

## Adult Safeguarding Policy

### 1. Policy statement

- 1.1. Read Easy UK (“REUK”, “we”, “our”, “us”) is a Charitable Incorporated Organisation registered under charity number 1151288. Read Easy UK and its “Affiliated Groups” (together referred to in this document as “Read Easy”, the “Organisations” and each “an Organisation”).
- 1.2. Read Easy is committed to providing a safe learning environment for those who use our services (“Reader”) and our Volunteers so that they will feel secure and able to concentrate on the learning process.
- 1.3. Read Easy recognises that safeguarding is everyone's responsibility and that anybody can become the victim of abuse, therefore, we aim to provide a safe environment for all. The aim this policy is to:
  - 1.3.1. explain the general measures Read Easy have in place to protect everyone involved in our services from abuse and harm;
  - 1.3.2. explain the specific duties Read Easy has in place to safeguard adults who may be an **adult at risk**;
  - 1.3.3. provide guidance on how to identify who may be an adult at risk, and identify where additional safeguarding measures may be needed;
  - 1.3.4. provide guidance on what adult abuse is and how we can recognise it;
- 1.4. The Management Team of each Affiliated group are responsible in law for ensuring compliance with the legal conditions relating to safeguarding, also referred to as their safeguarding duties.
- 1.5. Read Easy UK only recruits and works with adults, that is individuals who are over the age of 18.

### 2. Definitions

- 2.1. **Adult at risk** replaces the previously used term ‘vulnerable adult’ as set out in the government’s ‘no secrets’ guidance in 2010. It is the term used to identify a person who, due to their needs for care and support (whether permanent or temporary, and whether or not the local authority is meeting any of those needs\*) is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

\*The local authority may not be meeting those needs because, for example, the person funds their own care, or they have not been previously known to the local authority, so no enquiry has yet been made.) Further information on identifying who may be an adult at risk is provided in section 6 below.
- 2.2. **Abuse & Neglect** are forms of maltreatment of an individual. These terms refer to a violation of an individual’s human and civil rights by any other person(s) and include



serious physical and sexual assaults, as well as cases where the standard of care does not adequately support the individual's health or development. Abuse to adults at risk may consist of a single act or repeated acts, it may be an act of neglect or omission, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. Adults at risk may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm.

Abuse can occur in any relationship or in an institution or community setting, within all social groups, regardless of religion, culture, social class or financial position. Adults at risk may be abused by those known to them or, more rarely, by a stranger. They may be abused by adults, children, peers, paid or voluntary workers, health or social care workers, resulting in harm to, or exploitation of, the individual. Often people do not realise they are abusing someone, and sometimes the stress of caring can cause a carer to act out of character.

- 2.3. **Care and support needs** as described in the 2014 Care Act, could include a mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent. This could apply to older people, people with a disability or long-term illness, people with mental health problems and carers. 'Care and support' includes assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support which could include care home, home care, personal assistants, day services, or the provision of aids and adaptations.
- 2.4. **Capacity** refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear, or what a healthy diet would be, but they lack capacity to make more complex decisions about financial matters. Capacity may be affected by things such as medication, substances and some untreated mental health issues. Where an adult is found to lack capacity to make a decision, then any action taken, or any decision made for, or on their behalf, must be made in their best interests.
- 2.5. **DBS** refers to The Disclosure and Barring Service, an agency created out of a merger between the Criminal Records Bureau (CRB) and The Independent Safeguarding Authority (ISA). It helps employers and charities make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups by carrying out DBS checks.
- 2.6. **Health and safety** regulations and procedures intended to prevent accident or injury in workplaces or public environments. Read Easy has legal duties to protect all employees, volunteers and those we work with from risks associated with our activities. This is often used interchangeably with the term "safeguarding" but they are separate with different regulations and laws.
- 2.7. **Safeguarding** means protecting an individual's right to live in safety, free from abuse and neglect. As above, often used interchangeably with the term "Health and Safety" but they have different regulations and laws.
- 2.8. **Safeguarding duties** apply specifically to those who are most in need of protection: children and young people and adults at risk.



