

ADULT SAFEGUARDING POLICY STATEMENT & PROCEDURES

SKATE MOLTON CIC

Last reviewed 6th November 2025

SKATE MOLTON CIC

Adult Safeguarding Policy Statement

Skate Molton CIC is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation, and neglect. Skate Molton CIC is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

We recognise that:

- the welfare of the adult at risk is paramount
- all adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part
- the well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- all suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

The purpose of the policy:

- To provide protection for adults at risk who receive Skate Molton CIC services, including the parents, guardians or carers of children or young people who attend the service.
- To provide staff and volunteers, as well as participants and visitors, with guidance on the overarching principles and procedures that guide our approach to safeguarding adults.

This policy applies to anyone working on behalf of Skate Molton CIC, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff and students. Failure to comply with this policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Skate Molton CIC.

Definitions:

Adult at risk of abuse or neglect: According to paragraph 42.1 of the Care Act 2014 an adult at risk refers to someone over the age of 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 themselves 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 social care service, they may still be an adult at risk.

Types of Abuse: The Care Act 2014 defines the following ten areas of abuse. Devon Adult Social Care also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- Physical abuse
- Domestic Violence/ Domestic Abuse
- Exploitation
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect

Radicalisation to Terrorism: The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism (please see Appendix 2 for signs and indicators of radicalisation).

Key Principles of Adult Safeguarding:

In the safeguarding of adults, Skate Molton CIC are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Skate Molton CIC aims to demonstrate and promote these six principles in our 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.

Multi-Agency Frameworks for Managing Risk: In safeguarding adults, Skate Molton CIC is committed to the principles set out by Torbay and Devon Safeguarding Adults Partnership (TDSAP) Multi-Agency Frameworks for Managing Risk: [Multi-Agency Frameworks for Managing Risk - Devon Safeguarding Adults Partnership](#)

As part of this we will recognise our duty to co-operate with local authorities implementing their statutory duties around adult safeguarding. This will include carrying out “enquiries” into incidents, information sharing where appropriate, participating in the statutory local Safeguarding Adults Board where possible. Making staff familiar with the principles of safeguarding, and training staff to be vigilant, recognise signs of abuse and know what to do if they see those signs.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect adults in England. A summary of the key legislation is available from

<https://www.scie.org.uk/safeguarding/adults/>

We will seek to safeguard adults at risk:

- valuing them, listening to, and respecting them
- appointing a nominated adult safeguarding lead and deputy
- adopting adult safeguarding practice through our procedures and a code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for all staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about adult safeguarding and good practice with participants and visitors via leaflets, posters, and one-to-one discussions
- making sure that participants and visitors know where to go for help if they have a concern
- using our adult safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving the adult, families, and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our participants, visitors, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

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- building a safeguarding culture where staff and volunteers, participants and visitors, treat each other with respect and are comfortable about sharing concerns
- reviewing our Safeguarding Policy and Procedures annually.

Contact Details:

Nominated Adult Safeguarding Lead:

Name: James Swanson

Phone/email: 07557649753 james@skatemolton.co.uk

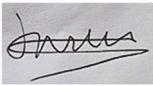
Deputy Adult Safeguarding Lead:

Name: Verity Hanson

Phone/email: 07753354695

We are committed to reviewing our Safeguarding Policy and good practice annually.

This policy was last reviewed on 06/11/2025

Signed: 

Full Name: James Swanson

Role: Nominated Adult Safeguarding Lead

SKATE MOLTON CIC

Adult Protection Procedures

Introduction

These procedures have been designed to ensure the welfare and protection of any adult who accesses the services provided by Skate Molton CIC. Skate Molton CIC believes in protecting an adult's right to live in safety, free from abuse and neglect. We recognise that safeguarding is everyone's responsibility, and as such all members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding.

Skate Molton CIC is committed to equal opportunities and cultural diversity. We promote relationships with our diverse partners. Skate Molton CIC does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation, or race.

Procedures:

Section 1	Recognising the Signs and Symptoms of Abuse
Section 2	Guidance on how to respond to a person disclosing abuse
Section 3	Reporting Adult Safeguarding Concerns
Section 4	Managing Allegations made against a member of staff/volunteer & whistle blowing
Section 5	Mental Capacity and Adult Safeguarding
Section 6	Safe recruitment practices
Section 7	Induction and Training for Staff and Volunteers
Section 8	Photography & Filming
Section 9	Internet, social media, and mobile phone acceptable use
Section 10	A Named Person(s) for Adult Protection
Section 11	Recording and managing confidential information
Section 12	Disseminating/Reviewing Policies and Procedures
Appendix 1	Definitions of Abuse
Appendix 2	Signs and Indicators of Radicalisation
Appendix 3	Useful Contacts/Support Organisations
Appendix 4	Incident Report Form

Appendix 5 Adult Safeguarding Body Map

Section 1: Recognising the Signs and Indicators of Abuse

Skate Molton CIC will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and indicators that may suggest that a vulnerable adult is being abused or neglected. The signs and indicators may include but are not limited to:

- Direct disclosure of abuse or neglect.
- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending/no longer enjoying their sessions.
- Someone losing or gaining weight/an unkempt appearance.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices.

