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| Title | Safeguarding Adults Policy | Date Review Date | October 2025 October 2026 |
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“Safeguarding is everyone’s business”

Live Borders is committed to safeguarding and promoting the welfare of children and adults at risk and expects everyone involved in Live Borders’ activity to share this commitment.

1.0 Policy Statement

Live Borders acknowledge the duty of care to safeguard and promote the welfare of adults at risk and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and relevant specific requirements. The policy recognises that the welfare and interests of adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all participants have a positive and enjoyable experience at Live Borders facilities, in a safe environment are protected from abuse whilst using the facilities.

The purpose of this policy statement is:

- to protect adults at risk who receive Live Borders services from harm.
- to provide staff and volunteers, as well as vulnerable adults and their families, with the overarching principles that guide our collective approach to the protection of adults at risk.

This policy applies to anyone working on behalf of Live Borders, including trustees, directors, senior managers, paid staff, volunteers, sessional workers, agency staff and students.

What we’ll do

- As part of our safeguarding policy we will: promote and prioritise the safety and wellbeing of adults at risk
- Value, listen to and respect vulnerable adults
- Ensure robust safeguarding arrangements and procedures are in operation
- Adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to adults at risk

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- Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- Ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Record and store information securely, in line with data protection legislation and guidance
- Prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Appoint a nominated safeguarding lead for adults at risk, a deputy and a lead trustee/board member for safeguarding
- Develop and implement an effective online safety policy and related procedures
- Share information about safeguarding and good practice with vulnerable adults and any carers / family members via leaflets, posters, group work and one-to-one discussions
- Make sure that any adults at risk and their families know where to go for help if they have a concern
- The policy and procedures will be widely promoted and are mandatory for everyone involved in the organisation. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances: changes in legislation and/or government guidance as required by the local safeguarding partnership, as a result of any other significant change or event.

Approved by Board on 16 December 2025

03/02/26

W G Douglas
W G Douglas (Feb 3, 2026 22:22:37 GMT+13)
 Bill Douglas

Chair of Board of Trustees

03/02/26

CMB
Catriona McAllister (Jan 19, 2026 11:31:36 GMT)
 Catriona McAllister

Chief Executive Officer

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2.0 Application

This policy applies to anyone working on behalf of Live Borders, including trustees, directors, senior managers, paid staff, volunteers, sessional workers, agency staff and students.

3.0 Legislation & Statutory Guidance

The practices and procedures within this policy are based on the principles contained in the UK and Scottish legislation and government guidance. They take the following into consideration.

- The Public Bodies (Joint Working) (Scotland) Act 2014
- Serious Crime Act 2015
- Domestic Abuse (Scotland) Act 2018
- The Equality Act 2010
- Protection of Vulnerable Groups (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000
- Sexual Offences (Scotland) Act 2009
- The Human Rights Act 1998
- The Data Protection Act 2018

4.0 Definitions

Adult – An Adult is anyone aged 18 or over

Adult safeguarding - is protecting a person’s right to live in safety, free from abuse, harm and neglect.

Adult at Risk – An adult who has needs for care support and is experiencing, or is at risk of, abuse or neglect; and as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

While not an exhaustive list, an adult who may be at risk of harm or abuse may include;

- An older person
- A person with a physical disability, a learning difficulty or a sensory impairment
- Someone with mental health needs, including dementia or a personality disorder
- A person with a long-term health condition

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- Someone who is substance dependant to the extent that it affects their ability to manage day-to-day living.

People with care and support needs are not inherently vulnerable, but they may become vulnerable to the risk of abuse, harm or neglect at any point due to:

- Physical or mental ill-health
- Becoming disabled
- Getting older
- Not having support networks, appropriate accommodation or financial stability
- Being socially isolated

Capacity – refers to the ability of an individual to make a decision at a particular time. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity.

Adult safeguarding - is protecting a person’s right to live in safety, free from abuse, harm and neglect.

Harm- The ill-treatment or impairment of the health or development of an individual, including impairment suffered from seeing or hearing the ill-treatment of another.

