



## **Adult Safeguarding Policy and Procedure**

**Date: July 2026**

**Review date: July 2027**

## **Policy Statement**

Little Gate Farm is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, trustees, and visitors to share this commitment. Safeguarding is everyone's responsibility, and all concerns will be taken seriously and responded to promptly in line with statutory guidance and local procedures.

## **Scope**

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (LITTLE GATE), Little Gate Farm or the Charity should be treated as including Little Gate College and Little Gate and any reference to client/participant should be treated as including a Student of Little Gate.

## **What Safeguarding means:**

Safeguarding is the action that is taken to promote the welfare of our vulnerable adults and protect them from harm:

- Preventing neglect and harm to vulnerable adults health
- Ensuring that the care provision of vulnerable adults is safe and effective
- Taking action to enable all vulnerable adults to have the best lives and outcomes.

Effective adult safeguarding focuses on protecting vulnerable individuals from suffering or likely to suffer significant harm. This includes adult safeguarding procedures which detail how to respond to concerns of abuse.

## **Duty to Safeguard Adults**

Everyone has the right to live their lives free from violence and abuse. This right is underpinned by the Human Rights Act (1998)

These rights include:

- The Right to life
- The Right to Freedom from torture (including humiliating and degrading treatment)
- The Right to family life' (one that sustains the individual)

## **Definition of an Adult at Risk**

An Adult at Risk is a person aged 18 years or over: "Who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation" (Who Decides - The Lord Chancellors Department 1997)

## **Legislation**

This policy has regard to KCSIE updated in September 2025, and should be read alongside Part 1 and Annex A and B of that document, and the following statutory regulations:

- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012
- Criminal Exploitation of children and vulnerable adults: County Lines Guidance - DfE updated October 2023
- Sharing nudes and semi-nudes: advice for education settings working with children and young people DfE March 2024
- Serious violence duty: statutory guidance, Home Office 2022
- Domestic Abuse, Home Office 2022
- Prevent duty guidance for Further Education Institutions England and Wales 2023
- The Education Act 2002
- The Sexual Offences Act 2003
- The Equality Act 2010
- The Mental Capacity Act 2005
- Special Education Needs and Disability Code of Practice 2015
- Female Genital Mutilation Act 2003
- Care Act 2014

The Care Act 2014 is a major step forward in safeguarding adults who are experiencing or are at risk of abuse or neglect and are unable to protect themselves.

Learning disabled adults can be abused in families, institutional settings or, more rarely, by other trainees (learning disabled participants). Abuse is caused by someone inflicting harm or knowingly not preventing harm. There is an increased vulnerability to learning disabled adults, because they are more dependent and have less control over their lives and are often cared for by others

Little Gate Farm follows the guidelines laid down within the Care Act 2014. These include:

- Taking action to identify and prevent abuse from happening
- Responding appropriately when abuse has or is suspected
- Ensuring that the agreed safeguarding procedures are followed at all times
- Providing support, advice and resources to staff in responding to adult safeguarding
- Ensuring staff are aware of their responsibilities and attend regular training

## **Prevent**

Little Gate has a Prevent Policy in place to ensure that people who use our services are safe. If any member of staff or volunteer is concerned that a child, young person or vulnerable adult is at risk of being radicalised they should report it to their Designated Safeguarding Lead (DSL)/CEO, immediately following the procedures set in the Safeguarding Procedures.

## **Allegations Against Staff**

If you have concerns about a member of staff, or an allegation is made about a member of staff posing a risk of harm to vulnerable adults, children and young people, speak to the CEO/Named Trustee with overall responsibility for Safeguarding. In this latter case (allegation about the DSL or the CEO), the Named Trustee will carry out the actions in the place of the CEO.

Where there is an allegation against a member of staff or volunteer that they may have harmed an adult, or may pose a risk of harm to an adult, Adult Social Care will be contacted promptly, and the Police will be contacted where appropriate. Support will be provided for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate. The DSL will inform the parents/carers, where appropriate, about the allegation.

Little Gate will refer to the DBS, anyone who has harmed an adult or poses a risk of harm to an adult, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in circumstances where an individual is deployed to another area of work that is not in regulated activity or they are suspended. If staff have a concern/allegation that does not meet the harm threshold, it should be shared as a low level concern.

