

PMACTIVE Safeguarding Adult Policy

Purpose

PMACTIVE is committed to safeguarding and promoting the wellbeing of adults who access our services. We believe every adult has the right to live free from abuse, neglect, exploitation and discrimination and to be treated with dignity, respect and fairness.

PMACTIVE will respond to safeguarding concerns promptly, appropriately and proportionately. Wherever possible, adults will be supported to express their views, wishes and desired outcomes and to participate in decisions about their safety and wellbeing.

This policy applies to all PMACTIVE staff, volunteers and anyone working on behalf of PMACTIVE.

Designated Safeguarding Lead

PMACTIVE's Designated Safeguarding Lead (DSL) is:

Rachel King

Telephone: 07812 593231

The DSL is responsible for overseeing PMACTIVE's safeguarding arrangements, responding to concerns, providing advice to staff and volunteers, maintaining safeguarding records and making referrals to external agencies where appropriate.

Where the DSL is unavailable, concerns must be reported to another member of PMACTIVE Management. Staff and volunteers must never assume that someone else has reported a concern.

Scope

This policy applies to all PMACTIVE employees, sessional workers, coaches, mentors, volunteers, students, placement workers and anyone working on behalf of PMACTIVE.

It applies to safeguarding concerns arising during PMACTIVE activities or where a safeguarding concern becomes known to a member of the PMACTIVE team through their work.

Our Safeguarding Principles

PMACTIVE will:

- Take all safeguarding concerns seriously and respond promptly.
- Promote the safety, dignity, wellbeing and rights of adults.
- Use a person-centred approach and involve the adult in decisions wherever possible.

- Respect an adult's wishes and choices while recognising that there may be circumstances where information must be shared or action taken to prevent serious harm.
- Ensure staff and volunteers understand their safeguarding responsibilities.
- Provide appropriate safeguarding training and guidance.
- Maintain appropriate records of safeguarding concerns and store information securely.
- Work with the Police, Local Authorities, health services and other relevant agencies where necessary.
- Follow safer recruitment procedures.
- Ensure safeguarding considerations are included within relevant risk assessments.
- Take appropriate action where concerns relate to a member of staff, volunteer or another person working with PMActive.

What is Adult Safeguarding?

Adult safeguarding is about protecting an adult's right to live safely, free from abuse and neglect.

Under the Care Act 2014, an adult safeguarding concern may arise where an adult:

1. Has needs for care and support, whether or not those needs are being met;
2. Is experiencing, or is at risk of, abuse or neglect; and
3. As a result of those needs is unable to protect themselves from the risk or experience of abuse or neglect.

PMActive will consider safeguarding concerns involving any adult we support and will seek appropriate advice where the Care Act safeguarding duties may apply.

Principles of Adult Safeguarding

PMActive follows the six safeguarding principles established by the Care Act:

Empowerment – supporting adults to make their own decisions and give informed consent.

Prevention – taking action to prevent harm before it occurs.

Proportionality – using the least intrusive response appropriate to the circumstances.

Protection – providing support and representation for those who need it.

Partnership – working with adults, families, professionals and relevant agencies.

Accountability – ensuring safeguarding decisions and actions are transparent and responsible.

Making Safeguarding Personal

PMActive will use a person-centred approach to adult safeguarding.

Where possible, the adult will be involved in discussions about:

- What has happened.

- What they are worried about.
- What they would like to happen.
- What support they need.
- Who they would like involved.

The adult's views, wishes, feelings and beliefs will be considered when deciding how to respond. Where an adult has difficulty communicating their wishes, PMAActive will consider whether additional communication support or an appropriate advocate is required.

There may be circumstances where PMAActive must share information or act without the adult's consent, for example where:

- There is an immediate risk of serious harm.
- A serious crime may have been committed.
- Other people, including children, may be at risk.
- The adult may be unable to make the relevant decision because they lack mental capacity.
- There is a risk of significant harm or coercion.
- Information needs to be shared with an appropriate safeguarding authority or emergency service.

Where information is shared without consent, PMAActive will explain this to the adult wherever it is safe and appropriate to do so.

Mental Capacity and Decision Making

PMAActive recognises that adults should be supported to make their own decisions wherever possible. The Mental Capacity Act 2005 establishes that a person must be presumed to have capacity unless it is established that they lack capacity to make the specific decision at the relevant time.

Staff must not assume that an adult lacks capacity because of:

- A disability.
- A learning difficulty.
- A mental health condition.
- Their age.
- The way they communicate.
- A decision that others consider unwise.

Where an adult may lack capacity to make a particular decision, PMAActive will follow the principles of the Mental Capacity Act and seek appropriate advice where required.

Any decision made on behalf of an adult who lacks capacity must be in their best interests and be the least restrictive option appropriate to the circumstances.

Recognising Safeguarding Concerns

Abuse can take many forms. PMAActive recognises the following categories of adult abuse:

- Physical abuse.

- Sexual abuse.
- Emotional or psychological abuse.
- Neglect and acts of omission.
- Financial or material abuse.
- Domestic abuse, including coercive control.
- Discriminatory abuse.
- Organisational or institutional abuse.
- Modern slavery and exploitation.
- Self-neglect.

Possible indicators may include unexplained injuries, changes in behaviour, withdrawal, fear of particular people, unexplained loss of money or possessions, poor personal care, changes in attendance or engagement, or an adult telling someone that they are being harmed.

