

POL-QUA-0053

Safeguarding Children and Adults at Risk of Harm Policy

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Distribution

All Futures employees, volunteers and apprentices, subcontractors, grant recipients and customers.

Version	Date	Author	Author's job Title	Changes
2023 V1	30/09/2023	KM	DSL	Formal Review, content changes in line with KCSIE 2023 and changes in staff
2023 V2	15/01/2024	KM	DSL	Update reference to working together to safeguard children 2023
2023 V3	07/03/2024	KM	DSL	Update contact details

2025 V4	01/06/2025	KM	DSL	Formal Review, content changes
2025 V5	29/07/25	AP	ESL	Formal review and structure change of document to align with Safeguarding strategy and processes, removing duplication.

For Information: Where we refer to as 'Futures' in this policy – we are referencing a group of companies made up of Futures Advice, Skills & employment Ltd and Nottingham & Nottinghamshire Youth Support Ltd

To keep things simple throughout this document, we' and 'us' means the Group Companies and its associated brands. This policy applies across all companies within the Group.

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1 Purpose

- 1.1. The purpose of this policy is to define how Futures operates to safeguard children and adults at risk of harm to:
 - protect them from harm.
 - provide staff, volunteers and subcontractors with the overarching principles that guide our approach to safeguarding.
- 1.2. This policy outlines Futures' commitment and role in safeguarding and promoting the welfare of children, young people and adults at risk in all aspects of our work. It applies to everyone working/volunteering on behalf of Futures including Futures Board, staff, volunteers, subcontractors and agency staff. It clearly sets out their responsibilities and the need to act promptly when dealing with allegations or suspicions of abuse or neglect.
- 1.3. This policy is a fundamental part of our governance responsibilities and priorities. Board member responsibilities include ensuring that the organisation provides a safe environment and protects staff, volunteers, and anyone who comes into contact with it from abuse or maltreatment of any kind.
- 1.4. We are committed to ensuring safeguarding practice reflects our legal responsibilities and government guidance. This policy has been drawn up based on legislation, policy and guidance that seeks to protect children, young people, and adults at risk. The organisation recognises that it has responsibilities for the safety and care of children under:
 - Children's Act 1989 and (2006)
 - Working Together to Safeguard Children (2023)
- 1.5. It recognises its responsibilities to safeguard Adults at Risk of Harm under:
 - Care Act 2014.
- 1.6. The organisation will act in accordance with all relevant legislation including:
 - Domestic Abuse Act 2021
 - Modern Slavery Act 2015
 - Children and Social Work Act 2017
 - Education Act 2002 and (2011)
 - Ofsted: Education Inspection Framework 2024
 - Keeping Children Safe in Education (2025)
 - Safeguarding Vulnerable Groups Act (2006) (2019)
 - Safeguarding Children and Safer Recruitment in Education
 - Counter Terrorism and Security Act 2015

- 1.7. It describes our contribution to local authority policies and national protocols on providing safe environments for children, young people, and adults at risk. It also includes our role within The Prevent Duty which is to challenge and support customers who are susceptible to radicalisation.
- 1.8. This policy needs to be read in conjunction with the safeguarding and Prevent procedures and the wider policies and procedures for the organisation which when combined develop a comprehensive and more robust framework for safeguarding including: Code of Conduct and the following policies and procedures; Managing allegations of abuse against staff, Online Safety, Harassment and Bullying, IT and data security, Data Protection, Equity, Diversity, and Inclusion, Health and Safety, Complaints and Whistleblowing
- 1.9. Failure to comply with this policy will result in an investigation and the company disciplinary procedures being instigated against staff if there has been a breach.

2 Definitions

2.1 Children are defined as those people aged under 18 years old. Safeguarding and promoting the welfare of children is defined in Working Together 2023 as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

2.2 Adults at risk of abuse or neglect are defined by the Care Act 2014 as: someone over 18 years old who,

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- because of their care and support needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk

3 Safeguarding Policy Commitment

- 3.1 Futures is committed to safeguarding the welfare of all customers, and we believe everyone has a responsibility to promote the welfare of all children and adults at risk of harm, to keep them safe and to practice in a way that protects them.
- 3.2 We recognise that all children and adults at risk whatever their age, ability, culture, disability, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from all types of harm or abuse. We recognise the need to protect children and adults at risk of harm from safeguarding harm both in person and/or from cyber/ virtual risks.
- 3.3 We will keep children and adults at risk of harm safe by:
- Valuing, listening to and respecting them
 - Recognising the welfare of the child or adult at risk is paramount
 - Recognising that all children and adults at risk have the right to protection from abuse
 - Safeguarding is everyone's responsibility
 - Practising Professional Curiosity, understanding what life is like for the individual and being alert to the needs of children and adults at risk of harm and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk
- 3.4 We have a zero-tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children and adults at risk of abuse, exploitation, radicalisation and mistreatment. All staff have a duty to report any concerns to their line manager and/or the nominated manager/designated person immediately as outlined in the Futures procedures.
- 3.5 We recognise that while it is the responsibility of the relevant statutory agencies to determine whether abuse has taken place it is everyone's responsibility to report any concerns and all staff, volunteers, Board members and subcontractors will know how to recognise and report safeguarding concerns.
- 3.6 We ensure all the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect adults and children from abuse. We will use our safeguarding policies and procedures to share and report all safeguarding

concerns to the relevant internal staff and external authorities swiftly and appropriately. Implementing effective safeguarding systems where;

- The child's and adult at risk of harm's needs are paramount: and staff and volunteers use their professional judgement to put the person's needs at the heart of the safeguarding system so that the right solution can be found for everyone.
- Safeguarding adults is person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation.

