

# Vulnerable Adult Safeguarding Policy



March 2026

Ratified by the Board of Trustees: February 2026

Signed and approved by: **Hilary Ballantine** | **ETSP Chair of Trustees**: February 2026

Review date: March 2028

# Key Contacts

## ETSP Charity Designated Safeguarding Lead (DSL)

Hilary Ballantine | Charity Chair | E: [hballantine@etsplondon.org](mailto:hballantine@etsplondon.org)

## ETSP Charity Deputy Designated Child Protection Lead

Sue Notley | Charity Trustee | E: [head@stjohnsprimarysch.org.uk](mailto:head@stjohnsprimarysch.org.uk) | T: 07757 522947

A trained DSL (or Deputy) will be available to be contacted via phone or online video when working from home. It is important that all ETSP staff and volunteers have access to a trained DSL (or Deputy).

**Enfield Adult Abuse Line: 020 8379 5212**

# Principles

Each school in the Enfield Town Schools' Partnership (ETSP) has their own safeguarding/child protection policy which is available on their website. We have our own child safeguarding policy which is in line with that of our partnership schools and is available to all relevant bodies on request.

This vulnerable adult policy sets out the procedures that the charity uses to raise concerns and states the charity's designated lead. As a charity, we, and any other organisations we work with, should work with vulnerable adults to establish what being safe means to them and how that can be best achieved. Safeguarding means protecting vulnerable adults from abuse or the risk of abuse. All vulnerable adults are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying this policy to ensure effective levels of safeguarding and care are afforded to any vulnerable adults we may work with.

ETSP is committed to delivering activities and programmes with the welfare and safety of all children & young people and vulnerable adults at the center of all design and delivery.

# Aims of the Policy

- Ensure procedures are clear and encourage good communication between all members of the charity's community and any other organisations we work with.
- Develop and promote collaborative working relationships with other agencies, especially the Police and Social Care.
- Ensure all adults within the charity's community, who have access to children or vulnerable adults, have been checked as to their suitability.
- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- 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, alongside professionals, play their part in identifying and preventing abuse and neglect.
- 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.

### **All safeguarding work with adults should be based on the following principles:**

- The empowerment of adults underpins all safeguarding adults' work.
- The focus of safeguarding adults should always be to identify and endeavor to meet the desired outcomes of the adult.
- Every person has a right to live a life free from abuse, neglect and fear.
- Safeguarding adults is everyone's business and responsibility.
- There is zero tolerance to the abuse of adults.
- All reports of abuse will be treated seriously.
- Every person should be able to access information about how to gain safety from abuse and violence and neglect.
- All adult safeguarding work aims to prevent abuse from taking place, and to make enquiries quickly and effectively and take appropriate action where abuse is taking place or is suspected.
- All member schools, partner agencies and organisations actively work together and encourage accountability and transparency.

### **This policy relates to an adult who meets the following three key tests:**

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

## Intended Impact

To enable all vulnerable adults to feel safe and cared for and to enable all professionals involved with our charity to be fully equipped to fulfil their responsibilities so that they can effectively promote the safeguarding and welfare of any vulnerable adults we may work with.

## Legislation and Statutory Guidance

### **[Adult Safeguarding: The Principles for Adult Safeguarding \(DH, 2011\)](#)**

- Empowerment – presumption of person led decisions and informed consent.
- Protection – support and representation for those in greatest need.
- Prevention – it is better to act before harm occurs.
- Proportionality – proportionate and least intrusive response appropriate to the risk presented.
- 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.

These six principles should inform the ways in which professionals and staff work with vulnerable adults.

**Vulnerable Adult:** Whilst there is no formal definition of vulnerability within health care, some people receiving health care may be at greater risk from harm than others, sometimes as a complication of their presenting condition and their individual circumstances. The risks that increase a person's vulnerability should be appropriately assessed and identified by the health care professional/Care Home provider at the first contact and continue throughout the care pathway (DH 2010).

Under Section 59 Supporting Vulnerable Groups Act 2006 a person aged 18 years or over is also defined as a vulnerable adult where they are 'receiving any form of health care' and 'who needs to be able to trust the people caring for them, supporting them and/or providing them with services.

The Care Act 2014 requires agencies to work together to develop shared strategies for safeguarding vulnerable adults. All health, social care professionals and care workers play a key role in safeguarding vulnerable adults who are in receipt of health or care services. It is everybody's responsibility to protect vulnerable adults from abuse, harm and omissions of care.

**Adult at risk:** Safeguarding duties apply to an adult aged 18 or over and who:

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

*(Definition from the Care Act 2014)*

An **adult at risk** may therefore be a person who:

- Is elderly and 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 a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse.
- Is unable to demonstrate the capacity to make a decision and needs care and support.
- Is targeted and recruited into county lines (please refer to KCSIE September 2025, part 1, page 23).

*(This list is not exhaustive.)*

For this policy the term 'vulnerable adult' is used.

This policy sets out guidance and procedures that the charity will take to ensure appropriate action is taken in a timely manner to safeguard and promote the welfare of vulnerable adults whom we may work with. Its contents are intended to be in accordance with all relevant Government guidelines and legislation, as well as the inter-agency procedures provided by Enfield Local Authority.

