

# FIGHTING WITH PRIDE

## Safeguarding Policy

Version Control Table	
Version 1,2,3 and 4 Published & Amended	04/04/2020-2026
Review Date: V004/FWP/SP	07/04/26
Rewritten and /Amended by	M Di Martino – Service Manager & Designated Safeguarding Officer
Approved by Board of Trustees	07/04/26
Review Date: V005/FWP/SP	07/04/27
Document Written/Amended by	M Di Martino – Service Manager & Designated Safeguarding Officer
Approved by Board of Trustees	
Review Date: V006/FWP/SP	07/04/28
Document Written/Amended by	M Di Martino – Service Manager & Designated Safeguarding Officer
Approved by Board of Trustees	
Review Date: V007/FWP/SP	07/04/29
Document Written/Amended by	M Di Martino – Service Manager & Designated Safeguarding Officer
Approved by Board of Trustees	

# Contents

## Section 1 – Safeguarding Adults Policy

- 1.0 Introduction
- 1.2 Policy
- 1.3 Purpose
- 1.4 Scope
- 1.5 Commitments
- 1.6 Implementation

## Section 2 – Supporting Information

- 2.1 Key Points
- 2.2 Safeguarding Adults
- 2.3 Legislation Definition of an Adult at Risk
- 2.4 Wellbeing Principle
- 2.5 Person Centred Safeguarding/ Making Safeguarding Personal
- 2.6 Mental Capacity and Decision Making
- 2.7 Recording and Information
- 2.8 Sharing Multi-Agency Working

## Appendices

- Appendix 1 Safeguarding Officer
- Appendix 2 Case Management Group
- Appendix 3 Types of Abuse
- Appendix 4 Adults at Risk Home Nations Definitions
- Appendix 5 Care & Wellbeing Acts Home Nations Definitions
- Appendix 6 The Safeguarding Adults Legislation in each Home Country Category Definition
- Appendix 7 Safeguarding Adults Procedural Framework
- Appendix 8 Sources of Information

# Section 1: Safeguarding Adults Policy

## 1.1 Introduction

Fighting With Pride (FWP) has no greater responsibility than ensuring the safety, health and wellbeing of all those who come into contact with the organisation. This includes staff, volunteers, trustees, service users and their families.

FWP is committed to safeguarding adults and promoting their welfare in line with national legislation and recognised good practice. We aim not only to meet legal requirements but to create a culture in which safeguarding is embedded across all aspects of our work.

As an organisation working primarily with LGBTQ+ veterans, we recognise that individuals may have experienced discrimination, trauma or barriers to accessing services. These factors may increase vulnerability and require a safeguarding approach that is inclusive, responsive and person-centred.

While the primary focus of this policy is safeguarding adults, FWP acknowledges that safeguarding responsibilities may also extend to children where they are encountered through our activities or through disclosures. In such circumstances, appropriate action will be taken in line with statutory safeguarding procedures.

## 1.2 Policy Statement

FWP believes that everyone has the right to live free from abuse and neglect, regardless of age, disability, sex, race, religion, ethnic origin, sexual orientation, gender identity or marital status.

FWP is committed to creating and maintaining a safe and positive environment, where individuals feel able to share concerns and are confident that they will be listened to and supported.

Safeguarding is recognised as everyone's responsibility. The organisation is committed to preventing abuse and neglect and to responding appropriately when concerns arise.

FWP will act in accordance with relevant safeguarding legislation and local authority procedures across the UK. Any actions taken will be proportionate, timely and focused on the wellbeing, wishes and rights of the individual concerned.

## **1.3 Purpose**

The purpose of this policy is to provide a clear framework for safeguarding within FWP. It outlines the organisation's commitment to protecting individuals from harm and sets out the responsibilities of those involved.

It also aims to ensure that all individuals connected with FWP understand how to recognise safeguarding concerns and how to respond appropriately. The policy supports consistent practice and promotes confidence in safeguarding arrangements

## **1.4 Scope**

This policy applies to all individuals involved in FWP, including trustees, staff, volunteers, service users and those working on behalf of the organisation. It applies to all activities delivered by FWP, whether in person or online, and includes work carried out in partnership with other organisations.

FWP expects partner organisations, suppliers and contractors to operate in a manner consistent with the principles of this policy when working with the organisation.

## **1.5 Commitments**

FWP is committed to ensuring that safeguarding is embedded across the organisation. All concerns regarding the safety or wellbeing of an individual will be taken seriously and responded to promptly.

The organisation will prioritise the wellbeing of individuals at risk and will support them to communicate their views and wishes. These views will be respected wherever possible, unless there are overriding reasons to act differently in order to prevent harm.

FWP will maintain accurate and confidential records of safeguarding concerns. Information will be stored securely and shared appropriately in accordance with data protection requirements.

