



Safeguarding Adults Policy

Written: August 2026

Approved by: Directors

Policy owner: Designated Safeguarding Lead / Director

Review frequency: At least annually, or sooner where there are changes to legislation, statutory guidance, local safeguarding arrangements or organisational practice.

1. Purpose and Scope

Your Space Foundation is committed to safeguarding adults from abuse, neglect and exploitation and to promoting their right to live safely, with dignity, choice and control.

This policy sets out how Your Space Foundation will recognise, respond to and manage safeguarding concerns relating to adults. It applies to all Directors, employees, associate therapists, freelance practitioners and volunteers working on behalf of Your Space Foundation.

All those working with or on behalf of Your Space Foundation have a responsibility to recognise and report safeguarding concerns and to act in accordance with this policy.

This policy applies to concerns arising through our therapeutic services and any other activities delivered by Your Space Foundation, including concerns relating to the conduct of people working on behalf of the organisation.

Where there is an immediate risk of serious harm or a medical emergency, protecting the adult from immediate danger takes priority.

2. Legal and Statutory Framework

This policy is informed by relevant legislation and statutory guidance relating to safeguarding adults in England, including:

- Care Act 2014 and associated statutory guidance
- Mental Capacity Act 2005
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Domestic Abuse Act 2021
- Modern Slavery Act 2015
- Counter-Terrorism and Security Act 2015

Your Space Foundation will also have regard to the safeguarding adults procedures and guidance of the relevant local authority and Safeguarding Adults Board.

Where safeguarding concerns involve both an adult and a child, the Your Space Foundation Safeguarding Children Policy must also be followed.

3. Adult Safeguarding Principles and Definitions

3.1 Adult safeguarding

Adult safeguarding means protecting an adult's right to live in safety, free from abuse and neglect, while recognising their right to make their own choices and decisions.

Under the Care Act 2014, safeguarding duties apply where there is reasonable cause to suspect that an adult:

- has needs for care and support, whether or not those needs are currently 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, neglect or risk of it.

Throughout this policy, the term adult at risk is used to describe an adult who meets these criteria.

The presence of a disability, mental health difficulty, illness, age or other characteristic does not in itself mean that an adult is at risk. Safeguarding decisions must consider the individual's circumstances, care and support needs and ability to protect themselves.

3.2 Principles of adult safeguarding

Your Space Foundation follows the six principles of adult safeguarding:

- **Empowerment** – supporting adults to make their own decisions and give informed consent.
- **Prevention** – taking action to prevent harm wherever possible.
- **Proportionality** – responding in the least intrusive way appropriate to the level of risk.
- **Protection** – providing support and representation to those in greatest need.
- **Partnership** – working appropriately with the adult, other professionals and relevant agencies.
- **Accountability** – ensuring safeguarding decisions and actions are transparent and properly recorded.

Our approach is also informed by Making Safeguarding Personal. Wherever possible, safeguarding should be undertaken *with* the adult rather than *to* them. The adult's wishes, desired outcomes and views should therefore be central to decisions about how concerns are managed.

Adult safeguarding does not remove an adult's right to make choices that others may consider unwise. Where an adult has capacity to make a particular decision, their autonomy

should be respected unless there is a lawful and proportionate reason to act without their consent.

4. Recognising Abuse and Neglect

Abuse and neglect can occur in any setting and may be caused by someone known to the adult, a professional or paid carer, another service user, a family member, partner or stranger. It may involve a single incident or repeated behaviour and may be intentional or unintentional.

The Care Act 2014 identifies the following types of abuse and neglect:

- **Physical abuse** – including assault, inappropriate restraint or misuse of medication.
- **Domestic abuse** – including physical, sexual, emotional, psychological, economic, coercive or controlling behaviour.
- **Sexual abuse** – including sexual activity to which the adult has not consented or was unable to consent.
- **Psychological abuse** – including threats, humiliation, intimidation, coercion, harassment, isolation or controlling behaviour.
- **Financial or material abuse** – including theft, fraud, exploitation, coercion or misuse of money, property or possessions.
- **Modern slavery** – including slavery, human trafficking, forced labour and domestic servitude.
- **Discriminatory abuse** – including harassment or mistreatment because of protected or perceived characteristics.
- **Organisational abuse** – including neglect or poor practice within an organisation, service or care setting.
- **Neglect and acts of omission** – including failing to meet an adult's medical, emotional, physical or care needs.
- **Self-neglect** – including behaviour which significantly affects an adult's health, wellbeing or safety, including hoarding.

