

Safeguarding Adults Policy

J&V Activity Buddies

Owner: Vendula Kufuor

Organisation: J&V Activity Buddies

Version: 1.0

Date: June 2026



1. Policy Statement

J&V Activity Buddies is committed to promoting the wellbeing, dignity, independence, and safety of all adults who use our services. We believe every adult has the right to live free from abuse, neglect, exploitation, discrimination, and harm.

This policy outlines our commitment to safeguarding adults and provides guidance for identifying, responding to, and reporting safeguarding concerns. All staff, volunteers, contractors, and anyone acting on behalf of J&V Activity Buddies must adhere to this policy.

2. Purpose

The purpose of this policy is to:

- Protect adults who may be at risk of abuse or neglect.
- Promote a culture of safeguarding and respect.
- Ensure concerns are identified and acted upon promptly.
- Clarify roles and responsibilities regarding safeguarding.
- Comply with relevant safeguarding legislation and best practices.

3. Scope

This policy applies to:

- The owner of J&V Activity Buddies.
- Employees and volunteers.
- Contractors and agency workers.
- Anyone providing services on behalf of J&V Activity Buddies.

The policy applies during all activities, events, outings, home visits, online interactions, and any service provided by J&V Activity Buddies.

4. Definitions

Adult at Risk

An adult who:

- Is aged 18 or over; and
- Has needs for care and support (whether or not the local authority is meeting those needs); and
- Is experiencing, or is at risk of, abuse or neglect; and
- Is unable to protect themselves because of their care and support needs.

Safeguarding

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.

5. Principles of Safeguarding

J&V Activity Buddies follows the six safeguarding principles set out in the Care Act 2014:

Empowerment

People are supported and encouraged to make their own decisions and informed choices.

Prevention

We take action before harm occurs.

Proportionality

Responses are appropriate and least intrusive.

Protection

Support is provided to those in greatest need.

Partnership

We work with individuals, families, professionals, and agencies.

Accountability

Safeguarding responsibilities are transparent and understood.

6. Types of Abuse

Abuse may include, but is not limited to:

Physical Abuse

- Assault
- Hitting, slapping, pushing
- Misuse of medication
- Inappropriate restraint

Emotional or Psychological Abuse

- Threats
- Intimidation
- Humiliation
- Bullying
- Isolation

Sexual Abuse

- Rape
- Sexual assault
- Inappropriate touching
- Sexual exploitation

Financial or Material Abuse

- Theft
- Fraud
- Misuse of money or property
- Financial coercion

Neglect and Acts of Omission

- Failure to provide necessary care
- Ignoring medical needs
- Withholding food, medication, or support

Discriminatory Abuse

- Harassment based on age, disability, race, religion, gender, sexual orientation, or other protected characteristics

Domestic Abuse

- Physical, emotional, sexual, financial, or coercive control within personal relationships

Modern Slavery

- Human trafficking
- Forced labour
- Exploitation

Organisational Abuse

- Poor care practices within an organisation or service

Self-Neglect

- Failure to care for personal hygiene, health, or surroundings

7. Responsibilities

Owner and Safeguarding Lead – Vendula Kufuor

The Owner and Designated Safeguarding Lead is responsible for:

- Ensuring safeguarding remains a priority.
- Promoting a safe and supportive environment.
- Ensuring all staff and volunteers understand safeguarding responsibilities.
- Maintaining safeguarding records securely.
- Reporting safeguarding concerns to appropriate authorities when necessary.
- Liaising with local safeguarding agencies.
- Reviewing this policy annually.

Staff and Volunteers

All staff and volunteers must:

- Treat adults with dignity and respect.
- Remain alert to signs of abuse or neglect.
- Report concerns immediately.
- Maintain confidentiality appropriately.
- Participate in safeguarding training where required.

8. Recognising Safeguarding Concerns

Indicators may include:

- Unexplained injuries.
- Fearfulness or anxiety.
- Sudden changes in behaviour.

- Poor living conditions.
- Unexplained financial difficulties.
- Signs of neglect.
- Withdrawal from social activities.
- Reports or disclosures of abuse.

A single sign may not indicate abuse, but concerns should always be taken seriously.

9. Responding to a Disclosure

If an adult discloses abuse:

Do:

- Stay calm.
- Listen carefully.
- Take the person seriously.
- Reassure them they have done the right thing.
- Explain what will happen next.
- Record information accurately.

Do Not:

- Promise complete confidentiality.
- Investigate yourself.
- Ask leading questions.
- Confront the alleged abuser.
- Ignore the concern.

10. Reporting Procedures

Any safeguarding concern must be reported immediately to:

Designated Safeguarding Lead: Vendula Kufuor

Organisation: J&V Activity Buddies

The following information should be recorded:

- Date and time.
- Name of adult involved.
- Nature of concern.
- What was seen, heard, or disclosed.
- Names of witnesses.
- Actions taken.

Where there is immediate danger:

- Contact emergency services on **999**.
- Ensure the individual's safety where possible.

Where appropriate, concerns may be referred to:

- Local Authority Adult Safeguarding Team.
- Police.
- NHS services.
- Relevant regulatory bodies.

11. Confidentiality and Information Sharing

J&V Activity Buddies respects confidentiality and data protection requirements, including compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information will only be shared:

- On a need-to-know basis.
- To protect an individual from harm.
- When required by law.
- With safeguarding authorities where necessary.

Records will be stored securely and accessed only by authorised persons.

12. Safer Working Practices

Staff and volunteers must:

- Maintain professional boundaries.
- Avoid situations that could lead to allegations.
- Treat all individuals fairly and respectfully.
- Never exploit a position of trust.
- Report concerns about colleagues immediately.

13. Recruitment and Training

J&V Activity Buddies is committed to safer recruitment practices.

Where appropriate:

- References will be obtained.
- Disclosure and Barring Service (DBS) checks will be completed.
- Safeguarding training will be provided.
- Ongoing awareness and refresher training will be encouraged.

14. Whistleblowing

Staff and volunteers are encouraged to report concerns about unsafe practices, misconduct, or safeguarding failures without fear of retaliation.

All concerns will be taken seriously and investigated appropriately.

15. Record Keeping

Accurate safeguarding records will:

- Be factual and objective.
- Include dates, times, and actions taken.
- Be stored securely.
- Be retained in accordance with legal and organisational requirements.

16. Equality, Diversity and Inclusion

J&V Activity Buddies is committed to safeguarding all adults regardless of:

- Age
- Disability
- Gender
- Gender reassignment
- Race
- Religion or belief
- Sexual orientation
- Marital status
- Pregnancy or maternity status

Everyone will be treated with dignity, fairness, and respect.

17. Policy Review

This policy will be reviewed annually.

Next Review Date: 20/06/2027

The policy may also be reviewed sooner if:

- Legislation changes.
- Safeguarding guidance changes.
- A safeguarding incident indicates a need for review.

Approval

Approved by: Vendula Kufuor

Role: Owner / Responsible Individual

Company: J&V Activity Buddies

Date: 20/06/2026