



POLICY DOCUMENT

*Safeguarding Adults at Risk
Policy and Procedures*

Safeguarding Adults at Risk Policy & Procedures

CONTACT DETAILS:

For contact details for the Designated Safeguarding Lead (DSL) and others, see the last page of this policy.

1. Introduction

1.1 New College is committed to ensuring a safe and supportive environment for its Members and visitors. The College recognises that there are a number of circumstances in which adults at risk will come onto College premises or interact with College Members.

1.2 This Policy recognises the welfare of adults at risk as paramount and aims to safeguard their well-being, in particular by protecting them from abuse of any kind. This Policy should be read in conjunction with the University of Oxford's [Safeguarding Adults at Risk Policy](#) which is available here

1.3 New College has a separate safeguarding policy pertaining to children. Copies of both policies are available on the College website.

1.4 There is a separate Safeguarding Policy for New College School available here:

[Microsoft Word - Safeguarding Policy NCS 2024-25.docx \(newcollegeschool.org\)](#)

2. Scope

2.1 For the purposes of this policy, an 'adult at risk' refers to the Department of Health definition as "those who are or may be in need of community care services by reason of mental health or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."

2.2 For the purposes of this policy, a College Member is anyone who is part of New College, working with adults at risk whether as a Fellow, employee, student, or volunteer.

2.3 This Policy applies to all activities involving children and/or adults at risk and to all College Members.

3.4 The attention of new Members of the College will be drawn to this Policy as part of the induction process. All College Members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that Members are fully briefed and/or trained (as appropriate) on the implications of this Policy.

3.5 Where a role may require College Members to have unsupervised contact with, regularly care for, train, supervise, or be in sole charge of adults at risk, the College will require satisfactory completion of a DBS Disclosure at the appropriate level.

4. Forms of Abuse

4.1 The NHS outlines seven categories of abuse of adults at risk. Abuse may comprise a single act or repeated acts.

4.2 Physical – the physical hurting or injuring of an adult at risk, including denying them food, water, or assistance going to the bathroom if needed, and the misuse of their medicines.

4.3 Psychological – the persistent emotional maltreatment of an adult at risk which results in severe or persistent adverse effects.

4.4 Sexual – the forcing or pressuring an adult at risk to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities such as involving looking at, or in the production of, pornographic material.

4.5 Domestic – a pattern of incidents of controlling, coercive or threatening behavior, violence or abuse, typically by someone who is or has been an intimate partner or family member.

4.6 Discriminatory – harassment, slurs or unfair treatment relating to an adult at risk's race, gender identity, age, disability, sexual orientation, or religion.

4.7 Financial abuse – stealing money or valuables. This can include the inappropriate use of an adult at risk's money by a person appointed to look after it, or coercing an adult at risk to spend their money in a way they are not happy with.

4.8 Neglect – the persistent failure to meet an adult at risk's basic needs, likely to result in the serious impairment of the

emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

5. Dealing with suspicion of abuse/allegations of abuse

5.1 An allegation may relate to a person who works with an adult at risk who has:

- Behaved in a way that has harmed an adult at risk or may have harmed an adult at risk ;
- Possibly committed a criminal offence against an adult at risk; or
- Behaved towards an adult at risk in a way that indicates they may pose a risk of harm to the adult at risk.

5.2 College Members should address any concerns to the DSO for the College, who will liaic.32 841.92

- Reassure the adult at risk that the problem can be dealt with;
- Tell the adult at risk what will happen next and with whom the information will be shared;
- Do not promise to keep secrets;
- Make a full written record of what is said and done, though this should not result in a delay in reporting the problem.

5.5 The record should include:

- The adult at risk account of what has occurred;
- Any dates, times or places and any other potentially useful information;
- The nature of the allegation or concern;
- A description of any visible physical injury (clothing should not be removed to inspect the adult at risk).

If handwritten, contemporaneous notes are typed up, the original notes must be retained.

5.6 The record may be used later in a criminal trial and it is vital that what the adult at risk discloses is recorded as accurately as possible. The record must be drafted in the adult at risk words and should not include the assumptions or opinions of others.

5.7 The problem should be reported immediately to the DSO who will take the appropriate action, including informing the DSL. If the concern arises out of normal office hours (evenings and weekends), contact should be made with the Social Services Emergency Duty Team on 0800 833408. In an emergency, dial 999.

5.8 All College Members are required to report or act on any disclosures or allegations of abuse that involve a College Member or that have taken place at the College or on College business.

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7.2 Any suspicions or allegations should be addressed to the DSO or DSL's.

8. Students

8.1 The College may admit students who are classed as adults at risk. The College

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