



Your Learning Voice Safeguarding Policy ADULTS

1. Designated Safeguarding Officer

The designated Safeguarding Officer and all round responsible for Safeguarding is **Charlene Bossman**.

The deputy Safeguarding Officer is ...

2. Definition of a vulnerable adult

Definition of a 'vulnerable adult' is a person over the age of 18 years old. The vulnerable adult may require assistance from community care services due to mental health issues or other disability.

3. Definition of abuse

Abuse can be defined as an when a person's human and civil rights is violated. The main categories of abuse are.

- Physical abuse- this could be a hit or a slap, being given the wrong medication, being locked or force fed.
- Psychological abuse- this could include being threatened, not being able to make own choices, being bullied or isolated from other people.
- Financial abuse- taking money or property, being pressured into giving money or changing will, misuse of benefits, not being allowed access to money.
- Neglect- not adhering to medication or physical care needs, not eating or drinking, not allowing access to appropriate health or social services, being left in wet or dirty clothes.
- Sexual abuse- being touched or kissed in an inappropriate way which you do not consent to.
- Discrimination- not respecting a person's beliefs, disability, age, race, sexual orientation, gender, diet or cultural needs.
- Institutional abuse- a lack of personal care, lack of flexibility of bedtimes or waking, deprived environment and lack of stimulation.

4. Significant Harm

Defined, it exists where the vulnerable person suffers significant harm or is exposed to significant risk. It is not the intent that needs to be considered but the harm that has



resulted from the act or omission and which should trigger Safeguarding Adults procedures. www.bathnes.gov.uk

5. Reporting Abuse

All staff of Your Learning Voice have a duty to report any suspicions, allegations, or disclosure to the designated Safeguarding Officers. The Safeguarding Officers will then support the staff member to inform the required Authority.

6. Perpetrators

Perpetrators can be family, friends, neighbours, or any one in connections with the vulnerable adult.

7. Recording, confidentiality, and data protection

- Contact the emergency services if a vulnerable adult is in immediate danger
- If the situation does not require immediate danger, inform safeguarding officers and they will support make a decision as to whether to contact social services or not.
- Fill in a Your Learning Voice Safeguarding form, ensuring that all actions made are recorded and then file.
- You **MUST** follow up on any actions made within 24 hours.

8. Whistle- blowing

Please refer to Your Learning Voice whistle blowing policy.

9. Training

ALL staff will undergo Safeguarding Training. To ensure they understand the importance and how to recognise signs of abuse.

10. Safe recruitment

ALL staff must have undergone DBS Check and references before they are able to begin employment with Your Learning Voice.

