

Adult Safeguarding Policy

1. Introduction

Balance AP is committed to safeguarding and promoting the welfare of all adults at risk, as well as the students in our care. This policy outlines our approach to preventing and responding to harm, abuse, or neglect in line with legal requirements and best practices.

2. Purpose

This policy aims to:

- Ensure a safe environment for all adults and students.
- Promote a culture of vigilance and accountability.
- Outline procedures for responding to safeguarding concerns.

3. Principles of Safeguarding

- Empowerment: Supporting individuals to make informed decisions.
- Prevention: Taking proactive measures to reduce the risk of harm.
- Proportionality: Responding appropriately to concerns.
- Protection: Providing support and intervention where necessary.
- Partnership: Working with other agencies to ensure effective safeguarding.
- Accountability: Clear roles and responsibilities for safeguarding.

4. Roles and Responsibilities

4.1 Balance AP Responsibilities

- Ensure all staff understand their safeguarding duties.
- Implement clear procedures for reporting concerns.
- Maintain records and report concerns to relevant agencies.
- Provide regular safeguarding training.

4.2 Designated Safeguarding Lead (DSL)

- Lead on safeguarding matters.
- Provide guidance and support to staff.
- Liaise with external agencies when necessary.
- Ensure compliance with safeguarding policies.

4.3 Staff and Volunteers

- Report safeguarding concerns promptly.
- Follow safeguarding procedures.
- Complete safeguarding training.

5. Recognising and Responding to Abuse

5.1 Types of Abuse

- Physical Abuse: Assault, hitting, slapping, misuse of medication.
- Emotional Abuse: Intimidation, humiliation, coercion.
- Sexual Abuse: Unwanted sexual activity or harassment.
- Financial Abuse: Theft, fraud, coercion over financial matters.
- Neglect and Self-Neglect: Failure to meet basic needs.

5.2 Reporting Concerns

- Report concerns to the DSL immediately.
- If the DSL is unavailable, ensure the DDSL is informed.
- Record concerns factually and confidentially on a cause for concern form.
- If there is an immediate risk, contact the emergency services.

6. Confidentiality and Information Sharing

- Information will be shared on a need-to-know basis.
- All records will be stored securely.
- Follow GDPR and Data Protection Act 2018 guidelines.
- Work in partnership with external agencies when required.

7. Training and Awareness

- All staff and volunteers must complete safeguarding training.
- Regular updates and refresher sessions will be provided.
- Safeguarding induction for all new staff.

8. Whistleblowing

- Staff must report concerns about misconduct or safeguarding failures.

Last Updated: September 2025
Next Reviewed: September 2026



- Reports can be made anonymously to the Headteacher. If the concern is regarding the Headteacher, the CEO can be contacted. Where this concern involves the Headteacher and the CEO, the LADO should be contacted.
- No one will suffer retaliation for reporting concerns in good faith.

9. Policy Review

- This policy will be reviewed annually.
- Updates will be made in response to legal changes or incidents.
- Feedback from staff, volunteers, and stakeholders will be considered.

Contact Information

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