



**Womens' Royal Army Corps Association
Safeguarding (Vulnerable Adults) Policy**

Date approved	14th July 2026
Responsible officer	Chief Executive Officer
Restrictions	None
Application	All



1. Background

The WRAC Association is committed to Safeguarding Adults in line with the Charity Commission for England and Wales guidance and relevant safeguarding legislation. The WRAC Association is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

2. Purpose

The Association's charitable activities include working with vulnerable people, either directly as members or indirectly through external caseworkers. The purpose of this policy is to protect vulnerable adults and to ensure that everyone involved in and with The Association is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation, or one that the Association supports.

3. Policy Statement

The WRAC Association acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all adults involved. The WRAC Association recognises that there is a legal framework within which charities and organisations need to work, and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

4. Scope of this Policy

This safeguarding adults policy and associated procedures apply to all individuals involved in, and with The WRAC Association including Board of Trustees and Membership Council members, staff, members, volunteers and external organisations that The Association works with, whilst engaging with The Association and/or taking part in its activities and delivery.

5. Commitments

In order to implement this policy, The WRAC Association will ensure that:

- Everyone involved with The Association is aware of the safeguarding-adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with The WRAC Association's Safeguarding Adults Policy and Procedures.

6. Implementation

The WRAC Association is committed to developing and maintaining its capability to implement this policy and procedures. In order to do so the following will be in place:

- Clear line of accountability through the Safeguarding Lead (Appendix 1).

Safeguarding (Vulnerable Adults) Policy

- The Board of Trustees will appoint a Trustee Safeguarding Lead to provide oversight and act as an escalation point where concerns involve the CEO.
- Trustees, staff and volunteers with safeguarding responsibilities will receive appropriate safeguarding training and periodic refresher training.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect.
- Process for forming a Case Management Group on a case-by-case basis. (Appendix 2)
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy:

✓	Bullying and harassment	✓	Discipline and grievance
✓	Social Media	✓	Concerns, Complaints and Compliments
✓	Equality, diversity and inclusion	✓	Whistleblowing
✓	Safe activities risk assessments	✓	Safe recruitment and selection (staff and volunteers)
✓	Code of Conducts and a process for breach of these – Trustees, Membership Council members, Staff, Volunteers and Members	✓	Information policy, data protection and information sharing

7. Safeguarding Policy Application

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation.

Reporting Safeguarding Concerns

If a crime is in progress, or an individual in immediate danger, call the police.

If you are a beneficiary, Association member or member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity and/or appropriate authorities.

For members of the charity, make your concerns known to your supervisor. If you feel unable to do so, speak to a Trustee.

Any safeguarding concern involving the CEO should be reported directly to the Vice President or nominated Trustee to be the Safeguarding Lead.

All safeguarding concerns and actions taken will be recorded securely and retained in accordance with data protection requirements.

Trustees

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and

Safeguarding (Vulnerable Adults) Policy

protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance. The Board of Trustees will consider whether safeguarding incidents meet the threshold for reporting to the Charity Commission as a Serious Incident.

8. Safeguarding And Fundraising

The WRAC Association does not undertake direct / HQ-organised fundraising. It will encourage individual members who undertake fundraising to have due consideration for safeguarding principles.

9. Charity Commission Guidance - Online Safeguarding

We will identify and manage online risks by ensuring:

- The online services we use and/or provide are safe and in line with our code of conduct.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process.

10. Policy Monitoring and Review

The WRAC Association Safeguarding Policy will be reviewed every three years by the Board of Trustees, or sooner by the CEO if required by changes in legislation or organisational circumstances.

Appendix 1 - Role Description: Safeguarding Lead

The designated person has primary responsibility for putting into place procedures to safeguard adults at risk, supporting Trustees, Membership Council, Benevolent Fund and branches/groups, where relevant and for managing concerns about adults at risk.

The designated Safeguarding lead of the WRAC Association is the Chief Executive Officer.

Duties and responsibilities include:

- Working with others within the Association to create a positive inclusive environment within the organisation.
- Playing a lead role in developing and establishing the organisation's approach to safeguarding adults and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice.
- Coordinating the dissemination of the safeguarding adults policy, procedures and resources throughout the organisation.
- Ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults.
- Advising on the organisation's training needs and the development of its training strategy.
- Receiving reports of and managing cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Managing liaison with, and referrals to, external agencies for example adult social-care services and the police.
- Creating a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Representing the organisation at external meetings related to safeguarding.

Appendix 2 - Case Management Groups

The WRAC Association Case Management Group will convene as the need arises, comprising individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with safeguarding adult expertise.

The Board of Trustees will receive reports from the Case Management Group where a case has arisen, summarising the cases that have been addressed and their outcomes, as well as any issues that require action by e.g. changes to policy or procedures.

Case Management Group roles include to:

- Ratify, agree and support any actions already taken by the Safeguarding Lead Officer.
- Initially assess and agree immediate response to a safeguarding case (does there appear to be a case to answer?).
- Identify appropriate 'route(s)' for case(s) (e.g. referral to statutory agencies).
- Review progress of case(s).
- Identify/ communicate learning from case(s).
- All meetings and actions taken will be recorded securely and retained in accordance with data

protection requirements

Case Management Groups' membership will include:

- A designated Chair
- A secretary
- Officers from relevant parts of the organisation where appropriate e.g. Trustees, Human Resources, Membership, Benevolence Fund, Buddy Buddy Scheme.

The WRAC Association Safeguarding Policy will be reviewed every three years by the CEO or sooner if required by changes in legislation or organisational circumstances.