

Policy Title	Safeguarding Adults Policy
Policy Owner	Amber Stepney
Status	First Draft
Version Control	1
Review Information	First Published: 19/03/2024 Approved: 17/05/2024 Review Date: 17/05/2025

1.0 Introduction

Tarner seeks to serve the needs of those who are vulnerable in our community by supporting and promoting an individual's holistic development. In doing so Tarner takes seriously the needs and welfare of all those who use our services or are involved in Tarner activities.

Tarner aims to ensure that all adults are welcomed into a safe, caring, environment with a positive atmosphere.

Tarner believes in protecting an adult's right to live safely, free from abuse and neglect. This policy sets out the roles and responsibilities of Tarner in working together to support people to make decisions about the risks they face in their own lives and protecting those who lack the mental capacity to make those decisions. Safeguarding adults against potential abuse and harm is fundamental to Tarner's work practice and the organisation recognises that it has a clear duty to promote practice which safeguards vulnerable adults.

Employees, trustees and volunteers should be made aware of how this policy can be accessed.

*If you have a safeguarding or protection concern regarding children (0-18yrs) please refer to Tarner's **Child Protection and Safeguarding Policy**, and appendices in relation to guidance around safeguarding and protecting children and young people from harm and abuse.*

Tarner operates with awareness of the potential for adult abuse to occur in any situation and will act, where it finds or suspects that abuse is occurring, in a way that will ensure that the adult at risk is safeguarded/protected from further abuse. All allegations of abuse of an adult will be treated seriously.

The aims of adult safeguarding are to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Stop abuse or neglect wherever possible.
- Safeguard adults in a way that supports them in making choices and having control about how they want to live.
- Promote an approach that concentrates on improving life for the adults concerned.
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect.

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- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult.

This policy has been drawn up with reference to the Sussex Safeguarding Adults Policy and Procedures 2016. They include changes introduced by the revised Care and Support Statutory Guidance in March 2016, which replaced the Care Act Statutory Guidance published in November 2014.

Tarner also has a number of relevant policies and procedures that complement Adult Safeguarding. These include:

- Allegations Against Staff Policy
- CCTV Procedure
- Child Protection and Safeguarding Policy
- Code of Conduct
- Complaints Policy
- Confidentiality Policy
- Data Protection Policy
- Equality and Diversity Policy
- Lone Working Policy
- Safer Recruitment Policy
- Whistleblowing Policy and Procedure

2.0 The Legal Framework

The policy has been devised with reference to the Sussex & Surrey Multi Agency Procedures for Safeguarding Adults. This document considers the legal framework consisting of the following Acts:

- Care Act 2014
- Statutory Guidance to the Care Act 2014 (updated March 2016)
- Making Safeguarding Personal Guide 2014
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Criminal Justice and Courts Act 2015
- Mental Capacity Act 2005 and updated 2007
- Public Interest Disclosure Act 1998
- Deprivation of Liberty Safeguards 2009
- Disclosure and Barring Service 2013
- Domestic Abuse Act 2021
- Health and Social Care Act 2008
- Human Rights Act 1998
- MAPPA Guidance 2012
- Modern Slavery Act 2015
- Prevent Duty Guidance 2016
- Sussex Adult Safeguarding Board

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- Housing Act 1996
- Disabled Persons Act 1986
- Mental Health Act 1983 and 2007
- Crime and Disorder Act 1998
- Children Act 1989
- Children Act 2004
- Data Protection Act 2018
- Fraud Act 2006
- Corporate Homicide Act 2007
- Health & Social Care Act 2008

3.0 Roles and Responsibilities

3.1 Board of Trustees and Trustee Safeguarding Lead

The Trustees are collectively responsible for ensuring that safeguarding arrangements are fully embedded in the ethos of Tarner and reflected in all strategic planning and developments. They will all undertake Safeguarding for Trustees bi-annually.