Also see Appendix 1 for Definitions of Abuse

Section 2: Guidance on how to respond to a person disclosing abuse

DO's:

- Do treat any allegations extremely seriously and act at all times towards the adult as if you believe what they are saying.
- Do listen to what the person says.
- Do tell the adult they are right to tell you.
- Do write down the exact words the person used when they disclosed it to you.
- Do make sure your record distinguishes between fact and opinion.
- Do actively supported the person to communicate their views and the outcomes they want to achieve.
- Do be honest about your own position, who you have to tell and why.
- Do tell the person what you are doing and when and keep them up to date.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.

DON'T's:

- Don't make promises you can't keep.

- Don't bombard the person with questions: listen to what they say. If you need to ask a question, make sure it's an open one e.g., what happened? Closed questions usually have a one word answer such as Yes or No.
- Don't interrogate the adult – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what the adult has told you, don't interrupt or change the subject.
- Don't say anything that makes the person feel responsible for the abuse.
- Don't do nothing – make sure you tell your Nominated Safeguarding Lead/Deputy immediately – they will know how to follow this up and where to go for further advice.

Section 3: Reporting Adult Safeguarding Concerns

Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with the Nominated Person(s) for Adult Safeguarding.

If the adult requires immediate protection from harm, contact the police on 999 and Adult Social Care on 0345 1551 007 (Monday to Friday 8.00am to 8.00pm and Saturday 9.00am to 1.00 pm), outside of these working hours or on bank holidays the Adult Social Care Emergency Duty Service should be contacted on 0345 6000 388.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

If you are reporting a concern in a professional capacity, please [complete the report a safeguarding concern form](#).

Some [guidance on using the online form](#) can be downloaded here.

Section 4: Managing Allegations made against a member of staff/volunteer & whistle blowing

Skate Molton CIC will ensure that any allegations made against members, or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that the adult is safe and away from the person against whom the allegation is made.
- The Nominated Person for Adult Safeguarding should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.

- The named person should contact the Adult Safeguarding Team via Care Direct on **0345 1551 007** (Monday to Friday 8.00am to 8.00pm and Saturday 9.00am to 1.00 pm). Outside of these working hours or on bank holidays the Emergency Duty Service should be contacted on **0345 6000 388**. In the event of an emergency situation arising contact the police on **999**.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or the Adult Safeguarding Team.
- Regardless of whether an investigation follows, Skate Molton CIC will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Allegations of historical abuse should be responded to in the same way as contemporary concerns. In such cases, it is important to find out whether the person against whom the allegation is made is still working with vulnerable people and if so, to inform the person's current employer or voluntary organisation.

Should you have any uncertainty about how to proceed please contact Adult Social Care on 0345 1551 007 or email: csc.caredirect@devon.gov.uk

If you would like to know more about safeguarding procedures and the Torbay and Devon Safeguarding Adults Partnership, please visit: [Home - Devon Safeguarding Adults Partnership](#)

Section 5: Mental Capacity and Adult Safeguarding

The Mental Capacity Act (2005) is a law that protects and supports people over the age of 16 who do not have the ability to make decisions for themselves. The Mental Capacity Act defines someone as lacking capacity if they cannot do one or more of the following things:

- Understand the information given to them
- Retain that information long enough to be able to make a decision
- Weigh up the information available to make a decision
- Communicate their decision.

Someone may have capacity to make some decisions and not others. If they do lack mental capacity to make a particular decision, then it must be made in their 'best interests', taking into account the person's wishes, feelings, beliefs, and values.

Skate Molton CIC recognise that capacity and consent are central themes in adult safeguarding and that every adult has the right to make their own decisions, a person will be assumed to have capacity to do so unless it is proved that they do not. This includes the right to refuse a safeguarding referral being raised.

Skate Molton CIC recognise that it is best practice to obtain consent from the person at risk before raising a safeguarding concern, however, a referral will be automatically made to the police and/or Adult Social Care where there are concerns that a person who lacks capacity is being abused and/or if an adult are at risk of serious harm.

Further support and guidance can be found at:

<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice> or by contacting Devon Adult Social Care on **0345 1551 007**.