These signs do not necessarily mean abuse is taking place. However, concerns must always be taken seriously and reported through PMAActive's safeguarding procedures.

Responding to a Safeguarding Concern

All staff and volunteers must follow the PMAActive Safeguarding Procedures & Reporting Flowchart. The key principle is:

SEE IT → HEAR IT → REPORT IT → RECORD IT

- Listen calmly.
- Take the concern seriously.
- Allow the adult to speak in their own words.
- Avoid unnecessary or leading questions.
- Explain that information may need to be shared to keep them safe.
- Report the concern to the DSL without delay.
- Make an accurate written record as soon as possible.

Information Sharing and Confidentiality

Safeguarding concerns must be recorded accurately, factually and without unnecessary opinion. Staff should:

- Complete the appropriate PMAActive safeguarding report form without delay.
- Record what they saw, heard or were told.
- Use the adult's own words where a disclosure has been made.
- Record actions taken and advice received.
- Keep information confidential and only share it with those who need to know.

Safeguarding information will be stored securely and managed in accordance with PMAActive's **Data Protection and Confidentiality Policy**. Information may be shared without consent where this is necessary and lawful to protect an adult or another person from harm.

Allegations Against Staff, Volunteers or Other Adults

Any safeguarding concern or allegation involving a PMActive employee, volunteer or other person working with or representing PMActive must be reported immediately to the DSL or PMActive Management. Such concerns will be managed in accordance with PMActive's **Managing Allegations Against Staff and Volunteers Policy**, safeguarding procedures and, where appropriate, disciplinary procedures.

PMActive will take appropriate steps to protect the adult involved while ensuring that the rights and welfare of all individuals are considered.

Where necessary, PMActive will seek advice from or make referrals to the appropriate external safeguarding authority, Police or other relevant agency.

Safeguarding Culture and Professional Conduct

PMActive expects all staff and volunteers to maintain appropriate professional boundaries and behave in a way that promotes safety and wellbeing.

Staff and volunteers must:

- Treat everyone with dignity and respect.
- Follow PMActive safeguarding procedures.
- Maintain appropriate professional boundaries.
- Report concerns promptly.
- Follow agreed supervision and lone-working arrangements.
- Use communication and technology appropriately.
- Never engage in inappropriate physical, sexual or emotional behaviour.

Detailed expectations are contained within PMActive's relevant policies and procedures.

Safer Recruitment, Training and Supervision

PMActive is committed to safer recruitment and will undertake appropriate pre-employment and volunteer checks according to the requirements of the role. Staff and volunteers will receive safeguarding information and training appropriate to their responsibilities.

Safeguarding training will be kept up to date and additional training will be provided where required because of changes in role, risk, legislation, guidance or organisational practice. PMActive will ensure staff and volunteers have access to appropriate safeguarding advice and management support.

Working With Other Agencies

PMActive recognises the importance of working with carers, local authorities, health professionals, Police and other agencies where appropriate. Where a concern requires external intervention, PMActive will cooperate with relevant safeguarding agencies and provide appropriate information to support the protection of the adult. PMActive will follow relevant local safeguarding partnership procedures when making referrals or seeking safeguarding advice.

Prevent and Radicalisation

PMACTive recognises that safeguarding adults may include concerns about radicalisation, extremist influence or exploitation.

PMACTive is not a specified authority subject to the statutory Prevent duty but will take appropriate safeguarding action where concerns arise. Any concerns should be reported immediately to the DSL and managed through PMACTive's safeguarding procedures.

Further information is contained within PMACTive's **Prevent Statement**.

Records and Monitoring

Safeguarding concerns will be recorded accurately, securely and promptly.

Records should clearly distinguish between:

- Facts.
- What was observed or heard.
- Information provided by another person.
- Any action taken.

Safeguarding records will be managed in accordance with PMACTive's Data Protection & GDPR Policy. The DSL will monitor safeguarding concerns and identify any patterns, recurring risks or improvements required to PMACTive's practice.

Related Policies and Procedures

This policy should be read alongside PMACTive's:

- Safeguarding Procedures & Reporting
- Managing Allegations Against Staff & Volunteers Policy
- Prevent Statement
- Whistleblowing Policy
- Safe Recruitment Policy
- Lone Working Policy
- Online Safety Policy
- Photography, Video & Social Media Policy
- Positive Behaviour & Relationships Policy
- Equality, Diversity, Inclusion & Anti-Discrimination Policy
- SEND & Inclusion Policy
- Risk Assessment Policy
- Data Protection & GDPR Policy
- Complaints & Compliments Policy
- Missing Child & Uncollected Child Policy
- Health & Safety Policy

Legislation and Guidance

PMACTive's safeguarding arrangements are informed by relevant legislation and guidance in England, including:

- Care Act 2014
- Care and Support Statutory Guidance, particularly safeguarding guidance
- Mental Capacity Act 2005
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- Relevant local safeguarding procedures and guidance.

Other legislation may apply depending on the circumstances, including legislation relating to domestic abuse, sexual offences, modern slavery, financial abuse, hate crime and discrimination.

Monitoring and Review

PMAActive will review this policy regularly to ensure it continues to reflect current legislation, guidance and the needs of the children, young people and families who access our services.

Policy Reviews:

Policy Written: April 2024

Reviewed: September 2025

Reviewed: September 2026