### 3. Safeguarding Principles

- 3.1. Read Easy upholds the 2014 Care Act values to make safeguarding personal, meaning it should be person-led and outcome-focused. It requires that the person is engaged in a conversation about how best to respond to their safeguarding situation in a way that involves them and gives choice and control as well as improving quality of life, wellbeing and safety.
- 3.2. Under the Mental Capacity Act 2005, people must be assumed to have capacity to make their own decisions and be given all practicable help to do so before anyone treats them as not being able to make their own decisions. For adults, this means that they have the capacity to choose how they live and make decisions about their safety, even if we do not agree with certain decisions.
- 3.3. The following six principles inform the ways in which Read Easy works with all adults, including those at risk.
  - 3.3.1. **Empowerment:** People are supported and encouraged to make their own decisions and give informed consent. It may sound like this: "I am asked what I want to happen as a result of the safeguarding process, and my answers directly inform what happens."
  - 3.3.2. **Prevention:** It is better to take action before harm occurs. It may sound like this: "I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."
  - 3.3.3. **Proportionality:** We provide the least intrusive response appropriate to the risk presented. It may sound like this: "I am sure that the professionals will work in my interest. I see them, and they get involved, only as much as is needed."
  - 3.3.4. **Protection:** We provide support and representation for those in greatest need. It may sound like this: "I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent that I want."
  - 3.3.5. **Partnership:** Local solutions are provided through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse. It may sound like this: "I know that employees treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together, and with me, to get the best result for me."
  - 3.3.6. **Accountability:** There is accountability and transparency in delivering safeguarding. It may sound like this: "I understand the role of everyone involved in my life and so do they."

### 4. General measures in place to safeguard everyone from harm and abuse

- 4.1. Read Easy UK has a nominated Trustee for Safeguarding, Caroline O'Connor, and a senior employee appointed as the organisation's Safeguarding Officer, who has delegated responsibility for day-to-day safeguarding: Faye Padfield. Safeguarding training is undertaken at least annually for these role holders.



- 4.2. Each Affiliated Group has a named Safeguarding Champion, responsible for dealing with concerns from anyone in the Affiliated Group and for submitting all DBS check applications.
- 4.3. Recruitment of employee and trustees for Read Easy UK is in line with safer recruitment guidelines and declarations of suitability where required by the Charity Commission.
- 4.4. The Read Easy recruitment process for volunteers is followed, based on safer recruitment guidelines, with the intention of reducing the likelihood of having a perpetrator of abuse volunteering which include:
  - 4.4.1. verification of identity to ensure individuals are who they claim to be;
  - 4.4.2. interviewing all potential volunteers including Reading Coaches carefully to try to ensure that appropriate people are recruited;
  - 4.4.3. requesting and receiving two references, following up with referees if necessary.
- 4.5. Declarations of relevant convictions and confirmation of suitability to act as a member of the Management Team are required upon appointment and renewed on a 3 yearly basis. Further details are provided in section 11 of this policy.
- 4.6. Enhanced DBS checks without barring are required for all eligible roles and renewed on a 3 yearly basis. Full details of eligible roles is provided in section 12 of this policy.
- 4.7. All volunteers are trained in the implementation of this Adult Safeguarding Policy upon induction to their role, and at least annually.
- 4.8. Reading sessions only take place at pre-approved public venues in accordance with Read Easy's Venue and Lone Worker Policy. This ensures that all sessions take place within sight or sound of other people, reducing the risk of abuse or harm occurring.
- 4.9. Reading Coaches are provided with training in establishing and maintaining appropriate boundaries with their Readers when they undertake Reading Coach training and guidance is provided in their Reading Coach Handbook.
- 4.10. Should a Reader be considered to represent a potential risk to the general health and safety of volunteers, a Risk Assessment must be carried out by the relevant members of the Management Team and mitigating actions identified and implemented. Guidance on when this may apply and the actions to take is provided in the Referral Networkers Information Pack and Coordinators Handbook.
- 4.11. Coordinators inform all Readers about this Safeguarding Policy upon enrolment, and at regular intervals during their learning so that they feel confident about what they can do if they have any concerns about their relationship with the volunteer(s) at any point.
- 4.12. This information along with the contact details for the Safeguarding Champion and Coordinator, is provided to Readers as clearly and simply as possible, in a brief written summary of the policy. Readers will be given this written summary so that they can share it with a friend or relative to read to them again later, if they wish.