This policy applies to all employed and contracted staff within ETSP and aims to protect vulnerable adults in line with good practice and statutory guidance.

## Liaison with Other Bodies

We work within Enfield's Adult Social Care guidelines, work with Healthwatch Enfield, and have links to the Multi Agency Safeguarding Board.

- We have procedures for contacting the Local Authority on safeguarding issues, including maintaining a list of names, addresses and telephone numbers of social workers to ensure that it is easy, in any emergency, for the school and Social Care to work well together.

- Adult Social Care Enfield: 14 Centre Way, Edmonton, London N9 0AH | 020 8379 1001 | <https://mylife.enfield.gov.uk>
- Prevent: 020 8379 6137
- Enfield Adult Abuse Line: 020 8379 5212

## Induction and Training

We will train all charity staff, Trustees and volunteers in line with local guidelines and procedures to equip them with the necessary skills and knowledge to support them to fulfil their safeguarding responsibilities. This will take place upon induction, no later than one week after employment commences, and will be refreshed regularly, no less than annually, throughout the course of their work with our charity.

## Processes and Procedures

Our schools and charity employees and Trustees have clear procedures for responding to any possible signs of abuse. This will be explained to all staff and volunteers at induction, and copies of forms are available in each school. Training and refresher sessions will reinforce effective techniques for recording concerns and will highlight the importance of accurate written records.

All charity employees, school staff, Trustees and volunteers must:

- Be alert to the potential indicators of abuse or neglect of vulnerable adults and know how to act on those concerns in line with local guidance.
- Listen to vulnerable adults and ensure the concerns expressed are recorded and take appropriate action in line with safeguarding policies and guidance to address concerns.

We will:

- Provide effective systems for responding to abuse and neglect of adults.
- Ensure effective arrangements for information sharing.
- Work with the local authority to enable access to community resources that can reduce social and physical isolation for adults.
- Support the development of a positive learning culture across partners for safeguarding adults to ensure that organisations are not unduly risk adverse.

## Reporting Abuse

- Immediate risk? First call emergency services
- All staff, Trustees, volunteers and contract workers are obliged to report any safeguarding concerns about a vulnerable adult to the Designated Safeguarding Lead (DSL). Volunteers who come across a concern while supporting an event should report this to the staff member of the school/charity or (if there is no staff member present) to the DSL in the vulnerable adult's place of residence. For accuracy, the person reporting is asked to write a factual account of what has happened and submit it to the DSL.
- The DSL or a designated staff member will report to the Safeguarding lead at Enfield Council. This will usually be done by calling the Enfield Adult Abuse Line on 020 8379 5212. A record of this will be kept including the

date, time and the name of the person who took the report. Once the matter has been reported to Enfield Council, ETSP will cease to deal with the issue to ensure all records are accurate.

- When a concern is reported the following information will be required:
  - Is there an immediate or future risk?
  - What are the adult's views?
  - Has consent been obtained?
  - When and where did the incident take place?
  - Who was involved?

## Safer Recruitment and Safeguarding Checks

The Enfield Town Schools' Partnership is committed to safeguarding and promoting the welfare of children & young people and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment. An enhanced DBS disclosure and satisfactory references are required for all posts. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

- In line with the expected practice for safer recruitment, a minimum of one member of charity staff/Board of Trustees will undertake training in 'Safer Recruitment', and will be present on any interview panel.
- The charity will maintain a Single Central Record (SCR) of recruitment and vetting checks. The details of all staff and regular visitors or volunteers must be kept on the charity's single central record to ensure that checks have been carried out.
- The Chair of the Board of Trustees will oversee the SCR and be accountable for its accuracy, checking it regularly, to ensure there are no gaps in the record.
- The SCR will be supported by files containing appropriate supporting evidence for recruitment and vetting checks, held in line with Data Protection legislation.

Safer recruitment means the charity will:

- Carry out an appropriately detailed DBS check for all staff, volunteers, consultants and practitioners who encounter vulnerable adults.
- Conduct online searches as part of our due diligence during the recruitment process.
- Obtain references that confirm that the referees are not aware of any reason why the applicant should not work with vulnerable adults (see Appendix 2).
- We expect organisations to submit an employee's DBS at least 7 working days prior to an event.
- Provide up-to-date, proportionate safeguarding training for staff and volunteers within the charity.
- Ask applicants, volunteers, and external consultants and organisations to provide evidence of identity and, if relevant, original copies of qualifications.
- Have a trial period for staff and volunteers, with a review before they are confirmed in the post.
- Provide regular supervision, support and annual appraisal for all staff and volunteers.

# Implementation

This policy applies to all adults involved with our charity, including paid staff, volunteers, visitors, Trustees and Members. This policy is available to all interested parties.

At the beginning of the academic year all our charity's staff and volunteers, including Trustees, will be issued with a copy of the charity's safeguarding policies and any additional updates. They will be required to sign a confirmation that they have received, read and understood these documents, and that they agree to abide by their contents.

This policy will be reviewed annually by the trustees of ETSP in line with updates of statutory guidance.