The organisation will work in partnership with statutory agencies, including Local Authorities and the Police, and will follow their guidance when safeguarding concerns meet referral thresholds.

FWP is committed to safer recruitment practices and will ensure that individuals working within the organisation are suitable for their roles. Training and awareness will be provided to ensure that safeguarding responsibilities are understood.

Safeguarding arrangements will be reviewed regularly by the Board of Trustees, and this policy will be reviewed annually or in response to changes in legislation or organisational need.

FWP is committed to ensuring that all staff, volunteers and trustees are recruited safely and are suitable for their roles. The organisation operates robust recruitment and selection procedures which are designed to safeguard adults at risk.

This includes appropriate pre-recruitment checks such as identity verification, references, and where appropriate, Disclosure and Barring Service (DBS) checks.

FWP will follow its Safer Recruitment and HR policies at all times and ensure that recruitment decisions are made in line with safeguarding requirements. All individuals working with or on behalf of FWP will be expected to uphold the organisation's safeguarding standards and responsibilities.

## **1.6 Implementation**

FWP will ensure that appropriate structures and processes are in place to support effective safeguarding. Clear lines of accountability will be maintained, with oversight provided by the Board of Trustees and operational responsibility delegated to designated safeguarding leads.

Safeguarding will be included within organisational risk management processes. The Safeguarding Lead will provide updates to the Board where appropriate, including information on safeguarding concerns and emerging risks.

FWP will ensure that risk assessments for activities include consideration of safeguarding risks and that appropriate control measures are in place.

Where required, a Case Management Group will be established to manage complex safeguarding concerns. This ensures that decisions are made with appropriate oversight and expertise.

FWP recognises its legal duty to report serious safeguarding incidents to the Charity Commission. Where a safeguarding concern meets the threshold of a serious incident, the organisation will ensure that a report is submitted promptly in line with Charity Commission guidance.

The Board of Trustees will be informed of any such incidents and will maintain oversight of the organisation's response, ensuring that appropriate action is taken and that learning is identified to prevent recurrence.

Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy as follows:

- Bullying and harassment
- Social Media

- Equality, diversity and inclusion
- Safe activities risk assessments
- Code of Conducts and a process for breach of these –
- Board Members, Staff, Volunteers
- Discipline and grievance
- Concerns, Complaints and Compliments
- Whistleblowing
- Safe recruitment and selection (staff and volunteers)
- Contract compliance
- Information policy, data protection and information sharing

# Section 2: Supporting Information

## 2.1 Key Points

Safeguarding adults is a shared responsibility between organisations and statutory agencies. Local Authorities hold primary responsibility for coordinating safeguarding responses, and FWP's role is to identify concerns and refer them appropriately.

The wellbeing of the individual is central to all safeguarding activity. This includes recognising the importance of dignity, autonomy and respect in all interactions.

Safeguarding practice requires effective communication, accurate recording and appropriate information sharing. It also requires organisations to work collaboratively with others to protect individuals from harm.

## 2.2 Safeguarding Adults Legislation

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014
- Care and Support Statutory Guidance (especially chapter 14) 2014
- Wales - Social Services and Well Being Act 2014
- Wales Safeguarding Procedures 2019
- Scotland - Adult Support and Protection Act 2007
- Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014
- Northern Ireland - Adult Safeguarding Prevention/Protection in Partnership 2015

Many other pieces of UK and home nation legislation also affect adult safeguarding. These include legislation about different forms of abuse and those that govern information sharing.

- Physical Assault
- Murder/attempted murder
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft and Fraud
- Modern slavery and Human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with adults with care needs

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales - Mental Capacity Act 2005
- Scotland - Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016

There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer e.g. willful neglect and willful mistreatment.

## 2.3 Definition of an Adult at Risk

Safeguarding practice within FWP is informed by relevant legislation across the UK, including the Care Act 2014, the Social Services and Well-being (Wales) Act 2014, the Adult Support and Protection (Scotland) Act 2007 and equivalent legislation in Northern Ireland.

While definitions may vary slightly, the principles remain consistent. Safeguarding focuses on protecting individuals who are unable to safeguard themselves due to care and support needs.

FWP will follow the procedures of the Local Authority in the area where the individual resides.

The types of abuse and neglect recognized in legislation can be found at **Appendix 3**

## 2.3 Wellbeing Principle

The concept of wellbeing underpins safeguarding practice. Wellbeing includes physical and mental health, emotional resilience, relationships and participation in society.

Safeguarding actions must consider the impact on the individual's overall wellbeing and must be proportionate to the level of risk. Interventions should aim to support individuals without unnecessarily restricting their independence.

## 2.5 Person Centred Safeguarding/ Making Safeguarding Personal

FWP is committed to a person-centred approach to safeguarding. This means placing the individual at the centre of all safeguarding activity and seeking to understand their views, wishes and desired outcomes.