## **Supporting staff**

We recognise that staff at Little Gate Farm who have become involved with a person who has suffered harm, or appears to be likely to suffer harm, may find the situation upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the child protection officer/ DSL, through supervision, and to seek further support as appropriate

## **Mental Capacity**

The assumption is that adults have the mental capacity to make informed choices about their own safety and how they lead their lives, however, issues of mental capacity and the ability to give informed consent are central to decisions and actions in Safeguarding Adults. Interventions need to take into account the mental capacity of an individual to make informed choices about the way they want to live and the risks they want to take. Mental capacity is time and decision specific, meaning a person may be able to make some decisions but not others at a particular time.

## **Confidentiality**

Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the client is the overriding concern. The degree of confidentiality will be governed by the need to protect the client. The client must be informed at the earliest possible stage of the disclosure that the information will be passed on. Discussions of the case must only be with the appropriate member of staff and any discussion must be private and shared on a need-to-know basis. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of clients. Little Gate is committed to protecting the rights and privacy of individuals, including clients, the team and others, in accordance with the General Data Protection Regulations (GDPR) set out in the Data Protection Act 2018 that allows for disclosure of personal data where this is necessary to protect the vital interests of clients. Please refer to Little Gate GDPR Policy

## **Low Level Concerns**

A low-level concern is any concern that an adult has acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- Doesn't meet the threshold of harm or is not considered serious enough for the organisation to refer to the local authority.

Examples of such behaviour could include:

- Being over friendly with adults
- Having favourites
- Adults taking photographs of adults on their mobile phone
- Engaging with an adult on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating, or offensive language.
- All staff must report low-level concerns to the CEO. These will be recorded, reviewed, and monitored to ensure patterns of behaviour are identified and addressed.

Due to the close professional relationship with vulnerable adults, staff are also vulnerable to allegations. These accusations may be false, malicious or misplaced. They may also be true. On the extremely rare likelihood that this happens all concerns should be taken directly to the CEO. If the allegations are against the CEO, Lead Trustee for Safeguarding will be contacted.

All low-level concerns will be recorded and stored securely. The DSL and CEO will review these records to identify any patterns or cumulative issues. Staff must be confident in how to report low-level concerns and assured they will be handled fairly, proportionately, and in line with data protection requirements.

### **Students Missing Education**

Missing education can mean significant risk of underachievement, abuse, and exploitation. Little Gate will follow ESCC procedures to identify, monitor, and report any student who is missing education. The DSL will ensure timely referral to the Local Authority where students are absent from provision without reasonable explanation. We will work with adult services whenever absence from provision may constitute a safeguarding risk, in line with statutory guidance.

### **Contextual Safeguarding and External Risks**

Safeguarding concerns may arise from risks outside a person's home, including exploitation by peers or adults in the community, county lines, online harms, and other contextual factors. Staff should be alert to the wider environmental influences on an adult's safety and wellbeing, and concerns should be recorded and reported to the DSL in the same way as other safeguarding issues

### **Recognising abuse and procedures**

In line with Keeping Children Safe in Education (DfE 2025), which also applies to young people up to the age of 25 with and education, health and care plan and ESCC guidance, the four main categories of abuse for children are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Adults may also be victims of domestic abuse, child criminal or sexual exploitation (CCE/CSE), modern slavery, harmful sexual behaviour, or online abuse.

#### **Physical Abuse**

Physical abuse is deliberately causing physical harm

This includes:

- Hitting, slapping, punching, kicking, hair-pulling, biting, shaking, burning or scalding.
- Poisoning, misuse of medication, or fabricating/inducing illness.
- Making a person purposefully uncomfortable (e.g. removing blankets, placing them in cold water).
- Inappropriate or unlawful restraint.

Possible indicators include:

- Unexplained injuries or injuries inconsistent with the explanation given.
- Frequent or unusual bruising, burns, scalds, bite marks or fractures.
- Fear of parents/carers being contacted.
- Aggressive or withdrawn behaviour.
- Wearing inappropriate clothing to cover injuries.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a person which causes severe and long-lasting effects on their emotional development.

This may involve:

- Conveying to young people they are worthless, unloved, or inadequate.
- Age or developmentally inappropriate expectations.
- Overprotection, limitation of exploration and learning, or preventing normal social interaction.
- Serious bullying (including cyberbullying).
- Making fun of or silencing a person's attempts to communicate.
- Seeing or hearing the ill-treatment of another.

Possible indicators include:

- Developmental delay.
- Low self-esteem or lack of confidence.
- Aggression towards others or withdrawn behaviour.
- Over-reaction to mistakes or "frozen watchfulness."
- Difficulties in forming relationships.

