



Old Farnley & District Community Association

Trading as Farnley Community Centre

Charity Number: 1206552

ADULT SAFEGUARDING POLICY

Effective from: 01/09/2025

Review by: 01/09/2026

Adult Safeguarding Policy

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LS12 5AA

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www.farnleycommunitycentre.co.uk

For: Old Farnley & District Community Association trading as Farnley Community Centre

Effective from: 01/09/2025 | Review by: 01/09/2026

Old Farnley & District Community Association (Charity No. 1206552) | DSL: Peter Allison
(Chair & Trustee) | Email: peter.allison@farnleycommunitycentre.co.uk | Tel: 0113 460702

1. Purpose & Scope

This policy sets out how Old Farnley & District Community Association trading as Farnley Community Centre will safeguard adults at risk who engage with our services, activities and facilities. It applies to all trustees, staff, sessional workers, contractors, and volunteers ('representatives'). The policy aligns with the Care Act 2014 and its statutory guidance, the Mental Capacity Act 2005, the Data Protection Act 2018/UK GDPR, and the Human Rights Act 1998.

2. Definitions

An 'adult at risk' is a person aged 18 or over who:

- has needs for care and support; and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those needs is unable to protect themselves from the risk or experience of abuse or neglect.

'Safeguarding' means protecting an adult's right to live in safety, free from abuse and neglect.

3. Safeguarding Principles (Care Act)

- Empowerment: Presumption of person-led decisions and informed consent.
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities.
- Accountability: Accountability and transparency in delivering safeguarding.

4. Types of Abuse and Neglect

- Physical abuse (including domestic abuse).
- Sexual abuse.
- Psychological or emotional abuse.
- Financial or material abuse.
- Modern slavery and exploitation.
- Discriminatory abuse.
- Organisational or institutional abuse.
- Neglect and acts of omission.
- Self-neglect.

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5. Roles and Responsibilities

Trustees will:

- Approve and annually review this policy and oversee its implementation.
- Ensure robust safer recruitment, induction, and training arrangements.
- Monitor safeguarding concerns, trends and learning (confidentially).

Designated Safeguarding Lead (DSL): Peter Allison, Chair & Trustee –
peter.allison@farnleycommunitycentre.co.uk – 0113 4604702

- Act as the main point of contact for safeguarding concerns.
- Provide advice to representatives; make or support referrals to the Local Authority.
- Liaise with police, Local Authority and other agencies as appropriate.
- Ensure records are accurate, secure and stored in line with data protection law.

All representatives will:

- Read, understand and follow this policy and related procedures.
- Complete safeguarding training appropriate to their role (at least every 2 years).
- Report concerns promptly if they witness, suspect or are told about abuse/neglect.

6. Safer Recruitment & Training

- Role descriptions, application forms and values-based interviews.
- Identity checks, references, and Disclosure and Barring Service (DBS) checks appropriate to role.
- Induction covering safeguarding, code of conduct, boundaries and escalation routes.
- Mandatory refresher training at intervals set by the trustees (minimum every 2 years).

7. Code of Conduct & Safe Practice

- Treat all adults with dignity and respect; promote their wellbeing and independence.
- Maintain professional boundaries; avoid private contact on personal accounts/devices.
- Do not give lifts, gifts, or personal contact details except with prior approval and recording.
- Never engage in or tolerate humiliating, abusive or exploitative behaviour.
- Use a 'two-adult rule' where practicable for one-to-one situations and personal care.
- Record and report all incidents, accidents or near misses.

8. Recognising, Responding and Reporting Concerns

If someone is in immediate danger or requires urgent medical attention, call 999.

Otherwise:

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1. Listen, reassure, and take concerns seriously. Do not promise confidentiality.
2. Establish basic facts without leading questions. Record exact words where possible.
3. Assess immediate risks and take steps to keep the person and others safe.
4. Report concerns to the DSL (or Trustee on call) as soon as possible and within 24 hours.
5. DSL decides on next steps, including whether to seek consent and/or make a referral to the Local Authority Adult Social Care ('safeguarding team') and/or the police.
6. Record all actions and decisions on the safeguarding concern form and store securely.