Safeguarding should, wherever possible, be undertaken with the involvement of the adult concerned. Individuals should be supported to make informed decisions about their own safety and to have choice and control over how their situation is managed.

FWP recognises that adults may make decisions that involve a level of risk. A person-centred approach does not remove an individual's right to make those decisions. Safeguarding responses should therefore be proportionate and balanced, taking into account both the need to prevent harm and the importance of maintaining independence and dignity.

In responding to safeguarding concerns, FWP will seek to understand what the individual wants to happen and will take account of their wishes wherever possible. This may include their preferences around reporting concerns, accessing support or maintaining relationships.

FWP also recognises that some individuals may face barriers in expressing their views, including communication needs, fear, trauma or coercion. In such cases, appropriate support will be provided to enable the individual to participate in decisions about their safety.

There may be circumstances where the individual's wishes cannot be followed, for example where there is a risk of serious harm to themselves or others, where a child may be at risk, or where the individual lacks mental capacity. In these situations, decisions will be made in line with legal requirements and in the person's best interests, while still involving them as far as possible.

FWP will focus on achieving outcomes that support the individual's safety and wellbeing, rather than following process alone.

Definitions of the Care and Wellbeing Acts: Home Nations Definitions can be found at **Appendix 5**

## 2.6 Mental Capacity and Decision Making

FWP recognises that all adults are presumed to have the capacity to make their own decisions unless it is established otherwise. This includes the right to make decisions that others may consider to be unwise.

Mental capacity refers to a person's ability to make a specific decision at the time it needs to be made. To make a decision, a person must be able to understand relevant information, retain that information long enough to make the decision, weigh up the information and communicate their decision. A person's capacity may fluctuate and can be affected by factors such as illness, injury, mental health needs, fatigue or the effects of medication.

FWP recognises that most adults can make their own decisions when provided with appropriate support. Where an individual has difficulty in making decisions, reasonable steps will be taken to support them. This may include providing information in a different format, allowing additional time, or involving someone who can assist with communication.

A person may be considered to lack mental capacity if they are unable to make a specific decision despite appropriate support. Where this is the case, any decisions made on their behalf must be in their best interests and must take into account their known wishes, values and preferences. Any action taken must also be the least restrictive option available.

Mental capacity is an important consideration in safeguarding. An adult with capacity has the right to decide what happens to them, including whether to accept or refuse support. However, there are situations where action may still be required, such as where there is a risk of serious harm, where others may be at risk, or where a crime has been committed.

FWP also recognises that individuals may be subject to coercion or undue influence, which can affect their ability to make free and informed decisions. In such circumstances, the individual may not be able to exercise their capacity safely, and this should be taken into account when assessing risk and determining appropriate action.

Where there are concerns about an individual's capacity in relation to a safeguarding issue, FWP will refer the matter to the appropriate Local Authority so that a formal assessment can be undertaken if required.

In emergency situations, where immediate action is required to prevent harm, FWP may need to make decisions on behalf of an individual who lacks capacity. This may include sharing information or taking steps to remove them from harm. Any such action will be proportionate and in the individual's best interests.

FWP will act in accordance with relevant legislation, including the Mental Capacity Act 2005 and equivalent legislation in the devolved nations.

## 2.7 Recording and Information Sharing

Accurate and timely recording is a critical part of safeguarding. All concerns, disclosures and actions taken must be recorded as soon as possible after the event. Records should be clear, factual and based

on what has been seen, heard or reported. They should avoid personal opinion, interpretation or speculation unless this is clearly identified.

Records should include relevant details such as the date, time and location of the concern, the individuals involved, what was said or observed, and any actions taken. Where a disclosure has been made, the individual's own words should be recorded as far as possible.

All safeguarding records must be stored securely in line with FWP's Data Protection Policy. Access to safeguarding information must be restricted to those who have a legitimate need to know. Information should not be shared more widely within the organisation than is necessary.

FWP recognises that safeguarding information is sensitive personal data and must be handled appropriately. However, data protection legislation does not prevent the sharing of information where this is necessary to protect an individual from harm. The purpose of recording and information sharing is to support effective safeguarding, not to restrict it.

Information sharing is a key element of safeguarding practice. FWP will share information with relevant individuals and agencies where it is necessary to protect an adult at risk or others from harm. This includes sharing information with Local Authorities, Police and other statutory services where appropriate.

Where possible, the consent of the individual will be sought before sharing information. However, there are circumstances where information must be shared without consent. These include situations where:

- there is a risk of serious harm to the individual or others, including children,
- a serious crime has been committed or may be committed,
- the individual is subject to coercion or undue influence,
- the individual lacks mental capacity to make a decision about information sharing,
- there is a legal or statutory duty to share information.

Where information is shared without consent, the reasons for doing so must be clearly recorded. The individual should be informed of the decision to share information, unless doing so would place them or others at increased risk.

