adults

Where staff or volunteers are considered to be a vulnerable adult they are protected by this policy as would any other vulnerable adult, as well as protection as an employee of Tutorage C.I.C. The same procedure should be followed to protect that individual.

Confidentiality and information sharing

'No Secrets' (DH 2000) states that the government expects organisations to share information about individuals who may be at risk from abuse. It is important to identify an abusive situation as early as possible so that the individual can be protected. Withholding information may lead to abuse not being dealt with in a timely manner. Confidentiality must never be confused with secrecy, staff and volunteers have a duty to share information relating to suspected abuse with social care and the Police.

Consent is not required to breach confidentiality and make a safeguarding referral where:

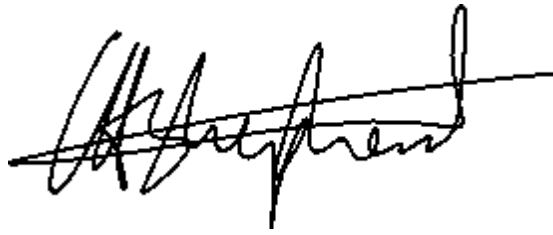
- A serious crime has been committed
- Where the alleged perpetrator may go on to abuse others or harm themselves
- Other vulnerable adults are at risk in some way
- The vulnerable adult is deemed to be in serious risk
- There is a statutory requirement e.g. Children's Act 1989, Mental Health Act 1983, Care Standards Act 2000
- The public interest overrides the interest of the individual
- A member of staff of a statutory service, a private or voluntary service or a volunteer is the person accused of abuse, malpractice or poor professional standards.

If a worker or volunteer has any doubt about the legality of sharing information, they can in the first instance consult with the Managing Director.

Monitoring

The Managing Director will be responsible for monitoring this policy. This policy will be reviewed annually by the Trustees.

Signed by:
Claire Shepherd
Managing Director

A handwritten signature in black ink, appearing to read 'Claire Shepherd', written over a horizontal line.