Safeguarding concern – When there is information that an adult at risk has been harmed, or is at risk of being harmed, by their own or someone else’s behaviour.

Safeguarding allegation – Where a person who is either a staff member, member, volunteer or contractor working on behalf of Live Borders has;

- Behaved in a way that has harmed an adult at risk or may have harmed an adult at risk.
- Possibly committed a criminal offence against a related to an adult at risk.
- Behaved towards adults at risk in a way that indicates he or she may pose a risk of harm to adults at risk.
- Behaved or may have behaved in a way that indicated they may not be suitable to work with adults at risk.

Capacity - refers to the ability of an individual to make a decision at a particular time. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (Adults with Incapacity (Scotland) Act 2000).

Poor Practice - Sometimes, concerns may relate to poor practice where an adult or another young person’s behaviour is inappropriate and may be causing distress to an adult at risk. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately.

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It is essential all staff, members and volunteers, particularly coaches, instructors and trainers understand and maintain professional boundaries when working with adults at risk.

5.0 Live Borders Commitment to Adults at Risk

The people that work and volunteer for Live Borders recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs. They also recognise that an adult with disability may or may not identify themselves or be identified as an adult ‘at risk’.

We expect all those who occupy positions of responsibility, work, volunteer or come into contact with adults who may be at risk to;

- Protect them from abuse whilst they are participating in any activity associated with Live Borders.
- Create a culture where all adults at risk, parents, guardians, advocates, carers and others who may have a concern are encouraged to report their concerns about the abuse that has happened to them or others.
- Have a clear understanding of their duties and responsibilities to safeguard adults at risk.
- Take appropriate action in the event of incidents/concerns of abuse and support the individual/s who raise or disclose the concern.

Live Borders will;

- Provide a caring, positive, safe and stimulating environment that promotes the social, physical, mental wellbeing and moral development of all adults.
- Appoint an executive lead for safeguarding and an executive trustee. This person will ensure that safeguarding runs as a thread throughout all our activities, both at strategic and operational levels.
- Implement a safeguarding governance structure.
- Promote Live Borders’ safeguarding arrangements to all of those who occupy positions of responsibility, who work, volunteer to encounter adults at risk.
- Ensure robust safeguarding arrangements and procedures are in place.
- Maintain and securely store confidential, detailed and accurate records of all safeguarding concerns.
- Notify the other agencies as soon as there is a significant concern.
- Recognise that all those who occupy positions of responsibility, who work for Live Borders have an equal responsibility to act on any suspicion or disclosure that may suggest an adult is at risk.

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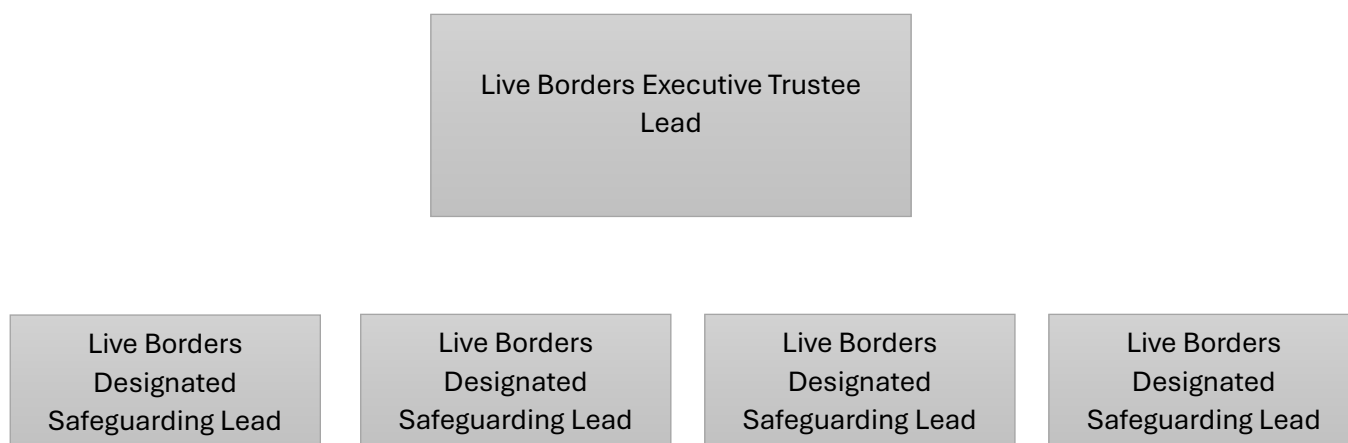
- Ensure that staff members and volunteers who are involved in adult protection issues receive appropriate support and supervision.
- Prevent the employment of unsuitable individuals.
- Ensure that staff and volunteers working for Live Borders with roles and responsibilities for adults at risk will be subject to appropriate safe recruitment checks and safeguarding training.
- Clearly advertise and promote the details of the designated members of staff for adults at risk.

