

Kings Support Group Ltd

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Kings Support Group Ltd

Safeguarding Adults Policy & Procedure

Version: 1.0

Date Issued: February 2026

Next Review: February 2028

Approved by: Director, Kings Support Group Ltd

1. Policy Statement

Kings Support Group Ltd is committed to protecting the safety, wellbeing and rights of adults who may be at risk of abuse, neglect or exploitation. We provide supported accommodation for young adults aged 18–25, many of whom may have experienced trauma, instability or vulnerability.

We believe that safeguarding is everyone's responsibility. All staff, volunteers, contractors and partners must remain vigilant, act promptly and follow this policy to ensure that adults at risk are protected from harm.

Our safeguarding approach is:

- **Trauma-informed**
- **Person-centred**
- **Strengths-based**
- **Aligned with the Care Act 2014**
- **Focused on prevention, protection and empowerment**

2. Legal Framework

This policy is guided by the:



- Care Act 2014
- Mental Capacity Act 2005
- Human Rights Act 1998
- Equality Act 2010
- Domestic Abuse Act 2021
- Working Together to Safeguard Adults (2023)
- Local Safeguarding Adults Board (SAB) procedures

3. Scope

This policy applies to:

- All Kings Support Group Ltd staff
- Volunteers
- Contractors
- Agents
- Students on placement
- Partner agencies working within our services

It covers all adults aged 18+ who may be at risk of abuse or neglect.

4. Definitions

Adult at Risk

A person aged 18 or over who:

- Has care and support needs
- Is experiencing or at risk of abuse or neglect
- Is unable to protect themselves because of those needs

Abuse and Neglect



Abuse may be:

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

Mental Capacity

The ability to understand, retain, weigh up and communicate decisions.
We follow the **Mental Capacity Act 2005** principles.

5. Principles of Safeguarding

Kings Support Group Ltd follows the six Care Act principles:

1. **Empowerment** – supporting individuals to make their own decisions
 2. **Prevention** – acting early to stop harm before it occurs
 3. **Proportionality** – responding appropriately to the level of risk
 4. **Protection** – supporting those most in need
 5. **Partnership** – working with local authorities, police and agencies
 6. **Accountability** – being transparent and responsible
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6. Roles and Responsibilities

Director/Registered Manager

- Overall responsibility for safeguarding
- Ensures compliance with legislation
- Ensures staff training and supervision

Designated Safeguarding Lead (DSL)

- Receives and manages safeguarding concerns
- Liaises with the Local Authority Safeguarding Adults Team
- Maintains safeguarding records
- Supports staff with decision making

All Staff

- Must report concerns immediately
- Must not investigate independently
- Must complete safeguarding training
- Must maintain professional boundaries

7. Recognising Signs of Abuse

Staff must be alert to:

- Unexplained injuries
 - Changes in behaviour or mood
 - Withdrawal or isolation
 - Fear of certain individuals
 - Poor living conditions
 - Missing money or possessions
 - Signs of coercion or control
 - Self-neglect indicators (poor hygiene, malnutrition, hoarding)
 - Self-harm indicators (sudden wounds, cuts or burns, overdose, misuse of drugs and/or alcohol, eating disorders such as anorexia nervosa, binge eating or bulimia)
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8. Reporting a Safeguarding Concern

Immediate Danger

Call **999**.

Non-Emergency Concern

Report to the **Designated Safeguarding Lead** immediately.

Staff must:

1. Record what they saw/heard
2. Use the person's own words where possible
3. Not promise confidentiality
4. Not ask leading questions
5. Submit a written report within **24 hours**

The DSL will:

- Assess the concern
- Decide whether to refer to the Local Authority
- Record all actions
- Update the resident's support plan if needed

9. Making a Referral

The DSL will contact:

Local Authority Safeguarding Adults Team
(Using the relevant borough's referral process)

Information shared will follow **GDPR** and **information sharing guidance**.



10. Responding to Allegations Against Staff

If a staff member is accused of abuse:

- They will be removed from direct contact with residents and fully investigated
- The DSL will notify the Director
- A referral may be made to:
 - Local Authority
 - Police
 - DBS (Disclosure & Barring Service)

Kings Support Group Ltd will follow disciplinary procedures including summary dismissal for gross misconduct.

