Safeguarding Adults Policy

Policy Ref: FST/SG/001

Purpose

This policy outlines how First Step Trust (FST) works to protect adults at risk from harm. We are committed to creating a safe environment for everyone who engages with our services. This policy applies to all individuals involved in FST including board members, staff and volunteers.

What is Safeguarding Adults at Risk?

Safeguarding adults at risk means protecting their right to live in safety and free from abuse or mistreatment of any kind. Safeguarding duties for adults at risk apply to any charity working with anyone aged 18 or over who:

- has care and support needs (whether or not the local authority is meeting these needs) and
- is experiencing, or is at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

Commitments

We believe everyone, regardless of age, disability, gender, race, religion, belief, sex, or sexual orientation, has the right to protection from all forms of harm, abuse, and exploitation. We will:

- Take all reasonable steps to protect people who come into contact with FST through our work from abuse or mistreatment.
- Ensure everyone involved with FST is aware of the safeguarding procedures and knows what to do if they have a safeguarding concern
- Ensure all safeguarding concerns are taken seriously, followed up promptly in line with the FST safeguarding policy and procedures, and are recorded securely.
- Respect the dignity, independence and rights of the person or people involved.
- Work with statutory agencies and other organisations in taking action to safeguard people.

Implementation

To put our commitment to safeguarding into practice, the following are in place at FST:

- Operational procedures and clear lines of accountability for safeguarding adults, including regular reporting to the board.
- Appointment and training of a Designated Safeguarding Lead (DSL)
- Appropriate, relevant training provided to staff, volunteers and trustees
- Confidential systems for reporting and recording safeguarding concerns
- Codes of conduct for staff and other relevant individuals
- Reviews of this policy and related procedures at least every year, and when there are changes in relevant legislation and following a serious safeguarding incident.

Reporting a safeguarding concern

External stakeholders or members of the public can report safeguarding concerns to First Step Trust by emailing safeguarding@firststeptrust.org.uk . The email will be received by the Designated Safeguarding Lead.

FST has an internal safeguarding reporting form which staff or volunteers will use to submit safeguarding concerns to the Designated Safeguarding Lead.

Policy updates

Date Policy last updated: 31 July 2026

Date of last Board review: 6 October 2026