Live Borders will support adults at risk by;

- Allowing them to participate in activities in a way that is appropriate for their ability.
- Ensuring that they are coached and trained by appropriately qualified staff or volunteers who have been competently trained.
- Promoting a caring, safe and positive environment within all its sites through training of officials;
- Liaising and working together with all other partnerships, support services and those agencies involved in adult safeguarding;
- Responding appropriately to anyone who make a disclosure, supporting and reassuring them.

6.0 Live Borders Safeguarding Structure

The structure of the safeguarding team within Live Borders is as follows;



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Deputy Safeguarding Officers

Deputy Safeguarding Officers

Deputy Safeguarding Officers

Deputy Safeguarding Officers

Deputy Safeguarding Officers

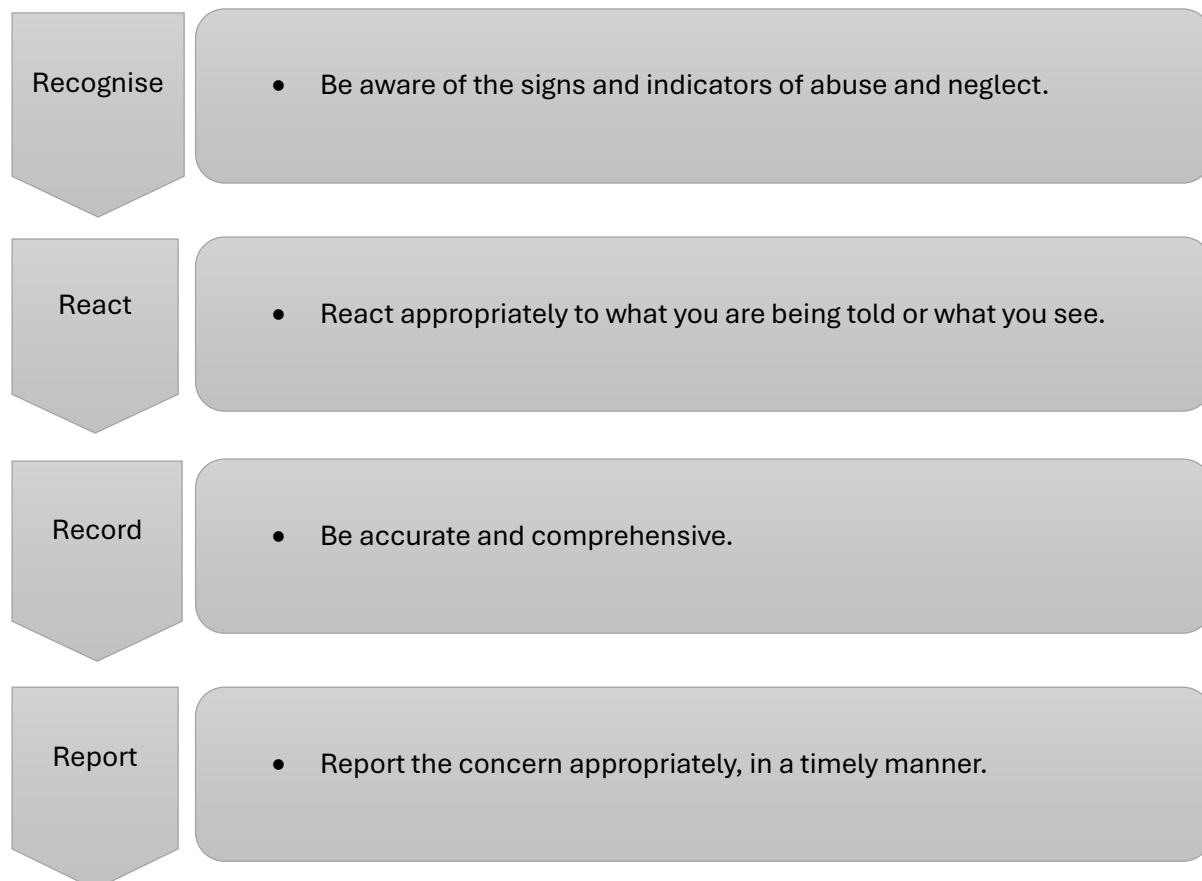
Deputy Safeguarding Officers

Deputy Safeguarding Officers

7.0 Reporting a concern

All staff, volunteers and those working on behalf of Live Borders have a responsibility to be alert to the fact that certain adults may be at risk and they **MUST** report any safeguarding concerns.

By following the four simple safeguarding principles of Recognise, React, Record and Report, Live Borders can keep those adults who may be at risk of abuse safe from harm.



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7.1 Recognise

We should all be alert for the signs and indicators that adults at risk who interact or engage with Live Borders may be suffering harm and/or abuse either within the organisation or in external environments (i.e. home etc). We should remember that adults may be abused by other adult and children/young people.

Indicators that an adult may be being abused may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Signs of self-neglect.
- An injury for which the explanation seems inconsistent.
- The adult at risk describes what appears to be an abusive act involving him/her.
- Someone else (a young person or adult) expresses concern about the welfare of another.
- Unexplained changes in behaviour (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected.
- Having difficulty in making friends.
- Displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place.

It is important to note that not all adults at risk are able to express themselves verbally. Communication difficulties, language barriers or other disabilities may mean that it is hard for the individual concerned to complain or to be understood. You should seek advice and guidance from the Designated Safeguarding Lead and/or Adult Social Work about how to deal with such issues.

7.2 React

It is always difficult to hear about or witness harm or abuse experienced by an individual. The following points will be helpful for both you and the adult concerned should they choose to disclose abuse or harm to you

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- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep them safe. This must be shared even if the adult doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell the Designated Safeguarding Lead (or Deputy) and that it will be discussed further with them.
- Report the disclosure to the Designated Safeguarding Lead and record appropriately.

7.3 Record

All records must be accurate and comprehensive. Wherever possible you should use the Live Borders reporting form and ensure you notify the designated safeguarding lead. You must record all potential safeguarding issues including low level concerns. Such concerns may be an indicator that more complex harm is occurring and could identify patterns of abuse.

All records must:

- Be made as soon as possible after the event/concern is raised.
- Contain the date, time, people present, anything said (verbatim if possible).
- Detail the behaviour and demeanour of the person disclosing the safeguarding issue.
- Detail any action you have taken (for example how you have reduced risk or whether you have referred the matter to a DSL or Deputy).
- Be a factual account of what has happened.
- Adhere to confidentiality (only share with appropriate people).

Do not record any opinion about what has happened. You are not there to judge or ascertain whether what you are being told is correct.

7.4 Report

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Remember you have a clear responsibility to report the concerns that have been raised with you immediately. Any delay in reporting could potentially cause more harm.