Adults may experience more than one form of abuse at the same time. Abuse may also involve exploitation, grooming or coercive control.

There is no single indicator of abuse. Practitioners should remain alert to changes in an adult's behaviour, presentation, relationships or circumstances, unexplained injuries or financial changes, fearfulness around particular people, or anything else that causes concern.

A safeguarding concern should be considered within the context of the adult's individual circumstances rather than relying on a checklist of indicators.

5. Responding to Safeguarding Concerns and Disclosures

Anyone working on behalf of Your Space Foundation who becomes concerned that an adult may be experiencing, or at risk of, abuse or neglect must take the concern seriously and report it to the Designated Safeguarding Lead (DSL).

5.1 If an adult makes a disclosure

The person receiving the disclosure should:

- listen carefully and remain calm;
- take what the adult says seriously;
- allow them to explain what has happened in their own words;
- avoid asking leading or unnecessary questions;
- not promise confidentiality;
- explain what will happen next and, wherever possible, involve the adult in decisions;
- make an accurate written record as soon as possible; and
- report the concern to the DSL.

Staff and practitioners should not investigate suspected abuse themselves or attempt to establish whether an allegation is true.

5.2 Immediate danger

If an adult is in immediate danger or requires urgent medical attention, emergency services should be contacted without delay.

Where urgent action is required and a DSL cannot be contacted, the person dealing with the concern should contact the appropriate statutory service directly. The DSL must then be informed as soon as reasonably possible.

5.3 Reporting concerns

Safeguarding concerns should be reported to the DSL as soon as possible and on the same working day.

A concern does not need to amount to proof of abuse before it is reported. Staff and practitioners are expected to share concerns where something they have seen, heard or been told gives them reason to believe that an adult may be at risk.

The DSL will consider the information available, the adult's wishes, their capacity in relation to the relevant decision, the nature and level of risk and whether other people may also be at risk before determining what further action is required.

6. Consent, Confidentiality and Mental Capacity

Adult safeguarding should, wherever possible, be undertaken with the knowledge and consent of the adult concerned.

Where an adult has capacity to make the relevant decision, their wishes should ordinarily be respected, including where they decide not to pursue safeguarding action.

However, information may need to be shared without consent where there is a lawful and proportionate reason to do so. This may include where:

- there is an immediate risk of serious harm;
- other adults or children may be at risk;
- there is concern that the adult is being coerced or controlled;
- a serious crime may have been committed;
- the adult may lack capacity to make the relevant decision; or
- there is another legal requirement or overriding public-interest reason to share information.

Wherever it is safe and appropriate to do so, the adult should be told what information will be shared, with whom and why.

6.1 Mental capacity

Adults must be presumed to have capacity unless it is established otherwise.

Capacity is decision-specific and time-specific. An adult should not be considered to lack capacity simply because they make a decision that others consider unwise.

Where there is reason to question an adult's capacity to make a particular safeguarding decision, the principles of the **Mental Capacity Act 2005** must be followed. The adult should be given all practicable support to make the decision themselves before concluding that they are unable to do so.

Where an adult lacks capacity in relation to a particular decision, any action taken on their behalf must be in their best interests and be the least restrictive option available.

7. Safeguarding Within Therapeutic Practice

Therapeutic work may involve adults sharing experiences of abuse, neglect, exploitation, self-harm, risk or other difficult experiences. Practitioners must balance respect for the adult's autonomy and confidentiality with their safeguarding responsibilities.

At the beginning of therapeutic work, practitioners must ensure that clients understand confidentiality and its limitations, including circumstances in which information may need to be shared to protect them or another person from harm.

