SAFEGUARDING ADULTS POLICY

Policy implemented:	March 2019
Last reviewed:	September 2026
Next review due:	September 2027

EQUALITY AND DIVERSITY STATEMENT

Salutem Care & Education is committed to the fair and equitable treatment of all individuals in accordance with the Equality Act 2010. An Equality Impact Assessment has been completed for this policy to ensure it can be applied consistently and without discrimination. Salutem Care & Education is committed to safe, high-quality, person-centred services that uphold people's rights and dignity.

All colleagues (including volunteers, agency workers and contractors) must follow this policy, guided by our values. Policies are reviewed every two years, unless stated; if a review is delayed, the current version remains in force until approved by the Policy Sponsor.

Training will support understanding, and people we support will be involved in reviews. Local procedures may support this policy, but corporate policies must not be changed locally without formal approval.

This policy must be shared with all colleagues. The controlled version is on BLINK; printed/downloaded copies may be out of date

In this policy, "the Organisation" means Salutem Care & Education [Salutem Ld Bidco Iv Limited, Pathways Care Group Limited, Pathways 4 Care Ltd, Modus Care Limited, Clearwater Care (Hackney) Limited, Greenfield Close Residential Home Limited, Salutem Shared Services Limited, Salutem Shared Services Ii Limited, Salutem Shared Services Iii Limited, Modus Care (Plymouth) Limited, Salutem Ld Bidco Limited, Salutem Ld Bidco Ii Limited, Salutem Ld Topco Limited, Salutem Ld Topco Ii Limited, Newlife Care Services Limited, Pathways Daycare Limited, Amity Residential Care Limited]. References to "Salutem" are used as a short form.

1. Summary

1.1 Purpose

Beaumont College is committed to safeguarding and promoting the safety, wellbeing, dignity and rights of all students. Safeguarding is everyone's responsibility and all staff, volunteers, agency workers, contractors and others working on behalf of the College have a responsibility to recognise and respond to concerns about abuse, neglect, exploitation or harm.

This policy sets out Beaumont College's approach to safeguarding adults at risk and provides a framework for the prevention, identification, reporting and management of safeguarding concerns. It is intended to ensure that concerns are recognised and acted upon promptly, consistently and in a person-centred manner.

1.2 Scope

This policy applies to all Beaumont College sites and to all staff, volunteers, agency workers, contractors and others undertaking work on behalf of the College.

The policy applies specifically to safeguarding adults aged 18 and over. Where a student is under the age of 18, they are considered a child for safeguarding purposes and concerns must be managed through the College's child safeguarding arrangements.

Safeguarding concerns must be considered alongside the individual's circumstances, communication needs, capacity, wishes and desired outcomes. Where appropriate, the College will work in partnership with relevant local authorities, safeguarding partners, health services, police, commissioners and other agencies to protect individuals from abuse, neglect, exploitation and harm.

1.3 Commitment

Beaumont College does not tolerate abuse, neglect or exploitation in any form and is committed to maintaining a culture in which safeguarding is embedded within everyday practice.

The College will promote a person-centred approach to safeguarding that supports individuals to exercise choice and control wherever possible, while ensuring appropriate action is taken where there is a risk of harm. Staff are expected to remain professionally curious, take concerns seriously and report safeguarding concerns promptly in accordance with this policy and the associated safeguarding procedures.

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Safeguarding concerns will be managed with appropriate confidentiality. Information will be shared on a need-to-know basis where necessary and proportionate to safeguard an individual or others.

2. Document Control

Policy Sponsor (Name & Role):	Leanne Hornby (Assistant Principal)
Policy Reviewer (Name & Role):	Aaron Churchyard (Quality Manager for Education)
Approved by (Name/Role):	Katie Pingree (Director of Safeguarding and Curriculum)
Date Implemented:	March 2019
Last Reviewed:	September 2026
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Version Number:	10.0
Controlled Copy Location:	☒ BLINK ☒ Education Policy Hub
Policy category (tick):	☒Safeguarding ☐ Care practice ☐ Education ☐ Other: [ ] ☐ Health & Safety ☐ HR/People ☐ Information Governance
Policy Applies to:	**People we Support** ☐ Children/young people ☒ Adults ☒ Learners ☐ Families/Carers **Workforce** ☒ Permanent ☒ Bank ☒ Agency ☐ Other: [ ] ☒ Volunteers ☒ Contractors

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4. Definitions

4.1 Adult at Risk

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

- has needs for care and support, whether or not those needs are being met;
- is experiencing, or is at risk of, abuse or neglect; and

as a result of those needs, is unable to protect themselves from the abuse or neglect, or the risk of it.