### Domestic violence or abuse

Domestic abuse may include:

- Physical, sexual, psychological, emotional or financial abuse.
- Controlling or coercive behaviour.
- So-called honour-based violence, forced marriage, or female genital mutilation (FGM).

Possible indicators include:

- Low self-esteem and self-blame.
- Physical injuries or frequent absence from education
- Isolation from friends and family.
- Fearful, withdrawn or anxious behaviour

### Sexual abuse

Sexual abuse involves forcing or enticing a person to take part in sexual activities, not necessarily involving violence.

This may include:

- Physical contact (penetrative or non-penetrative).
- Non-contact activities, such as involving adults in sexual images, grooming, or encouraging sexualised behaviour.
- Online sexual abuse and exploitation.

Possible indicators include:

- Difficulty walking or sitting.
- Sexually transmitted infections or pregnancy.
- Age-inappropriate sexual knowledge or behaviour.
- Sudden changes in behaviour, withdrawal, or aggression.
- Reluctance to undress for sports activities or avoidance of physical contact.

In addition, it would be a clear breach of trust for any member of staff to have a sexual relationship with any person either under or over the age of 18.

### Neglect

Neglect is the persistent failure to meet a young person's basic physical or psychological needs, likely to result in serious impairment of their health or development.

This may include:

- Failure to provide adequate food, clothing, or shelter.
- Failing to protect from harm or danger.
- Failure to ensure access to medical care or education.
- Neglect of emotional needs.

Possible indicators include:

- Frequent hunger, poor hygiene, or inappropriate clothing.
- Untreated medical conditions.
- Persistent tiredness, lateness, or absence from education.
- Poor social skills or delayed development.
- Self-harming behaviour or destructive tendencies

### Modern slavery

Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography  
Forced to work to pay off debts that realistically they never will be able to

#### Possible indicators of modern slavery

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to staff
- Fear of law enforcers

#### Criminal and Sexual Exploitation (CSE)

Young adults may be exploited for criminal purposes (such as county lines) or for sexual purposes. This may involve coercion, manipulation, deception, or abuse of power.

Possible indicators include:

- Going missing from home or education.
- Unexplained gifts, money, or new possessions.
- Relationships with older peers or adults.
- Misuse of drugs or alcohol.
- Secretive behaviour, especially around online activity.

#### Online Safety and Filtering/Monitoring

Little Gate recognises that online safety risks apply equally to vulnerable adults. Adults with learning disabilities or autism may be particularly vulnerable to exploitation, radicalisation, scams, misinformation, disinformation, conspiracy theories, grooming and inappropriate contact online.

To mitigate these risks:

- Staff will receive training on recognising online harms, including fraud, scams, misinformation/disinformation, radicalisation and sexual or financial exploitation.
- Little Gate will ensure appropriate filtering and monitoring systems are in place across IT and internet use, in line with statutory expectations.
- Students will be supported to develop their understanding of safe and appropriate online behaviour, including privacy, consent, and recognising risky situations.
- Staff must record and report all incidents of sexual harassment, sexualised behaviour, or peer-on-peer abuse — even if they appear “low-level” — so that patterns can be monitored.

## **Recruitment, Selection, Induction and Training – Adults**

### **Safer Recruitment Training**

Little Gate Farm follows the guidance set out in Keeping Children Safe in Education (KCSIE 2025). Please see Little Gate Safer Recruitment Policy, which includes Little Gate College.

### **Training**

Training is regularly refreshed to ensure a culture of vigilance, transparency, and professional accountability.

DSL will attend external DSL training course, followed by bi-annual refresher, (external training course).

All staff (including the safeguarding team)

- Complete e-learning in induction (Safeguarding children and vulnerable adults, via the ESCC learning portal, or suitable alternative).
- Internal processes and procedural training, including signs of abuse on induction
- repeat the online e-learning annually and all staff will attend internal procedures training (must be attended in person bi annually. An online process training with test will also be mandatory, for those who can't make live training).
- Will understand the concepts of safeguarding adults and how they apply to each role.
- Will recognise the signs and indicators of abuse, including the four main categories of abuse for young people (physical, emotional, sexual, neglect).
- Will understand the differences between child and adult safeguarding, including the legal framework and duty of care.
- Will understand and know the process to follow if abuse is suspected, including how to report concerns, urgent vs. non-urgent pathways, and out-of-hours procedures.
- Will comply with safe working practices and maintaining professional boundaries.
- Will understand low-level concerns vs. harm threshold, and when concerns must be referred to the LADO.
- Will use CPOMS for accurate, concise record keeping, and understand why chronology is important.
- Will take a disclosure safely, understanding what to do and what not to do.
- Will understand the importance of building a safeguarding culture where all concerns are reported and monitored.
- Will meet social media and photography expectations:
- Will not use personal devices for photos/videos.
- Will not make private communication or social media connections with students.