- 4.13. Should there ever be concerns raised or reported regarding abuse or suspected abuse, between a volunteer and a Reader, the contact will immediately be stopped, and the Safeguarding Champion informed. The Safeguarding Champion will then act in accordance with this policy.

## **5. Specific measures in place to safeguard adults at risk from harm and abuse**

- 5.1. Where a safeguarding disclosure or concern relates to an adult at risk engaged in activities with their group, it is the responsibility of Affiliated Groups to act on any concerns.
- 5.2. Read Easy UK provides clear guidance, procedures, and forms to assist Affiliated Groups to meet their legal safeguarding responsibilities as well as specific safeguarding duties for adults at risk in the accompanying procedural documents Appendix C: Adult Safeguarding Procedures and Appendix D: Safer Recruitment Procedures.
- 5.3. Under the terms of their affiliation agreements, Affiliated Groups are required to follow the procedures as detailed by Read Easy UK.

## **6. Who might be an adult at risk?**

- 6.1. In some cases, identifying who is an adult at risk will be relatively straightforward as Readers may be referred via a relevant agency, support worker etc. or may disclose any disabilities or support they receive during their enrolment/initial contact with Read Easy.
- 6.2. In other instances, it will be more difficult to determine whether an individual meets the definition of an adult at risk as described in section 2. This may be particularly difficult to determine when the local authority are NOT providing any support to meet needs. Local authorities may not be providing support for several reasons, for example, the person funds their own care, they may be awaiting referral or assessment for their support needs, needs may have only recently developed, they may be unaware that they may need additional support or whether specific support is even available in their area or may be unable or unwilling to seek such support from the authorities.
- 6.3. Further guidance used by the NHS, local authorities and other charities working with adults have identified that an adult at risk *may* be a person who:
- 6.3.1. Is elderly and frail due to ill health;
  - 6.3.2. Has a learning disability;
  - 6.3.3. Has a physical disability and / or a sensory impairment;
  - 6.3.4. Has mental health needs including dementia or personality disorder;
  - 6.3.5. Has a long -term illness /or condition;
  - 6.3.6. Misuses substances or alcohol;
  - 6.3.7. Is unable to make their own decisions and is in need of care and support;
  - 6.3.8. Is a young adult, over the age of 18, who has care and support needs and is



'in transition' from Childrens' to Adults' services;

6.3.9. Is a carer (looking after another person with care and support needs);

6.4. This list is not exhaustive, and it is worth noting that some disabilities are “invisible” and support needs can also fluctuate over time.

6.5. It should also be noted that some volunteers may also meet the wider definitions of an adult at risk. This should not preclude the individual from volunteering with Read Easy but consideration should be given to the role undertaken and whether any adjustments can be made to support the individual in line with our Equality, Diversity and Inclusion Policy.

6.6. If volunteers are in any doubt as to whether an individual may have needs which put them at risk of abuse, please seek guidance from your Safeguarding Champion who should contact the Local Authority Adult Safeguarding Board for advice.

## 7. Types of abuse

7.1. Abuse can take many forms, and incidents of abuse may be one-off or multiple, and affect one or more people. Professionals and others should look beyond single incidents or individuals to identify patterns of harm. Abuse may also be very subtle and we therefore draw your attention to the following types of abuse which you may come across. This list is not exhaustive and we therefore encourage volunteers to be alert and take the initiative to spot these forms of abuse as well as other forms that might occur:

7.1.1. **Physical abuse:** including hitting, slapping, scratching, pushing, rough handling, kicking, misuse of medication, restraint without justifiable reasons, inappropriate sanctions including deprivation of food, warmth, clothing, and health care needs.

7.1.2. **Sexual abuse:** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, unwanted sexual text messages, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into and sexual coercion.

7.1.3. **Emotional or Psychological abuse:** including threats of harm or abandonment, deprivation of contact, humiliation, and ridicule, blaming, controlling, intimidation, coercion, unwanted communication, stalking, harassment, inappropriate messaging, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks, deliberate denial of religious or cultural needs, and failure to provide access to appropriate skills and educational development.

