



# SociABLES Hub Charity

Register Charity 1185428

*‘Enjoying a Life of their Choice’*

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## **Safeguarding Adults & Children Policy & Procedure**

**Reviewed & Adopted by board of Trustees**

**4<sup>th</sup> October 2024**

**Review October 2025**

## SAFEGUARDING CONTACT DETAILS:

### SociABLEs Hub Charity Designated Safeguarding Leads:

Name	Contact Details
Michelle Weaver Projects Quality Officer	<a href="mailto:Michelle@sociableshub.org.uk">Michelle@sociableshub.org.uk</a> Tel 07581 701522
Sharon Ann Fairfax CEO	<a href="mailto:Sharon@sociableshub.org.uk">Sharon@sociableshub.org.uk</a> Tel 07773 335524
Rebecca Lathe Designated Trustee	<a href="mailto:RebeccaLathe@gmail.com">RebeccaLathe@gmail.com</a> Tel 07771 901033

**CONTACT IN CASE OF EMERGENCY (IF DEEMED AT IMMEDIATE RISK OF HARM)**

**DIAL 999**

**Dial 112 for Ambulance, Fire or Police**

### **FOR CHILD OR VULNERABLE ADULT PROTECTION EMERGENCIES**

#### **Worcestershire**

**CHILDREN:** Tel: Family Front Door Duty Team **01905 822666** (office hours)

Or Emergency Duty Team **01905 768020** (outside of office hours)

(Professionals will need to complete the `Cause for Concern Notification Form` online)

**VULNERABLE ADULTS:** Tel: Early Response Triage Team **01905 843109 /WSAB 01905 768053**

**OR**

**Police Family Protection Unit 0300 333 3000**

#### **Herefordshire**

**CHILDREN:** Telephone MASH Duty Team **01432 260800** (office hours)

Or Emergency Duty Team **01905 768020** (outside of office hours)

**VULNERABLE ADULTS:** Tel: HSAB **01432 260715** (office hours)

Or Emergency Team Tel: **0330 123 9309** (outside of office hours)

**OR**

**Police Family Protection Unit 0300 333 3000**

#### **Shropshire**

**CHILDREN & ADULTS** Duty Team Tel: **0345 678 9021** (office hours)

Or Emergency Team **0345 678 9040** (out of hours)

**OR**

**Police Family Protection Unit 0300 333 3000**

**OTHER USEFUL NUMBERS:      CHILDLINE 0800 111      NSPCC 0808 800 5000**

### **FOR DENTAL EMERGENCIES:**

**Telephone the area Emergency Dentist:**

**Worcestershire: 01905 681796**

**Herefordshire: 01432 378920**

**Shropshire: 01743 341898**

## **Safeguarding Adults and Children Policy**

**Organisation : SociABLEs Hub & C.R.E.W.S. Registered Charity Number 1185428**

### **1. Purpose and Commitment**

SociABLEs Hub & C.R.E.W.S. is committed to safeguarding and promoting the welfare of all adults and children who use our services. We aim to protect them from abuse, neglect, exploitation, and harm. This policy sets out our responsibilities and the procedures we follow to ensure their safety.

### **2. Scope**

This policy applies to all staff, volunteers, trustees, contractors, and partner organisations working with adults (18+) and children (under 18) at risk supported by SociABLEs Hub & C.R.E.W.S. Some aspects of our services include young people under 18, so we ensure compliance with both adult and child safeguarding frameworks.

### **3. Legal and Policy Framework**

This policy is based on the following legislation and guidance:

- Care Act 2014
- Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Human Rights Act 1998
- Modern Slavery Act 2015
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Local Safeguarding Adults and Children Boards procedures

### **4. Definitions and Types of Abuse**

#### **Adults at Risk**

Anyone aged 18 or over who may be unable to protect themselves due to disability, mental health condition, age, illness, or other vulnerabilities.

#### **Children**

Anyone under the age of 18.