Section 6: Safe Recruitment Practices

Skate Molton CIC will use the following checklist for safer recruitment:

1. Writing clear job/role description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
2. Use of application forms to assess the candidate's suitability for the role.
3. Demonstrating Skate Molton CIC commitment to safeguarding and protecting children and vulnerable adults within the volunteer application pack.
4. Where possible holding face-to-face interviews with pre-planned and clear questions. Including a question about whether individuals have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
5. Checking the candidate's identity by asking them to bring photographic ID.
6. Checking the candidate actually holds any relevant qualifications they say they have.
7. Applying for a Disclosure and Barring Service check if appropriate to the individual's role.
8. Take up references. Ask specifically about an individual's suitability to work with children.
9. Provide a copy of your organisation's Adult Safeguarding Policy and Procedures.

Section 7: Induction and Training for Staff and Volunteers

All staff and volunteers will be given details of this policy as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately

supervised, and their progress reviewed on a regular basis. Skate Molton CIC will identify which staff and volunteers are required to participate in the relevant adult safeguarding training courses and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. Information regarding the policy should be disseminated to all involved in the group – participants, parents, visitors, and carers knowing there is a policy in place and how to utilise this. It should be the role of staff and volunteers to ensure this happens.

Section 8: Photography & Filming

We will not permit photographs, video, or other images of any participant to be taken without informed consent. Should Skate Molton CIC require photographs, video, or other images of participants for our own promotional purposes, Skate Molton CIC will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Skate Molton CIC immediately.

Section 9: Internet, social media, and mobile phone acceptable use

Use of the internet by employees, volunteers, and management committee members of Skate Molton CIC is permitted and encouraged where its use supports the aims and objectives of the organisation.

Skate Molton CIC has a policy for the use of ICT, social media, and the internet whereby employees, volunteers and management committee members must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the Skate Molton CIC by their misuse of the internet

Section 10: A Named Person(s) for Adult Protection

Every organisation that works with vulnerable adults should have in place a named person who is responsible for dealing with adult safeguarding issues that may arise. A deputy must be made available in their absence. These individuals must be trained in adult safeguarding and their responsibilities clearly stated within your procedures. For example:

Skate Molton CIC has an appointed individual(s) who are responsible for dealing with any adult safeguarding concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for adult safeguarding within Skate Molton CIC are:

Nominated Person for Adult Safeguarding:

Name: James Swanson

Mobile Number: 07557649753

Email: james@skatemolton.co.uk

Deputy Nominated Person for Adult Safeguarding:

Name: Verity Hanson

Mobile Number: 07753354695

Email: verity@skatemolton.co.uk

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that an adult may be subject to abuse or neglect.
- Ensure that any concerns about an adult are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to an adult or breach of adult Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 11: Recording and managing confidential information

Skate Molton CIC expects all employees, volunteers, and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Adult Social Care Team if an adult is deemed to be at risk of harm or **the police should be contacted if they are in immediate danger, or if a crime has been committed.**

A written record must be kept about any concern regarding an adult with safeguarding needs (in Appendix 3). This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

Section 12: Disseminating/Reviewing Policies and Procedures

Skate Molton CIC will review this policy on an annual basis, and this will be signed by Chair of Trustee or his/her deputy when the revised policy has been accepted.

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Any changes/amendments will be clarified and shared with staff and where significant changes appear these must be relayed to all participants.

Date that the policy was last amended / reviewed by the Trustee Board: 06/11/2025

Signature of the Chair:

Date of the next Review: 06/11/2026

Appendix 1

Definitions of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Devon Adult Social Care also includes self-neglect as an additional category. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Exploitation**- Including sexual and/or criminal exploitation
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions, or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs, or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- **Self-neglect** - This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Appendix 2

Signs and Indicators of Radicalisation

Example indicators that an individual may be engaged with an extremist group, cause or ideology include:

- Increasingly spending time in the company of other suspected extremists;
- Changing their style of dress or personal appearance to accord with the group;
- Their day to day behaviour increasingly centred around an extremist ideology, group or cause;
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
- Attempts to recruit others to the group/cause/ideology; or
- Communications with others that suggest identification with a group/cause/ideology.
- Example indicators that an individual has an intention to use violence or other illegal means include:
 - Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
 - Using insulting or derogatory names or labels for another group;
 - Speaking about the imminence of harm from the other group and the importance of action now;
 - Expressing attitudes that justify offending on behalf of the group, cause or ideology;
 - Condoning or supporting violence or harm towards others;
 - Plotting or conspiring with others. Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:
 - Having a history of violence;
 - Being criminally versatile and using criminal networks to support extremist goals;
 - Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction);
 - Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