There is a Trustee Safeguarding Lead whose main responsibilities are to:

- Consider Tarner's strategic plan and make sure it reflects safeguarding legislation, Ofsted regulations, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Work with the CEO regularly to review whether the procedures Tarner has put in place are creating a safer culture and keeping people safe.
- Check Tarner's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees' liability.
- Support Tarner to be ready for Ofsted inspections and support the CEO following any reports and recommendations.
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

3.2 Designated Safeguarding Lead (DSL)

This function holds overall responsibility for safeguarding at Tarner. Their main responsibilities are:

- Driving the strategic direction of Tarner's safeguarding activity to develop a strong culture of safeguarding and consistent good operational practice.
- Report on safeguarding to the Tarner Board of Trustees on a bi-monthly basis.
- Ensure that there is a log of all Child and Adult Safeguarding reports and referrals.
- To lead on the reporting of and learning from serious incidents internally, externally and to auditors/regulators as required.
- Ensure that the policies and procedures adopted by the Board of Trustees are fully implemented and that sufficient resources and time are allocated to enable time staff teams to embed their safeguarding responsibilities into everyday operational practice.

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3.3 Designated Safeguarding Officers (DSO)

Tarner has two DSO's. One for the Children's Project and one for the Youth Project. The main tasks of the DSO's are:

- Liaise with DSL regarding any safeguarding concerns.
- Follow Pan Sussex procedures for reporting any cases of suspected child abuse and/or neglect.
- Follow Tarner's internal reporting procedures for reporting safeguarding concerns.
- Support staff in their involvement and actions in individual cases.
- Liaise and refer with external agencies on matters relating to child protection and safeguarding.
- Raise awareness of safeguarding concerns with staff teams, including the provision of training to staff and volunteers on all related child and adult safeguarding issues to ensure that all staff know how to recognise signs and symptoms of abuse, how to respond to
- Liaise with Local Authority Designated Officers (LADOs) and support any investigation of any allegations, concerns and conduct made against staff, volunteers or Trustees of Tarner.
- Update Safeguarding Policies on a yearly basis.

3.4 Deputy Designated Safeguarding Officers (DDSO)

The role of the DDSO is to deputise for the DSO's during sessions where the DSO is not present.

3.5 Contact details for Safeguarding Staff

Designated Safeguarding Lead

Emma Jacquest
Chief Executive Officer
Tarner, 6 Tilbury Place, Brighton, BN2 0GY
Tel: 01273 679940. Mobile: 07853 338856
Email: emma@tarner.org.uk

Designated Safeguarding Officers	
Children's Project Natalie Russ Tel: 01273 679940 Email: Natalie@tarner.org.uk	Youth Project Amber Stepney Tel: 01273 679940 Email: Amber@tarner.org.uk
Deputy Designated Safeguarding Officer Tel: 01273 679940	Charlie Garibaldi Freya Thorpe Esme Jacquest Harley Offei

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4.0 Safer Recruitment Practices

Tarner follows best practice in safer recruitment for all roles. Please refer to Safer Recruitment Policy, processes include:

- An Enhanced Disclosure and Barring Service (DBS) check.
- Use of only original documents to check proof of ID, right to work, and qualifications.
- Two independent references for applicants that will be verified. These should be professional references where applicable and should include the most recent employer.
- Gaps and inconsistencies will be identified by comparing the application with information provided by referees.
- Applicants will be asked if their employment history and datelines are comprehensive; seeking to identify voluntary or additional work that may have been undertaken yet is absent in their application process.
- Should concerns arise from a criminal record check, or an allegation, we will carry out a risk assessment, which must be signed off by the CEO. This should include any recommended safeguards to minimise risk; the risk assessment may also conclude that the offer of employment to the applicant should be withdrawn if risk cannot be adequately mitigated. These processes will be completed before unsupervised work with children and young people can commence.
- All interview panels must have one member who is Safer Recruitment trained.
- The Senior Management Team will work with HR ensuring that recruitment adheres to organisational policies and process relating to employment.

4.1 Code of Conduct

All staff are required to read and sign the Code of Conduct when they start and are expected to meet the Code's expectations. The following document sits alongside the Code, 'Managing Safeguarding Allegations, Concerns or Conduct Issues, against a Person in a Position of Trust'.

The Code of Conduct includes guidance on professional boundaries; personal relationships with service users and ex-service users; physical contact.

5.0 Staff Induction, Training and Development

All new members of staff (including volunteers) will be given an induction which includes safeguarding training appropriate for their role and responsibilities.