An adult at risk may include, but is not limited to, a person with a learning disability, physical disability, sensory impairment, mental health need, cognitive impairment or long-term health condition, or an individual who lacks capacity in relation to a particular decision.

The College recognises that an individual's circumstances and level of vulnerability may change and that safeguarding concerns must always be considered in the context of the person's individual needs and circumstances.

4.2 Abuse and Neglect

Abuse and neglect may take many forms and may consist of a single incident, repeated incidents, an act or a failure to act. Abuse may be deliberate or may arise through poor practice, neglect or a failure to provide appropriate care and support.

Abuse or neglect can occur in any setting and may be perpetrated by anyone, including a family member, friend, another student, member of staff, volunteer, carer, professional or member of the wider community.

4.3 Categories and Forms of Abuse

The College recognises that abuse, neglect and exploitation can take different forms, including:

- physical abuse;
- sexual abuse;
- psychological or emotional abuse;
- financial or material abuse;
- domestic abuse;
- modern slavery and human trafficking;
- discriminatory abuse;
- organisational abuse;
- neglect and acts of omission;
- self-neglect;
- honour-based abuse;
- hate and mate crime; and
- abuse, exploitation or harm occurring through technology or online environments.

This list is not exhaustive. Staff must remain alert to any behaviour, action, omission or circumstance that may indicate that an adult is experiencing, or is at risk of, abuse, neglect, exploitation or harm.

4.4 Safeguarding

Safeguarding means protecting an adult's right to live safely and free from abuse and neglect. It includes preventing harm wherever possible, identifying and responding to concerns and working with the individual and relevant agencies to reduce or remove identified risks.

Safeguarding should promote the individual's wellbeing, dignity, choice and control and, wherever possible, enable them to participate in decisions about the support and protection they receive.

4.5 Child

For the purposes of safeguarding, a child is any person under the age of 18.

Where a safeguarding concern relates to a student under the age of 18, the College's child safeguarding arrangements must be followed. The adult safeguarding procedures contained within this policy do not replace the safeguarding requirements applicable to children.

Principles

5.1 Wellbeing

Beaumont College will place the wellbeing of the individual at the centre of safeguarding practice.

Safeguarding decisions will promote dignity, respect, physical and emotional wellbeing, independence, choice and control, while ensuring that appropriate action is taken to protect individuals from abuse, neglect, exploitation or harm.

The College recognises that safeguarding should support individuals to achieve positive outcomes and should not unnecessarily restrict their independence or participation in education, relationships, activities or their wider community.

5.2 The Six Principles of Adult Safeguarding

The College's approach to safeguarding adults is underpinned by six principles:

Empowerment: Individuals will be supported and encouraged to make their own decisions and give informed consent wherever they have the capacity to do so.

Prevention: The College will seek to prevent abuse and neglect wherever possible by promoting awareness, recognising emerging risks and taking appropriate action at the earliest opportunity.

Proportionality: Safeguarding responses will be proportionate to the nature and level of risk and will seek to use the least restrictive response appropriate to the circumstances.

Protection: Individuals experiencing, or at risk of, abuse or neglect will be provided with appropriate support and protection, with particular consideration given to those who may be unable to protect themselves.

Partnership: The College will work collaboratively with individuals, families and relevant external agencies where appropriate to prevent, identify and respond to safeguarding concerns.
Accountability: Safeguarding responsibilities, decisions and actions will be clear, transparent and appropriately recorded.

5.3 Making Safeguarding Personal

Beaumont College is committed to making safeguarding personal and will take a person-centered and outcome-focused approach to safeguarding.
Wherever possible, adults will be supported to express their views, wishes and desired outcomes and to participate meaningfully in decisions about their safety and wellbeing. Safeguarding should be undertaken with the individual rather than simply for them, recognising their rights, choices and expertise in their own lives.

