



Empowering Futures - Safeguarding Adults

Empowering Futures is a CIO (Charitable Incorporated Organisation) registered Charity that provides a range of indoor and outdoor activities on our Care Farm.

- Forestry School
- Animal Care
- Horticulture
- Cooking
- Holistic Therapeutic Activity including Arts, expressive language
- Life Skills
- Health and Hygiene
- Training Courses
- Educationally based sessions included in all of the above

Whilst we deliver direct services or support for children, young people and adults at risk, Empowering Futures recognises that safeguarding those members of society is everyone's business and that all may become vulnerable at many stages in their lives. We are committed, therefore, to ensuring that Management, staff, volunteers, people engaging in work placements or work experience and those who participate in activities run by the organisation have an understanding of Safeguarding Adults at Risk and what forms abuse may take and that they know how and where to raise concerns, if abuse is suspected or reported.

This policy applies to all staff, including managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of the organisation to safeguard adults at risk. Empowering Futures will ensure everyone arranging events on their behalf are made aware of this policy. All staff have a duty to ensure they are qualified, have the experience and proficiency required, in any given activity, before they embark on it with our attendees alone.



Safeguarding Adults at Risk

Safeguarding is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect. In these cases, local services must work together to spot those at risk and take steps to protect them. The Care Act 2014 explains this in more detail and can be accessed using the link shown below;

<https://www.legislation.gov.uk/ukpga/2014/23/contents>

Definition of an Adult:

An adult is defined as anyone over the age of 18

Definition of Adults at Risk

An adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect (The Care Act 2014)

Embedding this policy with those who have extra learning needs

Prior to commencing engagement on the farm, inductions are held for all staff, volunteers and participants to ensure this policy is understood and achievable. We have ensured this policy is accessible to all by providing easy-read information with clear, easy-read, basic instructions and pictures to help educate and deliver the message. We will provide additional support to people who are unable to read or write, so they are aware of the policy's meaning. The Easy read link below can be used to access support

<https://www.wellaware.org.uk/wp-content/uploads/2017/11/Bristol-Safeguarding-adults-booklet-easy-read-guide-2014.pdf>



Safeguarding means protecting an individual's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that some individuals sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

There are 6 key principles that underpin the adult safeguarding Framework

Empowerment: people being supported and encouraged to make their own decisions and give 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 (communities have a part to play in preventing, detecting and reporting neglect and abuse)

Accountability: accountability and transparency in safeguarding practice

Abuse

Abuse is something that is done to another person, without their full understanding or consent, which harms them in some way. It may consist of a single act or repeated acts. Abuse may be carried out deliberately or unknowingly. People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.



It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for, this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of supporting the situation is likely to be different.

Abuse or neglect can take many forms and the circumstances of the individual case should always be considered. The following is a list of the types of abuse and neglect that can occur;

- **Physical abuse;** hitting, slapping, punching, burning
- **Domestic violence and abuse;** including psychological, physical, sexual, financial, emotional abuse; 'honour' based violence is recognised as abuse
- **Sexual abuse;** rape, indecent assault, inappropriate touching
- **Psychological abuse and emotional abuse;** threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- **Financial or material abuse;** stealing, selling assets
- **Modern slavery;** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
- **Discriminatory abuse;** including racist, sexist, based on a person's disability and other forms of harassment)



- **Organisational abuse;** Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home or poor professional practice as a result of the structure, policies, processes and practices within an organisation
- **Neglect and acts of omission;** leaving in soiled clothes, failing to feed properly
- **Self-neglect;** neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

Carers

The Care Act also recognises the key role of Carers in relation to safeguarding. For example a carer may witness or report abuse or neglect; experience intentional or unintentional harm from the adult they are trying to support or a carer may (unintentionally or intentionally) harm or neglect the adult they support. It is important to view the situation holistically and look at the safety and well-being of both.

The Act makes it clear how the need for preventing abuse and neglect is paramount, wherever possible. **Observant professionals and other staff making early, positive interventions with individuals and families** can make a huge difference to their lives, preventing the deterioration of a situation or breakdown of a support network.