### **Safeguarding Awareness for Students**

As part of our safeguarding approach, Little Gate will support students to understand safeguarding risks that may affect them. This will include awareness sessions and workshops on:

- Safe relationships and consent.
- Online safety and recognising exploitation.
- Financial safety and avoiding scams.
- How to report concerns and who to talk to if they feel unsafe.

This ensures that safeguarding is not only embedded in staff practice but also actively empowers students to protect themselves.

### **Record Keeping and Single Central Record**

A Single Central Record (SCR) is maintained in line with Keeping Children Safe in Education (DfE 2025). This records the required pre-employment checks for all staff, trustees, volunteers, apprentices, and agency staff. It includes the date each check was completed and by whom. The SCR also details the dates that safeguarding induction was carried out, including confirmation that staff have read Part1 of KCSIE 2025

The SCR is regularly reviewed and updated. It is available for inspection by Ofsted, the Local Authority, or other regulators on request.

### **Safeguarding policies**

- All staff should clearly understand the need to maintain appropriate professional boundaries in their dealings with vulnerable adults
- An ongoing culture of vigilance should be maintained

### **Roles and responsibilities**

A Designated Safeguarding Lead (DSL) is required in line with KCSIE 2025, section 11 of the Children Act 2004, and Working Together to Safeguard Children (DfE 2018).

The role of the Lead is to:

- Ensure there are appropriate filtering and monitoring systems in place across all IT systems. These must meet the dfe standards for filtering and monitoring and be reviewed at least annually.
- Ensure staff working with vulnerable adults are recruited safely -DBS checks and references are in place
- Staff have training on safeguarding and adult protection as part of their induction and have regular training thereafter
- Ensure staff and volunteers have regular supervision
- Ensure Little Gate Farm has robust record keeping and safe and secure storage of information
- Ensure little gate farm has policies and procedures for raising concerns about acts of wrong doing or malpractice in the workplace (whistleblowing)
- Refer cases of suspected abuse to the local authority adult's social care as required;
- Support staff who make referrals to local authority adult's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a crime may have been committed to the Police as required. The NPCC document When to call the Police: Guidance for colleges and colleges can support with this.

We believe that safeguarding is the responsibility of all staff at Little Gate Farm, both through the proactive measures outlined above and through sharing any concerns with the designated safeguarding officers:

- **College** (Natasha Chissell (DSL), Gemma Mogford (DDSL))
- **Supported employment** - Sam Anderson (DDSL)
- **Farm** - Hannah Briars (DSL), Faye Clarke (DDSL), Niki Ashley (DDSL)
- **PREVENT or Accusations against staff** – Andrea Randall Smith (CEO/ DDSL)

- **Accusation against Andrea/ further escalation** – Amanda Jagot (chair of governors/trustee)

Trustee bodies are accountable for ensuring the organisation has effective policies and procedures in place in line with local and national guidance, and for monitoring compliance with them. Neither the Trustee Body nor individual trustees have a role in dealing with individual child or adult protection cases or the right to know the detail of cases (except when exercising their disciplinary functions in respect of allegations against a member of staff or investigating a complaint brought to their attention).

The Board ensures:

- Little Gate meets the statutory responsibilities set out in Keeping Children Safe in Education (DFE 2025) and Working Together to Safeguard Children (DFE 2018).
- Safeguarding policies are reviewed at least annually by the full Board and available to third parties via the website.
- There is a named DSL. Trustees will ensure that this person has the appropriate status and authority within the organisation to carry out the duties of the post. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child/adult welfare and child/adult protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children. There are colleagues trained to provide cover for the role.
- The procedures are in keeping with the Local Safeguarding Children Partnership (LSCP) for dealing with any allegations made against any adult working within or on behalf of Little Gate.
- There is a nominated Trustee who is the case manager for managing any allegations against the Chief Executive Officer and Head of Farm
- Little Gate follows safer recruitment procedures, including the statutory pre-employment checks on all staff working with young people.
- There is effective analysis of safeguarding data including bullying, attendance, behaviour logs, incidents of sexual violence or harassment, clients taken off roll, the views and progress and participation of vulnerable students.
- There are clear systems and processes in place to identify and respond to issues of sexual violence, sexual harassment or harmful sexualised behaviours between students, including a curriculum designed to specifically address sexual harassment, online abuse, sexual violence and issues of consent in an appropriate way.
- All incidents of sexual violence, harassment, and harmful sexual behaviour (including online) will be recorded, whether they meet the threshold for referral or not. Low-level incidents will be monitored for patterns and cumulative concerns. Staff and trainees will be taught about consent, respectful relationships, and how to report concerns.