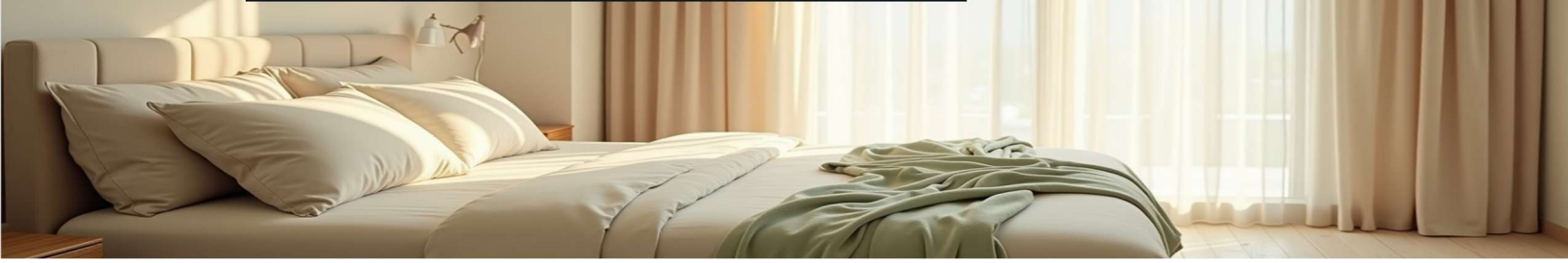
11. Confidentiality & Information Sharing

We share information:

- Only when necessary
- Only with relevant agencies
- In line with the Care Act and GDPR

We do **not** promise confidentiality to residents where safety is at risk.

12. Record Keeping



All safeguarding records must be:

- Accurate
- Factual
- Dated and signed
- Stored securely
- Accessible only to authorised staff

Records are retained for **7 years**.

13. Training

All staff must complete:

- Safeguarding Adults Level 1 & 2
- Annual refresher training
- Induction safeguarding briefing

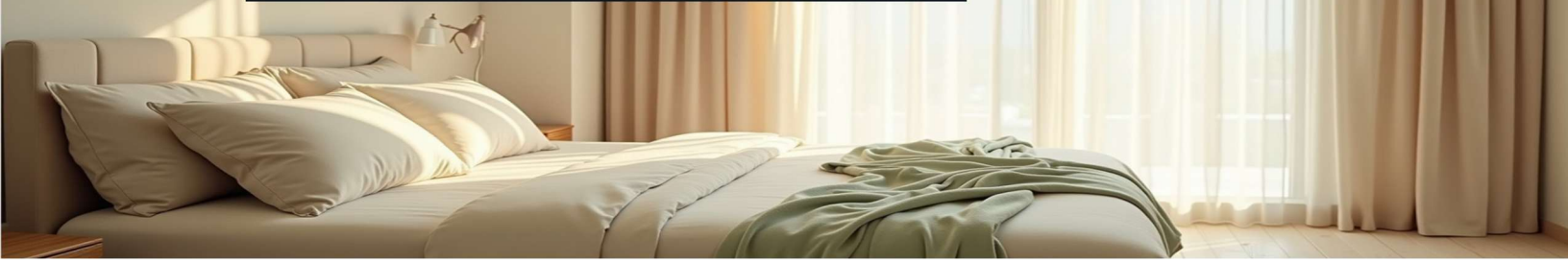
DSLs must complete **advanced safeguarding training**.

14. Partnership Working

We work closely with:

- Local Authority Safeguarding Adults Teams
- Police
- Health services
- Probation
- Social care
- Housing partners

We attend multi-agency meetings when required.



15. Whistleblowing

Staff can report concerns about unsafe practice through:

- Internal whistleblowing procedures
- Local Authority
- CQC (if applicable)

No staff member will be penalised for raising concerns in good faith.

16. Policy Review

This policy will be reviewed:

- Every **2 years**
 - After any major safeguarding incident
 - In line with changes to legislation or guidance
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