

Loida British Ltd

Safeguarding Policy and

Procedure



LOIDA BRITISH
Learning & Training

Certificates Verification
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1. Introduction

Loida British is committed to providing a safe and supportive environment for all our members. This policy outlines our approach to safeguarding adults and ensures compliance with relevant UK legislation and best practices.

2. Policy Statement

Our goal is to protect adults at risk from abuse, harm, and neglect. We recognize our duty to safeguard the wellbeing of our clients and to promote a safe environment. This policy covers all aspects of safeguarding, including prevention, identification, and response to safeguarding concerns.

3. Definition of Safeguarding

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It involves people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while ensuring that the adult's wellbeing is promoted.

4. Key Principles

Our safeguarding approach is based on the following principles:

- **Empowerment:** Clients are supported and encouraged to make their own decisions.
- **Prevention:** It is better to act 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.
- **Accountability:** Accountability and transparency in safeguarding practice.

5. Legislation

This policy is in accordance with the following UK legislation:

- Care Act 2014
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR

6. Roles and Responsibilities

6.1 Management Responsibilities

- Ensure that safeguarding policies and procedures are in place and followed.
- Provide resources for training and support.
- Designate a Safeguarding Lead and Deputy Safeguarding Lead.

- Review safeguarding practices regularly.

6.2 Safeguarding Lead Responsibilities

- Oversee the implementation of the safeguarding policy.
- Act as the main point of contact for safeguarding concerns.
- Ensure all staff are trained in safeguarding procedures.
- Liaise with external agencies as necessary.

6.3 Employee Responsibilities

- Understand and comply with the safeguarding policy.
- Attend mandatory safeguarding training.
- Report any safeguarding concerns immediately to the Safeguarding Lead.

7. Safeguarding Procedures

7.1 Prevention

- Conduct thorough background checks on all staff and volunteers.
- Provide safeguarding training during induction and regular refreshers.
- Promote a culture of openness and vigilance.

7.2 Identification

- Recognise signs of abuse, neglect, and exploitation.
- Maintain awareness of safeguarding issues.
- Listen to and take seriously any concerns raised by clients or staff.

7.3 Reporting

- Any staff member who suspects abuse must report it immediately to the Safeguarding Lead or Deputy.
- If the Safeguarding Lead is implicated, report to a senior manager.
- Use the safeguarding reporting form to document concerns.

7.4 Response

- The Safeguarding Lead will assess the concern and decide on the appropriate action.
- This may involve referring to external agencies such as local authorities or the police.
- Ensure that the client is safe and supported throughout the process.
- Maintain confidentiality and only share information on a need-to-know basis.

7.5 Record Keeping

- Keep detailed, accurate records of all safeguarding concerns and actions taken.
- Store records securely and in accordance with data protection legislation.

8. Training

All staff will receive safeguarding training appropriate to their role, including:

- Induction training on safeguarding policies and procedures.
- Regular refresher training sessions.
- Specific training for the Safeguarding Lead and Deputy.

9. Confidentiality and Information Sharing

Information about safeguarding concerns will be shared only with relevant individuals and agencies on a need-to-know basis. We will ensure compliance with the Data Protection Act 2018 and UK GDPR.

10. Whistleblowing

We encourage a culture where staff feel able to report concerns without fear of retribution. Our whistleblowing policy supports staff to report safeguarding concerns confidentially.

11. Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation or best practice. We will monitor safeguarding practices through regular audits and feedback from staff and clients.

Conclusion

Loida British is dedicated to ensuring the safety and wellbeing of all our clients. By adhering to this policy, we aim to create a safe environment where adults can thrive and achieve their potential.

Approved by:

Name

Title

Date