Adult Safeguarding Implementation and Practice

Recruitment

Safeguarding begins at the point of recruitment. Empowering Futures is committed to following safer recruitment practices to ensure that all staff, volunteers, contractors, and placement students are suitable to work with adults at risk.



We have a **Safer Recruitment policy with a checklist** and our recruitment procedures include:

- All applicants must undergo an Enhanced Disclosure and Barring Service check before starting any role.
- A minimum of two professional references are required and verified prior to appointment.
- Employment history and gaps are explored during the recruitment process to identify any safeguarding concerns.
- Safer recruitment interview questions are used to assess candidates' understanding of safeguarding principles.
- All subcontractors must provide evidence of relevant qualifications, and professional indemnity insurance.
- All documents are securely stored electronically or in locked cabinets

No individual will commence work until all pre-employment checks are completed and verified.

Induction

New staff receive a **mandatory induction** on their first day from the Farm Manager, which includes:

- An introduction to safeguarding policies and where they are stored
- Identification of the Designated Safeguarding Lead (DSL) and Deputy DSL, whose details are clearly displayed in the building and their role
- Guidance on how to recognise and report safeguarding concerns
Empowering Futures ensures that safeguarding concerns are reported promptly, consistently, and transparently. All staff and volunteers have a duty to report any concern, suspicion, disclosure, or incident of abuse or neglect
[See Safeguarding Policy Appendix A](#)
- Awareness of one-page profiles and Safety plans and the importance of individualised support and risk assessments.
- Completion of safeguarding training within the first month of employment

Embedded in service delivery

- DSL drafts monthly Newsletters covering any legislative changes with all staff



- Risk assessments are carried out for every individual prior to every activity
- Safeguarding Training Level 3 completed within first month of employment
- Training, Webinars by Sunshine Support and the local authorities are available, staff are encouraged to use this as part of CPD
- All Safeguarding concerns and any action taken are recorded on IRIS to ensure emerging patterns are not missed
- Proficiency tests are in place for all equipment for all staff and clients
- Personal information is not shared without permission
- Choice, Decision Making, Dignity and having a voice will be encouraged

Training

All staff are required to hold a Level 3 Safeguarding Certificate which is refreshed at least every three years.

The appointed Designated Safeguarding Lead and their Deputy will be required to update and refresh their Level 3 Safeguarding training and PREVENT annually. The training will be delivered through Keeping Bristol Safe Partnership. The costs for this are covered by Empowering Futures. This will ensure Empowering Futures stays up to date with changes in legislation and regulations.

All staff need to be aware of who the Designated Safeguarding Lead is and how to contact them. Details are shared during the Induction procedure and additionally, up to date details are visibly displayed in the main building along with the Fire Officer and First Aid leads.

Awareness of processes in place

All staff are made aware of the One Page Profiles and Safety Plans concerning attendees during their induction. In line with GDPR, only those staff working with those that have safety plans will be advised of their contents to ensure confidential information is not shared with staff who have no need to be aware.

Risk Assessments and where appropriate, proficiency tests are completed regarding activities, equipment, the farm and any other associated area



connected with the farm routinely. Risk Assessments are completed with staff members who are qualified Risk Assessors. Monitoring and reviewing are normally quarterly or more often depending on the circumstance or likelihood of a safeguarding issue occurring. The purpose of Risk Assessments is to ensure preventative measures are put in place to keep everyone safe.

All attendees with EHCP's are allocated a 'Buddy' on their first day of attendance to establish a clear point of contact.

Designated Safeguarding Lead

Empowering Futures has appointed Kelly Rogers as the Designated Safeguarding Lead (DSL). Lucy Edgell is appointed as the Deputy DSL.

- **1st line of communication**

Kelly Rogers – 07766 811723 (DSL)

- **2nd line of communication**

Lucy Edgell - 07443 575 787 (Deputy DSL, If DSL is unavailable)

Contacting DSLs in writing? Please send a text message or contact by email admin@empoweringfutures.co.uk

Reporting Procedure

Empowering Futures ensures that safeguarding concerns are reported promptly, consistently, and transparently. All staff and volunteers have a duty to report any concern, suspicion, disclosure, or incident of abuse or neglect.