FWP will ensure that any decision to share or not share information is proportionate, justifiable and recorded appropriately. Where there is uncertainty, advice will be sought from the Safeguarding Lead or relevant statutory agencies.

Effective safeguarding relies on appropriate information sharing and cooperation between organisations. FWP will work with partner agencies to ensure that relevant information is shared in a timely and appropriate manner to support the safety and wellbeing of individuals.

## 2.8 Multi-Agency Working

FWP recognises that effective safeguarding cannot be achieved by a single organisation acting alone. Safeguarding adults is a multi-agency responsibility, with Local Authorities holding the lead role in coordinating safeguarding enquiries. FWP will work in partnership with statutory agencies, including Local Authorities, Police, health services and other relevant organisations, to ensure that individuals are protected from harm.

Where a safeguarding concern meets the threshold for referral, FWP will share relevant information promptly with the appropriate Local Authority safeguarding team or other statutory body. The organisation will follow the procedures applicable to the area in which the individual resides.

FWP will cooperate fully with any safeguarding enquiries or investigations undertaken by external agencies. This may include providing additional information, attending meetings, supporting the individual to engage with professionals, or assisting in the coordination of safeguarding actions.

In some cases, FWP may be required to take internal action alongside external processes. This may include implementing risk management measures, restricting contact between individuals, or initiating internal procedures such as disciplinary or complaints processes. These actions will be coordinated, where appropriate, with external agencies to ensure consistency and to avoid compromising any investigation.

FWP recognises that safeguarding responses may involve multiple organisations working together. The organisation will ensure that communication is clear, timely and appropriately recorded, and that roles and responsibilities are understood.

Where appropriate, FWP may provide a safe and supportive environment for individuals to engage with external professionals, such as social workers, police officers or advocates. The organisation will also support individuals to understand the safeguarding process and what to expect.

FWP will share information with partner agencies in accordance with legal and ethical requirements, ensuring that information is relevant, proportionate and necessary to protect individuals from harm. Information sharing decisions will be recorded in line with organisational procedures.

The organisation recognises that effective multi-agency working relies on trust, professionalism and clear communication. FWP will therefore engage constructively with partner agencies and will seek advice where necessary to ensure that safeguarding concerns are managed appropriately.

Learning from multi-agency safeguarding cases will be used to improve practice within FWP. Where appropriate, feedback from external agencies will be considered and reflected in future safeguarding arrangements.

## Section 3: Appendices

### Appendix 1 - Safeguarding Officer

FWP has appointed designated safeguarding leads to ensure that safeguarding concerns are managed appropriately and that clear reporting pathways are in place.

The Safeguarding Officer is responsible for overseeing safeguarding within the organisation. This includes receiving and responding to safeguarding concerns, ensuring that appropriate action is taken, and liaising with external agencies where necessary.

The Safeguarding Officer will support staff, volunteers and trustees in understanding their safeguarding responsibilities and will ensure that safeguarding procedures are followed consistently across the organisation. They will also ensure that accurate records are maintained and that information is handled in accordance with data protection requirements.

Where required, the Safeguarding Officer will escalate concerns to relevant statutory agencies, including Local Authorities and the Police, and will coordinate the organisation's response to safeguarding matters.

FWP has identified the following safeguarding contacts:

**Designated Safeguarding Lead (First Point of Contact):**

Marti Di Martino

[Marti.di-martino@fightwithpride.org.uk](mailto:Marti.di-martino@fightwithpride.org.uk)

07704 271391

**Secondary Safeguarding Contact (Trustee Oversight):**

Rachel Price (Trustee)

[Rachel.price@fightingwithpride.org.uk](mailto:Rachel.price@fightingwithpride.org.uk)

07704 271893

In the absence of the Designated Safeguarding Lead, safeguarding concerns should be directed to the secondary contact.

## Appendix 2 – Adult Safeguarding Trustee Responsibilities

Safeguarding and protecting people is a core responsibility of all trustees and must be treated as a governance priority within FWP. As part of fulfilling their duties, trustees must take reasonable steps to protect anyone who comes into contact with the organisation from harm.

This includes:

- people who benefit from FWP's work,
- staff and volunteers,
- and others who engage with the organisation through its activities.

Trustees are ultimately accountable for ensuring that safeguarding arrangements are appropriate, effective and consistently applied across the organisation.

Trustees are expected to ensure that FWP:

- has suitable safeguarding policies and procedures in place, which are regularly reviewed and followed by all trustees, staff and volunteers,
- recruits and appoints individuals safely, ensuring they are suitable for their roles,
- has clear processes for recognising, reporting and responding to safeguarding concerns,
- refers concerns to relevant statutory agencies promptly where appropriate,
- maintains an up-to-date risk register that includes safeguarding risks and how these are managed,
- follows relevant legislation, statutory guidance and recognised good practice,
- responds appropriately to concerns and carries out proportionate investigations where required,
- does not ignore, minimise or delay action where safeguarding concerns arise,
- promotes a culture where individuals feel able to raise concerns and are confident they will be taken seriously,
- ensures sufficient resources, including training and support, are in place to maintain effective safeguarding,
- reviews safeguarding arrangements regularly to ensure they remain effective and fit for purpose.