In the first instance you must report concerns that you have to the designated safeguarding lead (or Deputy) **on the telephone, in person or where appropriate, via email.** Where you use email, please ensure that you follow this up with a telephone call.

| Responsibility | Name | Contact |
|------------------------------|-----------------------|--|
| Designated Safeguarding Lead | Lynne Lauder | 07943 828575 llauder@liveborders.org.uk |
| Designated Safeguarding Lead | Karen Steele | 07458 040481 ksteel@liveborders.org.uk |
| Designated Safeguarding Lead | Jason Moyes | 07971 091870 Jason.moyes@liveborders1.org.uk |
| Designated Safeguarding Lead | Fiona McDonald-Colton | 01750 726456 07933557737 fcolton@liveborders1.org.uk |
| Deputy Safeguarding Officer | | |
| Deputy Safeguarding Officer | | |

If you are unable to contact anyone within the organisation then the following agencies can offer advice

| Organisation | | Contact |
|-----------------|---|---|
| Social Work | Child Protection Uni & Child Protection Review Officers | 01896 664159 Out of hours: 01896 752111 |
| Social Work | Adult Protection | 0300 100 1800 Out of hours: 01896 752111 |
| Police Scotland | Public Protection Unit | 01896 664596 Out of hours: 101 |

Safeguarding concerns **MUST** be reported immediately (or where this is not possible at the earliest opportunity) so that the report can be assessed, and action taken to protect the person involved.

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If any person is at immediate risk of harm or requires medical attention, then the emergency services should be contacted immediately by telephoning 999.

8.0 Allegations against Live Borders Staff

Once the concerns have been reported, the line manager/Safeguarding Lead alongside HR will:

- Establish the basic facts.
- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult external agencies such as the police and social work services for advice at any time.

This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern. The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/harmed or is at risk of abuse or harm.

Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.

Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/volunteer may be approached as part of the information gathering process.

An initial assessment of the basic facts may require the need to the vulnerable adult some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other adults, or other appropriate individuals.

Any employee who harms an adult at risk (or places a vulnerable adult at risk of harm) will be disciplined as per Live Borders disciplinary policy and may ultimately be removed from their position of working with adults at risk.

Where an allegation was made and investigation has found that there were no grounds, the staff member will be supported by their line manager and HR to ensure the staff member is aware of all outcomes and what training and support is in place for them.

Where an employee/volunteer is removed, Live Borders will be legally bound to make a referral to Scottish Ministers for the individual to be considered for listing on the Children’s List in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007.

Support for the Reporter of Suspected Abuse Live Borders will fully support and protect anyone who in good faith (without malicious intent) reports their concern about a colleague’s practice

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or the possibility that an adult at risk may be being abused. Staff will be protected under the Live Borders Whistleblowing Policy.

9.0 Consent

The issue of capacity is complex. Under the Adults with Incapacity (Scotland) Act 2000, adults should be assumed to have capacity to make decisions about their own life. As such Live Borders staff and volunteers will seek to work proactively with individuals and involve them wherever possible in decisions about their care and safety.

Where there is a safeguarding concern, a referral to statutory services will be the correct course of action, and the Live Borders staff member, member or volunteer will endeavour to speak to the individual and obtain their permission to refer to the Police, Adult Social Care or other appropriate services. To obtain consent the individual should discuss the nature of the concern with the individual (an advocate or carer may assist in this process), the reasons why a referral is appropriate and explain the potential outcomes. This will enable the person to make an informed decision about the next steps that they may wish to make.

Where there are questions or concerns about an individual’s capacity to make a decision contact should be made with Live Borders’ Designated Safeguarding Lead or Adult Social Care for advice and guidance. Remember that a person’s capacity may fluctuate due to such issues as drug/alcohol dependency, mental health etc.

9.1 What happens if a person does not give consent

Where an adult refuses to give consent to a referral or their information being shared, careful consideration must be given to whether there is sufficient reason to complete a referral without the adult’s consent.

This may be instances where:

- There are significant concerns about the adult’s capacity to make decisions about their safety and/or support care needs.
- There are concerns of coercion, threats or other pressure that may impact on their ability to make an informed decision.
- Where others may be at risk of harm.
- The alleged abuser has care and support needs and may also be at risk.

A referral to a statutory agency is in the public interest. This can include sharing information to protect adults from serious harm, promote their welfare or prevent crime and disorder.