## CEO

The CEO will ensure:

- Refer allegations against staff to the Local Authority Designated Officer (LADO), where an allegation is made against a member of staff. For over 18 years, refer to Adult Social care.
- Refer cases where a person is dismissed or left due to risk/harm to an adult at risk to the Disclosure and Barring Service as required; and
- There is a listening culture within the organisation where both staff and clients are able to raise concerns about poor or unsafe practices.
- Referrals are made to the Disclosure and Barring Service and/or the Teaching Regulation Agency as appropriate. They liaise with the DSL in respect of any concerns raised about staff or volunteers which do not meet the harm threshold and are dealt with by means of the low level concerns policy

or procedure.

The DSL has a job description in keeping with the requirements of Keeping Children Safe in Education (DfE 2025), and sufficient time, training and support are allocated to the role, including the appointment of colleagues able to deputise for the DSL who have undertaken the same training and who also have the role explicitly referenced within their job description.

The curriculum provides opportunities to help students stay safe including when online. Students should be aware of the support available to them. The PSHE / safeguarding curriculum is appropriately sequenced to ensure students are taught about key issues in a planned and age/stage appropriate way, building on previous knowledge as they move through their programmes.

Leaders quality assure the vulnerable adult protection practices, including through the auditing of safeguarding records and the supervision of the safeguarding team to ensure that actions and decisions are appropriately reviewed and that staff members' emotional wellbeing is supported.

The organisation meets its responsibilities under the Prevent Duty (see Prevent Policy), including ensuring that appropriate checks are carried out on visiting speakers and that monitoring and filtering systems are in place across all IT systems.

### **Ofsted Compliance**

Little Gate acknowledges the need to comply with the safeguarding and safer recruitment requirements of Ofsted, given the mixed age group of our services.

This includes ensuring:

- Robust safer recruitment checks (as detailed in the Single Central Record).
- Evidence of safeguarding training for all staff and volunteers.
- Ongoing monitoring and quality assurance of safeguarding practice.

### **Records retention and storage guidelines**

Little Gate Farm must:

- know the reason why we are keeping records about adults (for example, because they relate to protection concerns)
- Assess how long we need to keep the records for
- Have a plan for how and when the records will be destroyed – See Little Gate, Data Policy and retention period
- Keep personal information secure, compile and label files carefully
- Keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis
- Keep a log so you can see who has accessed the confidential files, when, and the titles of the files they have used.
- Keep accurate records, including:
  - The date and time of the incident/disclosure
  - The date and time of the report,
  - The name and role of the person to whom the concern was originally reported and their contact details
  - the name and role of the person making the report (if this is different to the above) and their contact details.
  - the names of all parties who were involved in the incident, including any witnesses,

- The name, age and any other relevant information about the individual who is the subject of the concern (including information about their parents or carers and any siblings),
  - What was said or done and by whom
  - Any action taken to look into the matter
  - Any further action taken (such as a referral being made)
  - Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed and dated by the person making the report.
- Keep electronic files password protected and stored on computers with protection against hackers and viruses.
  - Ensure that information about adult protection concerns and referrals, be kept in a separate protection file for each trainee, rather than in one 'concern log'.
  - Start the protection file as soon as you become aware of any concerns.
  - Keep safeguarding files stored away from their general files/ application files

### **Retention periods**

In line with GDPR, all student safeguarding files will be retained for 7 years. Once a student has left the College, Little Gate will seek advice from the student's home local authority as to whether the records should be transferred to that authority. Little Gate will retain safeguarding files for 7 years after the date of enrolment, as students can enrol up to the age of 24.

If the Little Gate closes as an organisation, arrangements will be made to transfer these documents to the appropriate adult social care team.

We will not store copies of criminal records (DBS) check certificates unless there is a dispute about the results of the check.

### **Destruction of safeguarding documentation**

When disposing of any safeguarding documentation, the information must be shredded. At the same time, any electronic records will be purged. Little Gate will review our safeguarding policy, which includes, records retention and storage, annually, to make sure it is effective and continues to comply with current legislation and guidance. This will be carried out as part of a wider review of safeguarding policies and procedures.

