



MHW Foundation CIO

Adult Safeguarding Policy

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Date Adopted: 12/10/2025

1. Purpose and Scope

This policy sets out MHW Foundation CIO's approach to safeguarding adults at risk. It outlines our commitment to protecting individuals from abuse, neglect, and exploitation, and ensuring that any safeguarding concerns are handled promptly, sensitively, and in accordance with legislation and best practice. This policy applies to all trustees, staff, volunteers, contractors, and partner organisations working with or on behalf of MHW Foundation CIO.

2. Policy Statement

MHW Foundation CIO believes that every adult has the right to live free from harm, abuse, and neglect. We recognise our duty of care to safeguard and promote the welfare of adults at risk, and we are committed to embedding safeguarding within all aspects of our work. We will take immediate action to protect individuals when concerns arise, following the principles of empowerment, prevention, proportionality, protection, partnership, and accountability as outlined in the Care Act 2014.

3. Legal and Regulatory Framework

This policy is informed by the following key legislation and guidance:

- Care Act 2014
- Mental Capacity Act 2005
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Working Together to Safeguard Adults 2023
- Charity Commission Safeguarding Guidance (CC30)
- Safeguarding Vulnerable Groups Act 2006



4. Definition of an Adult at Risk

An 'adult at risk' is defined under the Care Act 2014 as a person aged 18 or over who:

- Has needs for care and support (whether or not these are being met);
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those needs, is unable to protect themselves from the risk or experience of abuse or neglect.

5. Types of Abuse and Neglect

Abuse can take many forms, including but not limited to:

- Physical abuse (hitting, slapping, misuse of medication, restraint)
- Domestic abuse (including coercive control and financial abuse)
- Sexual abuse (rape, sexual assault, sexual acts without consent)
- Psychological or emotional abuse (threats, humiliation, isolation)
- Financial or material abuse (theft, fraud, exploitation)
- Modern slavery (human trafficking, forced labour)
- Discriminatory abuse (racism, sexism, ageism, disability-based abuse)
- Organisational abuse (poor care practices, neglect within services)
- Neglect and acts of omission (failure to provide adequate care or support)
- Self-neglect (where a person neglects their own basic needs, health, or hygiene)

6. Roles and Responsibilities

Anthony Young (Designated Safeguarding Lead - DSL): Overall responsibility for adult safeguarding. Ensures compliance with legal frameworks, oversees investigations, and liaises with external agencies.

Lisa Vieyra (Deputy DSL): Supports the DSL and acts as safeguarding lead in their absence.

Trustees: Ensure safeguarding is a governance priority, receive regular reports, and approve policy reviews.

Staff and Volunteers: Must report any safeguarding concerns immediately to the DSL or Deputy DSL.

Contractors and Partner Organisations: Required to comply with this policy and demonstrate equivalent safeguarding measures.

7. Recognising and Responding to Concerns

All personnel should remain vigilant for signs of abuse, neglect, or exploitation. If a concern arises, it must be reported immediately to the DSL or Deputy DSL. Indicators may include unexplained injuries, changes in behaviour, financial irregularities, or withdrawal from contact. Concerns should be documented factually, avoiding assumptions or personal opinions.



8. Reporting Procedure

1. Immediate Reporting: The individual identifying the concern must report it immediately to the DSL (Anthony Young) or Deputy DSL (Lisa Vieyra).
2. DSL Assessment: The DSL will review the concern and determine the appropriate course of action.
3. Referral: Where necessary, the DSL will make a referral to the Local Authority Adult Safeguarding Team or the Police.
4. Record Keeping: All reports must be documented accurately and stored securely.
5. Charity Commission Notification: Serious incidents will be reported to the Charity Commission via the serious incident reporting process.

9. Confidentiality and Information Sharing

MHW Foundation CIO recognises that effective safeguarding relies on appropriate information sharing. Confidentiality must be maintained, but this should never prevent information being shared where there is a risk of harm. Information will be shared on a need-to-know basis in accordance with the Data Protection Act 2018 and relevant safeguarding legislation.

10. Safer Recruitment and Training

MHW Foundation CIO applies safer recruitment principles to all appointments. All individuals in regulated activity will undergo enhanced DBS checks. Trustees, staff, and volunteers will complete safeguarding training during induction and refresh every two years. Specialist safeguarding training will be provided for those in leadership or clinical roles.

11. Working with Partner Organisations

Where services are delivered in partnership (for example, through 24hr Therapy or other agencies), MHW Foundation CIO will ensure written agreements outline safeguarding responsibilities, reporting routes, and information sharing protocols. All partners must demonstrate safeguarding compliance equivalent to MHW Foundation CIO standards.

12. Record Keeping and Data Protection

All safeguarding records will be stored securely, separately from other files, and retained in accordance with data protection legislation. Access will be restricted to the DSL and authorised personnel. Records will be kept for at least seven years after the case is closed.

13. Monitoring and Review

The DSL will review safeguarding incidents quarterly to identify trends and lessons learned. An annual safeguarding report will be presented to the Board of Trustees. This policy will be reviewed annually or sooner if required by changes in legislation or operational practice.



14. Links to Other Policies

This policy should be read in conjunction with:

- Safeguarding Policy (Children)
- Whistleblowing Policy
- Safer Recruitment Policy
- Data Protection and Privacy Policy
- Equality, Diversity & Inclusion Policy
- Health & Safety Policy
- Code of Conduct

15. Trustee Sign-Off

This Adult Safeguarding Policy was approved and adopted by the Trustees of MHW Foundation CIO on 12 October 2025.

Signed: *A Young* (Anthony Young, Chair of Trustees)

Date: 12 October 2025