9. Consent, Capacity & Information Sharing

- Follow the Mental Capacity Act 2005: presume capacity unless proven otherwise; support decision-making; act in best interests if a person lacks capacity; choose the least restrictive option.
- Seek consent to share information wherever safe and appropriate.
- Share without consent if there is a vital interest, risk of serious harm, or for crime prevention/detection, in line with UK GDPR/Data Protection Act 2018.
- Make Safeguarding Personal: involve the adult in decisions and focus on their outcomes.

10. Recording & Data Protection

- Use the standard safeguarding concern form and body map if applicable.
- Make records factual, timely, dated and signed. Store securely with restricted access.
- Retain safeguarding records for a minimum of 7 years (or longer if required by insurers/law).
- Comply with data protection law and the organisation's Data Protection/Privacy Policy.

11. Managing Allegations or Concerns About Representatives

- Report any allegation about a representative immediately to the DSL and Chair of Trustees (or any trustee if conflict).
- Consider suspension or alternative duties without prejudice while enquiries take place.
- Report to the Local Authority and/or police where appropriate.
- Follow disciplinary, complaints, and whistleblowing procedures as applicable.

12. Working with Partners & Venue Hirers

- Require third-party groups hiring rooms to have appropriate safeguarding arrangements.
- Include safeguarding clauses in hire agreements and monitor compliance proportionately.
- Share this policy with partners and provide contact details for the DSL.

13. Preventing Radicalisation (Proportionate)

Representatives should remain alert to safeguarding concerns that may indicate radicalisation. Concerns should be reported to the DSL who will seek advice and, if appropriate, refer to Prevent/Channel via the Local Authority.

14. Health, Safety & Risk Management

- Complete risk assessments for activities, trips and lone working; review regularly.
- Ensure accessible premises and reasonable adjustments for disabilities.
- Maintain incident/accident reporting and first aid arrangements.

15. Complaints & Whistleblowing

We encourage concerns to be raised early. Our complaints and whistleblowing procedures enable representatives and members of the public to report malpractice safely, including to external agencies where necessary.

16. Policy Governance

- Approved by: Board of Trustees of Old Farnley & District Community Association on 01/09/2025.
- Next review due: at least annually or after a significant safeguarding incident/legislative change.
- Policy owner: Designated Safeguarding Lead.

Appendix A – Local Safeguarding Contacts

Complete for your area and display prominently:

Local Authority Adult Social Care (safeguarding team): 0113 222 4401
(9am to 5pm Monday to Friday, except Wednesday when we open at 10am) 0113 378 0644
(for emergencies on weekends, nights and bank holidays)
<https://www.leeds.gov.uk/sites/default/files/docs/SA1%20-%20tell%20us%20your%20concern.doc>

- Police (non-emergency): 101 | Emergency: 999.
- Safeguarding Adults Board: Leeds Safeguarding Adults Board | www.leedssafeguardingadults.org.uk
- NHS/GP contact (if relevant):
- DSL: Peter Allison (Chair & Trustee) | Email: peter.allison@farnleycommunitycentre.co.uk 0113 460 4702.

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Appendix B – Safeguarding Concern Form (Template)

Section 1: Reporter's Details

Name of person reporting concern: _____

Role (staff / volunteer / trustee / visitor / other): _____

Date & time of report: _____

Contact details: _____

Section 2: Person at Risk

Name: _____

Age / Date of Birth: _____

Gender: _____

Address (if known): _____

Contact number (if known): _____

Relationship to the charity (service user / visitor / other): _____

Section 3: Details of Concern

Date & time of incident / disclosure: _____

Location of incident (if applicable): _____

What happened? (Include what you saw, heard, were told — use the person's own words if possible):

Immediate actions taken (e.g., first aid, reassurance, contacted emergency services):

Section 4: Safeguarding Response

Name of DSL informed: _____

Date & time DSL informed: _____

Action taken by DSL (referral, monitoring, no further action, other):

External agencies contacted (if applicable):

Police: Yes / No – Reference No: _____

Leeds City Council Safeguarding: Yes / No – Contact person: _____

Other: _____

Section 5: Signatures

Report completed by (signature): _____ Date: _____

DSL signature: _____ Date: _____

⚠ Confidentiality Note: This form must be stored securely and only shared with those directly responsible for safeguarding.