

# Safeguarding Policy: Her Way Forward CIC

## 1. Policy Statement

**Her Way Forward CIC** (the Company) acknowledges its duty of care and accepts full responsibility for safeguarding and promoting the welfare of all adults who engage with our activities.

We work exclusively with adults (aged 18 and over), including individuals who may be adults at risk. We recognise that abuse and neglect can occur in any setting and that risks can arise both within group workshops and through one-to-one wellbeing support.

The Company operates a zero-tolerance approach to abuse. All directors, staff, contractors, and volunteers have a mandatory duty to report safeguarding concerns. Safeguarding is everyone's responsibility.

## 2. Legal and Regulatory Framework

This policy is compliant with:

- **Care Act 2014**
- **Mental Capacity Act 2005**
- **Safeguarding Vulnerable Groups Act 2006**
- **Data Protection Act 2018 and UK GDPR**

## 3. Scope of the Policy

This policy applies to all Directors, sessional staff, volunteers, and contractors. It covers all activities including community workshops, fitness sessions, and wellbeing outreach.

## 4. Key Terminology

- **Adult at Risk:** An adult who has needs for care and support, is experiencing (or is at risk of) abuse or neglect, and as a result of those needs is unable to protect themselves.
- **Abuse and Neglect:** Including physical, emotional, sexual, financial, psychological, domestic abuse, modern slavery, and self-neglect.
- **Disclosure:** When an adult tells someone about abuse they are experiencing.
- **Allegation:** A concern that a person acting for the Company has harmed a participant.

## 5. Designated Safeguarding Lead (DSL)

**DSL:** Nasiya Vorajee

**Contact:** [Nasiya@herwayforward.co.uk](mailto:Nasiya@herwayforward.co.uk)

**Deputy DSL:** Shannon Lee

## 6. Reporting Procedures: The "No Delay" Rule

1. **Respond:** Listen without judging. Do not promise absolute secrecy.
2. **Ensure Safety:** Call 999 if there is an immediate risk to life or a crime is in progress.
3. **Record:** Use the **Safeguarding Incident Reporting Form**. Record facts and the person's own words.
4. **Report:** Notify the DSL immediately (within 24 hours). If the DSL is implicated, notify the Board of Directors directly.
5. **Refer:** The DSL will consult the Local Authority Safeguarding Adults Board (SAB) to determine if a Section 42 enquiry (Care Act) is required.

## 7. Consent and Capacity

In adult safeguarding, we follow the principle of "Making Safeguarding Personal":

- We will seek the adult's consent before taking action, unless doing so puts them or others at greater risk.
- We assume capacity unless there is evidence otherwise (Mental Capacity Act).
- **Vital Interests:** We will override consent if a crime has been committed or if there is a risk to the wider public.

## 8. Safer Recruitment

- All roles are risk-assessed.
- Enhanced DBS checks are mandatory for staff in "Regulated Activity."
- Two independent references are required for all appointments.