Adult Safeguarding Policy

United African Association

Registered Charity CIO 1192725
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Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy explains how UAA prevents and responds to abuse, neglect and exploitation of adults at risk while respecting their wishes, capacity, culture and right to make decisions.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Care Act 2014 and Care and Support Statutory Guidance
- Mental Capacity Act 2005
- Domestic Abuse Act 2021
- Human Rights Act 1998
- Charity Commission safeguarding guidance

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Safeguarding principles

- Empowerment and informed choice
- Prevention before harm occurs
- A proportionate response to the risk
- Protection and support for people in greatest need
- Partnership with the adult and relevant agencies
- Accountability and clear records

Adult at risk

An adult at risk is a person aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and because of those needs is unable to protect themselves. UAA also responds to risks affecting adults who may not meet the statutory threshold, including domestic abuse, homelessness, trafficking, exploitation, destitution and self-neglect.

Recognising abuse

- Physical, sexual, psychological or emotional abuse
- Financial or material abuse, fraud, coercion or misuse of benefits
- Domestic abuse, coercive control, forced marriage or honour-based abuse
- Neglect, acts of omission, discriminatory abuse, organisational abuse or self-neglect
- Modern slavery, trafficking, labour exploitation or criminal exploitation
- Online abuse, hate crime, harassment or abuse by a person in a position of trust

Responding to a concern

1. Make the situation safe and call 999 if there is immediate danger or urgent medical need.
2. Listen without blame. Do not promise secrecy or investigate. Ask only what is needed to clarify immediate safety.
3. Report promptly to the Safeguarding Lead. If that person is implicated or unavailable, report to the Chief Executive or Chair of Trustees.
4. Make a factual, dated record using the person's own words where possible.
5. The Safeguarding Lead decides referrals with the adult wherever possible and records the reason for sharing or not sharing information.

Consent capacity and information sharing

UAA starts from the adult's wishes and presumes capacity unless there is a reason to doubt it. Information may be shared without consent when there is an overriding risk to the adult or another person, a child may be at risk, a serious crime may have occurred, staff are implicated, or law requires disclosure. Only necessary information will be shared.

External reporting

In an emergency call 999. The Safeguarding Lead will use the current West Northamptonshire adult safeguarding route, police, NHS or specialist domestic abuse, trafficking or homelessness services as appropriate. Contact details are maintained in the safeguarding procedure rather than relying on a named individual in this policy.

Allegations about workers

Any concern about a trustee, employee, volunteer, contractor or partner is managed under safeguarding and disciplinary procedures. UAA will consider suspension or restriction as a neutral protective measure, referrals to statutory agencies, the DBS and the Charity Commission, and support for the person affected.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Child Safeguarding Policy
- Safer Recruitment and Ex Offenders Policy
- DBS Referral Policy
- Whistleblowing Policy
- Incident and Serious Incident Reporting Policy
- Data Protection and GDPR Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027