7.1.4. **Domestic violence:** including psychological, physical, sexual, financial, emotional abuse. It can also include so-called ‘honour’ based violence. Domestic abuse can also affect those it is not aimed at within the home.

7.1.5. **Financial or material abuse:** including misuse or theft of money, fraud, extortion of material assets or inappropriate requests for money, pressure in connection with wills, property or inheritance of financial transactions, and





the misuse or misappropriation of property, possessions, or benefits.

- 7.1.6. **Neglect and acts of omission:** including ignoring medical or physical care needs, failure to provide access to appropriate health care or social care and support, failure to provide access to educational services or equipment for functional independence, the withholding of the necessities of life, such as medication, adequate nutrition, heating and lighting, or failure to give privacy and dignity.
- 7.1.7. **Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and/or force individuals into a life of abuse, servitude, and inhumane treatment.
- 7.1.8. **Discriminatory abuse:** including forms of harassment, slurs, or similar treatment, because of race, colour, language, gender or gender identity, age, disability, sexual orientation, or religion, or as a hate crime.
- 7.1.9. **Organisational abuse:** including neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.
- 7.1.10. **Self-neglect:** this covers a wide range of behaviour, such as neglecting to care for one's own personal hygiene, health, or surroundings, and includes behaviour such as hoarding.
- 7.1.11. **Cuckooing:** this is when professional criminals target the homes of vulnerable adults so that they can use the property for drug-dealing and other criminal activities.
- 7.1.12. **Cyber bullying** abuse can also occur through social media and online messaging services. It is important to remember that this type of abuse does not always include emotional and psychological abuse and can include sexual and financial abuse. Social media includes (but is not limited to): networking sites such as Facebook, Twitter and LinkedIn, Snapchat, email, text messages, video calling such as Skype or Zoom, and instant messaging services.
- 7.1.13. **Influence of radicalisation/violent extremism:** some adults can be vulnerable to being influenced by someone else's ideas to support or participate in violent extremism.

## 8. Recognising abuse

- 8.1. Safeguarding is everyone's business, never assume that "it couldn't happen here". Volunteers should be alert to the possibility that Readers and fellow volunteers might be experiencing or perpetrating abuse, not only in their personal lives, but within their activities with Read Easy.
- 8.2. People may be abused by a wide range of people, including relatives and family



members, professional employee, paid care workers, volunteers, other service users, neighbours, friends and associates, strangers, and people who deliberately exploit vulnerable people.

- 8.3. It is not always easy to spot the signs of abuse and individuals being abused may make excuses or not want to talk about it. The factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof that abuse has occurred but must be regarded as indicators of possible significant harm.
- 8.4. Indications that adults may be experiencing abuse include the following:
  - 8.4.1. The individual appears frightened of the parent/s/peers/adults.
  - 8.4.2. The individual may display unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
  - 8.4.3. The individual may have an injury for which the explanation seems inconsistent.
  - 8.4.4. The individual may demonstrate inexplicable changes in behaviour.
  - 8.4.5. The individual may demonstrate inappropriate sexual awareness.
  - 8.4.6. The individual may engage in sexually explicit behaviour.
  - 8.4.7. The individual may display an unusual distrust of adults, particularly those with whom a close relationship would normally be expected.
  - 8.4.8. The individual may have trouble in making friends.
  - 8.4.9. The individual may be prevented from socialising with other adults/young people.
  - 8.4.10. The individual may display variations in eating patterns including overeating or loss of appetite.
  - 8.4.11. The individual may experience inexplicable weight loss.
  - 8.4.12. The individual may appear increasingly dirty or unkempt.
- 8.5. It is not the responsibility of those working for, or volunteering with, Read Easy to investigate or decide whether abuse to an adult occurring, but where the individual concerned is an adult at risk, or potentially a perpetrator of abuse, it is their responsibility to act on any concerns.
- 8.6. Details for actions to be taken for safeguarding concerns are provided in Appendix C: Adult Safeguarding Procedures.
- 8.7. Adults who are not deemed to be adults at risk are considered to be capable of taking steps to protect themselves. With their permission, you can refer them to your Safeguarding Champion for signposting to appropriate sources of support.

