



# Safeguarding Policy

Company No: 11567414  
Registered Provider No: 5094  
Version 2.1 – February 2025

## Simply Affordable Homes RP (SAH) Limited

### SAFE-GUARDING POLICY

#### 1. Introduction

- 1.1. We recognise that we have a significant role to play in safeguarding vulnerable children and adults at risk as part of its day-to-day work. It is our aim to develop an environment in which abuse is not tolerated in any form.
- 1.2. This policy sets out guidelines for safeguarding vulnerable children and adults to ensure that employees and/or our representatives know how to recognise signs of abuse and neglect, and where they do occur, that there is appropriate response to protect those affected in our homes and communities from further harm. The key aims of this policy are to:
  - Ensure that our employees and our representatives are aware of the types of abuse that can occur.
  - Develop a culture that does not tolerate such abuse, and which encourages people to raise concerns.
  - Prevent abuse from happening wherever possible.
  - Encourage our employees and our representatives to respond promptly and proportionately where abuse does happen, to make the necessary referrals and engage the appropriate authorities, to stop the abuse continuing and to ensure the person harmed receives effective support.
  - Provide a framework for those providing management services on our behalf to enable the recognition and reporting of suspected abuse towards children and vulnerable adults.
- 1.3. This policy applies to all Simply Affordable Homes' employees and its various representatives, such as: property managers, any "sub-contractor" carrying out works on our behalf, and/or any other individual who are responsible for properties managed or owned by us.

#### Key terms and definitions

##### Definition of a 'child'

- 1.4. The 'Working together to safeguard children, 2018' document defines a child as being anyone who has not yet reached their 18th birthday. The fact that a child has reached

16 years of age, is living alone, is in further education, is a member of the armed forces, is in hospital, is in prison or in a young offenders' institution is irrelevant – they are still defined as children under the Children Act 1989.

### Definition of a 'vulnerable adult'

- 1.5. A vulnerable adult as defined by the Care Act 2014 is a person aged 18 years or over, 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.

### Definition of 'abuse'

- 1.6. Abuse is a violation of an individual's human and civil rights by any other person or persons.
- 1.7. Friends, strangers, family members, and professional staff can all be guilty of abuse. Abuse can include physical, mental, sexual, financial, discriminatory abuse and neglect.

## 2. Our Approach

### Recognising the signs and symptoms of abuse

- 2.1. We expect all employees and our representatives to be alert to both actual and suspected abuse. This is particularly relevant for those who have personal contact with customers.
- 2.2. Awareness of the home environment is important; if individuals identify that children or vulnerable adults are living in unhygienic or dangerous conditions, and/or where care needs appear to be neglected, the concern should be escalated in line with this policy.

### Responding to suspected or alleged abuse or neglect

- 2.3. Our employees and representatives play an important role in building and maintaining partnerships with local authorities and key specialist agencies and will work with them as required to safeguard children and vulnerable adults.
- 2.4. If an employee or our representative suspects abuse or has received a report of abuse, they will:
- Report it to a senior staff member immediately. We will not investigate suspected abuse or neglect. Safeguarding of children and vulnerable adults is a complex area which must be dealt with by the appropriate agencies and channels.

- Refer any concerns over the abuse or neglect of a child or a vulnerable adult to the relevant local authority, child or adult services where appropriate and the police if there is a suspected or actual crime.
- 2.5. Local authorities have the lead responsibility in coordinating safeguarding work, establishing safeguarding boards and to develop multi agency policies and procedures to provide a framework for partner organisations to work together.
  - 2.6. Relevant information sharing protocols should be followed where they exist. Where possible a person's consent should be sought to share information, but full confidentiality cannot be guaranteed when the responsibility to safeguard the child or adult at risk is greater than the responsibility to the individual.
  - 2.7. Record any discussions and actions carried out following suspected or alleged abuse or neglect accurately, thoroughly, and promptly.
  - 2.8. Fully co-operate with any agencies involved with cases of alleged abuse or neglect.
  - 2.9. Work with other agencies to investigate any alleged breach of tenancy agreement and act through policies and procedures where appropriate.
  - 2.10. We will work collaboratively with local authorities to assess the vulnerability of customers where required and aim to resolve tenancy management issues before taking legal action. This includes communicating and working jointly to safeguard vulnerable children and adults.
- Monitor all reports of suspected or known abuse, their management and resolution.

### **Employee Training, Recruitment, and Conduct**

- 2.11. As part of their induction, employees will be required to read and understand all relevant policies and procedures provided, including this policy.
- 2.12. Employees will be trained in the implications and processes involved with the safeguarding of vulnerable children and adults and will be trained in how to identify signs of abuse and neglect.
- 2.13. Employees who have regular contact with children and/or vulnerable adults are suitably vetted and checked by the Disclosure and Barring Service.
- 2.14. Where a person suspected of abuse or neglect is a member of staff, a disciplinary investigation will be carried out immediately. If a member of staff suspects that any other member of staff is involved in abuse or neglect, they should report this through the correct channels as detailed in the Whistleblowing Policy.

2.15. All our representatives are expected to have an effective safeguarding policy in place, or where not, they should be willing to work in accordance with this policy.

### **3. Review**

#### **Quality monitoring, feedback and reporting**

- 3.1. Implementation of this policy will be managed by the Executive, and any issues will be reported to the Board.
- 3.2. We will complete section 11 reviews and adult assurance statements as required by local authorities to demonstrate the extent to which we meet safeguarding requirements and standards.
- 3.3. We will report to Board an annual report which will include confirmation of completion for mandatory training, reported safeguarding cases an/incidents and number of actions taken.

### **4. Key Legislation (but not limited to)**

- Public Interest Disclosure Act (1998)
- Mental Capacity Act (2005) – The Mental Capacity Act (2005), and supporting Code of Practice (2016)
- Data Protection Act (2018) – Governs the protection of personal data.
- Human Rights Act (1998) - Includes a duty on public bodies to intervene proportionately to protect the rights of citizens.
- The Care Act 2014.

### **5. Policy review**

- 5.1. We will review this policy within 12 months (by the end of July 2025) to reflect any learning during our first year; and then every two years to address customer feedback, legislative, regulatory, best practice or operational issues, unless otherwise needed.
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### Appendix 1 – Revision History

Date	Version	Comments / Changes
17/04/2024	1.0	Initial version
28/05/2024	1.1	Minor changes
July 2024	2.0	CT Review
February 2025	2.1	New template and review
July 2025		Year one review
July 2027		Review