### **Summary key points to consider:**

Staff must consider the following questions when developing or reviewing protection records retention and storage elements of the safeguarding policy.

- Is our record-keeping in line with data protection principles?
- What records will we retain and for what purpose?
- How will the records be stored and who will have access to them?
- How long should we retain records for?
- Do we need to follow any statutory requirements about the retention of our records?
- What arrangements do we need to destroy them?
- Do our local safeguarding agencies provide guidance on record retention and destruction that we are expected to follow immediately discuss it with the DSL, or if they are not available a senior member of staff?

- Concerns must always be given the highest priority.
- It is the responsibility of the DSL and team to decide upon an appropriate action and they will inform members of staff of the outcome.
- The staff member who has raised the concern must complete a report of the conversation or concerns held, care should be taken to write facts as accurately as possible and give as much information as possible.
- Internal records of concern will be kept in an individual client's protection file, made for that individual, and consulted if further concerns are raised.
- Matters relating to safeguarding will be treated with confidentiality and shared on a need to know basis only.

#### **Taking a disclosure. Key points:**

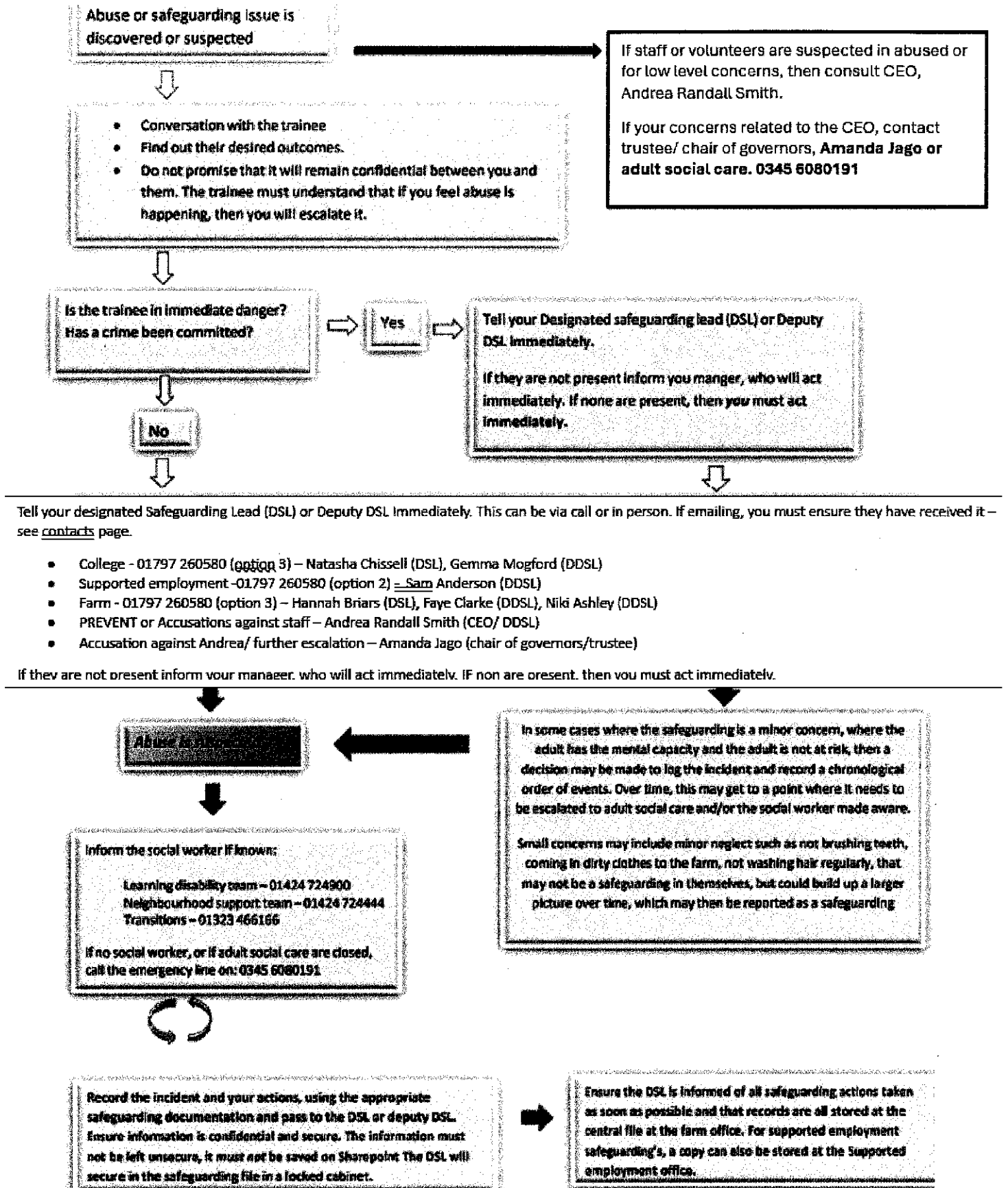
- Remain calm
- Reassure if distressed
- Let them know you will help
- Listen carefully if any information is given
- Take what is said seriously