Trustees must work collectively to ensure that safeguarding remains embedded within the organisation's governance and culture. They are expected to take responsibility for addressing issues where they arise and ensuring that learning is applied to improve future practice.

**Safeguarding and protecting people for charities and trustees - GOV.UK ([www.gov.uk](http://www.gov.uk))**

## Appendix 2 - Case Management Group

FWP will establish a Case Management Group where it is necessary to manage complex, serious or high-risk safeguarding concerns. This provides a structured and consistent approach to decision-making and ensures that safeguarding matters are managed with appropriate oversight.

A Case Management Group will be convened by the Designated Safeguarding Lead and will include individuals with relevant knowledge, experience and authority within the organisation. Where appropriate, this may include trustees and/or external safeguarding expertise to support informed decision-making.

The purpose of the Case Management Group is to review safeguarding concerns, assess risk and agree appropriate actions. This includes considering both internal and external responses to ensure that individuals are protected and that the organisation is acting appropriately.

The Case Management Group will:

- review the information available and determine whether there is a safeguarding concern that requires further action,
- agree any immediate steps required to reduce risk and protect the individual(s) involved,
- determine the appropriate course of action, including whether the concern should be managed internally, referred to statutory agencies, or both,
- ensure that any internal processes, such as disciplinary or complaints procedures, are appropriately coordinated alongside external safeguarding enquiries,
- consider whether interim measures are required, such as restricting contact or adjusting roles and responsibilities,
- monitor the progress of the case and review whether actions taken have reduced risk and achieved appropriate outcomes,
- ensure that all decisions and actions are clearly recorded, including the rationale for those decisions,
- identify any learning from the case and ensure this is used to inform improvements in policy, practice and training.

The Case Management Group will operate in line with FWP's governance arrangements. Where appropriate, outcomes and key themes will be reported to the Board of Trustees, ensuring oversight while maintaining confidentiality.

FWP recognises that safeguarding cases can be complex and sensitive. The Case Management Group will therefore ensure that decisions are made in a proportionate, fair and timely manner, with a focus on the safety and wellbeing of those involved.

## **Appendix 3 – Types of Abuse**

### **Types of Abuse**

FWP recognises that abuse can take many forms and may occur in a range of settings, including within personal relationships, community environments, online spaces and organisational contexts. Abuse may be a single act or repeated over time and may be intentional or the result of neglect or poor practice.

The following categories of abuse are recognised within safeguarding legislation and guidance. The examples and indicators are intended to support understanding and are not exhaustive. Individuals may experience more than one type of abuse at the same time.

#### **Physical Abuse**

Physical abuse involves the use of force that results in pain, injury or impairment.

This may include:

- hitting, slapping, pushing, kicking or inappropriate restraint,
- rough handling or physical punishment,
- misuse of medication, including over- or under-medication,
- withholding food, drink or access to medical care.

Possible indicators include unexplained injuries, frequent bruising, repeated falls, reluctance to seek medical attention, or noticeable changes in behaviour, particularly around specific individuals.

#### **Domestic Abuse**

Domestic abuse involves incidents or patterns of controlling, coercive or threatening behaviour between individuals who are or have been in a relationship or are family members.

This can include physical, emotional, sexual or financial abuse, as well as coercive control such as isolating someone from support networks, controlling finances, monitoring communications or restricting independence.

Indicators may include fear of a partner or family member, withdrawal from social contact, reduced confidence, visible injuries, or limited access to money or communication.

#### **Sexual Abuse**

Sexual abuse involves any sexual activity that takes place without consent or where a person lacks the capacity to consent.

This may include:

- sexual assault or rape,
- inappropriate touching or harassment,
- coercion or pressure to engage in sexual activity,

- exposure to sexual content or acts without consent.

Indicators may include distress, changes in behaviour, avoidance of certain individuals, unexplained injuries, or difficulty with personal care.

### **Psychological or Emotional Abuse**

Psychological or emotional abuse involves behaviour that causes emotional harm, distress or loss of self-worth.

This may include:

- intimidation, threats or verbal abuse,
- humiliation, bullying or harassment,
- controlling behaviour or enforced isolation,
- preventing someone from expressing their views or making decisions.

Indicators may include anxiety, withdrawal, changes in mood, low self-esteem, sleep disturbance or fear of particular individuals.

### **Financial or Material Abuse**

Financial abuse involves the misuse or exploitation of a person's money, property or financial resources.

This may include:

- theft, fraud or scams,
- pressure to hand over money or assets,
- misuse of benefits, bank accounts or financial documents,
- restricting access to personal funds or possessions.