## **9. Action to take in response to disclosures of abuse**

- 9.1. Abuse may be directly disclosed by any individual to volunteers during the course of their involvement with Read Easy.





- 9.2. If anyone informs you that they have been a victim of abuse, regardless of whether they are an adult at risk or not, it is important to respond in the appropriate manner, even if you feel upset or shocked by the information. Guidance to support volunteers in how to respond to such a disclosure is provided in Appendix C: Adult Safeguarding Procedures
- 9.3. It is not the responsibility of those working for or volunteering with Read Easy to decide that abuse to an adult occurring, but where the individual concerned is an adult at risk it is their responsibility to act on any concerns.
- 9.4. Volunteers must refer to Appendix A: Flow Chart for Safeguarding Procedures as there are different actions to be taken depending on whether or not the situation is an emergency, whether the disclosure relates to a member of Read Easy, and whether the individual concerned may be considered an adult at risk.

## 10. Recruitment of ex-offenders

- 10.1. In accordance with our Equality, Diversity and Inclusion Policy Read Easy is committed to the fair treatment of current and potential employee, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background.
- 10.2. Having a previous criminal conviction does not automatically preclude individuals from working for, or volunteering with, Read Easy.
- 10.3. Read Easy's key aim is to protect Readers, employee, and volunteers. Consequently, the suitability of potential and existing employee and volunteers with a criminal record will be dealt with on a case-by-case basis with all decisions recorded.
- 10.4. For those positions where a criminal record check is identified as necessary (see paragraph 11.2), all application forms, job adverts and role descriptions will contain a statement that an application for a DBS certificate will be required in the event of the individual being offered the position and make applicants aware of the existence of the DBS code of practice.
- 10.5. Read Easy can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. New filtering rules mean organisations will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions, see [DBS filtering guidance](#).
- 10.6. Cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, remain subject to disclosure.

## 11. Declarations of suitability

- 11.1. All trustees of Read Easy UK, and all members of Affiliated Groups Management Teams, are required to complete and sign a confidential Declaration of Suitability upon appointment to declare any unspent, unprotected convictions and to confirm suitability to act as a trustee in accordance with the Charity Commission regulations.
- 11.2. These declarations should be reconfirmed annually however, individuals must inform the relevant parties of any changes to these declarations as soon as they arise:



- 11.2.1. Trustees for Read Easy UK – notification of any changes must be made to the Chair of the Board of Trustees, or the Vice Chair in the case of the Chair
- 11.2.2. Management Team members of Affiliated Groups must notify their Team Leader, or another member of the Management Team and their Regional Adviser in the case of the Team Leader, of any changes to these declarations

## 12. DBS Checks

- 12.1. Read Easy reading coaching falls within the definition of working with adults “any form of training, teaching, instruction, assistance, advice or guidance” Paragraph 6 of the Police Act 1997 (Criminal Records) (Amendment) Regulations 2013.
- 12.2. The level of check required for eligible roles is **Enhanced DBS check without barring** which shows spent and unspent convictions and adult cautions from the Police National Computer which have not been filtered in line with legislation, plus any information held by local police that’s considered relevant to the role e.g. current investigations.
- 12.3. Reading Coaches and Coordinators are eligible roles as they will be working one to one with Readers, who could be (and have a high likelihood of being) adults at risk, as per the broader definition in the Adult Safeguarding Policy, section 6.
- 12.4. The Local Connector role is also an eligible role, where they are providing support directly to a Reader receiving remote coaching.
- 12.5. Coordinator Supporters (or Team Leaders if they are fulfilling the Coordinator Supporter role) are also eligible roles because they are managers of those working one to one with Readers who may be adults at risk.
- 1.1. The other types of DBS check available via the Disclosure and Barring service which we are not eligible to request, or provide insufficient information, are:
  - **Basic check** shows details of "unspent" convictions and cautions.
  - **Standard check** shows spent and unspent convictions and adult cautions, from the Police National Computer which have not been filtered in line with legislation.
  - **Enhanced check with barring list** shows the same as an enhanced check plus whether the applicant is on the adults’ barred list, children’s barred list or both and is the level of check required for roles in a “regulated activity”. As Read Easy does not provide a regulated activity, this level of disclosure is not required, and we are not legally eligible to request such information.
- 12.6. In the context of Read Easy UK, the following roles are eligible for this level of check which is in line with Charity Commission regulations:
  - 12.6.1. Designated REUK trustee roles
  - 12.6.2. Senior management employed roles
- 12.7. Read Easy undertakes to discuss any matter disclosed voluntarily, and/or on a DBS certificate, with the individual seeking the position before altering or withdrawing an employment or volunteering opportunity.
- 12.8. Guidance for Affiliated Groups on how to carry out declarations and DBS checks is



provided in Appendix D: Safer Recruitment Procedures.