All safeguarding concerns **MUST** be recorded on IRIS (internal secure system) regardless of risk level to maintain records for any individual to ensure any potential patterns forming are not inadvertently overlooked or missed and because people who create safeguarding concerns or behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.



Procedures for raising a safeguarding concern - See Appendix A

Immediate Action:

- If someone is in immediate danger, dial 999
- If the situation is not an emergency but you have a concern, report it immediately to the DSL (Kelly Rogers) or, if unavailable, the Deputy DSL (Lucy Edgell)

Recording the Concern:

- Complete a Safeguarding Concern on IRIS as soon as possible and no later than the end of the same working day. Our secure internal recording system
- Record the concern **clearly and factually**, including dates, times, and the names of anyone involved and anyone else in the vicinity who may have seen or overheard anything.
- Look at any supporting information or other services that are currently already involved and open so a multi-agency approach can follow with the adult at the centre.

Assessment and Next Steps:

- The DSL will assess the concern and decide whether to seek advice from or make a referral to the Local Authority Safeguarding Team within 24 hours.
- Make a decision on whether the adult at risk/concern has capacity to agree consent
- If a referral is made, relevant forms will be completed and submitted as advised
- Where appropriate, other agencies and support services may be informed in line with information-sharing protocols.

Ongoing Monitoring:

- All concerns and actions taken are logged on IRIS to identify emerging patterns or repeated issues
- Empowering Futures maintains contact with external agencies where necessary and monitors any changes in behaviour, risk, or circumstances.



Confidentiality is integral to all of our services. Where necessary, external agencies such as the Local Authority, or Police will be notified.

Managing allegations against staff or volunteers

If an allegation is made against a member of staff, volunteer, or management, it must be reported immediately to the **Board of Trustees**. Empowering Futures will support all parties involved and ensure a thorough, fair investigation in line with safeguarding procedures.

Learning lessons from Winterbourne View, Bristol serves as a sharp reminder of when Safeguarding and Whistleblowing go wrong or are being ignored by those who are responsible and those who should have been accountable.

Empowering Futures is committed to creating a culture of openness and accountability, where staff, volunteers, service users, and their families feel confident to raise concerns about poor safeguarding practice, misconduct, or organisational failures can be reported confidentially under our **Whistleblowing Policy** without fear of reprisal.

To ensure that the whistleblowing policy is fully understood and accessible, all staff are required to have read, understood and follow its guidance. All whistleblowing reports are treated confidentially, investigated promptly, and managed in accordance with our safeguarding and disciplinary procedures.

Any allegation will be fully investigated, and Empowering Futures will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the adult(s) at risk and staff.

All allegations should be reported immediately or not later than one working day to the senior manager of the organisation.



See Appendix A - Flowchart showing appropriate steps to take when raising a safeguarding concern or allegation of abuse

Relevant Contacts for information and reporting

Bristol - Contact First Response 0117 9036444

Banes - 01225 394200 or 01225 396312

South Gloucestershire Safeguarding team contact - 01454 866000

Bath & North East Somerset Community safety & safeguarding partnership
<https://bcssp.org.uk/p/safeguarding-adults/what-is-adult-safeguarding>

Adult Social Care & Bristol Care Direct:

Call 0117 922 2700 for support with elderly care, living independently, or safeguarding concerns

Bristol Careline (Telecare/Alarms):

Call 0117 922 3269 or email careline@bristol.gov.uk.

South Gloucestershire - Contact Adult Care Team - 01454 868007 (*for advice and information only*)

SouthGloucestershireSafeguardingAdultsBoardWebsite:

www.southglos.gov.uk/safeguarding/adults

Safeguarding Adults Easy read
<https://www.wellaware.org.uk/wp-content/uploads/2017/11/Bristol-Safeguarding-adults-booklet-easy-read-guide-2014.pdf>

Mental Health Act Easy read

<https://www.local.gov.uk/sites/default/files/documents/easy-read-guide-pdf-16-pa-2cc.pdf>

Empowering Futures

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Review and Approval

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Reviewed and updated: 18 October 2025 by Kelly Rogers (merger and modernisation with Bristol City Council 2025–26 policy).

Next Review Due: 18 October 2026 Signed off by: *MNeeds*