
UNSCENE SUFFOLK LIMITED

Safeguarding adults at risk of harm policy

June 2026

1. Purpose

The purpose of this policy is to define how Unscene Suffolk Limited operates to safeguard adults at risk of harm in order to;

- protect them from harm.
- provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

We recognise we have a duty of care and we are committed to the protection and safety of everyone who comes in to contact with our organisation; including adults at risk involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

This policy is a fundamental part of our governance responsibilities and priorities. Trustees responsibilities include ensuring that Unscene Suffolk Limited provides a safe environment and protects staff, volunteers, and anyone who comes into contact with it from abuse or maltreatment of any kind.

We are committed to ensuring safeguarding practice reflects our legal responsibilities, government guidance and Suffolk Safeguarding Partnership requirements. Unscene Suffolk Limited recognises that it has responsibilities to safeguard Adults at Risk of Harm under the Care Act 2014. Unscene Suffolk Limited will act in accordance with all relevant legislation including the Domestic Abuse Act 2021, the Terrorism Act (2000) and the Modern Slavery Act 2015.

We will fulfil our duty to report Serious Incidents, including safeguarding, as part of our governance and reporting responsibilities to the Charity Commission.

This policy needs to be read in conjunction with the safeguarding procedures and the wider policies and procedures for Unscene Suffolk Limited which when combined develop a comprehensive and more robust framework for safeguarding including: Code of Conduct and our Equality Diversity and Inclusion policy.

2. Definitions

- **Adult at risk of abuse or neglect** defined by the Care Act 2014 as;
someone over 18 years old who,
 - has care and support needs
 - is experiencing, or is at risk of, abuse or neglect
 - as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

3. Persons affected

This policy applies to everyone working/ volunteering on behalf of Unscene Suffolk Limited, including the board of trustees, paid staff, volunteers, sessional workers, contractors and agency staff.

4. Safeguarding policy

- We believe everyone has a responsibility to promote the welfare of all adults at risk of harm, to keep them safe and to practise in a way that protects them.
- We recognise that while it is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place it is everyone's responsibility to report any concerns and all staff, volunteers, trustee and contractors will know how to recognise and report safeguarding concerns.
- We have a zero tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect adults at risk of abuse, exploitation, radicalisation and mistreatment.
- We recognise that all adults at risk whatever their age, ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse.
- Adults will be included in swift and personalised safeguarding responses, in line with the Six principles of safeguarding for adults and Making Safeguarding Personal.
- We are committed to inter agency collaboration and information sharing to safeguard adults at risk of harm.
- We recognise the need to protect adults at risk of harm from harm both in person and/or from cyber/virtual risks.
- We ensure all of the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect adults from abuse.

We will keep adults at risk of harm safe by;

- Valuing, listening to and respecting them
- Recognising;
 - The welfare of the adult at risk is paramount
 - All adults at risk have the right to protection from abuse
 - Safeguarding is everyone's responsibility
 - Professional Curiosity is important in recognising and responding to safeguarding concerns
 - The importance of following information sharing procedures in safeguarding
- Providing effective management, induction training, regular refresher training and support for all staff, volunteers and trustees to know about and follow our safeguarding policy and procedures for safeguarding adults at risk
- Using our safeguarding policies and procedures to share and report all safeguarding concerns to the relevant internal staff and external authorities swiftly and appropriately
- Managing the risks of extremist or terrorist abuse: not supporting or enabling terrorism or other illegal conduct, such as hatred on the grounds of race, religion or sexual orientation.
- Acting in an appropriate professional behaviour as set out in our Code of Conduct. Failure to adhere to our Code of Conduct could result in formal discussions and ultimately, Unscene Suffolk may ask that you no longer participate in workshops or performances
- Recruiting and selecting staff and volunteers safely; ensuring all necessary checks are made, including on when to obtain a DBS check
- Preventing and reporting extremism and radicalisation concerns
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance

- Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for staff/volunteers and trustees to feel able to raise concerns and feel supported in fulfilling their safeguarding role
- Implementing effective safeguarding systems where;
 - The adult at risk of harm's needs are paramount: and staff, volunteers and trustees use their professional judgement to put the person's needs at the heart of the safeguarding system so that the right solution can be found for each individual
 - Safeguarding for adults is person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation. Issues of capacity, consent and decision making; the six key adult principles of safeguarding adults and Making Safeguarding Personal in relation to safeguarding adults is taken into account. (see appendix 1)
- Practising Professional Curiosity, understanding what life is like for the individual and being alert to the needs of adults at risk of harm and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk
- Ensuring a senior board trustee lead takes leadership responsibility for the organisation's safeguarding arrangements and contact details are in the accompanying procedures
- Having a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the organisation. Contact details are in the Safeguarding procedures
- Making our safeguarding adults at risk of harm policy and procedures available on our website, and or on demand, for anyone using our services to know what to do if they have a concern.
- Ensuring that we have an effective complaints policy and procedures.

4. Review

This policy and related guidance will be monitored by the Board of Trustees on a regular basis for compliance and will be reviewed at least annually.

Date	Changes made	Review date
This Policy was reviewed and approved by the Unscene Suffolk's Trustee Board on 11 June 2026.	Based on Community Action Suffolk (CAS) template dated March 2025: NB Safeguarding procedures based on CAS template dated October 2024	June 2027

Key six key principles that underpin safeguarding adults work

- **Empowerment** – People being supported and encouraged to make their own decisions and 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 delivering safeguarding

Making Safeguarding Personal

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances and lifestyles.

In order to evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. It may be that even after careful scrutiny of the legal framework, staff will conclude that they have no power to gain access to a particular adult at risk. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

In these extremely difficult circumstances, staff will be expected to continue to exercise as much vigilance as possible.

Safeguarding Managers will give full support to staff over problems when handling cases of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed;
 - Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk;
 - Legal advice has been obtained and acted upon
- And ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation

Capacity, Consent and Decision Making

The consideration of capacity is crucial at all stages of safeguarding adults procedures. For example determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

- **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;
- **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;
- That individuals must retain the right to make what might be seen as eccentric or **unwise decisions**;
- **Best interests** - anything done for or on behalf of people without capacity must be in their best interests; and
- **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.