

# Helping Our Kehillah

## Adult Safeguarding Policy

### Introduction:

This policy is to make sure that **Helping Our Kehillah** has all the right things in place to protect and safeguard adults.

**Helping Our Kehillah** believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of **Helping Our Kehillah** in working together to promote the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed.

This policy and related procedures apply to the Chief Executive Officer, trustees, employees and volunteers of **Helping Our Kehillah**. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

We are committed to safeguarding vulnerable adults who engage with our services or activities. We recognize that vulnerable adults may face unique risks and challenges, and we are dedicated to ensuring their safety and well-being. We are committed to preventing abuse, neglect, and exploitation. We provide training to our staff and volunteers on recognising signs of vulnerability and responding appropriately. We encourage an open and supportive environment where vulnerable adults feel empowered to voice their concerns and seek assistance when needed. It is our priority to uphold their dignity, respect their rights, and promote their autonomy in all interactions and interventions.

### Care Act 2014 Definition of an Adult at Risk of Abuse:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

(a) has needs for care and support (whether or not the authority is meeting any of those needs),

(b) is experiencing, or is at risk of, abuse or neglect, and

(c) as a result of those needs are unable to protect themselves against abuse or neglect or the risk of it.

### Key Principles of Adult Safeguarding:

In the safeguarding of adults, **Helping Our Kehillah** is guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. **Helping Our Kehillah** aims to demonstrate and promote these six principles in our 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.

## Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse. The adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or expression of concern. Everyone within the organisation should understand what to do and where to go to get help, support and advice.

## Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. We also include self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

**Physical abuse** including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, and emotional abuse; so-called 'honour' based violence.

**Exploitation** - Including sexual and/or criminal exploitation.

**Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** - including theft, fraud, internet scamming, coercion about an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** - Including forms of harassment, slurs or similar treatment

because you are, or are perceived to be, different due to race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** - including neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, for example, or about care provided in one's own home. This may range from one-off incidents to long-term ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.

**Neglect and acts of omission** - Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health care and support or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** - This covers a wide range of behaviours neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

## **Radicalisation to Terrorism:**

The Government, through its PREVENT programme, has highlighted how some adults may be vulnerable to exploitation, radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

## **Reporting Concerns:**

Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of being abused must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person. **If the adult requires immediate protection from harm, contact the police and Adult Social Care.** In non-urgent cases, report to our safeguarding lead. See details below.

Early sharing of information is the key to providing an effective response when there are emerging concerns. To ensure effective safeguarding arrangements, no one should assume that someone else will do it.

## **Safe Recruitment & Selection:**

**Helping Our Kehillah** is committed to safe employment and safe recruitment practices that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

## **Volunteer Responsibilities:**

**Helping Our Kehillah** recognises the vital role our volunteers play in delivering services and interacting directly with vulnerable adults. Volunteers must follow this

safeguarding policy at all times and report any concerns immediately to the designated safeguarding lead.

All volunteers will:

- Undergo an appropriate level of safeguarding training before starting their role.
- Be supervised by a staff member or trustee where appropriate.
- Be DBS checked, where the role involves regular contact with adults at risk.
- Follow GDPR and confidentiality rules in all interactions.
- Work within **Helping Our Kehillah's** safeguarding framework and escalate any concerns without delay.

Volunteers will be provided with regular opportunities to refresh their safeguarding knowledge and receive ongoing support.

### **Safeguarding Our Volunteers:**

**Helping Our Kehillah** is committed to safeguarding our volunteers. We recognise that volunteers may themselves be vulnerable to harm or exploitation and must be supported and protected in their roles.

All volunteers are:

- Given clear guidance and appropriate safeguarding training
- Supervised and supported in their work
- Encouraged to raise any concerns or disclosures made to them
- Encouraged to report if **they themselves feel unsafe, unwell, or at risk**

We promote an open, respectful environment where volunteers are valued and protected. Any concerns about a volunteer's safety or well-being will be treated seriously and acted upon in line with this policy.

