



Safeguarding Children and Adults at Risk Policy

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Version No	Review Date	Reviewed by	Next Review Due
Policy Implemented	November 2018		
v1.0	31 July 2024	RemCo	February 2026
v2.0	17 October 2025	RemCo	October 2026



1. Introduction

1.1 Purpose and aim

This Safeguarding Policy (the “**Policy**”) sets out Police Care UK’s approach to safeguarding and promoting the welfare of children and ‘at risk’ vulnerable adults.

1.2 Scope

This policy applies to all aspects of our work and to everyone working for Police Care UK, including permanent and temporary employees, agency staff, those on secondment or placement, volunteers, trustees and contractors (“**Staff**”).

1.3. Procedure

The Safeguarding Procedure document sets out guidance regarding the processes to be followed should Staff become aware that any individual is being harmed or is at risk of harm. (appendix III)

1.4. Values and commitments

Police Care UK is committed to, and has a duty to, safeguard and promote the welfare of children and adults at risk who use its services or with whom it comes into contact. We take safeguarding very seriously at Police Care UK and believe that safeguarding children and adults at risk, and protecting them from harm, is everyone's responsibility.

The following has been agreed as Police Care UK’s statement on its commitment. The statement below can be found on Police Care UK’s website:

“Police Care UK is committed to safeguarding and promoting the welfare of children and adults at risk. We provide confidential support for beneficiaries and handle personal data in compliance with data protection legislation, including the UK GDPR and the Data Protection Act 2018. We also recognise our duty of care to our beneficiaries and may share information if there is a concern for risk to life or harm to others.

Safeguarding is everyone’s responsibility – Police Care UK expects all trustees, staff, and volunteers to share this commitment.”

Commitment to Equality and Anti-Discriminatory Practice

Police Care UK is committed to promoting equality, diversity, and inclusion in all aspects of its work. We believe that safeguarding must be

underpinned by a culture of respect and fairness, where everyone—regardless of age, disability, gender identity, race, religion, sexual orientation, or socioeconomic background—is treated with dignity and protected from harm. We actively work to eliminate discrimination by ensuring our safeguarding procedures are inclusive, appointing designated safeguarding leads, providing regular training to staff and volunteers, and fostering an environment where concerns can be raised safely and respectfully. Our safeguarding practices reflect our dedication to building a culture where everyone knows how they are expected to behave and feels confident to speak up

- 1.5. This Policy draws on underpinning safeguarding legislation and guidance, a list of which can be found in Appendix 1.
- 1.6. Failure to comply with this Policy may put you at risk of disciplinary action.

2. Expectations of Staff, Volunteers and Trustees

- 2.1. Everyone working for, or representing, Police Care UK has a mandatory responsibility to familiarise themselves with this Policy and related procedures, and to ensure that the safety and welfare of children and adults at risk remain central to all Police Care UK activities.
- 2.2. All Staff are required to inform their Line Manager(s) immediately if any safeguarding concern arises involving themselves, a child or a vulnerable adult.
- 2.3. Any allegations regarding misconduct will be managed under the Police Care UK Disciplinary Procedure.

3. Safeguarding Training

- 3.1. Police Care UK is committed to ensuring that all Staff understand their safeguarding responsibilities and keep their knowledge up to date. All Staff will be required to complete Police Care UK's online safeguarding course within their first 3 months (or demonstrate that they have undertaken equivalent training in the last 12 months, subject to Line Manager approval).
- 3.2. Refresher training will be required in the event of significant changes in law, Police Care UK policies or procedures, or where a member of Staff has not undertaken training within the past 2 years.
- 3.3. Police Care UK will appoint designated safeguarding leads (each a “**DSL**”) who are responsible for safeguarding operations and responsibilities. DSLs will be trained to a minimum of safeguarding level 4. The list of current DSLs can be found at Appendix II. Training will be arranged by Police Care

UK. Annual refresher training will be specifically focused on risk management and safeguarding practices, updates in legislation, good practice, and/or pertinent issues.

- 3.4. The DSLs are responsible for managing and reporting safeguarding concerns immediately and shall meet quarterly to review trends and actions taken.

4. Acting on Safeguarding Concerns (see flow chart at Appendix III)

- 4.1. We all have a responsibility to make sure that concerns about children and adults at risk are passed to relevant agencies that can support without delay.
- 4.2. If anyone is concerned that a child or adult at risk is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.
- 4.3. Acting on safeguarding concerns should be done in accordance with Police Care UK's Safeguarding Procedure, which sits alongside this Policy.
- 4.4. Sometimes making reports about colleagues can be very difficult. You may wish to make such a report through confidential whistle blowing arrangements. Please refer to the Police Care UK Whistleblowing Policy.
- 4.5. You must consult with a DSL regarding any concerns, in line with section 6 of Police Care UK's Safeguarding Procedure.
- 4.6. Where appropriate, the Chief Executive Officer ("**CEO**") will contact the Charity Commission in line with the Charity Commission guidance on reporting serious incidents.¹ This will include serious safeguarding concerns being raised about a member of staff or an allegation made about their conduct. If a concern is raised against the CEO or a trustee, the Chair of the Board of Trustees shall be responsible for making the report to the Charity Commission.
- 4.7. DSLs will meet on a quarterly basis as part of clinical governance meetings and a safeguarding report will be provided to the CRM & QAC on a quarterly basis for oversight by the safeguarding Trustee. Where there is a safeguarding matter requiring further attention, the Safeguarding Trustee will be notified expediently for consultation and oversight.

