Vision of Adventure

Safeguarding Adults

Organisation Policy and Procedures

Reviewed 26/01/2026 Jill Corso

Introduction

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect.

This policy and procedures outline what adult safeguarding is and what to do if you have a concern.

Policy statement

This organisation is committed to creating and maintaining a safe and positive environment for all people involved in the activity. It accepts its responsibility to assist in the welfare of all people and to safeguard them from poor practice, abuse and bullying.

All individuals within the organisation – participants /volunteers/coaches/support staff - have a role and responsibility to help ensure the safety and welfare of adults.

This organisation accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

What is adult safeguarding?

The official definition of “Adult safeguarding” is working with adults with care and support needs, to keep them safe from abuse or neglect.

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)

- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are ‘adults at risk’.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health issue. Such conditions may bring with them additional vulnerabilities, however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

Safeguarding adults is underpinned by:

- The Care Act 2014
- Mental Capacity Act (MCA) 2005

Types of abuse suffered by adults identified in the Care Act 2014 are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery
- Domestic Violence
- Self-Neglect – including hoarding

Other types of harm that adults may experience include:

- Cyber Bullying

- Forced Marriage
- Female Genital Mutilation
- Mate Crime
- Radicalisation

Communication

The organisation will make available its Safeguarding Adults Policy and Procedures to all staff, volunteers, members and partner organisations.

DBS Checks

Our Instructors and coaches will be DBS checked.

There are regulations around who an organisation is allowed to DBS check.
The work our volunteer guides do is not “regulated activity”. Therefore we cannot justify DBS checks for them.

Group Living Guidelines

All participants and volunteers on residential courses should be issued with our “Group Living Guidelines”. (appendix 1) Staff should ensure that these are observed by all concerned.

What to do if you have concerns about an adult participant

Organisation members, staff and volunteers are not expected to be an expert in recognition of a safeguarding concern; however, all adults working, volunteering and participating have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the organisation setting.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns to the designated safeguarding person. The designated person is the Operations Manager, Jill Corso. Alternatively, the trustee with responsibility for safeguarding is Emily Banks.

If you cannot contact someone within the organisation or feel that your concerns are not being dealt with properly you can contact the local authority safeguarding adults team or ACT, the national safeguarding adults organisation www.anncrafttrust.org

Appendix 1

Guidelines for Group Living

The aim of this document is to provide guidelines to all our visitors and volunteers to ensure you have an enjoyable and positive course.

While banter is fun and certainly has a place in the group setting, please be careful not to overstep what is comfortable for other members of the group.

Smoking is permitted during your stay, but we ask that you respect other visitors' wishes and please DO NOT smoke:-
during any activity
wearing any of the Vision of Adventure activity gear
travelling in a mini-bus
in any of the buildings

The drinking of alcohol is allowed, however, we ask that you are respectful of other people and that it doesn't impact on the tasks you are responsible for. Anyone who is deemed to be under the influence of alcohol during activity time will be asked to sit out.

No drug or solvent abuse will be tolerated by Vision of Adventure.

Please respect other people's privacy and personal space during your course. It is the responsibility of the VI visitor and the guide to clarify how much contact and communication the VI requires.

It is everyone's responsibility to ensure their possessions are safe and secure. If you need assistance with this, please see a member of Vision of Adventure staff.

If you are unsure or have concerns about anything, please see a member of Vision of Adventure staff.

Please respect other people's wishes with regard to taking photographs. If people request for their photograph not to be published on social media this should be respected.

Steps to take in the event of an incident or concern for adult safeguarding

Responding to a disclosure

If there is an **IMMEDIATE RISK** and you need to ensure the immediate safety or medical welfare of an adult

Call 999 or 101 for an ambulance or the police

Ensure the immediate situation is safe. If possible remove the source of harm or remove the adult from the dangerous siutation

Arrange medical treatment. If the adult needs urgent medical help, assist them in getting to hospital or GP

Listen carefully: Remain Calm, avoid interrupting the person and take what they say seriously

Establish basic facts: Avoid leading questions. Determine what has happened, what the adult would like to happen next and if they feel safe now

Do not promise confidentiality: explain you will only share the information they have disclosed with those who need to know, in order to be able to help

Reassure them: Explain you are taking their disclosure seriously and will ensure they are involved in the decisions for what happened next

Consider Consent: Seek their consent to report the safeguarding concern. If they do not consent and have the mental capacity to make their own decisions, resect their wishes UNLESS a third part is at risk or its in the public interest to override consent

Report the Concern

Reporting the Concern

1. **Report the incident to your local council.** Find your local council's contact details for their adult safeguarding team or social services.
2. **Involve the police if a crime has occurred.** If you suspect a crime has been committed, such as assault or fraud, you should report it to the police by calling 101 for non-emergencies or 999 for emergencies.
3. **Inform your manager (if applicable).** If you are a staff member or volunteer, you must inform your line manager or your organisation's designated safeguarding lead immediately.
4. **Notify other relevant agencies.** Depending on the setting, you may also need to inform other bodies, such as the Care Quality Commission (CQC) if the concern is about a registered care provider

Recording and Documenting

Create a clear and factual record of the incident.

1. **Document the facts:** Include the Date and Time of the incident, nature of the concern, what was said (using the adult's own words if possible), and any evidence.
2. **Record actions taken:** Note all immediate actions taken and the people and agencies you have informed.
3. **Log rationale:** Document your decision-making process, including whether the adult gave consent and your reasons if you decided to report without it.

Useful contacts:

Jill Corso: 07757009749

If not available contact:

Designated Trustee (for emergency use only)

Emily Banks 07712468183

Westmorland and Furness Council: 0300 373 3301