#### **What to avoid:**

- Doing nothing
- Delaying help
- Don't take sole responsibility, consult someone else, in particular the designated safeguarding lead.
- Don't show distaste or shock
- Don't speculate about what may have happened
- Don't make negative comments
- Don't make promises you can't keep
- Don't expressing disbelief
- Don't ask leading questions e.g. did you do that?
- Don't tell the student off e.g. Why didn't you tell me before?
- Don't agree to keeping information secret
- If any conflict between the needs of the vulnerable adult, and those of the carers arise, the needs of the vulnerable adult, must be put first. However, it is crucial to try to maintain our relationships with parents/carers during any Safeguarding process, although clearly this has sensitivities and potential demands. Prioritising the vulnerable adult, does not prevent us from giving support to parents and showing them compassion.



## Safeguarding Adults procedure

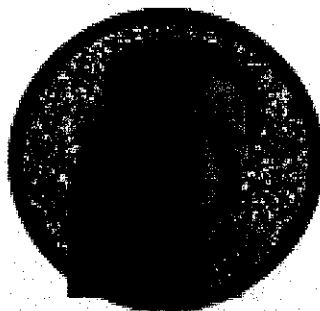


# Safeguarding

## IS EVERYONE'S RESPONSIBILITY

### Safeguarding Team

#### DESIGNATED SAFEGUARDING LEAD & CHILD PROTECTION LEAD.



**Hannah Briars**  
07498 585488; 01797 260580 (ext. 1)

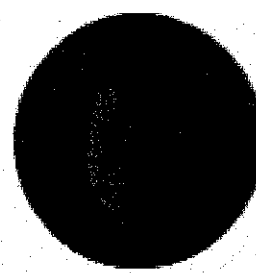
#### COLLEGE (ASPIRE AND FUTURES READY) AND SUPPORTED APPRENTICESHIPS

Call 01797 260 580 (ext. 3) or their work mobiles

designated safeguarding lead



**DSL - Natasha Chisell**  
07498 585937



**DDSL - Gemma Mogford**  
07498 583299

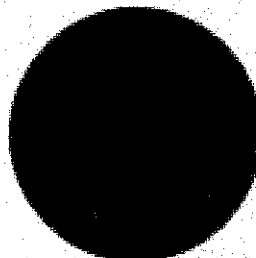
#### PREVENT & ACCUSATIONS AGAINST SATFF



**CEO - Andrea Randall-Smith - 07902 750542**

#### FARM

Call 01797 260 580 (ext. 1) or their work mobiles



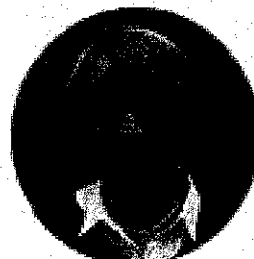
**DDSL - Faye Clarke**



**DDSL - NIKI Ashley**  
07494 731607

#### FARM AND SUPPORTED EMPLOYMENT

Call 01797 260 580 (ext. 2) or their work mobiles

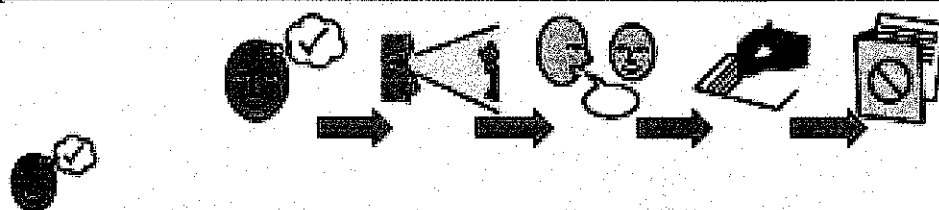


**DDSL - Sam Anderson**  
07894 963100



**Chair of Governors  
Trustee  
Amanda Jagot**  
ajagot@tasmat.org.uk

# Safeguarding steps



## Be aware of the signs of abuse

Make sure that you are familiar with the signs of abuse; an overview of these signs is included on Little Gate's Adult Safeguarding Policy and Safeguarding Children and Young People Policy



## Look out for worrying signs

| Signs                                          | Example                                                         |
|------------------------------------------------|-----------------------------------------------------------------|
| The person says something that gives you pause | "I didn't sleep well because we don't have a mattress any more" |
| The person does something                      | "Can I ask you to please please"                                |



## Tell your designated safeguarding lead

This can be in person or on the phone. You can give the details in writing, via CPOMS, but you must speak to someone directly.