5.4 Mental Capacity and Consent

The College will presume that an adult has capacity to make their own decisions unless it is established otherwise. Where there is reason to believe that an individual may lack capacity in relation to a particular decision, this must be considered in accordance with the relevant legal framework and College procedures.
Where an adult has capacity, their wishes and consent should normally inform safeguarding decisions. However, there may be circumstances in which action or information sharing is required without consent, including where there is a risk of serious harm, a risk to others, concerns relating to a person in a position of trust, or another legal or safeguarding obligation applies.

5.5 Information Sharing and Confidentiality

Appropriate information sharing is essential to effective safeguarding. Information relating to safeguarding concerns will be handled sensitively and shared only where there is a legitimate safeguarding purpose and with those who need the information to protect the individual or others.
Confidentiality must not prevent appropriate safeguarding action. Staff must not promise to keep safeguarding information secret and must explain, where appropriate, that information may need to be shared to ensure that the individual or others are safe.
Safeguarding decisions, including decisions about whether information has been shared, must be appropriately recorded in accordance with the College's safeguarding and record-keeping arrangements.

5.6 Prevention and Person-Centred Practice

Prevention of abuse, neglect and exploitation is a fundamental part of the College's safeguarding approach. Staff will support students in ways appropriate to their individual communication and support needs, to understand risk, recognise unsafe situations and know how to raise concerns or seek support.

The College will seek to balance positive risk-taking, independence and individual choice with its responsibility to safeguard students from harm. A student's disability, communication needs or other individual circumstances must not prevent concerns from being recognised, heard or acted upon.

6. Monitoring, Audit and Compliance

6.1 Monitoring and Compliance

Beaumont College will monitor the implementation and effectiveness of this policy to ensure that safeguarding arrangements are consistently applied across all College sites.

Compliance with this policy and associated safeguarding procedures is mandatory for all staff, volunteers, agency workers, contractors and others working on behalf of the College. Staff understanding and compliance will be supported through induction, training, supervision and ongoing safeguarding updates.

Safeguarding records, referrals, actions and outcomes will be subject to appropriate management oversight to ensure that concerns are responded to promptly, actions are completed and safeguarding arrangements remain effective.

6.2 Quality Assurance and Audit

The College will undertake appropriate quality assurance and audit activity to assess the effectiveness of safeguarding practice. This may include reviewing safeguarding records, reporting arrangements, staff training and competency, the timeliness and quality of referrals, actions arising from safeguarding concerns and compliance with local multi-agency arrangements.

Where areas for improvement are identified, appropriate actions will be agreed, recorded and monitored through to completion.

6.3 Learning from Safeguarding Concerns

Beaumont College is committed to learning from safeguarding concerns, incidents and enquiries.

Safeguarding activity will be reviewed to identify themes, trends, emerging risks and opportunities to strengthen practice.

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Learning may result in changes to practice, procedures, staff training, risk management or other safeguarding arrangements. Relevant learning will be shared with staff and senior leaders as appropriate to support continuous improvement across the College.

6.4 Review of Safeguarding Arrangements

The College will keep its safeguarding arrangements under regular review and will consider changes in legislation, statutory guidance, regulatory expectations, local safeguarding arrangements and learning from safeguarding practice.

This policy will be reviewed in accordance with the review date specified within the Document Control section and earlier where significant legislative, regulatory or organisational changes make this necessary.

7. Areas of Responsibility

7.1 College Leadership

The College Principal has overall responsibility for ensuring that effective safeguarding arrangements are established and maintained across Beaumont College. College leadership will ensure that safeguarding is embedded within the culture and operation of the College and that appropriate policies, procedures, systems and resources are in place to safeguard students.

College leadership will ensure that statutory and regulatory safeguarding responsibilities are fulfilled and that the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads have sufficient authority, time, training and support to undertake their responsibilities effectively.

7.2 Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) has lead operational responsibility for safeguarding across their College site and provides advice and support to staff where safeguarding concerns arise.

The DSL is responsible for ensuring that safeguarding concerns are appropriately assessed, recorded, escalated and referred to relevant external agencies where required. The DSL will maintain oversight of safeguarding cases, support appropriate information sharing and multi-agency working, and ensure that identified safeguarding actions are progressed.

The DSL will also contribute to the ongoing review of safeguarding practice, identify emerging themes and risks, and ensure that learning from safeguarding concerns is used to strengthen practice across the College.