#### **Types of Abuse (Adults and Children) (In-depth descriptions of Types of Abuse –Appendix 1)**

**Physical abuse:** Hitting, slapping, pushing, misuse of medication, restraint.

**Emotional/Psychological abuse:** Verbal abuse, threats, humiliation, bullying.

**Sexual abuse:** Any non-consensual sexual act or behaviour. Any sexual act or behaviour towards a minor.

**Financial or material abuse:** Theft, fraud, misuse of benefits, exploitation of assets.

**Neglect or acts of omission:** Ignoring care needs, withholding necessities.

**Discriminatory abuse:** Based on race, gender, disability, sexual orientation, religion.

**Institutional abuse:** Poor care or neglect within an organisation.

**Self-neglect:** Neglecting one's own health, hygiene, or surroundings.

**Modern slavery:** Human trafficking, forced labour, domestic servitude.

**Radicalisation/Prevent:** Encouraging extremist views or actions.

## **5. Principles of Safeguarding**

- Empowerment: Support individuals to make their own decisions.
- Prevention: Prevent abuse before it occurs.
- Proportionality: Response should be appropriate and least intrusive.
- Protection: Support those in greatest need.
- Partnership: Work with other agencies and professionals.
- Accountability: Clear roles, responsibilities, and transparency.

## **6. Roles and Responsibilities**

### **CEO & Board of Trustees**

Responsible for ensuring effective safeguarding Policy and Procedures/arrangements and compliance.

### **Designated Safeguarding Lead (DSL)**

Leads on safeguarding matters, reports concern and liaises with agencies.

### **Staff and Volunteers – Safeguarding is everyone's responsibility.**

Staff and Volunteers, must follow this policy, attend training, and report concerns immediately.

## **7. Recognising Signs of Abuse (See In-depth Descriptions of Abuse - Appendix 1)**

Physical indicators (bruises, burns), behavioural changes (withdrawal, anxiety), financial irregularities, poor hygiene, fearfulness, or sudden changes in health or routines.

## **8. Reporting Procedures**

**Step 1:** If someone discloses abuse or you suspect abuse, listen carefully and stay calm. Do not investigate or ask leading questions.

**Step 2:** Record exactly what was said or observed, with dates, times, and facts.

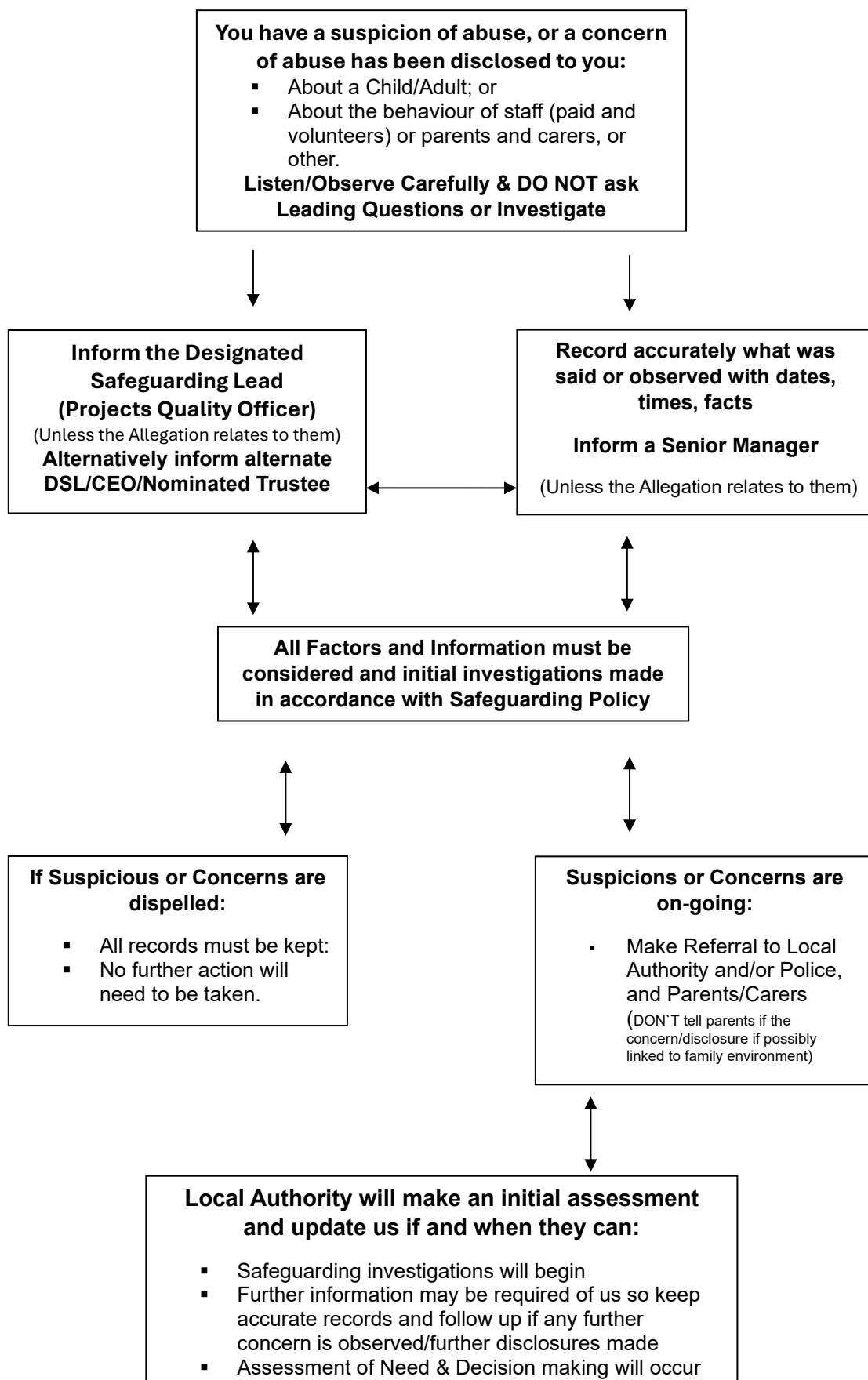
**Step 3:** Report immediately to the Designated Safeguarding Lead (DSL) or, if unavailable, Deputy DSL or Trustee responsible for Safeguarding, or if the disclosure or concern is an allegation against the DSL, Deputy etc., contact a senior manager.