3.7 We are dedicated to inter-agency collaboration and information sharing to safeguard children and vulnerable adults, ensuring a coordinated response to promote their welfare and protection. Futures values multi-agency efforts and works with partners to protect our customers. We participate in relevant safeguarding plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings, and other early help multi-agency gatherings. Futures is committed to the importance of following information sharing procedures in safeguarding.

3.8 We ensure all our supply chain partners have their own safeguarding policies and procedures in place and have due regard for the procedures in this policy depending on the contract they are delivering on behalf of Futures. Specific safeguarding requirements will be written in individual contracts with subcontractors where applicable. Subcontractors not adhering to safeguarding practices and principles included in their contracts will be in breach and contracts may be withdrawn.

3.9 By providing effective management, induction training, regular refresher training (including, but not limited to, safeguarding, prevent duty and safer recruitment) and support for all staff, volunteers and Board members we will ensure they know about and follow our safeguarding policy and procedures for safeguarding children and adults at risk.

3.10 We will use our safeguarding policies and procedures to share and manage any allegations of safeguarding concerns about staff or volunteers against a child/ren using the Local Authority Designated Officer (LADO) process. We will ensure that any concerns about staff within Futures are in addition reported to the Designated Safeguarding Officer for People & Culture and concerns about the DSO for P&C should be taken to the Designated Safeguarding Lead. Refer to managing allegations against staff policy for details and procedures.

3.11 Managing the risks of extremist or terrorist abuse:

- not supporting or enabling terrorism or other illegal conduct, such as hatred on the grounds of race, religion or sexual orientation.

- Preventing and reporting extremism and radicalisation concerns under the 'Prevent Duty'
- Taking all reasonable steps to ensure suspicions and allegations are taken seriously, responded to quickly and appropriately and Extremist Organisations are not inadvertently funded.
- Ensuring the Designated Safeguarding Lead has received training about Prevent Duty and tackling extremism and links with the Regional Prevent coordinators across the regions

3.12 Employee conduct and relations:

- Acting within professional behaviour standards as set out in our Code of Conduct and Boundaries policies and procedures. Failure to maintain standards may be dealt with using our Disciplinary Procedures.
- Recruiting and selecting staff and volunteers safely; ensuring all necessary checks are made, including ensuring that all staff in contact with children, young people and adults at risk have successfully passed through appropriate safer recruitment checks e.g., DBS (Disclosure and Barring Service)
- Employing staff who promote safeguarding by treating children, young people, and adults at risk with care and respect and by always protecting their dignity.
- Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for staff/volunteers to feel able to raise concerns and feel supported in fulfilling their safeguarding role

3.13 Information sharing and security:

- Developing and implementing comprehensive IT and Data Security policies and procedures, including an Incident Response and Security Management policy to identify, mitigate and address cybercrime. This plan aims to protect the organisation, its staff, volunteers, and customers from the harm of cyber-attacks.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance and Futures Data Protection and Information Security policies and local procedures.
- Making our safeguarding children and adults at risk of harm policies and procedures available on our website, and on demand, for anyone using our services to know what to do if they have a concern.

3.14 Ensuring that we have effective complaints, grievance and whistleblowing policies and procedures

3.15 Ensuring senior leadership responsibility for the organisation's safeguarding arrangements via an Executive Safeguarding Lead (ESL) and Designated Safeguarding Lead (DSL). Ensuring contact details are in accompanying procedures and on posters in the offices for DSOs.

4. Policy Monitoring and Evaluation

- 4.1 The Futures Exec Safeguarding Group will conduct an annual review of our Safeguarding systems and policies alongside an audit and deep dive of cases reported in the last year. The resulting information, including feedback from staff, will be used by the Designated Safeguarding Lead to inform of any improvements necessary. Monthly Safeguarding reports will be prepared for regular review at Futures Board and Executive Leadership Team level.
- 4.2 Futures Safeguarding Policy and procedures will be clearly communicated to staff, volunteers, subcontractors, Board Members and customers using the company website, intranet and Knowledge Share.
- 4.3 The effectiveness of this policy will be monitored and measured in a variety of ways. These will include:
 - Regular reporting on safeguarding incidents to the Executive Leadership Team and Futures Board
 - Measuring staff confidence in managing safeguarding incidents
 - Individual training and development records
 - Development of appropriate mechanism for assessing experience of those reporting safeguarding concerns, or being subject to safeguarding enquiries
 - Feedback from partners on the quality and appropriateness of referrals where practicable