If you are not able to make contact with a safeguarding lead, inform your manager, who will act immediately. If no manager is available you must act immediately.

- For adults - Adult social care: 0345 60 80 191
- For children – where appropriate, call parents/carers first
- For children - Single point of advice team: 01323 464222
- Where there is immediate risk – call 999

If it is a small concern that is not a safeguarding in itself but may build up to form a bigger picture, this information can be recorded and shared with a designated safeguarding lead when they become available.



## Record your observations

All concerns should be recorded on CPOMS: [littlegate.cpoms.net](http://littlegate.cpoms.net)

As stated above, you must speak to someone verbally in addition – do not just rely on CPOMS



## Keep it confidential

Safeguarding concerns must only be discussed with safeguarding leads.

## Decision Not to Report

There may be an occasion whereby a Safeguarding concern is not reported immediately. In these instances, the Manager dealing will liaise with the DSL or in their absence the CEO/Trustee with Safeguarding responsibility and disclose full facts regarding the matter. An internal safeguarding log will be kept detailing the decisions and plan which needs to include reviews of decisions made.

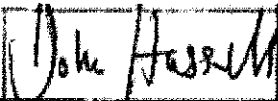
## Useful contacts

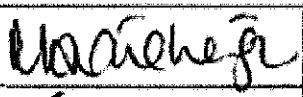
Contact Adult social care on 0345 60 80 191, without delay.

- Learning disability team -01424 724900
- Neighbourhood support team - 01424 724444
- Transitions -01323 466166
- In an emergency call 999
- If no social worker, or if Adult Social Care are closed, call the emergency line on: 0345 608019
- Adult Social Care, 87-89 London Rd, St Leonards of Sea, East Sussex, TN37 6DH 01424 724444

## Safeguarding Team at Little Gate

| Safeguarding role                                                                                                    | Name                 | Contact                                             |
|----------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------|
| Designated Safeguarding Lead – Charity Oversight & Child Protection Lead                                             | Hannah Briars        | 01797 260580 – Option 1<br>Work mob: 07498585488    |
| Designated Safeguarding Lead – College                                                                               | Natasha Chissell     | 01797 260580 – Option 3<br>Work Mobile: 07498585937 |
| Deputy Designated Safeguarding Lead – Supported Employment                                                           | Sam Anderson         | 01797 260580 - Option 2<br>Work Mobile:07894963100  |
| Deputy Designated Safeguarding Lead - Farm                                                                           | Niki Ashley          | 01797 260580 – Option 1<br>Work Mobile :07494731607 |
| Deputy Designated Safeguarding Lead - Farm                                                                           | Faye Clarke          | 01797 260580 – Option 1                             |
| Deputy Designated Safeguarding lead College, work and thrive and supported apprenticeships (adults and young people) | Gemma Mogford        | 01797 260580 – Option 3<br>Work Mobile: 07498583299 |
| Accusations against staff                                                                                            | Andrea Randall-Smith | 01797 260580<br>Work Mobile: 07902750542            |
| Deputy Designated Safeguarding Lead - CEO                                                                            |                      |                                                     |
| Chair of governors                                                                                                   | Amanda Jagot         | ajagot@tasmat.org.uk                                |
| Trustee                                                                                                              |                      |                                                     |

|                   |                                                                                   |                 |         |
|-------------------|-----------------------------------------------------------------------------------|-----------------|---------|
| Signed by trustee |  | John Hassell    | 28.4.25 |
| Signed by CEO     |  | Andrew Caldwell | 28.4.25 |

|                   |                                                                                   |                 |         |
|-------------------|-----------------------------------------------------------------------------------|-----------------|---------|
| Signed by trustee |  | MAXINE LEIGH    | 29/1/24 |
| Signed by CEO     |  | Andrew Caldwell | 29.1.24 |

| Reviewed by | Date    | Changes made | Next Review date |
|-------------|---------|--------------|------------------|
| A. Jager    | 24/7/26 |              |                  |
|             |         |              |                  |
|             |         |              |                  |
|             |         |              |                  |