**Step 4:** In emergencies where the person is at immediate risk, contact emergency services (999).

**Step 5:** The DSL will assess the concern and liaise with local safeguarding authorities.

The following is a flow chart for reporting Adult or Child Protection Concerns including Allegations, Concerns or Disclosures:

(NB This is also displayed at SociABLEs Hub`s Centre together with essential Emergency Contact Numbers)



## **9. Responding to Disclosures and Allegations (Info re: Barriers to responding - Appendix 2)**

- Believe the person and reassure them they did the right thing.
- Do not promise confidentiality; explain what you will do next.
- Avoid asking detailed or leading questions.
- Provide support and respect dignity.
- Maintain confidentiality and share information only on a need-to-know basis.

## **10. Training and Awareness**

- All staff and volunteers receive safeguarding training at induction and regular refresher training.
- DSL receives advanced training and keeps up to date with legislation.
- Training includes awareness of Prevent duty and recognising signs of modern slavery.

## **11. Record Keeping (Guidance Notes and Recording Template – Appendix 3)**

- Accurate, factual, and timely records of concerns, disclosures, and actions taken.
- Records stored securely with restricted access.
- Follow data protection laws.

## **12. Monitoring, Review and Quality Assurance**

- The Board reviews safeguarding arrangements annually or after incidents.
- Regular audits of safeguarding practice and staff compliance.
- Policy updated to reflect legislation or best practice changes.

## **13. Useful Contacts and Resources (See also Contacts Page 2)**

Emergency: 999

Non-emergency Police: 101

Local Safeguarding Adults Board: [Safeguarding Early Response & Triage Team 01905 843189]

Local Safeguarding Children Board: [Family Front Door 01905 822666/|Emergency Duty Team 01905 768020]

Modern Slavery Helpline: 08000 121 700

NSPCC Helpline: 0808 800 5000

Prevent Duty Advice: 020 7601 2442/Advice Line 0800 011 3764

Designated Safeguarding Lead (DSL): Michelle Weaver 07581 701522 email [michelle@sociableshub.org.uk](mailto:michelle@sociableshub.org.uk)

Deputy DSL: Sharon Ann Fairfax 0777 333 5524 email [sharon@sociableshub.org.uk](mailto:sharon@sociableshub.org.uk)

Designated Trustee DSL: Rebecca Lathe 07771 901033 email [rebeccaelathe@gmail.com](mailto:rebeccaelathe@gmail.com)