

# Safeguarding Adults at Risk Policy

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## 1. Our policy statement

- 1.1. Sage Homes is committed to the safety and wellbeing of adults at risk who engage with our services.
- 1.2. This policy outlines our dedication to safeguarding practices that identify, ensuring appropriate and effective actions are taken to protect vulnerable individuals and promote their welfare.

## 2. Key principles

- 2.1. **Right to safety:** every adult has the inherent right to be safe and protected from harm or abuse.
- 2.2. **Shared responsibility:** safeguarding is a collective responsibility involving colleagues, contractors, and third-party partners.
- 2.3. **Active duty:** all individuals working for or on behalf of Sage Homes must be vigilant, report, and act on any concerns of abuse.

## 3. The scope of this policy

- 3.1. This policy applies to all Sage Homes colleagues (including those on fixed-term contracts), Board members, agency workers, consultants, volunteers, third-party agencies, developers, contractors, subcontractors and suppliers providing services to Sage Homes and its customers.

## 4. Objectives

- 4.1. The objectives of this policy:
  - 4.1.1. **Customer empowerment:** educate customers on abuse and reporting mechanisms.
  - 4.1.2. **Prevent and protect:** proactively prevent harm and reduce risks.
  - 4.1.3. **Defined roles:** clear individual and corporate safeguarding responsibilities.
  - 4.1.4. **Support systems:** provide or refer to relevant support agencies.
  - 4.1.5. **Transparency:** publicly available policy for awareness.
  - 4.1.6. **Training:** comprehensive training for abuse identification and response.
  - 4.1.7. **Professional boundaries:** establish clear boundaries in safeguarding.
  - 4.1.8. **Continuous improvement:** regular review and enhancement safeguarding practices.

## 5. Definitions

- 5.1. **Safeguarding adults at risk** includes protecting health, wellbeing, and human rights, allowing individuals to live free from harm, abuse and neglect.
- 5.2. **Types of abuse (Care Act 2014):** include physical abuse, domestic violence, sexual

abuse, psychological abuse, financial abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and self-neglect.

**5.3. Safeguarding principles (Care Act 2014):**

- 5.3.1. **Empowerment:** support individuals to make their own decisions.
- 5.3.2. **Prevention:** take action before harm occurs.
- 5.3.3. **Proportionality:** respond appropriately to the level of risk.
- 5.3.4. **Protection:** provide support for those in greatest need.
- 5.3.5. **Partnership:** collaborate with communities and services.
- 5.3.6. **Accountability:** ensure transparency in safeguarding practices.

## 6. Consent to make a referral

6.1. Safeguarding decisions will consider:

- 6.1.1. The need for an adult's consent, where possible, to report a concern.
- 6.1.2. Instances where consent is not needed, such as when others are at risk or if a crime may have occurred or the person lacks capacity to decide. The Data Protection Act 2018 allows sharing information without consent for safeguarding purposes.
- 6.1.3. Informing the adult of actions where safe and possible.
- 6.1.4. Recording decisions and reasons for sharing or not sharing information.

## 7. Roles and responsibilities

7.1. Specific roles ensure effective safeguarding implementation:

- 7.1.1. **Dedicated Sage Safeguarding Lead (DSSL):** oversees safeguarding across services.
- 7.1.2. **Health & Safety Director (HSD):** holds strategic oversight.
- 7.1.3. **Board Safeguarding Champion (BSC):** ensures safeguarding is integrated into organisational risk and planning.
- 7.1.4. **Safeguarding Champions (SC):** departmental support for safeguarding concerns.
- 7.1.5. **Customer-facing colleagues (CFC):** front-line identification and reporting of concerns.

7.1.6. Roles and responsibilities table:

<b>Responsibility</b>	<b>BSC</b>	<b>HSD</b>	<b>DSSL</b>	<b>SC</b>	<b>CFC</b>
Will complete relevant training every two years.	✓	✓	✓	✓	✓
Ensures organisational risk considerations include safeguarding.	✓	✓			
Supports leaders with specific safeguarding	✓	✓			

<b>Responsibility</b>	<b>BSC</b>	<b>HSD</b>	<b>DSSL</b>	<b>SC</b>	<b>CFC</b>
responsibilities.					
Fully understands and implements the safeguarding policy.	✓	✓	✓		
Reports to Executive Team and Board.		✓			
Owens and maintains the central safeguarding log.		✓			
Holds reviews and updates of safeguarding policies and procedures			✓		
Co -Chairs the Safeguarding Committee.		✓	✓		
Maintains operational overview and supports Safeguarding Champions.			✓		
Will review safeguarding activities and ensure policy implementation.			✓		
Be present in each department and contribute updates to Safeguarding Committee meetings.		✓	✓	✓	
Supports all colleagues across the organisation.			✓	✓	
Ensures adequate resources for safeguarding practices.			✓	✓	
Leads on reviews for internal safeguarding matters.			✓		
Oversees safeguarding training and compliance.			✓		
Records and assesses safeguarding concerns.			✓	✓	✓
Reports concerns to Safeguarding Champion/Line Manager/Safeguarding lead.			✓	✓	✓
Makes safeguarding referrals promptly, maintains accurate records of concerns and actions taken.			✓	✓	✓
Represents Sage Homes in multi-agency meetings if needed.			✓	✓	✓