Appendix 3

Useful Contacts/Support Organisations

If you have concern that an adult is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Safeguarding adults is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Adult Social Care Team both of whom can listen to and record your concern, and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

- Skate Molton CIC Nominated Safeguarding Lead 07557649753
- Care Direct (Devon Adult Social Care Team) 0345 1551 007 (Monday to Friday 8.00 am to 8.00 pm and Saturday 9.00 am to 1.00 pm) or csc.caredirect@devon.gov.uk
- Adult Social Care Emergency Duty Service on 0345 6000 388 (outside
- <https://www.devonsafeguardingadultspartnership.org.uk/>
- North Devon Against Domestic Abuse (NDADA) 01271 321946
- **If you have reason to believe that an adult is at immediate risk of harm, please contact the police on 999**

Appendix 4

Initial Issue/Concern Reporting Form

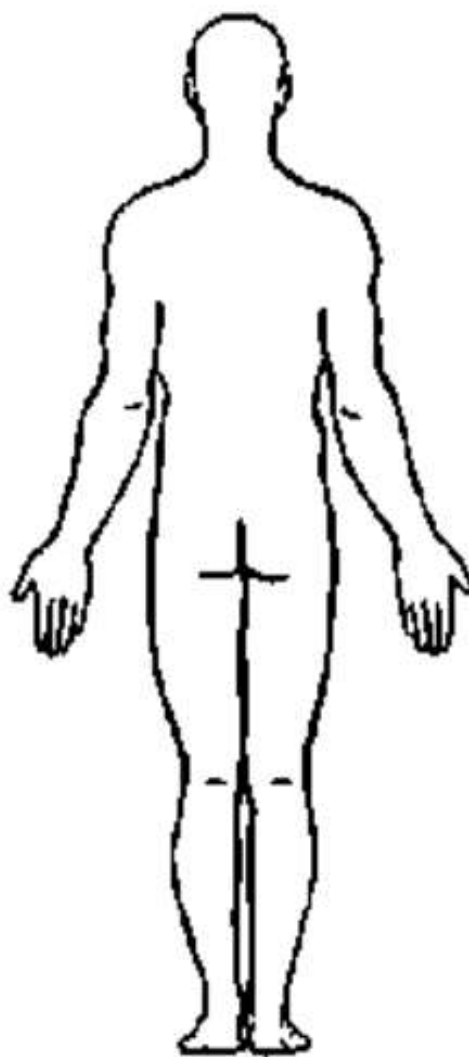
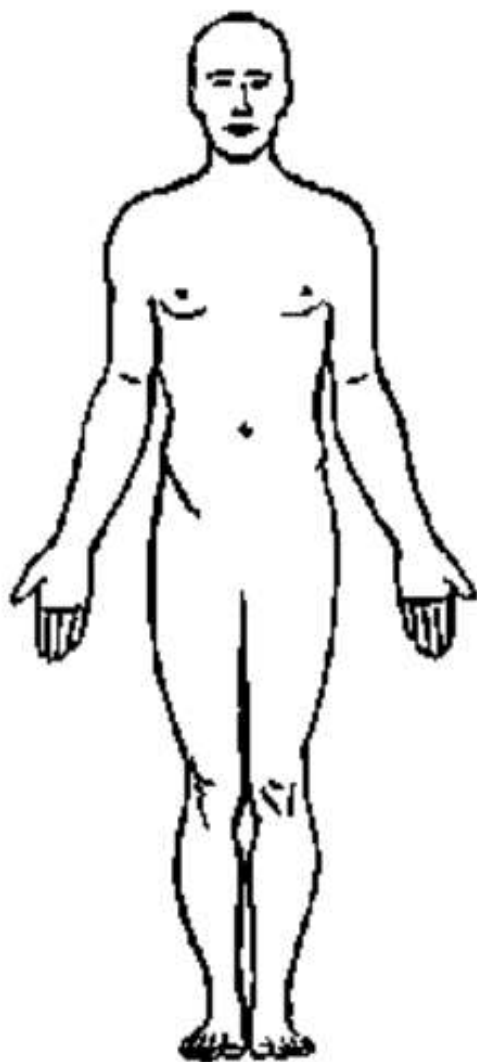
Please provide information on this form, if you have a concern or an issue relating to someone or something at your youth club.

Name of child/adult:	Age/Date of Birth:
Address:	
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Your name:	Club:
	Club Role:
Address:	Email address:
	Mobile Phone No:

Appendix 5

Safeguarding Adults Body Map

Please use this form document any injuries sustained on the following body maps, indicating location of injury and type of injury e.g. graze, cut, bruise.



Detail	Answer
Name of Adult at Risk	
Date and Time	
Name of person completing form	
Name of organisation alerter works for	