

Safeguarding Adults Policy

Organisation: Salisbury Golf Centre

Policy Title: Safeguarding Adults Policy

Effective Date: 1st January 2025

Review Date: 1st January annually

Approved By: Management

1. Policy Statement

Salisbury Golf Centre is committed to safeguarding adults at risk and promoting their welfare. We recognise our responsibility to take reasonable steps to protect adults from abuse, neglect, harm, or exploitation and to respond appropriately to safeguarding concerns.

This policy applies to all staff, coaches, volunteers, contractors, and anyone working on behalf of Salisbury Golf Centre.

2. Scope and Definitions

This policy applies to all activities carried out by Salisbury Golf Centre where adults may be present.

An **adult at risk** (also known as a vulnerable adult) is a person aged 18 or over who: - Has care and support needs, and - Is experiencing, or is at risk of, abuse or neglect, and - Is unable to protect themselves from that abuse or neglect

3. Legal Framework

This policy is informed by relevant UK legislation and guidance, including: - Care Act 2014 - Mental Capacity Act 2005 - Human Rights Act 1998 - Safeguarding Vulnerable Groups Act 2006 - Care and Support Statutory Guidance (Department of Health)

4. Principles of Adult Safeguarding

Salisbury Golf Centre will follow the six safeguarding principles: - **Empowerment** – supporting people to make their own decisions - **Prevention** – taking action before harm occurs - **Proportionality** – responding in the least intrusive way - **Protection** – supporting

those in greatest need - **Partnership** – working with relevant agencies - **Accountability** – acting transparently and responsibly

5. Roles and Responsibilities

Management Responsibilities

Management will: - Appoint a **Designated Safeguarding Lead (DSL)** for adults - Ensure safeguarding procedures are in place and followed - Support staff who raise safeguarding concerns - Ensure concerns are recorded and reported appropriately - Review safeguarding arrangements regularly

Staff and Volunteer Responsibilities

All staff and volunteers must: - Treat all adults with dignity and respect - Be alert to signs of abuse or neglect - Follow this policy and safeguarding procedures - Report concerns immediately to the Designated Safeguarding Lead - Maintain appropriate professional boundaries

6. Types of Abuse (Awareness)

Staff should be aware of the main types of abuse, including: - Physical abuse - Emotional or psychological abuse - Sexual abuse - Financial or material abuse - Neglect or acts of omission - Discriminatory abuse - Domestic abuse - Modern slavery

7. Recognising Safeguarding Concerns

Possible indicators of abuse or neglect may include: - Unexplained injuries or poor hygiene - Sudden changes in behaviour or mood - Fear, anxiety, or withdrawal - Unusual financial activity - Signs of coercion, control, or exploitation

8. Reporting Safeguarding Concerns

If you have a concern about an adult:

1. **Report the concern immediately** to the Designated Safeguarding Lead
2. Record the concern factually (what was seen or said, dates, times)
3. Do not investigate or promise confidentiality

If an adult is in immediate danger, **call 999**.

9. Mental Capacity and Consent

Where possible, adults should be involved in decisions affecting them.

If there is concern that an adult may lack mental capacity to make decisions, advice should be sought from appropriate professionals in line with the Mental Capacity Act 2005.

10. Allegations Against Staff or Volunteers

Any allegation or concern regarding the conduct of a member of staff, coach, or volunteer must be reported immediately to management.

Appropriate action will be taken in line with safeguarding guidance and internal disciplinary procedures.

11. Confidentiality and Information Sharing

Safeguarding information will be: - Treated as confidential - Shared only on a need-to-know basis - Recorded and stored securely in line with data protection requirements

Information may be shared without consent where there is a serious risk of harm.

12. Training and Awareness

Salisbury Golf Centre will: - Ensure staff are aware of adult safeguarding responsibilities - Provide appropriate information or training where required - Promote a culture of awareness and reporting

13. Policy Review

This policy will be reviewed: - Annually - Following any safeguarding incident - When there are changes to legislation or guidance