- The DSL and DSOs will undertake Designated Safeguarding Lead training a minimum of every 2 years and a refresher safeguarding training course annually in the interim.
- Staff and volunteers who miss the refresher training sessions will be provided with the same training individually or in small groups.
- The DSO will keep updated on any changes to child protection legislation and procedures and relevant learning from local and national child and adult safeguarding case reviews.
- The Senior Managers will maintain accurate records of staff induction and training.
- New staff must complete essential safeguarding training during their induction period before they work alone with children and young people.

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6.0 Definitions

6.1 Care Act 2014 Definition of an Adult at Risk of Abuse

The Care Act 2014 was a major step forward in safeguarding adults who are experiencing, or are at risk of, abuse or neglect, and are unable to protect themselves. Sections 42 to 47 of the Care Act set out the legal duties and responsibilities in relation to adult safeguarding.

The legal framework for the Care Act 2014 is supported by Care and Support Statutory Guidance which provides information and guidance about how the Care Act should operate in practice. The guidance has statutory status which means that there is a legal duty to have regard to it when working with adults with needs for care and support and carers.

The Care Act safeguarding duties apply to any adult aged 18 and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs),
- is experiencing, or at risk of, abuse or neglect,
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

An adult at risk may therefore be a person who, for example:

- is an older person who is frail due to ill health, physical disability or cognitive impairment
- has a learning disability
- has a physical disability and/or a sensory impairment
- has mental health needs including dementia or a personality disorder
- has a long-term illness/condition
- misuses substances or alcohol
- is an unpaid carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse
- lacks mental capacity to make particular decisions and is in need of care and support

All staff need to recognise that safeguarding is everyone's responsibility, irrespective of the role they undertake.

The framework for statutory adult safeguarding set out within the Care Act states that local authorities are required to:

- Lead a multi-agency local adult safeguarding system that seeks to prevent abuse and neglect and stop it quickly when it happens.
- Make enquiries, or ensure others do so, when they believe that an adult is subject to, or is at risk of, abuse or neglect. An enquiry should establish whether any action needs to be taken to stop or prevent abuse or neglect, and if so, by whom.
- Establish a Safeguarding Adults Board (SAB) with core membership from the local authority, the police and the NHS (specifically the Integrated Care Board) with the power to include other relevant bodies.

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- Arrange, where appropriate, for an independent advocate to represent and support a person who is the subject of a safeguarding enquiry or Safeguarding Adults Review (SAR) where the adult has ‘substantial difficulty’ in being involved in the process and where there is no other appropriate adult to help them.
- Cooperate with each of its relevant partners in order to protect adults who are experiencing, or at risk of, abuse or neglect.

6.1.1 Promoting wellbeing

Staff should always promote the adult’s wellbeing as part of safeguarding arrangements. People have many aspects to their lives and being safe may be only one of the things which are important to them. Staff should work with each adult to establish what being safe means to them and how that can best be achieved.

6.2 Key Principles of Adult Safeguarding

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

Principle	Description	Outcome for the adult at risk	In practice this means
Empowerment	Presumption of person led decisions and informed consent.	<i>“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”</i>	Having clear and accessible systems for adult’s views to be heard and influence change. Giving people relevant information and support about safeguarding and the choices available to them to ensure their own safety.
Prevention	It is better to take action before harm occurs.	<i>“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”</i>	Raising public awareness about safeguarding, including how to recognise and report it. All staff are clear on their roles and responsibilities in relation to safeguarding adults at risk.
Proportionality	The least intrusive response	<i>“I am sure that the professionals will work in my interests, as I see</i>	The adult is at the centre of all responses to the safeguarding concern and

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	appropriate to the risk presented.	<i>them and they will only get involved as much as needed."</i>	any action taken is based on their preferred outcomes or best interests. An approach of positive risk taking in which the adult at risk is fully involved.
Protection	Support and representation for those in greatest need.	<i>"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want and to which I am able."</i>	Organisations having effective processes to be able to identify and respond to concerns or emerging risks. Consideration of mental capacity is part of the safeguarding process, and where people lack capacity decisions are always made in their best interests.
Partnership	Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.	<i>"I know that staff will treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."</i>	Information is shared between organisations in a way that reflects its personal and sensitive nature. Ensuring local information sharing protocols are in place and staff understand and use them.
Accountability	Accountability and transparency in delivering safeguarding.	<i>"I understand the role of everyone involved in my life and so do they."</i>	The roles and responsibilities of the organisation are clear so that staff understand what is expected of them and others.

