

Tools for Solidarity

Adult Safeguarding Policy

Date of this Revision: March 2025

1. Statement of Policy

The purpose of this Adult Safeguarding policy is to improve safeguarding arrangements for adults who are at risk of harm from abuse, exploitation or neglect, by reason of illness, age, gender, mental illness, disability or other types of physical or mental impairment, for the purpose of reducing the prevalence of harm.

Our commitment to safeguard

Abuse is a violation of an individual's human and civil rights; it can take many forms. The staff and volunteers in Tools for Solidarity are committed to practice which promotes the welfare of adults at risk, and safeguards them from harm.

Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of the issues that cause harm to adults at risk, and to establish and maintain a safe environment for them.

We will not tolerate any form of abuse wherever it occurs or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates, our staff and our volunteers with a view to how we may continuously improve our services/activities.

2. Designated Safeguarding Officer

TFS will appoint a Designated Safeguarding Officer (DSO) as a first point of contact for anyone with concerns about any aspect of Safeguarding. The DSO will help implement and maintain safeguarding procedures and policies, as well as being alert to safeguarding issues on a day-to-day basis. This includes ensuring that staff have received appropriate training, that their own training is up to date, safe recruitment practices are sufficient, and all actions promote safeguarding staff and volunteers.

The DSO will ensure that cases of suspected or actual safeguarding concerns are referred to the appropriate agencies. The DSO will gather further information and evidence if needed.

TFS will also appoint an Assistant Designated safeguarding Officer (ADSO). Safeguarding concerns involving the DSO should be reported directly to the ADSO.

3. Safeguarding Actions

We will endeavour to safeguard adults at risk of harm by:

- Adhering to our Adult Safeguarding policy and ensuring that it is supported by robust procedures;
- Implementing a Code of Behaviour for all involved with the organisation, including visitors, as detailed in Appendix 1 of this policy.
- Carefully following the procedures laid down for the recruitment and selection of staff and volunteers in Section 3 of the TFS Equal Opportunities policy;
- Providing effective management for staff and volunteers through supervision, support and training;
- Ensuring that every person working in a supervisory role with an adult at risk has an up-to-date Criminal Record Check at Enhanced level through AccessNI.
- Implementing clear procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and adults at risk appropriately;
- Ensuring general safety and risk management procedures are adhered to;
- Promoting full participation and having clear procedures for dealing with concerns and complaints, laid out in the TFS Complaints Procedures;
- Managing personal information, confidentiality and information sharing in accordance with the TFS Policy on Data Protection;

We will review our policy, procedures, Code of Behaviour and practice every year.

Tools for Solidarity Adult Safeguarding Policy

Last reviewed: March 2025

Next Review Date: March 2026



Signed: _____ (TFS Secretary)

Designated Safeguarding Officer (DSO): Stephen Wood

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Assistant Designated Safeguarding Officer (ADSO):

Contact details:

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Appendix 1

Code of Behaviour for Safeguarding Adult Volunteers

Tools for Solidarity

1. Staff, volunteers and visitors must:

- Protect the rights and promote the interests of volunteers and carers;
- Strive to establish and maintain the trust and confidence of volunteers and carers;
- Promote the independence of volunteers while protecting them as far as possible from danger or harm;
- Respect the rights of volunteers while seeking to ensure that their behaviour does not harm themselves or other people.

2. Staff and volunteers should not:

- Spend excessive amounts of time alone with adults at risk of harm;
- Take an adult at risk to his/her own home;
- Take an adult at risk alone on car journey, unless this forms part of the organisation's core activities.

If it is unavoidable or necessary, these kinds of behaviours should only occur with the full knowledge and consent of a manager and an appropriate record maintained.

3. Staff and volunteers should never:

- Abuse, neglect or harm, or place at risk of harm, vulnerable adults whether by omission or commission;
- Engage in rough physical games with adults at risk, including horseplay;
- Make sexually suggestive comments to, or engage in sexually provocative games with, adults at risk;
- Form inappropriate relationships with an adult at risk;
- Gossip about personal details of adults at risk or their families;
- Make/accept loans or gifts of money from an adult at risk.

4. Physical contact and intimate care.

Staff and volunteers should ensure that:

- Physical contact is person-centred and appropriate to the task required;
- They are trained to understand and implement a care plan for an adult at risk, where appropriate;
- When providing intimate care, it is done sensitively and with respect for the individual's dignity and privacy;
- If they are concerned about anything during intimate care, they report it to their Line Manager at the earliest opportunity.

5. Physical intervention and restraint.

Staff and volunteers should:

- Ensure that any restraint used is proportionate to the risk of harm;
- Seek to defuse a situation, thereby avoiding the need to use any form of restraint;
- Only use restraint where it is absolutely necessary to protect the adult at risk or others from harm;
- Only use forms of restraint for which they have received training and which follow current best practice;
- Record and report any use of restraint;
- Review any situation that led to the need for restraint with their Line Manager, with a view to avoiding the need for restraint in the future.

6. Diversity and additional care and support needs.

Staff and volunteers should:

- Be open to and aware of diversity in the beliefs and practices of adults at risk and their families;
- Ask how care for an adult with additional needs should be delivered, having regard to the cultural needs of others;
- Be aware of the difficulties posed by language barriers and other communication difficulties;
- Not discriminate against adults at risk and their families who have different cultural backgrounds and beliefs from their own;
- Report any discrimination against adults at risk and their families by other staff members/volunteers.

7. Guidelines on the handling of money.

Staff and volunteers should:

- Maintain records of personal allowances, receipts and expenditure for adults at risk, in line with organisational policy;
- Never deny an adult at risk access to his/her money;
- Never gain in any way when using the money of an adult at risk on his/her behalf, or guiding the adult in the use of his/her own money;
- Never borrow money from, or lend money to, an adult at risk;
- Report any suspicions of financial abuse.

8. Guidelines on the use of technology, including photography.

It is important that adults at risk of harm are made aware of the dangers associated with new technology, such as social networking sites and the internet, and know to tell someone if they encounter anything that makes them feel unsafe or threatened.

Staff and volunteers should:

- Not photograph/video an adult at risk, including by mobile phone, without the adult's valid consent;
- Ensure that any photographs/videos taken of an adult at risk are appropriate;

- Report any inappropriate use of images of an adult at risk;
- Report any inappropriate or dangerous behaviour on the internet that involves an adult at risk.

9. Sanctions in the case of staff/volunteers breaching the Code of Behaviour.

Staff and volunteers should understand that:

- If they are unsure of their actions and feel they may have breached the Code, they should consult with their Line Manager;
- Breaching the Code is a serious issue that will be investigated;
- Breaching the Code may result in disciplinary action and ultimately dismissal and if it constitutes harm/risk of harm, referral to the HSC Trust, police and regulatory bodies, as appropriate.