## 8. Training, recruitment and support for employees

- 8.1. Sage Homes will provide safeguarding training according to a competency framework, with refresher training every two years.
- 8.2. Safer recruitment practices will be followed, including DBS checks where relevant.

8.3. Induction training on safeguarding responsibilities is required for new employees.

## 9. Support for colleagues and third parties

9.1. Sage Homes offers support for colleagues handling safeguarding issues via line managers, Human Resources, and an employee assistance program.

## 10. Contractors, agents, and third-party partners

10.1. Contractors and partners will ensure personnel suitability and compliance with Sage Homes' procedures, report safeguarding concerns, and participate in compliance audits.

## 11. Confidentiality and information sharing

11.1. Sage Homes will share information with statutory partners in compliance with Data Protection Act 2018 and GDPR.

11.2. Training will ensure employees understand data protection in safeguarding.

## 12. Working with external partners and statutory agencies

12.1. Sage Homes will work with statutory partners, adhere to Section 42 obligations, and participate in multi-agency safeguarding efforts as required.

## 13. Key legislation

13.1. There is a range of relevant legislation that addresses different aspects of safeguarding and work with adults at risk. Much of the legislation gives statutory authorities powers, but as a key partner we work with them to assist and immediately raise concerns where we have them, ensuring individuals and families are made safe and assisted when needed:

- Care Act 2014
- Data Protection Act 2018
- Crime and Disorder Act 1998
- Mental Capacity Act 2005, amongst others.

## 14. Regular review and improvement

14.1. Sage Homes will regularly review and improve safeguarding practices, audit measures, and maintain feedback loops with customers and partners.

14.2. Continuous legislative updates will be monitored and improvements applied accordingly.

## 15. Equality and diversity

15.1. Sage is committed to making sure all services are accessible to all our customers. Our

employees will be trained to make sure they are communicating appropriately with our customers, and they have the relevant information.

- 15.2. This policy will be applied in a way which makes sure we treat all customers with fairness and respect. We recognise our duty to advance equality of opportunity and prevent discrimination or victimisation on the grounds of age, sex, sexual orientation, disability, race, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership and any other protected characteristic defined within the [Equality Act 2010](#).

On request, wherever possible we will endeavour to provide translations of our documents, policies and procedures in various languages and formats including braille and large print.

## 16. Delivery of this policy

- 16.1. Policy delivery is supported through the CRM Safeguarding Process, off-system referral route, and case review process, which collectively ensure robust safeguarding practices across all interactions.

- 16.2. A suite of supporting documents provides comprehensive guidance and aligns with this policy. For detailed reference, employees should consult these documents to fully understand safeguarding requirements and operational procedures. Key areas covered include:

- Safeguarding legislation and frameworks for children and adults
- Guidance on types and definitions of abuse
- Safeguarding governance, committee structure, and reporting procedures
- Health and safety, data protection, and whistleblowing practices
- Policies on relevant issues such as domestic abuse, antisocial behaviour, and modern slavery

- 16.3. Access to these documents is available through the internal policy library and should be reviewed in conjunction with this policy to ensure adherence to safeguarding standards.

- 16.4. The effective delivery of this policy including training, guidance and support required by employees for implementation of this policy will be provided by the Learning & Development Team and Sage Dedicated Safeguarding Lead as and when required.

## 17. Policy review

- 17.1. We will review this policy every three years to make sure it meets our aims and continues to be relevant and accurate.

- 17.2. The policy will be reviewed sooner if:

- Legislation/ regulation or industry changes require it.
- We identify any problems or failures in this policy as a result of customer or stakeholder feedback, complaints or findings from any independent organisations.

- Recommendations are made following investigations into significant incidents.

Version	Checked by	Amendments	Approved at/by	Date of Approval	Published by	Date of Review
1.0	Head of Resident Services	Separation of policies relating to Adults and Children	Board	Dec 24	Policy & Service Improvement	Dec 27
1.1	Head of Resident Services	Change of role for strategic oversight	Chief Legal Officer and CEO	Jan 25	Policy & Service Improvement	Dec 27