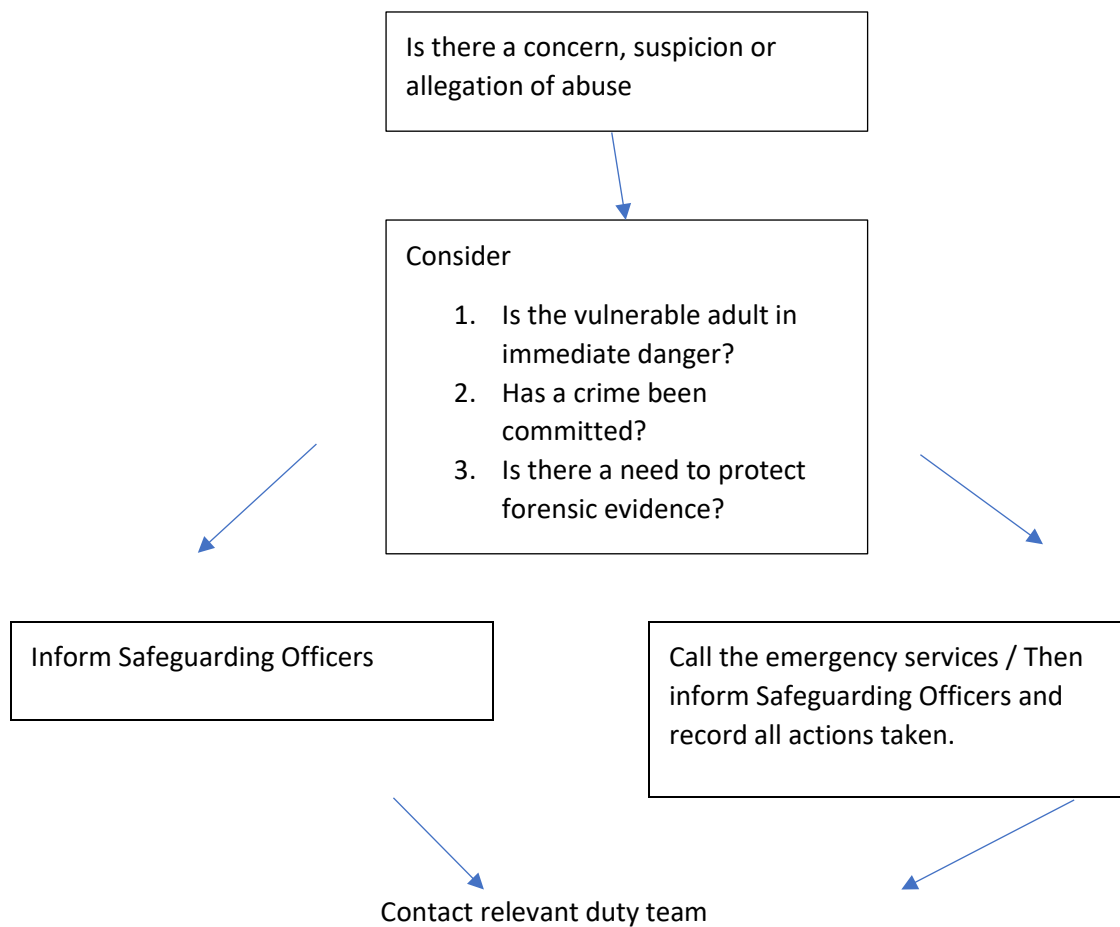
11. Responsibility

It is the responsibility of ALL staff, including volunteers to ensure they alert the safeguarding officer if they suspect or witness abuse of any kind of abuse to a vulnerable adult.

12. Monitoring this policy

This policy should be reviewed annually, to ensure that it is up-to-date with current legislation.

Safeguarding Adults Flow Chart





Immediate action or within 4 hours. Follow up within 24 hours.

Safeguarding Report Form

THIS DOCUMENT SHOULD BE MARKED 'STRICTLY CONFIDENTIAL'

NAME OF ALLERGED VICTIM:

DATE OF BIRTH:

ADDRESS:

CONTACT NUMBER:

DETAILS OF GP

NAME OF GP ADDRESS:

TELEPHONE NUMBER:

REASON FOR REFERRAL:

DETAILS OF ALLEGATION, SUSPICION OR CONCERN:
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Your Learning Voice Child Protection Safeguarding Policy CHILDREN

1. Designated Safeguarding Officer

The designated Safeguarding Officer and all round responsible for Safeguarding is Charlene Bossman.

The deputy Safeguarding Officer is **Ricky Da Costa**.

2. Definition of a vulnerable child

A vulnerable child is defined as being under the age of 18 years and currently at high risk of lacking adequate care and protection. Accordingly, all children are vulnerable by nature compared to adults, but some are more critically vulnerable than others. www.hgsf-global.org

3. Definition of abuse

Abuse can be defined as an when a person's human and civil rights is violated. The main categories of abuse are.

- Physical abuse- this could be a hit or a slap, being given the wrong medication, being locked or force fed.
- Psychological abuse- this could include being threatened, not being able to make own choices, being bullied or isolated from other people.
- Financial abuse- taking money or property, being pressured into giving money or changing will, misuse of benefits, not being allowed access to money.
- Neglect- not adhering to medication or physical care needs, not eating or drinking, not allowing access to appropriate health or social services, being left in wet or dirty clothes.
- Sexual abuse- being touched or kissed in an inappropriate way which you do not consent to.
- Discrimination- not respecting a person's beliefs, disability, age, race, sexual orientation, gender, diet or cultural needs.
- Institutional abuse- a lack of personal care, lack of flexibility of bedtimes or waking, deprived environment and lack of stimulation.



4. Significant Harm

The Children Act 1989 introduced Significant Harm as a threshold that justifies compulsory intervention in family life in the best interests of children. Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of SIGNIFICANT HARM.

5. Reporting Abuse

All staff of Your Learning Voice have a duty to report any suspicions, allegations or disclosure to the designated Safeguarding Officers. The Safeguarding Officers will then support the staff member to inform the required Authority.

6. Perpetrators

Perpetrators can be family, friends, neighbours, or any one in connections with the vulnerable adult.

7. Recording, confidentiality, and data protection

- Contact the emergency services if a vulnerable adult is in immediate danger
- If the situation does not require immediate danger, inform safeguarding officers and they will support make a decision as to whether to contact social services or not.
- Fill in a My Advocacy Safeguarding form, ensuring that all actions made are recorded and then file.
- You MUST follow up on any actions made within 24 hours.

8. Whistle- blowing

Please refer to My Advocacy whistle blowing policy.

9. Training

ALL staff will undergo Safeguarding Training. To ensure they understand the importance and how to recognise signs of abuse.