### **Safeguarding Allegations Against Staff or Volunteers:**

If a safeguarding allegation is made against a member of staff, trustee, or volunteer, **Helping Our Kehillah** will act quickly to protect any adult at risk. The person may be suspended pending investigation, and the incident will be referred to the local authority and, where appropriate, the police or DBS. All parties will be treated fairly, and records will be kept securely.

### **DBS Checks (Disclosure and Barring Service):**

Helping Our Kehillah requires enhanced DBS checks for all staff and volunteers who have direct, unsupervised contact with adults at risk. These are renewed every 3 years.

### **Safer Online Interaction:**

Any communication with vulnerable adults through digital platforms must be professional, respectful, and necessary for support. Volunteers must never share personal devices, logins, or engage in private conversations without clear safeguarding need and oversight.

## **Code of Conduct:**

All trustees, staff and volunteers are expected to act in a professional, respectful, and safe manner in line with our Code of Conduct, which sets out expected standards of behaviour when working with vulnerable adults.

## **Training and Awareness:**

**Helping Our Kehillah** will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who require it (e.g. contractors).

We understand that vulnerable adults have additional safeguarding needs and we will provide all of our staff and volunteers with the appropriate training to ensure that the vulnerable adults we work with are safe.

For all employees who are working or volunteering with adults at risk, this requires them, as a minimum, to have awareness training that enables them to:

Understand what safeguarding is and their role in Safeguarding Adults.  
Recognise an adult potentially in need of safeguarding and take action.  
Understand how to report a safeguarding Alert.  
Understand dignity and respect when working with individuals.  
Have knowledge of the Safeguarding Adults Policy.

Similarly, employees and volunteers may encounter concerns about the safety and well-being of children/young people. For more information about children's safeguarding, refer to **Helping Our Kehillah** Children and Young People's Safeguarding Policy.

## **Mental Capacity:**

The MCA defines someone as lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand the information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision

- Communicate their decision.

Refer to the Mental Capacity Act Code of Practice,  
<https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>

**Helping Our Kehillah** will need to involve an advocate if the person lacks the capacity to make decisions about a safeguarding concern.

Where possible, adults at risk will be involved in decisions about their care and support. Information will only be shared with consent, unless there is a risk of serious harm or abuse.

## **Confidentiality and Information Sharing:**

**Helping Our Kehillah** expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**.

## **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decisions made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with the General Data Protection Regulations (GDPR).

## **Whistleblowing:**

**Helping Our Kehillah** is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest will be protected from reprisals and victimisation.

## **Important Contacts:**

### **Designated Senior Lead for Safeguarding**

Name: Mr Osher Woolfson

Address: 9 Colchester Ave, Prestwich, M25 0LL

Telephone number: 07837737282 Email address: [helpingourkehillah@gmail.com](mailto:helpingourkehillah@gmail.com)

### **Police**

Emergency – 999

If you have a hearing or speech impairment, use our textphone service  
18000.Non-emergency – 101

Bury Adult Care Services Customer Contact Centre 0161 253 5151 during normal office hours or The Emergency Social Services Team on 0161-253-6606 during the evenings, overnight, weekends, and bank and other public holidays.

[adultcareservices@bury.gov.uk](mailto:adultcareservices@bury.gov.uk)

Report an adult safeguarding concern [here](#)

Salford Reporting line: 0161 206 0604

Email: [worriedaboutanadult@salford.gov.uk](mailto:worriedaboutanadult@salford.gov.uk)

Salford Social Services Emergency Duty Team (out of hours)

Telephone: 0161 794 8888 (4.30 pm to 8.00 am weekdays and 24 hours over weekends and bank holidays)

Call the UK Anti-Terrorism Hotline on 0800 789 321 if you've seen or heard something that you think could suggest terrorist activity

<https://www.nationaldahelpline.org.uk/>

## **Monitoring and Review:**

This policy will be reviewed annually or sooner if legislation or best practice changes. Any updates will be approved by the trustees and shared with all staff and volunteers.

Version: 1.4

Approved by Trustees: 22/07/25

Next Review Due: 22/07/26