

THE PRICEHOLME TRUST CIO **SAFEGUARDING POLICY**

1. Policy Statement and Scope

The Trustees of the Priceholme Trust CIO are committed to ensuring that all residents, staff, volunteers and visitors have the right to a safe and secure environment and respect for their dignity, privacy, independence and individuality.

This policy sets out how the charity safeguards adults at risk in connection with its services and premises. It applies to all trustees, staff, volunteers, contractors and visitors. The Trustees have ultimate responsibility for ensuring effective safeguarding arrangements and a culture of safety across the charity.

2. Purpose

This safeguarding policy has been developed to protect those who live, work and visit Priceholme and to ensure any concerns about physical, financial, sexual or emotional abuse or neglect are dealt with quickly and effectively. The charity will work with statutory and other agencies as appropriate to protect individuals from harm.

3. Legal Framework

This policy is informed by:

- The Care Act 2014 and associated statutory guidance
- The Mental Capacity Act 2005
- Charity Commission safeguarding guidance
- Local authority safeguarding procedures

4. Safeguarding Lead

The designated safeguarding lead is:

Tobin Dennis, Chairman of Trustees

Contact: tobinfdennis@gmail.com 07932 984774

If the Safeguarding Lead is unavailable, the Manager must be informed immediately. In exceptional circumstances, an allegation of abuse can be reported to any Trustee.

5. Trustee Accountability

The Trustees acknowledge their overall responsibility for safeguarding and will ensure that:

- Appropriate safeguarding policies and procedures are in place
- Safer recruitment practices are followed
- Safeguarding training is provided
- Serious incidents are reported to the Charity Commission where required

6. Code of Conduct and Professional Boundaries

All trustees, staff and volunteers must follow the charity's Code of Conduct and maintain appropriate professional boundaries with residents and visitors. Any breach of the Code of Conduct relating to safeguarding will be treated seriously.

7. Safer Recruitment

The charity applies safer recruitment practices including:

- Verification of identity and references

- Appropriate Disclosure and Barring Service (DBS) checks for relevant roles
- Safeguarding awareness during induction

8. Whistleblowing

Staff, volunteers or trustees may raise safeguarding concerns about colleagues or trustees through the whistleblowing procedure without fear of reprisal.

9. Definition of Abuse and Harm

Abuse is a violation of an individual's human and civil rights by an act or failure to act. Harm includes ill-treatment, impairment or avoidable deterioration of physical or mental health.

Types of abuse include: physical, financial, psychological, sexual, neglect, organisational, discriminatory, hate crime, mate crime, domestic abuse, self-neglect, modern slavery, radicalisation, sexual exploitation and female genital mutilation.

10. Risk Factors

Adults with care and support needs may be at higher risk of abuse. Risk factors may include loneliness, social isolation, dependency on others, communication difficulties, or vulnerability due to health or disability.

11. Mental Capacity and Consent

Where relevant, the charity will consider an individual's mental capacity in accordance with the Mental Capacity Act 2005. Consent will be sought where possible. However, information may be shared without consent where necessary to protect an individual or others from harm.

12. When Local Authority Safeguarding Applies

The charity will refer safeguarding concerns to the Local Authority where the criteria under Section 42 of the Care Act are met. If in doubt, guidance will be sought from the Local Authority Safeguarding Adults Board.

13. Procedure if Abuse is Suspected

- Ensure the person is safe
- Seek medical assistance if necessary
- Listen carefully and record concerns
- Do not promise confidentiality
- Explain what will happen next
- Record key facts and observations
- Inform the Safeguarding Lead immediately
- Refer to Local Authority or emergency services where required

The Safeguarding Lead will gather information and where time allows arrange a meeting between Trustees and Manager, to establish the facts. A full record of the meeting will be made.

This meeting is to establish facts and decide given the nature of the report, if the individual and the incident fall within the Care Act section 42 criteria for referral to the Local Authority Safeguarding Team (West Sussex Safeguarding Adults Board) or if another course of action is more appropriate. The West Sussex Safeguarding Adults Board may be contacted for advice. If the police or other emergency services were called, the incident must be reported to the Local Authority.

If a referral is made to the West Sussex Safeguarding Adults Board from then on any action should be guided by them (*See Appendix A*).

If the West Sussex Safeguarding Adults Board are not involved the situation will continue to be monitored by the Safeguarding Lead who will report to the Trustees on a basis agreed at the meeting

Any serious incidents of this nature which are reported to the Local Authority must also be notified to the Charity Commission.

A Trustee will maintain regular contact with the complainant to offer support and reassurance as necessary.

Contact details for the West Sussex Safeguarding Adults Board:

Email : safeguardingadultsboard@westsussex.gov.uk

Telephone : 03302 227952

Write : Safeguarding Adults Board, 1st Floor, County Hall North, Parkside, Chart Way, Horsham, West Sussex, RH12 1XH

Raise a concern: visit the [West Sussex County Council website](#)

14. Allegations Against Staff, Volunteers or Trustees

Any allegation against a trustee, staff member or volunteer will be managed promptly, fairly and in line with local authority safeguarding procedures. Temporary suspension may be considered where necessary to protect individuals.

15. Information Sharing and Confidentiality

Information will be shared on a need-to-know basis. While confidentiality is respected, it may be overridden where necessary to safeguard individuals from harm.