Indicators may include unexplained financial difficulties, missing belongings, unusual transactions, or a sudden change in financial arrangements.

### **Modern Slavery**

Modern slavery includes exploitation such as forced labour, human trafficking, domestic servitude or sexual exploitation.

Individuals may be controlled through threats, coercion, deception or debt.

Indicators may include restricted movement, lack of personal identification, poor living conditions, signs of physical or emotional abuse, or fear of authorities.

### **Discriminatory Abuse**

Discriminatory abuse occurs when a person is treated unfairly, harassed or excluded because of a protected characteristic, such as sexual orientation, gender identity, race, religion or disability.

This may include:

- derogatory language or harassment,
- denial of services or unequal treatment,
- exclusion from activities or support.

Indicators may include distress, withdrawal, or repeated negative treatment linked to identity. This is particularly relevant within FWP's work supporting LGBTQ+ veterans.

### **Organisational or Institutional Abuse**

Organisational abuse occurs within services or organisations and is often linked to poor practice, systems or culture.

This may include:

- lack of dignity, respect or privacy,
- rigid routines or lack of choice,
- inadequate care or support,
- failure to respond to concerns or complaints.

Indicators may include consistent poor standards of care, lack of individualised support, or a culture where concerns are not addressed.

### **Neglect and Acts of Omission**

Neglect involves the failure to provide appropriate care, support or access to services.

This may include:

- failure to meet basic needs such as food, hygiene or medical care,
- ignoring personal needs or preferences,
- withholding necessary support or assistance.

Indicators may include poor physical condition, malnutrition, untreated medical issues, or lack of appropriate clothing or care.

### **Self-Neglect**

Self-neglect occurs when an individual is unable or unwilling to care for themselves or their environment.

This may include:

- poor personal hygiene,
- unsafe or unsanitary living conditions,
- refusal of necessary care or treatment.

Indicators may include deterioration in health, hoarding, isolation, or lack of engagement with services.

## Important Note

The presence of one or more indicators does not confirm that abuse is taking place. However, it should prompt further consideration and, where appropriate, discussion with the Safeguarding Lead.

All concerns should be taken seriously and reported in line with FWP safeguarding procedures.

## Appendix 4 – Adults at Risk: Home Nations Definitions

<p><b>England (Care Act 2014)</b></p>	<p><b>Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)</b></p>
<p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> <li>(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;</li> <li>(b) is experiencing, or at risk of, abuse or neglect, AND;</li> <li>(c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.</li> </ul>	<p>An <b>adult at risk of harm</b> is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their a) personal characteristics and/or b) life circumstances.</p> <ul style="list-style-type: none"> <li>a) <b>Personal characteristics</b> may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.</li> <li>b) <b>Life circumstances</b> may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.</li> </ul>
<p><b>Scotland (Adult Support and Protection Act 2007)</b></p>	<p>An <b>adult in need of protection</b> is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their: Personal characteristics AND/OR Life circumstances AND;</p> <ul style="list-style-type: none"> <li>c) who is unable to protect their own well-being, property, assets, rights or other interests; AND</li> <li>d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.</li> </ul> <p>In order to meet the definition of an 'adult in</p>
<p>An <b>adult at risk</b> is an individual aged 16 years and over who:</p> <ul style="list-style-type: none"> <li>a) is unable to safeguard their own well-being, property, rights or other interests,</li> <li>b) is at risk of harm, and</li> <li>c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.</li> </ul>	
<p><b>Wales (Social Services and Well Being Act 2014)</b></p>	

<p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> <li>a) is experiencing or is at risk of abuse or neglect, AND;</li> <li>b) has needs for care and support (whether or not the authority is meeting any of those needs) AND;</li> <li>c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</li> </ul>	<p>need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d)</p>
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## Appendix 5 – Care and Wellbeing Acts: Home Nations Definitions

<p><b>Wales (Social Services and Well Being Act 2014)</b></p> <p><b>The Act's principles are:</b></p> <ul style="list-style-type: none"> <li>● <b>Responsibility</b> - Safeguarding is everyone's responsibility.</li> <li>● <b>Well-being</b> - Any actions taken must safeguard the person's well-being.</li> <li>● <b>Person-centred approach</b> - Understand what outcomes the adult wishes to achieve and what matters to them.</li> <li>● <b>Voice and control</b> - Expect people to know what is best for them and support them to be in- volved in decision making about their lives.</li> <li>● <b>Language</b> - Make an active offer of use of the Welsh language and use professional interpret- ers where other languages are needed.</li> <li>● <b>Prevention</b> - It is better to take action before harm occurs.</li> </ul>
<p><b>Scotland (Adult Support and Protection Act 2007)</b></p>

**The Act's principles are:**

The overarching principle underlying Part 1 of the Act is that any intervention in an individual's affairs should provide benefit to the individual and should be the least restrictive option of those that are available which will meet the purpose of the intervention.

