

CLASP SAFEGUARDING POLICY

1. Purpose

CLASP's activities include working with vulnerable people. The purpose of this safeguarding policy is to protect vulnerable adults and set out our policies to protect everyone involved with CLASP.

2. Definitions

CLASP = Clare Liaison and Support Project - a Registered Charity no 1029710.

Members = as defined in the constitution.

Trustees = Appointed Trustees of CLASP who are registered with the charity commission.

Service users = Beneficiaries of the services of CLASP either Car Aid, Minibus or Lunch club.

Adult at risk of abuse or neglect 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;
- as a result 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. Documentation requirements

3.1 Control of documents

The CLASP safeguarding policy is a controlled document and is not to be amended or replaced without the authority of the Board of Trustees.

3.2 Monitoring and review

This policy is to be reviewed by the CLASP Board of Trustees annually and this is to be recorded in the minutes.

4. **Safeguarding policy applicability**

This safeguarding policy applies to anyone working on behalf of CLASP, including our trustees, volunteers and service users.

5. **Safeguarding Principles**

5.1 Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.

5.2 We all have a responsibility to promote the welfare of all of our service users, staff and volunteers, to keep them safe and to work in a way that protects them.

5.3 We all have a collective responsibility for creating a culture in which our people not only feel safe but also able to speak up, if they have any concerns.

6. **We will keep adults at risk of harm safe by:**

6.1 Valuing, listening to and respecting them.

6.2 Recognising:

- the welfare of the adult at risk is paramount;
- all adults at risk have the right to protection from abuse;
- safeguarding is everyone's responsibility;
- professional curiosity is important in recognising and responding to safeguarding concerns;
- the importance of following information sharing procedures in safeguarding.

- 6.3 Providing effective management, induction training, regular refresher training and support for all volunteers and trustees to know about our safeguarding policy and procedures for safeguarding adults at risk.
- 6.4 Using our safeguarding policies and procedures to share and report all safeguarding concerns to the relevant member of the Management Committee and Chair of Trustees and, where relevant, external authorities swiftly and appropriately.
- 6.5 Recruiting and selecting volunteers safely; ensuring all necessary checks are made, including on when to obtain a DBS check.
- 6.6 Recording, storing and using information professionally and securely, in line with data protection legislation and guidance and our GDPR policy.
- 6.7 Implement effective safeguarding systems where:
 - 6.7.1 The adult at risk of harm's needs are paramount: and volunteers and trustees 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 each individual.
 - 6.7.2 Safeguarding for adults is person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation. Issues of capacity, consent and decision making; the six key adult principles of safeguarding adults (see Notes) and Making Safeguarding Personal in relation to safeguarding adults is taken into account.
- 6.8 Ensuring the Chairman takes leadership responsibility for CLASP's safeguarding arrangements.
- 6.9 Making our Safeguarding Policy and procedures available on our website and, on demand, for anyone using our services to know what to do if they have a concern.
- 6.10 Ensuring we have effective complaints, grievance and whistleblowing policies and procedures.

7. Incident reporting

Any incident is to be reported to the Chair or Vice-Chair of the Trustees using the Vulnerable Person's Incident report form at **Annex A** to this policy.

8. Review

This policy will be reviewed by the Management Committee annually and ratified by the Board of Trustees.

Approved by the Management Committee: 18 May 2026

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Key six key principles that underpin safeguarding adults' work

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent'
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – accountability and transparency in delivering safeguarding

Capacity, Consent and Decision Making

The consideration of capacity is crucial at all stages of safeguarding adults' procedures. For example, determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

- **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;
- **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;
- That individuals must retain the right to make what might be seen as eccentric or **unwise decisions**;
- **Best interests** - anything done for or on behalf of people without capacity must be in their best interests; and

- **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.