6.3 Making Safeguarding Personal

Making Safeguarding Personal (MSP) is a national approach to promote responses to safeguarding situations in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. It is about seeing people as experts in their own lives and working alongside them to identify the outcomes they want, with the aim of enabling them to resolve their circumstances and support their recovery. Making Safeguarding Personal is also about collecting information about the extent to which this shift has a positive impact on people's lives.

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People are individuals with a variety of different preferences, histories, circumstances and lifestyles. Safeguarding arrangements must not prescribe a process to be followed whenever a concern is raised, but rather Making Safeguarding Personal emphasises the importance of a person-centred approach, adopting the principle of ‘no decision about me without me’. Personalised care and support is for everyone, but some people will need more support than others to make choices and manage risks. A person led approach is supported by personalised information and advice and, where needed, access to advocacy support.

6.4 Types of Abuse

The Care Act 2014 defines the following ten areas of abuse. Tarner also includes self-neglect and radicalisation as additional categories. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes (**please see Appendix 1 – Child Protection and Safeguarding Policy for further detail and guidance**):

- Physical Abuse
- Domestic Violence/Abuse
- Exploitation – Sexual and Criminal
- Sexual Abuse
- Psychological/Emotional Abuse
- Financial Abuse
- Modern Slavery
- Discriminatory Abuse
- Organisational Abuse
- Neglect and Acts of Omission
- Self-Neglect
- Radicalisation

7.0 Reporting Procedures

Everyone at Tarner has a responsibility to be mindful of the signs of possible abuse/harm of adults and a responsibility to take appropriate action by reporting their concern as soon as they become aware that abuse may have taken place or may occur unless someone does something to prevent it from happening – in line with this policy and procedures, paying attention to Section 8.0 on consent.

It is important to remember that there may be other concerns raised by others within Tarner and/or externally that you may not be aware of. Reporting concerns can enable serious abuse or harm to be prevented from happening or from escalating. **Please see Appendix 7: Adult Safeguarding Flowchart**

If you suspect that an adult is being abused or at harm you should always discuss your concerns immediately with your Designated Safeguarding Officer (DSO).

Where additional advice / support is required or external referral to for example, Adult Social Care, or the Multi-Agency Risk Assessment Conference (MARAC), the Designated Safeguarding Officer or Deputy in their absence should also be contacted.

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If the adult requires immediate protection from harm contact the Police and Adult Social Care. (Please see Appendix 1 of Child Protection and Safeguarding Policy for contact details)

All information about any adult protection and/or other safeguarding concerns will be recorded on a **Safeguarding and Monitoring Concern Form** as soon as possible after the event. **Please see Appendix 3 of Child Protection and Safeguarding Policy.** The record should include:

- Date of the disclosure, or the incident, or the observation causing concern
- Date and time at which the record was made.
- Name and date of birth of the adult involved.
- A factual report of what happened. If recording a disclosure, you must use the adult's own words.
- Name, signature, and job title of the person making the record.

8.0 Consent

An adult's **'right to consent'** marks the fundamental difference between approaches in safeguarding adults and safeguarding children.

Principals around empowerment require a pro-active approach to seeking consent, especially when maximising an adult's involvement in decisions about their care, safety and protection and this must include decisions around raising a safeguarding concern.

A person has a right to take risks; however, safeguarding of vulnerable adults involves risk management that is based upon:

- Understanding the person
- Understanding the autonomy of the person and how they view the risks they face.
- Some risks may be tolerated as the individual may feel that it enhances their life, but there may be other risks which they want to eliminate.

Usually, identification of risk should be taken with the adult who has been, or appears to be, harmed - **unless doing so increases their risk of harm or puts others at risk.**

An adult's **right** to make choices about their own safety has to be balanced with the rights of others to be safe.