This is supported by a set of guiding principles which, together with the overarching principle, must be taken account of when performing functions under Part 1 of the Act. These are:

- The wishes and feelings of the adult at risk (past and present);
- The views of other significant individuals, such as the adult's nearest relative; their primary carer, guardian, or attorney; or any other person with an interest in the adult's well-being or property;
- The importance of the adult taking an active part in the performance of the function under the Act;
- Providing the adult with the relevant information and support to enable them to participate as fully as possible;
- The importance of ensuring that the adult is not treated less favourably than another adult in a comparable situation; and
- The adult's abilities, background and characteristics (including their age, sex, sexual orientation, gender, religious persuasion, racial origin, ethnic group and cultural and linguistic heritage).

### Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)

#### The Act's principles are:

- **A Rights-Based Approach** – To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.
- **An Empowering Approach** – To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk.
- **A Person-Centred Approach** – To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in safety and well-being.
- **A Consent-Driven Approach** – To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law.

**A Collaborative Approach** – To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

### England (Care Act 2014)

#### The Act's principles are:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **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.

## Appendix 6 - The Safeguarding Adults Legislation in each Home Country Category Definition

Each Home country defines categories of adult abuse and harm as follows:

<p><b>England (Care Act 2014)</b></p>	<p><b>Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)</b></p>
<p>Physical Sexual Emotional/Psychological/Mental Neglect and acts of Omission Financial or material abuse Discriminatory Organisational / Institutional Self-neglect Domestic Abuse (including coercive control) Modern slavery</p>	<p>Physical Sexual violence Psychological / emotional Financial Institutional Neglect Exploitation Domestic violence Human trafficking Hate crime</p>
<p><b>Scotland (Adult Support and Protection Act 2007)</b></p>	<p><b>Wales (Social Services and Well Being Act 2014)</b></p>
<p>Physical Psychological Financial Sexual Neglect</p>	<p>Physical Sexual Psychological Neglect Financial</p>

## Appendix 7 – SAFEGUARDING ADULTS PROCEDURAL FRAMEWORK

FWP follows a structured process for responding to safeguarding concerns. This ensures that concerns are managed consistently, risks are addressed promptly and individuals are supported appropriately.

Safeguarding concerns may arise through direct disclosure, observation, or information received from others. All concerns should be taken seriously and acted upon without delay.

### The Stages of a Safeguarding Adult Enquiry

#### Concern Identified

A safeguarding concern is identified through observation, disclosure or information received. This may involve an adult at risk or, in some cases, a child.

**If there is immediate danger or a crime is in progress, emergency services must be contacted immediately by calling 999**



#### Report the Concern

The concern must be reported to the Designated Safeguarding Lead as soon as possible. If the Designated Safeguarding Lead is unavailable, the concern should be reported to the secondary safeguarding contact.



#### Record the Concern

A written record must be completed as soon as possible. This should include:

- what has been observed or disclosed,
- relevant details such as dates, times and individuals involved,
  - any immediate actions taken.

Records must be factual and stored securely in line with FWP procedures.



### **Initial Assessment**

The Safeguarding Lead will review the information and assess the level of risk. This will include consideration of the individual's safety, wishes, and any immediate protective actions required.



### **Referral to External Agencies**

Where the concern meets the relevant threshold, a referral will be made to the appropriate Local Authority safeguarding team, Police or other statutory agency.

FWP will follow the procedures of the Local Authority in the area where the individual resides.



### **Immediate Safeguarding Actions**

Where necessary, FWP may take proportionate internal action to reduce risk while external processes are ongoing. This may include implementing safeguarding measures or managing contact between individuals.



### **Case Management (if required)**

For complex or high-risk concerns, a Case Management Group may be convened to oversee the response and ensure appropriate action is taken.



### **Ongoing Monitoring and Review**

Safeguarding concerns will be monitored to ensure that actions taken are effective and that risks have been reduced. The individual's wellbeing and safety will remain central throughout.



## **Closure and Learning**

A safeguarding case will be closed once appropriate actions have been completed and risks have been addressed. Learning from the case will be identified and used to improve practice within FWP.

## **Appendix 8 – SAFEGUARDING ADULTS STATUTORY NOTIFICATION BODIES (England & Wales)**

### **Government departments that oversee safeguarding policy and law**

#### **England**

The Department for Education is responsible for government policy and legislation on child safeguarding and protection.

Read statutory guidance on [interagency working to safeguard and promote the welfare of children](#).

Read statutory guidance for [schools and colleges on safeguarding children and safer recruitment](#).

The Department of Health and Social Care is responsible for government policy and legislation on safeguarding adults at risk.

Read [Care and Support Statutory Guidance](#) for adults.

#### **Wales**

The Welsh Government is responsible for policy and law on safeguarding children and adults at risk in Wales.

