

Vulnerable Adults Safeguarding policy

This is the statement of general policy and arrangements for:		THE RIGHT TO WORK
Debbie Lyall (Managing Director) Louise Macmillan (Operations Director)		has overall and final responsibility for this policy
Maxine Grantham – Staunton (Operations Manager)		has day-to-day responsibility for ensuring this policy is implemented when needed
<p>Debbie Lyall is the Safeguarding Officer – Tel: 07931564399 – Ring at any time convenient to you</p>		
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
The Right to Work is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. Staff &/or Volunteers of The Right to Work have a duty to identify abuse and report it.	All staff and volunteers.	Ensure all employees are aware of the companies Safeguarding policy and procedures
<p>Definition Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people. Abuse can include:</p> <ul style="list-style-type: none"> • physical, • financial, • material, • sexual, • psychological, • discriminatory, • emotional abuse • neglect. • institutional / organisational <p>Abuse can take place in any setting, public or private, and can be perpetuated by anyone.</p>		<p>Ensure the complete staff team complete training every 3 years as a minimum</p> <p>Check all Temporary Staff have up to date training in place.</p>
<p>Rights & Responsibilities</p> <ul style="list-style-type: none"> • To ensure volunteers are aware of vulnerable adult's need for protection • To notify the appropriate agencies if abuse is identified or suspected 	Debbie Lyall Louise Macmillan Maxine Grantham	Up to date risk assessments and care plans in place Initiate DBS checks upon commencement of employment

<ul style="list-style-type: none"> To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability To Disclosure and Baring Service (DBS) check volunteers that have access to or work with Vulnerable Adults 		
<p>Responsibilities of Job Coaches/Volunteers</p> <ul style="list-style-type: none"> To be familiar with the vulnerable adult protection policy To take appropriate action in line with the policy of The Right to Work including reporting procedures To declare any existing or subsequent convictions. 	Staff as named above per provision	Attend Safeguarding training
<p>Support for those who report abuse</p> <p>All those making a complaint or allegation or expressing concern, whether they are staff &/or volunteers &/or service users &/or carers &/or members of the general public, should be reassured that:</p> <ul style="list-style-type: none"> They will be taken seriously Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk 	Staff as named above per provision	
<p>The Vulnerable Adult has the right:</p> <ul style="list-style-type: none"> To be made aware of this policy To have alleged incidents recognised and taken seriously To receive fair and respectful treatment throughout To be involved in any process as appropriate To receive information about the outcome 	Directors, Senior Staff and Job Coaches	
<p>Visitors</p> <ul style="list-style-type: none"> All TRTW staff will be responsible for ensuring only appropriate visitors are allowed within our provisions. Permission must be sought from individuals before allowing visitors. All individuals have the right to refuse to meet with visitor. 	All staff	
Any allegations of breach of the safeguarding policy will be investigated by the management	Debbie Lyall	Disciplinary policy
The Right to Work is committed to reviewing this policy and good practice regularly.	Debbie Lyall Louise Macmillan	Annual review of policies

Signed: * (Employer)	Debbie Lyall	Date:	4 th Feb 2026
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