



Coastal Community Learning CIC Safeguarding Policy (Adults)

Date of issue: September 2025

Review date: September 2027

Designated Safeguarding Officer (DSO): Tanya Curran

1. Purpose and Scope

Coastal Community Learning CIC is committed to ensuring the safety, wellbeing and dignity of all adults who engage with our learning programmes, community activities, and events.

This policy sets out how Coastal Community Learning will protect adults at risk from harm, abuse, neglect or exploitation, and how staff, volunteers and learners can report concerns.

This policy applies to:

- All staff, tutors, volunteers, contractors, and directors of Coastal Community Learning CIC
- All adult learners (aged 18 and over) engaged in our programmes
- Visitors, partners, and external organisations we work with

2. Definition of an Adult at Risk

An adult at risk is defined under the Care Act 2014 as someone aged 18 or over who:

- Has care and support needs (whether or not those needs are being met),
- Is experiencing, or at risk of, abuse or neglect, and
- As a result of those needs, is unable to protect themselves from harm or exploitation.

3. Principles

Coastal Community Learning CIC follows the six key principles of adult safeguarding (Care Act 2014):

1. Empowerment – Adults are supported to make their own decisions and give informed consent.
2. Prevention – We take action before harm occurs by raising awareness and providing training.
3. Proportionality – We respond in the least intrusive way appropriate to the risk.
4. Protection – We provide help and support to those who need it most.

- 5. Partnership – We work collaboratively with local authorities and other agencies.
- 6. Accountability – We are open and transparent in our safeguarding practice.

4. Types of Abuse and Neglect

Abuse may include (but is not limited to):

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Financial or material abuse
- Neglect or acts of omission
- Discriminatory abuse
- Domestic violence
- Organisational or institutional abuse
- Modern slavery
- Self-neglect

5. Responsibilities

All staff, tutors and volunteers must:

- Be alert to signs of abuse, neglect or exploitation.
- Report any safeguarding concerns immediately to the Designated Safeguarding Officer (DSO).
- Complete safeguarding and Prevent training as required.
- Respect confidentiality but understand that concerns must be shared appropriately.

Designated Safeguarding Officer (DSO): Tanya Curran

- Acts as the main contact for all safeguarding concerns.
- Provides advice and guidance to staff and learners.
- Makes referrals to statutory authorities (e.g., Adult Social Care or the Police) where necessary.
- Maintains secure and confidential safeguarding records.
- Ensures all staff and volunteers understand their safeguarding responsibilities.
- Oversees the implementation and regular review of this policy.

6. Reporting a Concern

If a member of staff, tutor, volunteer or learner is concerned that an adult is at risk of harm, they must:

1. Act immediately — do not ignore concerns.
2. Contact the DSO (Tanya Curran) as soon as possible.
3. If there is immediate danger, call 999 for emergency services.
4. Record details of what was seen, heard or disclosed — using factual, objective language.

The DSO will decide if the concern should be referred to the Local Authority Adult Safeguarding Team or Police.

Contact for Kent Adult Safeguarding:
Phone: 03000 416161 (Office hours)
Phone: 03000 419191 (Out of hours)
Email: social.services@kent.gov.uk

7. Prevent Duty

Under the Counter-Terrorism and Security Act 2015, Coastal Community Learning CIC has a duty to have due regard to preventing people from being drawn into terrorism or extremism.

We will:

- Provide awareness training to staff on the Prevent Duty.
- Report concerns about radicalisation to the DSO.
- Refer to external agencies (e.g. local Prevent team or Police) when appropriate.

8. Confidentiality and Record Keeping

Safeguarding concerns will be recorded promptly and stored securely by the DSO. Information will be shared only with relevant agencies on a need-to-know basis. Confidentiality cannot be guaranteed if a person is at risk of harm.

9. Training

All staff, tutors, and volunteers will complete safeguarding and Prevent training appropriate to their role.

The DSO will ensure regular updates and refresher training at least every two years.

10. Policy Review

This policy will be reviewed every two years or sooner if there are changes in legislation or safeguarding guidance.

Approved by: Coastal Community Learning CIC Directors
Policy Owner: Tanya Curran – Designated Safeguarding Officer
Next Review: September 2027