A disclosure of abuse does not automatically mean that confidentiality must be breached or that a safeguarding referral must be made. Practitioners should consider the adult's wishes, capacity, current circumstances and level of risk, and discuss safeguarding concerns with the Designated Safeguarding Lead (DSL).

Where possible, the adult should be involved in decisions about what happens next. If information needs to be shared without their consent, the reasons for doing so should be explained unless this would increase risk.

Safeguarding concerns arising within therapeutic work must be reported and recorded in accordance with this policy. Practitioners should use safeguarding consultation and clinical supervision appropriately, recognising that responsibility for safeguarding decisions remains with Your Space Foundation's safeguarding arrangements.

8. Recording and Information Sharing

All safeguarding concerns, disclosures, decisions and actions must be recorded clearly and accurately.

Records should:

- distinguish between fact, observation, professional judgement and information provided by others;
- include the adult's own words where relevant;
- record the adult's wishes and views;
- record decisions made, action taken and the rationale for those decisions; and
- include relevant dates, times and details of information shared with other agencies.

A Record of Concern for Adults must be completed and passed to the DSL as soon as reasonably practicable and on the same working day. Completion of the form must not delay immediate safeguarding action.

Safeguarding information will only be shared where there is a legitimate reason to do so and with those who need the information to safeguard the adult or others. Information shared should be relevant, necessary and proportionate to the circumstances.

Where information is shared without the adult's consent, the reason for this decision must be clearly recorded.

Safeguarding records will be stored securely and separately from routine therapeutic records, with access restricted to those who require it for safeguarding or organisational purposes.

Safeguarding records relating to adults will normally be retained for seven years from the date the safeguarding concern is closed or the last safeguarding activity, whichever is later. Records may be retained for longer where there is an ongoing safeguarding, legal, regulatory or other legitimate reason to do so.

At the end of the retention period, records will be securely destroyed unless there is a documented reason for continued retention.

9. Roles and Safeguarding Arrangements

9.1 Designated Safeguarding Leads

Your Space Foundation's Designated Safeguarding Leads are:

- Deena Singh – Director and Designated Safeguarding Lead
- Felicity Botterill – Director and Deputy Designated Safeguarding Lead

The DSLs are responsible for:

- providing safeguarding advice and consultation;
- receiving and reviewing safeguarding concerns;
- deciding whether concerns should be referred to statutory services or other agencies;
- ensuring safeguarding decisions and actions are appropriately recorded;
- supporting staff and practitioners following safeguarding concerns; and
- monitoring safeguarding practice and identifying learning for the organisation.

Where there is disagreement or uncertainty about the appropriate response, the DSLs should seek advice from the relevant statutory safeguarding service where appropriate.

9.2 Staff, Practitioners and Volunteers

Everyone working on behalf of Your Space Foundation is responsible for:

- remaining alert to safeguarding concerns;
- following this policy and associated procedures;
- reporting concerns promptly;
- maintaining appropriate professional boundaries;
- completing required safeguarding training; and
- cooperating with safeguarding enquiries where required.

No member of staff or practitioner should assume that someone else has reported a concern.

9.3 Safer Working Arrangements

Your Space Foundation will maintain appropriate safeguarding arrangements through safer recruitment, DBS checking where applicable, induction, safeguarding training, professional registration or accreditation requirements where relevant, and access to appropriate supervision.

All practitioners required to hold an Enhanced DBS certificate must be registered with the DBS Update Service. Your Space Foundation will undertake an annual status check in accordance with its safer recruitment arrangements.

All employees, associate therapists, freelance practitioners and volunteers are required to complete safeguarding training annually. DSLs will undertake appropriate designated safeguarding training with refresher training at least every two years.

10. Concerns and Allegations About People Working With Adults

Your Space Foundation takes seriously any concern or allegation that a person working on behalf of the organisation may have abused, neglected, exploited or otherwise caused harm to an adult.

This applies to Directors, employees, associate therapists, freelance practitioners and volunteers, and includes concerns arising from conduct within or outside their work for Your Space Foundation where this may indicate a risk to adults with care and support needs.

Any such concern must be reported immediately to a Designated Safeguarding Lead (DSL).