Tarner and its staff have a responsibility to report concerns of possible abuse/harm even if at times this may override an adult's wishes, and clear information should be provided to the given service users, their representatives, and the public to outline organisational responsibilities regarding safeguarding concerns.

The three main factors that could affect an individual's right to control safeguarding decisions they wish to take, are:

- Others at risk of harm
- Legal restriction or overriding public interest

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- Issues of impaired capacity and impaired decision-making

8.1 Informed Consent

It is good practice to inform the involved adult if a safeguarding concern needs to be raised (see Tarner's Information Sharing Policy) unless doing so would increase risk for that individual. It must always be made clear to individuals of concern, that raising a safeguarding concern does not always result in investigation under safeguarding procedures, and that an investigation would not be carried out against their wishes, unless others were at risk from the same person, service or setting.

There are circumstances where the seriousness of the situation requires action without the individual with capacity consent, even if others may not be at risk e.g., serious domestic violence.

8.2 Adults who lack capacity to give consent

The Mental Capacity Act 2005 applies to everyone involved in the care, treatment and support of people aged 16 and over, living in England and Wales who are unable to make all or some decisions for themselves. It was designed to protect and restore power to those vulnerable people who lacked capacity.

A lack of mental capacity could be due to:

- a stroke or brain injury
- a mental health problem
- dementia
- a learning disability
- confusion, drowsiness or unconsciousness because of an illness or the treatment for it
- drug and alcohol

In order to protect those who lack capacity and enable them to take part as much as possible in decisions that affect them, the following five statutory principles which underpin the Mental Capacity Act apply:

1. You must always assume a person has capacity unless it is proven otherwise.
2. You must take all practicable steps to enable people to make their own decisions.
3. You must not assume incapacity simply because someone makes an unwise decision.
4. Always act, or decide, for a person without capacity in their best interests.
5. Carefully consider actions to ensure the least restrictive option is taken.

9.0 Record Retention

In line with our Data Protection Policy and The Data Protection Act 2018, safeguarding records will be kept securely, and with restricted access, for a period of 35 years after which they will be securely deleted/destroyed.

Tarner also has a process for ensuring client or staff records that are related to a safeguarding report, are kept securely for 35 years. This is to allow for subject access requests relating to historical abuse or allegations of abuse.

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10.0 CCTV

CCTV is installed at Tarner covering communal areas and entrances/exits, in order to:

- Help protect staff, clients, customers and members of the public
- Assist in the prevention of crime on the premises

The use and management of CCTV equipment and images to ensure that we comply with the Data Protection Act 2018 and the Human Rights Act 1998 is set out in the organisation's CCTV Policy and Procedure.

11.0 Photo ID

Staff are required to visibly wear their Tarner photo ID badge, when working in any Tarner service or premises. Staff are responsible for ensuring their ID badge is in date and displays the correct job title. It is important that staff can be easily identified as such by children and young people, parents, visitors, and external agencies (for example emergency services).

11.4 Use of phones

All of the Senior Management Team are issued with work mobile phones and may use them to call or text service users; phone use is set out in the Mobile Phone Policy. This includes text messaging: staff may text service users provided their phone is only accessed by them. Sensitive and/or personal information will not be provided via text message.

Staff are prohibited from using their personal phones for contact with service users; if a staff member is found to have provided to a service user their personal phone number, then they may be subject to disciplinary action.

11.5 Images of Adults

At Tarner we believe that images of the adults we work with are an important record of club's daily life.

We have a Photography and Video Policy and procedure for the use of images of children and young adults which is reinforced at any of Tarner's events. This procedure is reviewed annually by the designated members of staff with child protection responsibility and cross checked with the guidance on safeguarding children.

We collect parental permissions for taking and using photographic and video images of children and young adults when registration is completed.

Only the club camera will be used to take photographs of children and young adults, except with the express permission of the manager. Neither staff nor children/young adults may use their personal mobile phones to take photographs. Staff must adhere to the Mobile Phone Policy.

12.0 Allegations Against Staff

All Tarner staff, trustees and or volunteers are in a 'Position of Trust'. At Tarner we believe that all service users are entitled to receive care and protection from harm. We will not accept inappropriate

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behaviour towards children, young adults or staff and we will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly, and sensitively.