[All Wales Child Protection Procedures 2008](#)

[Keeping Learners Safe 2015](#)

[Codes of practice and statutory guidance under section 145 of the Social Services and Well-being \(Wales\) Act 2014](#)

#### **Regulators**

There are a number of regulators that you may need to engage with or report to.

#### **Disclosure and Barring Service (DBS)**

The [Disclosure and Barring Service](#) provides information on criminal records and barring decisions. It helps employers make safer recruitment decisions and prevent unsuitable people from working with adults at risk and children. Its website provides information on how and when to check a person's criminal record. This also provides information on where a charity has a statutory duty to refer an individual to the DBS.

#### **Local authority social services**

Local Authority Social Services have a statutory duty to safeguard and promote the welfare of children and adults at risk. Local Authorities have a designated officer (designated senior manager in Wales) responsible for the management of allegations against people who work with children.

### **Care Quality Commission**

The [Care Quality Commission](#) monitors, inspects and regulates health and social care services provided by hospitals, care homes, doctors and dentists in England.

### **Office for Standards in Education, Children's Services and Skills (OFSTED)**

[OFSTED](#) inspects and regulates services that care for children and young people and services providing education and skills for learners of all ages.

### **Office of the Public Guardian**

[Office of the Public Guardian](#) which protects people in England and Wales who may not have the mental capacity to make certain decisions for themselves, such as about their health and finance.

### **Police**

The Police investigate allegations of criminal abuse against children and adults. Under the Children Act 1989, the police, working with other agencies (such as the Local Authority children's social care services, health and education services), are responsible for making enquiries to safeguard the welfare of any child within their area who is suffering (or likely to suffer) significant harm. The police also have a duty to refer to the Local Authority those children 'in need' whom they come into contact with in the course of their work.

### **Local Safeguarding Children / Adult boards**

Local Safeguarding Children/ Adults Boards are multi-agency bodies set up in every local authority. They lead and co-ordinate the effectiveness of the safeguarding work of their members and partner agencies to protect children and adults at risk. In England these are set up under the Children Act 2004 and the Care Act 2014; and in Wales under the Social Services and Well-being (Wales) Act 2014.

### **The Care Inspectorate Wales**

The [Care Inspectorate Wales](#) regulates and inspects social care and childcare in Wales.

### **Healthcare Inspectorate Wales**

[Healthcare Inspectorate Wales](#) regulates and inspects health care in Wales.

### **National Crime Agency interest in overseas matters**

In cases where a person has committed or potentially committed a child sexual abuse/exploitation offence overseas, involving a British national or a person with a claim to UK residency, the UK authorities may have an interest even though it is overseas.

The NCA advice is that reporting to the NCA should normally follow on from the matter being reported locally in the country where the offence allegedly took place.

Find out more on reporting to the [National Crime Agency](#)

## Appendix 8 – Sources of Information and Support

### Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email:

[enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

[www.anncrafttrust.org](http://www.anncrafttrust.org)

### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

### National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a>	Tel: 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a> Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a> Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a>
Scotland	Wales
Tel: 0800 027 1234 Email: <a href="mailto:helpline@sdafmh.org.uk">helpline@sdafmh.org.uk</a> Web chat: <a href="http://sdafmh.org.uk">sdafmh.org.uk</a>	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email:

[services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### **Stop Hate Crime**

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

### **Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)

[www.suzylamplugh.org](http://www.suzylamplugh.org)

### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com)

### **Women's Aid Federation of England and Wales**

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)

### **National Helplines for the Armed Forces Community:**

[Op Courage](#) (NHS veteran mental health line)

24 hours call: 0300 323 0137

[Samaritans](#) (Military & Armed Forces community support available)

24 hours call: 116 123

Or download the [Samaritans Veteran App](#) to your mobile device

### [Combat Stress](#)

24 hours Support (for veterans and their loved ones.)

Call: 0800 138 1619

Text Helpline on [07537 173 683](tel:07537173683)

Email [helpline@combatstress.org.uk](mailto:helpline@combatstress.org.uk)

### [Veterans Gateway](#)

24 hours call: 0808 802 1212

Or download the [Veteran Gateway App](#) to your mobile device

**Other Support:**

[Galop LGBT+ Domestic Abuse](#) (LGBT+ Anti-Abuse)

Monday Tuesday: 10:00- 17:00

Wednesday / Thursday 10:00 – 20:00 Call: 0800 999 5428

[Switchboard LGBT+](#) (LGBT+ Helpline)

10:00 – 22:00 call: 0300 330 0630

[Refuge Domestic Abuse](#)

24 hours call: 0808 2000 247

[Frank – Confidential Drug Advice](#)

24 hours call: 0300 123 6600

[Alcoholics Anonymous](#)

0800 917 7650

Date of approval by Board of Trustees: 29/04/25

Next review date: 28/04/26