Where the concern relates to one of the DSLs, it must be reported to the other DSL. The person who is the subject of the concern must not be responsible for managing or making decisions about the safeguarding response.

The DSL will consider:

- the immediate safety and wishes of the adult;
- whether Adult Social Care or the police should be contacted;
- whether action is required to prevent further risk;
- whether the concern requires action under employment, contractual or disciplinary procedures; and
- whether a referral to the Disclosure and Barring Service or a professional regulator may be required.

Your Space Foundation will cooperate with any safeguarding or criminal investigation undertaken by statutory agencies and will not undertake actions that could compromise those investigations.

Appropriate support will be considered for the adult concerned and for staff or practitioners affected by the process.

Anyone who believes that a safeguarding concern has not been responded to appropriately should raise this with the other DSL or a Director and, where necessary, seek advice or make a referral directly to the relevant statutory safeguarding service.

11. DBS and Professional Referrals

Your Space Foundation will consider its responsibilities to make referrals to external bodies where safeguarding concerns arise about a person working on behalf of the organisation.

A referral to the Disclosure and Barring Service (DBS) will be made where the legal criteria for referral are met, including where a person has been removed from regulated activity, or would have been removed had they not left, because they harmed or posed a risk of harm to an adult or child.

Where the person is registered with a professional body, Your Space Foundation will also consider whether the concern should be referred to the relevant professional regulator or membership body in accordance with its requirements.

A referral to the DBS or professional body is separate from any referral to Adult Social Care or the police. Where more than one process applies, Your Space Foundation will cooperate with the relevant agencies and ensure that decisions and actions are recorded.

12. Governance, Monitoring and Review

The Directors are responsible for ensuring that Your Space Foundation maintains effective arrangements for safeguarding adults.

Safeguarding practice will be monitored through:

- review of safeguarding concerns and organisational responses;
- learning arising from safeguarding incidents, allegations or complaints;
- oversight of safeguarding training and safer recruitment arrangements; and
- review of relevant changes to legislation, statutory guidance and local safeguarding procedures.

Safeguarding concerns and records will be handled sensitively and only shared within the organisation where there is a legitimate need to know.

This policy will be reviewed annually, or sooner where there are significant changes to legislation, statutory guidance, local safeguarding arrangements or Your Space Foundation's services.

13. Key Contacts

13.1 Your Space Foundation

Designated Safeguarding Leads

Deena Singh – Director and Designated Safeguarding Lead

Email: deena@yourspacefoundation.co.uk

Felicity Botterill – Director and Deputy Designated Safeguarding Lead

Email: hello@yourspacefoundation.co.uk

13.2 Adult Social Care

Safeguarding concerns should normally be referred to the Adult Social Care service for the local authority in which the adult is located.

Where an adult is in immediate danger, or a crime is in progress, contact the police on 999.

For non-emergency police matters, contact 101.

13.3 Milton Keynes

Milton Keynes City Council – Adult Social Care

- Telephone: 01908 252835
- Email: safeguardingadults@milton-keynes.gov.uk

Relevant local safeguarding procedures and guidance are available through MK Together.

13.4 West Northamptonshire

West Northamptonshire Council – Adult Safeguarding

Safeguarding concerns can be submitted through the council's adult safeguarding referral service. Professionals should use the appropriate professional Adult Social Care referral route.

- Telephone for advice or urgent concerns: 0300 126 7000

[Report an adult safeguarding concern – West Northamptonshire Council](#)

13.5 North Northamptonshire

North Northamptonshire Council – Adult Safeguarding

Safeguarding concerns can be submitted through the council's adult safeguarding referral service. Professionals should use the appropriate professional referral route.

- Telephone for advice: 0300 126 3000
- Out-of-hours urgent Adult Social Care: 01604 637206
- [Report an adult safeguarding concern – North Northamptonshire Council](#)

13.6 Concerns Arising Outside These Areas

Where Your Space Foundation is working with an adult who is located outside Milton Keynes or Northamptonshire, the DSL should identify and contact the appropriate Adult Social Care service for the local authority in which the adult is located.

Where there is uncertainty about the appropriate safeguarding route, advice should be sought from the relevant local authority Adult Social Care service.