- 12.9. Declarations and DBS checks should be repeated on a 3-yearly rolling basis; however individuals have a duty to notify their relevant organisation should they subsequently be subject to investigation or receive any convictions that would have required disclosure upon appointment.

### **13. Data protection and confidentiality**

- 13.1. Individuals are often concerned about the data protection implications of sharing personal data in relation to safeguarding matters. The Data Protection Act (including UK GDPR) is not a barrier to sharing information but intended to ensure that personal information is shared appropriately, except in circumstances whereby doing so it places the person at significant risk of harm.
- 13.2. Employee, volunteers, and trustees have a professional and legal responsibility to share relevant information about the protection of adults at risk with other professionals, particularly investigative agencies, and adult social care services.
- 13.3. Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if you consider this is in the interest of the person at risk, or in the interest of the public.
- 13.4. The Read Easy safeguarding referrals procedure as detailed Appendix C: Adult Safeguarding Procedures has been developed to ensure that all personal data is collected, stored, shared and retained in strict adherence to the Read Easy Data Protection Policy.
- 13.5. As well as securely sharing information where required to do so, maintaining confidentiality both within and outside of the organisation is essential. All members of employee, volunteers and trustees are expected to respect individual's right to confidentiality and refrain from disclosing or discussing any information about safeguarding cases to anyone who does not 'need to know.' This includes other members of Read Easy groups including Management Team members and Coordinators.
- 13.6. It should be noted that disclosure of personal or confidential data and information includes verbal discussions, emails, messaging via apps or on social media sites, such as Facebook or Twitter, as well as written records.
- 13.7. All personal data relating to voluntary disclosure and criminal records checks has additional protections under data protection and UK GDPR laws and is collected, stored, shared and retained in strict adherence to the Read Easy Data Protection Policy.
- 13.8. Failure to maintain data protection regulations and respect confidentiality may result in the Affiliated Group giving those involved notice to cease working as a volunteer and lead to disciplinary action for employee.

### **14. Current legislation that informs this policy**

- 14.1. REUK is committed to improving outcomes for adults at risk by adhering to current legislation that supports the safeguarding of adults, which includes:



- Care Act 2014
- Charities Act 2022
- Data Protection Act 2018
- Equality Act 2010
- Mental Capacity Act 2005
- Police Act 1997 (Criminal Records) (Amendment) Regulations 2013
- Protection of Freedoms Act 2012 and the Freedom of Information Act 2004
- Police Act 1997 (Criminal Records) (Amendment) Regulations 2013
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)
- Safeguarding Vulnerable Groups Act 2006

## 15. Monitoring and review of the Policy

- 15.1. This policy is reviewed annually by Read Easy UK to ensure its effectiveness.
- 15.2. If you require further information on this policy please speak to your Safeguarding Champion in the first instance or your Regional Adviser if the Safeguarding Champion is unavailable.

## 16. Support for volunteers

- 16.1. If any volunteer or member of employee has been affected by a safeguarding incident during the course of their volunteering or employment with Read Easy, and may benefit from a confidential debriefing, please contact Read Easy UKs named Safeguarding Officer, Faye Padfield via [support@readeasy.org.uk](mailto:support@readeasy.org.uk) or 01388 435021.

## 17. Appendices to this policy

Appendix A: Flow Chart for Safeguarding Procedures

Appendix B: Cause for Concern Form

Appendix C: Adult Safeguarding Procedures

Appendix D: Safer Recruitment Procedures

Appendix E: Adult Safeguarding Policy summary for Volunteers (for handbooks)

Appendix F: Adult Safeguarding Policy Summary for Readers

### REUK Use Only

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