7.3 Deputy Designated Safeguarding Leads

Deputy Designated Safeguarding Leads (DDSLs) support the DSL in carrying out the College's safeguarding responsibilities and may undertake safeguarding functions on behalf of the DSL.
Where the DSL is unavailable, a DDSL will ensure that safeguarding concerns continue to be responded to promptly. The appointment of DDSLs does not remove the overall lead responsibility held by the DSL.

7.4 Managers

Managers are responsible for promoting effective safeguarding practice within their areas of responsibility and ensuring that staff understand and comply with this policy and the associated Safeguarding Adults Procedure.
Managers must ensure that safeguarding concerns brought to their attention are taken seriously, appropriately recorded and escalated in accordance with College procedures. Managers must not undertake a safeguarding investigation unless specifically authorised to do so as part of an agreed safeguarding process.
Managers are also responsible for supporting staff to maintain the safeguarding knowledge and competence required for their roles.

7.5 All Staff and Others Working on Behalf of the College

Safeguarding is everyone's responsibility. All staff, volunteers, agency workers, contractors and others working on behalf of Beaumont College must remain alert to safeguarding concerns and take appropriate action when concerns arise.
All staff are responsible for:

- recognising potential signs and indicators of abuse, neglect, exploitation or harm;
- listening to and taking seriously any safeguarding concern or disclosure;
- taking immediate action where an individual may be at immediate risk of harm;
- reporting concerns promptly in accordance with the College's safeguarding procedures;
- making clear, accurate and timely records of concerns and actions taken;
- maintaining appropriate confidentiality and sharing information only where there is a legitimate need to do so;
- cooperating with safeguarding enquiries and investigations where required;
- completing required safeguarding training and maintaining an appropriate understanding of their responsibilities.

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Staff are responsible for recognising, responding, recording and reporting safeguarding concerns. They are not responsible for determining whether abuse or neglect has occurred and must not undertake their own investigation.

7.6 Working with External Agencies

Beaumont College will work cooperatively with relevant Local Authorities, safeguarding partners, police, health services, commissioners, regulators and other agencies where necessary to safeguard individuals. The College will follow applicable local multi-agency safeguarding arrangements within each geographical area in which it operates. Staff responsible for managing safeguarding concerns must ensure that referrals, information requests and agreed safeguarding actions are completed appropriately and without unnecessary delay.

8. Learning and Development

8.1 Safeguarding Training

Beaumont College will ensure that all staff receive appropriate safeguarding training to enable them to understand their responsibilities, recognise potential signs of abuse, neglect, exploitation or harm and respond appropriately when concerns arise.

All staff must complete mandatory safeguarding training as part of their induction and within the required probationary period. Safeguarding training must be refreshed annually, with additional updates provided where changes to legislation, guidance, policy or safeguarding practice make this necessary.

Training will be appropriate to the individual's role and level of safeguarding responsibility.

8.2 Designated Safeguarding Lead Training

The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads must undertake appropriate role-specific safeguarding training and maintain their knowledge and skills through regular updates and continuing professional development.

DSL training will be refreshed at least every two years, with safeguarding knowledge maintained between formal training through relevant updates, guidance, professional development and learning from safeguarding practice.

8.3 Ongoing Learning and Development

Safeguarding learning will be reinforced through supervision, team discussions, safeguarding updates and other appropriate learning opportunities.

Staff are responsible for maintaining their safeguarding knowledge and for identifying any additional learning needs with their line manager. Managers must ensure that identified safeguarding learning needs are appropriately addressed and that staff remain competent to fulfil the safeguarding responsibilities relevant to their role.

The College will use learning from safeguarding concerns, incidents, enquiries, audits and external developments to inform future training and strengthen safeguarding practice.

8.4 Monitoring Training Compliance

Completion of mandatory safeguarding training will be monitored through the College's established learning and development arrangements. Where required training has not been completed within the specified timescale, appropriate action will be taken to ensure compliance.

Safeguarding competence will not be assessed solely through completion of mandatory training. Managers should consider staff understanding and application of safeguarding responsibilities through supervision, practice, discussion and ongoing professional development.

9. Associated Documents

- Safeguarding Adults Procedure;
- Safeguarding Children Policy and associated procedures;
- Whistleblowing Policy;
- Staff Code of Conduct;
- Professional Boundaries guidance;
- Safer Recruitment procedures;
- Disclosure and Barring Service Policy and procedures;
- Disciplinary and Suspension procedures;
- Mental Capacity and consent procedures;
- Information Sharing and Data Protection policies;
- Online Safety arrangements;
- Prevent and radicalisation guidance; and
- Records Management Policy.

