

ADULT SAFEGUARDING POLICY & PROCEDURE

Version 3

Date approved by directors: October 2025

Review: Annually

Next review date: October 2026

PURPOSE

To protect adults at risk from abuse, neglect, or harm within any WIYCIC activity or setting. Everyone — staff, volunteers, and directors — shares responsibility for ensuring a safe and respectful environment.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, especially those relating to safeguarding, health & safety, data handling and staffing.

WHO THIS POLICY COVERS

Adults (18+) who:

- Have care or support needs, and
- Cannot protect themselves from abuse, neglect, or exploitation.

This may include older adults, people with disabilities, mental health needs, long-term illness, substance misuse issues, or limited capacity to make decisions.

LEGAL FRAMEWORK

This policy aligns with:

- Care Act 2014
- Mental Capacity Act 2005
- Human Rights Act 1998
- Public Interest Disclosure Act 1998 (Whistleblowing)
- Safeguarding Vulnerable Groups Act 2006
- Data Protection and Freedom of Information Acts

WHAT IS ABUSE?

Abuse is any action (or failure to act) that violates a person's human or civil rights and causes harm or distress. It may be one incident or ongoing.

Abuse includes physical, emotional, sexual abuse, neglect and exploitation.

THE ROLE OF STAFF, VOLUNTEERS AND DIRECTORS

- Always act with integrity, honesty, and fairness.
- Treat every student with respect and compassion, regardless of age, gender, ethnicity, disability, religion, or sexuality.
- Always seek verbal consent before making any physical adjustments and stop immediately if discomfort is expressed
- Maintain appropriate professional boundaries at all times — do not form personal, sexual, or financial relationships with students.
- Avoid any behaviour that could be misinterpreted as grooming, favouritism, or abuse of power.
- Never use offensive, discriminatory, or inappropriate language or gestures.
- Report any concerns immediately to the Safeguarding Lead.
- Keep information confidential and secure.
- No unauthorised photography or phone use in classes, changing areas, or toilets.
- Records of concerns are kept securely and monitored.
- Whistleblowing is encouraged—staff and volunteers can report misconduct without fear of reprisal.

Service users should treat others respectfully and report any concerns or inappropriate behaviour.

DESIGNATED SAFEGUARDING LEADS

Lead:

Di Harris, Director – 07917 861939

Deputy:

Lynne Myall, Director – 07947 208690

They are the first point of contact for concerns, training, referrals, liaison with external agencies and record-keeping.

REFERRAL CONTACTS

- **Adult Social Care (Warwickshire):** 01926 412080
- **Police (non-emergency):** 101
- **Emergency:** 999
- **Children's Safeguarding (if a child is at risk):**
01926 414144 (office hours) / 01926 886922 (out of hours)

CONFIDENTIALITY

All staff, directors and volunteers will:

- Share information **only with those who need to know** to protect the adult.
- Obtain consent where possible, but **safety takes priority**.
- Keep clear, factual written records stored securely.

RECORD KEEPING

Any concerns will be recorded in writing and kept securely to adhere to GDPR.

Records should only include contacts and referrals made including date, time, reason and referral agency. Warwickshire Iyengar Yoga will assist other relevant organisations, as far as it is able, during any investigation of a Safeguarding incident. This will include disclosing written and verbal information and evidence.

TRAINING

All staff and volunteers will receive safeguarding induction and regular refresher training (at least every 2 years).

USEFUL LINKS

- [Warwickshire Safeguarding Adults Board](#)
- [“No Secrets” – DoH Guidance](#)
- [Hourglass \(Action on Elder Abuse\)](#)
- [Centre for Policy on Ageing](#)