Any allegation made against a member of staff, trustee or volunteer will be taken extremely seriously and the DSO's will follow the Allegations Against Staff Policy seeking advice from the LADO/Adult Social Care with immediate effect (ideally within 24 hours).

The CEO and Board of Trustees are informed of all referrals to the LADO. Investigations may lead to the instigation of disciplinary procedures and/or referrals to other statutory services. e.g. Police, Local Authority, accrediting bodies etc. (as outlined by the organisation's Code of Conduct).

We may also report to the Charity Commission where people have come to harm or the organisation is brought into disrepute as a result of the allegation. We will not only consider if a child/young adult is suffering or is likely to suffer significant harm, but also if the alleged perpetrator is unsuitable to work with children or young adults either in their present capacity or in rare cases, at any point in the future.

The organisation recognises that close working relationships, or management hierarchy may be a disincentive to report and will endeavour to ensure that investigations are managed sensitively and supportively to reduce any negative impact on professional relationships, or fear of future reprisal. Please refer to Tarner's Whistleblowing Policy.

At the end of the investigation, where appropriate, allegations will also be referred to the Disclosure and Barring Service (DBS) and, where required, OFSTED or other regulatory bodies.

13.0 Allegations Against Other Professionals

There may be concerns about reporting an allegation or inappropriate behaviour in relation to an external professional or volunteer for fear of damaging working relationships or even jeopardising contracts. Staff must always prioritise the safety of children and/or young adults and should discuss any concerns or disclosures with their Line Manager and the DSO. They will then support members of staff and/or service users to appropriately formalise their concerns/allegations externally.

14.0 Working with External Agencies

Recruitment and vetting checks and Disclosure and Barring Service (DBS) are carried out on all external services who work at Tarner whether in a voluntary or paid capacity and includes trustees. A single Central Register is maintained of all those who have been cleared to work at Tarner. New DBS checks will be carried out if there is:

- A change of contract leading to increased, relevant responsibilities
- The need arises as a result of an internal situation.
- A change in current government legislation and for good practice

The types of external agencies are:

- Regular – Contracts. These people must have a cleared with DBS check and include office staff.

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- Regular – Planned. These people must have a cleared DBS check. They include maintenance staff and providers of clubs.
- Supervised. These people should not be in contact with children and must be supervised at all times, and in most cases this will be one of the management team. They do not need to have a DBS check. They include builders and utility meter readers.

Please also see Tarner's **Visitor's Policy**.

15.0 Safeguarding Adults Review (SAR)

Formerly known as Serious Case Reviews, SARs are now a statutory duty under the Care Act for Safeguarding Adults Boards to undertake. This is when:

- an adult dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult.
- an adult is still alive but has experienced serious neglect or abuse and there is concern that partner agencies could have worked more effectively to protect the adult.

The purpose is not to reinvestigate or to apportion blame, it is to:

- establish whether there are any lessons to be learnt from the circumstances of the case, about the way in which local professionals and agencies work together to safeguard adults.
- review the effectiveness of procedures.
- inform and improve local inter-agency practice.
- improve practice by acting on learning, and
- highlight good practice.

Tarner can request that a case goes to a SAR, this is done through the relevant local adult safeguarding board; alternatively, we may be invited to attend a SAR as a partner agency.

The Sussex Safeguarding Adults Review Protocol is shared between the East Sussex, Brighton & Hove and West Sussex Safeguarding Adults Boards, and outlines the procedure for making a referral. It can be found on each of the Sussex Safeguarding Adults Board websites. Any professional can make a referral via secure email. Staff will usually find it helpful to discuss their concerns with their manager prior to making a referral.

Sussex SAR Protocol www.bhsab.org.uk

SAR Referral Form [SAR-Referral-Form-2023.docx \(live.com\)](#)

16.0 Appendices to this Policy and Guidance

Appendix 1: Definitions, Local Authority Contacts
Appendix 2: Safeguarding Flowchart
Appendix 3: Safeguarding and Monitoring Concerns Form
Appendix 4: Body Maps
Appendix 5: Helpful Websites and Further Reading
Appendix 6: Safeguarding Poster
Appendix 7: Adult Safeguarding Flowchart

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