10. Legal, Regulatory & Standards Framework

- Care Act 2014;
- Care and Support Statutory Guidance;
- Mental Capacity Act 2005;
- Safeguarding Vulnerable Groups Act 2006;
- Equality Act 2010;
- Human Rights Act 1998;
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR);
- Counter-Terrorism and Security Act 2015;
- Prevent Duty Guidance;
- Keeping Children Safe in Education 2026, where the College provides education to students under the age of 18;
- Disclosure and Barring Service requirements;
- relevant local Safeguarding Adults Board policies and procedures;
- relevant local multi-agency safeguarding arrangements; and
- applicable regulatory and commissioning requirements.

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Author	Summary of Changes	Approved By
1.0	February 2019	Julia Parks	New Policy	Craig Harris
1.1	February 2020	Julia Parks	Reviewed	Craig Harris
2.0	January 2021	Julia Parks	Brought Policy, Procedure and Guides together and added Code of Conduct, Professional Boundaries, DBS and Competency Framework	Craig Harris
3.0	February 2022	Julia Parks	Include link to prevent guidance, revises the 4 areas of abuse reporting. Reference to the SER	Craig Harris
4.0	January 2023	Julia Parks	Clarification that investigation by Salutem is	Craig Harris

			initiated if agreed or asked by the local authority and that all incidents are to be logged in Nourish.	
5.0	January 2024	Julia Parks	No changes, new dates given.	Craig Harris
6.0	June 2024	Julia Parks	Updated names of DSL	Craig Harris
7.0	March 2025	Lauren Hill	Added contacts for Beaumont Sussex	Craig Harris
8.0	October 2025	Lauren Hill	Changed DSL names to reflect current staff structure	Katie Pingree
9.0	January 2026	Lauren Hill	Changed DSL and Deputy DSL names to reflect current staff structure Update to 'Step 4' to include information on weekly safeguarding meeting and closure of cases with Director for Safeguarding – page 17.	Katie Pingree
10.0	September 2026	Leanne Hornby	Reformatted onto the new policy template and professionally rewritten for clarity and consistency. Updated to reflect current safeguarding legislation, statutory guidance and terminology, including KCSIE 2026. Adult safeguarding principles and existing operational requirements retained. Updated appendix A and B to reflect current staff structure	Katie Pingree

12. Appendices

Appendix A: College Site DSL Teams and contact
Appendix B: Local Safeguarding Contact Details
Appendix C: Safeguarding Guidance and Supporting Resources

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Appendix A: College Site Safeguarding Teams and contact

Lancaster DSL: Leanne Hornby
Lancaster DDSL: Rebecca Hodgson, Dan Mayer, Kathleen Salisbury, Natalie Forsthye

South Lakes DSL: Lorriane Jones
South Lakes DDSL: Rosie Talbot

Carlisle DSL: Tom Armstrong
Carlisle DDSL:

Blackpool DSL: Anne Louise Haley
Blackpool DDSL: Seamus Fox

Sussex DSL: Jon Acraman

Appendix B: Local Safeguarding Contact Details

Safeguarding adults - Lancashire County Council
Safeguarding adults | Westmorland and Furness Council

Report a concern about an adult | Cumberland Council

Report adult abuse (safeguarding) | North Yorkshire Council

Darlington Safeguarding Board - Worried about an Adult - How to report a concern

Blackpool Council | Safeguarding adults

Norfolk Safeguarding Adults Board (NSAB)

Report abuse or neglect of an adult at risk | Kirklees Council

Report adult abuse | Bradford Council

Appendix C:

Safeguarding Guidance and Supporting Resources

- Categories, Signs and Indicators of Abuse;
- Making Safeguarding Personal;
- Responding to a Disclosure;
- Information Gathering;
- Preserving and Protecting Evidence;
- Responding to Self-Neglect;
- Online Safety;
- Preventing Extremism and Radicalisation;
- Prevention in Safeguarding;
- Safeguarding Recording and Record Keeping;
- Assessment of the Need for Suspension;

- Disciplinary and Suspension Procedures;
- Safeguarding and the Law;
- Safeguarding Competency Framework;
- Staff Code of Conduct;
- Professional Boundaries; and
- Disclosure and Barring Service procedures.