¹ <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

- 4.8. DSLs are required to report annually to the Board of Trustees on safeguarding concerns raised, actions taken, training completed, updates to policies or procedures, and emerging risks or areas for improvement.

5. Learning and Improving

- 5.1. We are committed to continuously improving our knowledge and practices to best protect children and adults at risk. We will review our practices monthly which will include safeguarding leads reviewing case reviews, safeguarding register and lessons learnt to ensure that safeguarding is a priority across all Police Care UK activities. Where appropriate, we will ensure Staff are actively involved in relevant training, workshops and discussions.
- 5.2. Safeguarding Leads will carry out monthly or sooner reviews, where applicable, of our actions in cases where an adult at risk or child comes to our attention. The main purpose of the reviews is to identify areas where our systems and procedures can be improved to better protect our beneficiaries and Staff. Additionally, Police Care UK aims to cultivate a culture where it is encouraged to openly highlight, discuss and learn from any concerns, issues or near misses.
- 5.3. Police Care UK use an electronic recording system to capture and monitor all relevant safeguarding data, to evidence compliance with safeguarding standards.
- 5.4. Police Care UK will maintain the confidentiality and security of all personal data, processing it in compliance with the Data Protection Act 2018 ("**DPA 2018**") and UK General Data Protection Regulations ("**UK GDPR**"), along with Police Care UK's Privacy Policy and Record Keeping Policy.
- 5.5. Such data will be stored electronically via a secure site, accessible only by a DSL, the Director of Clinical and Beneficiary Services, the CEO and/or the designated trustee(s) of Police Care UK with responsibility for the oversight of safeguarding.
- 5.6. The duty safeguarding lead will actively review any live safeguarding cases and where applicable, work across multidisciplinary teams (MDT) which can include clinicians, fundraising, engagement, finance and other departments as needed. Further discussions for learning will take place in monthly safeguarding meetings, and safeguarding procedures will be reviewed monthly to identify common themes or trends arising from safeguarding concerns or disclosures. Safeguarding procedures will be reviewed considering any legislation amendments.

- 5.7. This quality assurance mechanism is a crucial and integral part of the safeguarding governance arrangements. Best practice identified during any quality and review process will be fed into staff training and updating relevant policies and procedures.

6. Exceptions

- 6.1. There are no exceptions to this policy.

APPENDIX I - Relevant Legislation and Guidance

UK

- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- Domestic Violence, Crime and Victims Act 2004
- Protection of Freedoms Act 2012 (provisions on vetting and barring scheme)
- Serious Crime Act 2015, Section 76
- The Counter Terrorism and Security Act 2015, Section 26 the “Prevent Duty”
- The Modern Slavery Act 2015
- Data Protection Act 2018

England and Wales

- Children Act 1989
- Children Act 2004
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006

England, Wales and Scotland

- Equality Act 2010

England only

- Care Act 2014
- Care Quality Commission (Registration) Regulations 2009
- [Working Together to Safeguard Children 2023](#)

Wales only

- Social Services and Well-being (Wales) Act 2014
- [Statutory safeguarding guidance: Working Together to Safeguard People](#)
- [Wales Safeguarding Procedures](#)

Scotland only

- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland 2021
- Getting it right for every child (GIRFEC) 2023
- Adult Support and Protection (Scotland) Act 2007
- Adult Support and Protection (Scotland) Act 2007: Code of Practice
- Adults with Incapacity (Scotland) Act 2000
- Protection of Vulnerable Groups (Scotland) Act 2007

Northern Ireland only

- The Children (Northern Ireland) Order 1995
- Children’s Services Co-operation Act (Northern Ireland) 2015
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Mental Capacity Act (Northern Ireland) 2016
- Northern Ireland Act 1998



- [Co-operating to Safeguard Children and Young People in Northern Ireland 2024](#)
- [Adult Safeguarding: Prevention and Protection in Partnership Key Documents](#)



APPENDIX II

Safeguarding Leads

Name	Date of Training	Level of Training
Claire Craigie	23/11/23	Level 4
Sharon Lawrence	23/11/23	Level 4
Quita Walker	16/01/25	Level 4
Tracy Hampson	9/10/25	Level 4

Safeguarding procedure flow chart (see Safeguarding and adults at risk procedure for detail of contacts and report form)