10. Safe recruitment

ALL staff must have undergone DBS Check and references before they are able to begin employment with My Advocacy CIC.



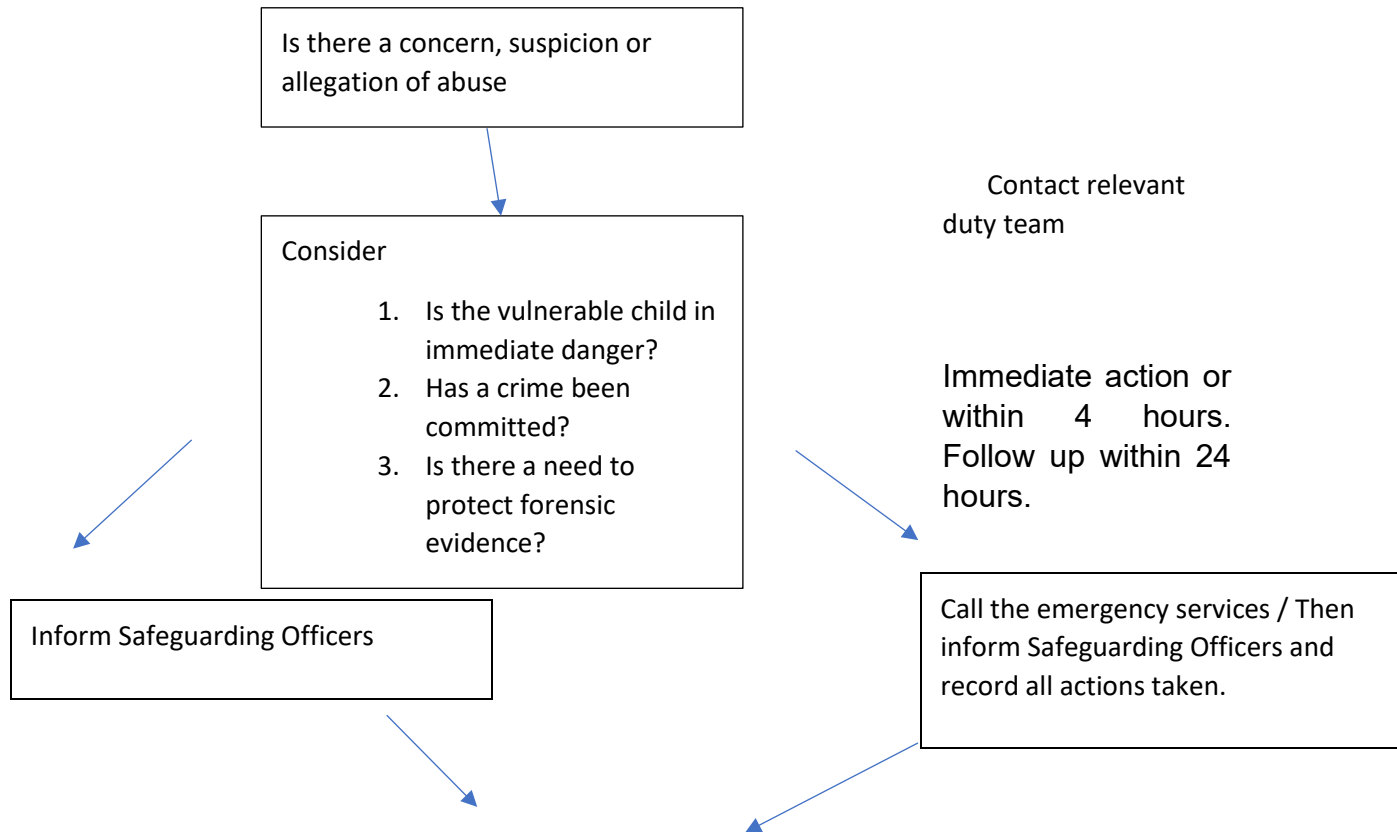
11. Responsibility

It is the responsibility of ALL staff, including volunteers to ensure they alert the safeguarding officer if they suspect or witness abuse of any kind of abuse to a child.

12. Monitoring this policy

This policy should be reviewed annually, to ensure that it is up-to-date with current legislation.

Safeguarding Children Flow Chart





Safeguarding Report Form

THIS DOCUMENT SHOULD BE MARKED 'STRICTLY CONFIDENTIAL' NAME
OF ALLERGED VICTIM:

DATE OF BIRTH:

ADDRESS:

CONTACT NUMBER:

DETAILS OF GP

NAME OF GP ADDRESS:

TELEPHONE NUMBER:

REASON FOR REFERRAL:

DETAILS OF ALLEGATION, SUSPICION OR CONCERN:
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Last Modified on the 01/01/2026

Next Review date: 01/01/2027