16. Training

All trustees, staff and volunteers will receive regular safeguarding training appropriate to their role.

17. Record Keeping

Safeguarding concerns and actions taken will be recorded securely and retained in accordance with the charity's data retention policy.

18. Prevent Duty

Where concerns relate to radicalisation, the charity will follow Prevent Duty guidance and refer to appropriate authorities.

19. Serious Incident Reporting

Serious safeguarding incidents will be reported promptly to the Charity Commission in line with Serious Incident Reporting guidance.

20. Policy Review

This policy has been approved for issue by the Board of Trustees of the Priceholme Trust CIO and will be reviewed annually. Date of next review: November 2027

Signature:

Name: Tobin Dennis, Chairman of Trustees

Date: 12th February 2026

Appendix A - Information that may be needed by a Local Authority Safeguarding Team when raising a concern.

Be open and honest from the outset. Any information sharing should be clear regarding the nature of the problem and the purpose of sharing. It should be based on fact not assumption and restricted to those who need to know. It should be relevant to the specific incidents and should be limited to the needs of the situation at the time. It should be necessary, relevant accurate and proportionate

- 1 Alleged victim's name, and addresses (including previous addresses if known)
- 2 Date of birth
- 3 The details of the concern or disclosure, circumstances, dates, times, witnesses,
- 4 Type of abuse
- 5 Key people, family, agencies, workers involved
- 6 Details of whether the alleged victim knows of the referral and has given consent. If not why not
- 7 Alleged victim's preferred outcomes
- 8 Any concerns about capacity
- 9 What discussion has taken place
- 10 Any others at risk
- 11 Extent of harm
- 12 Details of any immediate action taken eg police contacted or action taken to reduce risk.

Appendix B - Signs and indicators of abuse

Physical Abuse: hitting, slapping, punching, pushing, kicking, burns, misuse of medication, inappropriate restraint.

Sexual Abuse: rape sexual assault, sexual acts where the adult has not consented, could not have consented, or was pressurised into consenting, non-contact sexual abuse e.g. coerced to be photographed or videoed or for someone to look at their bodies. Sexual activity involving staff is considered abusive.

Financial Abuse: theft, fraud, exploitation, pressure in connection with wills, or property, inheritance or financial transactions, misuse or misappropriation of property, possessions, or benefits.

Neglect or Acts of Omission ignoring medical or physical care needs, failure to provide access to appropriate health care, social care or education services, heating, medication, adequate nutrition and essential needs.

Psychological: emotional abuse, threats of harm or abandonment, deprivation of contact, blaming, controlling, intimidation, coercion, harassment, verbal abuse/ excessive criticism, isolation or withdrawal from services or support networks.

Organisational/Institutional: where there is a culture of abusive behaviour, tolerance of abusive behaviour, repeated failure to address abusive behaviour. It may be an isolated incidence through to a pervasive ill treatment or gross misconduct when an organisation fails to treat individual needs in favour of the needs of

organisation. This can occur in any organisation not just those associated with delivering health or personal care in residential/hospital setting.

Discriminatory: abuse that is motivated by discriminatory or oppressive attitudes towards race, gender, sexual orientation, cultural background, religion, physical or learning disability or sensory impairment, age, mental health. This may take the form of harassment, verbal abuse, disparaging remarks.

Hate Crime: Can come under safeguarding if the person has care and support needs and comes under the requirements of sect 42 of the Care Act for a safeguarding adult Enquiry. Hate crime can be defined as any hate incident which constitutes a criminal offence, perceived by the victim or any other person as being motivated by prejudice or hate.

Mate Crime: is usually used to refer to where the adult with care and support needs is the victim of abuse or exploitation by one or more people where the victim wants them to be their friend or believes them to be their friend.

Domestic Violence/ Abuse: physical, sexual, psychological, or financial, violence that takes place within an intimate or family type relationship and forms a pattern of coercive, controlling and threatening behaviour. It should be addressed under safeguarding only-

- If the person has care and support needs and is unable to protect him or herself from abuse
- Where it is proportionate and beneficial to the person involved taking into account their wishes, capacity and level of risk

Otherwise, individuals should be given information about agencies that can support them to take their own action (Woman's Aid, National Domestic Violence helpline, local domestic violence teams)

Self-Neglect Self neglect becomes a safeguarding concern when the level of neglect becomes life threatening. Otherwise, serious self-neglect may be helped through Social Services or Mental Health Services.

Modern Slavery: Modern Slavery can take a number of forms. Sexual exploitation, forced labour, domestic servitude, criminal exploitation. This can include 'county lines' drug dealing in local areas and may include 'cuckooing the setting up of drug basis in peoples own homes. Police should be notified if modern slavery is suspected. It is often the most vulnerable who are targeted, the homeless, those with learning disabilities, or mental health issues.

Radicalisation: The Prevent Strategy aims to protect those who are vulnerable to exploitation from those who seek to support or commit acts of violence. This may be right wing extremism as well as Islamic extremism. The most vulnerable are often targeted. The police should be contacted if it is suspected that an individual is being radicalised.

Female Genital Mutilation

Online Training

www.almshouses.org/news/safeguarding-vulnerable-adults-sova-online-training-course/