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If the person cannot be persuaded to give their consent, then unless it is considered dangerous to do so, it should be explained to them that the information will be shared without consent. The reasons should be given and **recorded**.

If the person does not give their consent to share information and there is no justifiable reason to do so (as detailed above) then the matter should be recorded locally, and no further action will be taken.

10.0 Confidentiality and Sharing Information

Effective and timely sharing of information is essential for the early identification of a child’s needs or adults needs and to ensure that the most appropriate services are provided to keep them safe.

Those with concerns should be proactive in sharing information as early as possible to help the Designated Safeguarding Lead, and other professionals identify, assess, and respond to risks or concerns about the safety and welfare of the individual concerned.

Concerns about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of a vulnerable individual, which must always be the primary concern. The Data Protection Act (2018)¹ and/or the General Protection Regulations (2018) **do not** prevent you from sharing information in relation to safeguarding.

You should not assume that someone else will pass on information.

The Designated Safeguarding Lead must always be informed before information is shared with an external organisation except in cases where there is a risk of immediate or serious harm and an emergency referral is necessary. The Designated Safeguarding Lead will manage the process of sharing information with the police, local authority services and/or any third-party organisation.

Information should be kept confidential and should only be shared with other staff members and those working on their behalf of Live Borders who need to know the information. If there is any doubt about whether to share information, or who to share it with, advice should be sought from the Designated Safeguarding Lead or deputy.

All safeguarding concerns should be recorded on the Live Borders recording form and should be stored confidentially whether the concern is raised to an external agency or not.

¹ The Data Protection Act 2018 contains ‘safeguarding of children and individuals at risk’ as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk

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11.0 Action by the Designated Safeguarding Leads or Deputies

The Designated Safeguarding Lead or Deputy, in conjunction with the other relevant leads, will manage the response to all safeguarding concerns.

When a safeguarding concern has been reported the Designated Safeguarding Lead or Deputy will:

- Make an initial assessment of the information received and ensure, if not already done so, the details are comprehensively recorded. If necessary, they will advise the reporting person on the quality of the submission and can ask for further detail to be added.
- Identify any immediate risks to the individuals contained within the report and respond accordingly. This could include calling 999, ensuring all possible action is taken to remove, reduce or control the risks identified.
- If the risk is not immediate the Designated Safeguarding Lead or Deputy will evaluate the information available and assess the level of concern for the child. They may then contact the social work department with the concerns raised or file them away securely on the Live Borders network.
- Those who have responsibility for the child should be encouraged to access local support services in the usual way. This does not mean that any responsibility for monitoring the welfare needs of that child is absolved. Where circumstances change there may be a need to reassess the level of need and act accordingly.
- All action taken will be recorded on RLSS UK Safeguarding systems via the RLSS UK Safeguarding team.
- The DSL or Deputy will actively monitor all referrals that are made and will make reasonable enquiries around progress with the Local Authority.

12.0 Implementation and Review

This policy and procedures were implemented ??? and will be reviewed on an annual basis or in response to changes in safeguarding legislation and / or best practice.

The following Live Borders policies are also relevant to this policy:

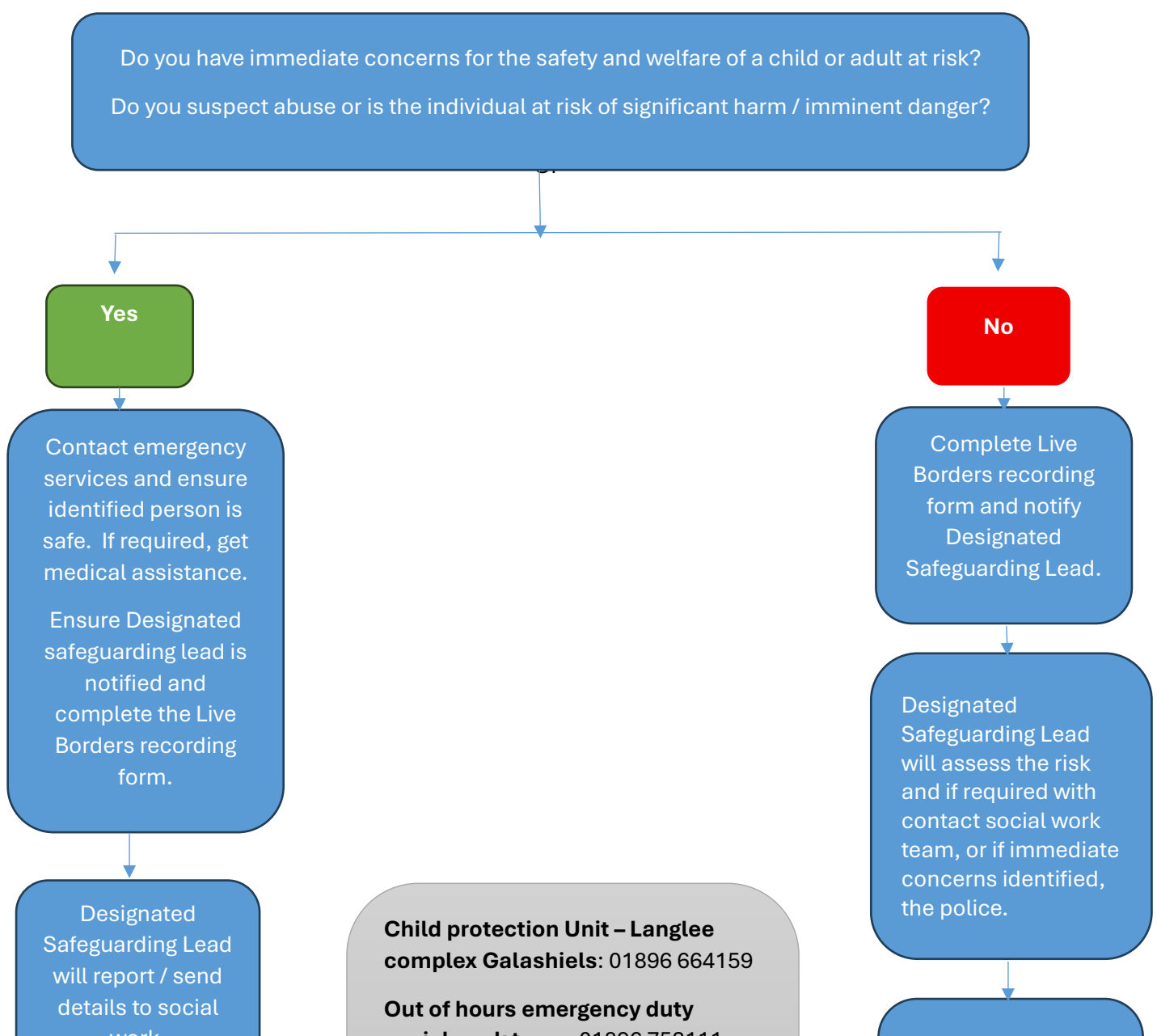
- Adults at Risk Safeguarding Policy and Procedures
- Taking, Storing and Sharing of Photographs Policy
- Whistleblowing Policy

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- Harassment and Bully Policy
- Equality and Diversity Policy
- Complaints Policy
- Code of Conduct
- Disciplinary and Procedure Policy


Appendix 1 Safeguarding Reporting Procedure Flow Chart

What to do if you have concerns about an adult at risk



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Appendix 2 – Live Borders Safeguarding Report Form.

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| Safeguarding Report Form | |  | |
| Facility: | | | |
| Your Name: | | Job Title: | |
| Signature: | | Date: | |
| Date of Alleged Incident: | | Time of Alleged Incident: | |
| Subject(s) Name: | | Sex: | |
| Address: | | | |
| D.O.B: | Age: | Tel no: | |
| Briefly detail of the nature of the incident: | | | |

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Briefly detail any physical evidence:

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Child(ren) or adults at risk of harm:

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Witness name:

Witness Tel No:

| | |
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Witness Address:

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Senior Person on Site Informed:

Name:

Date:

Time:

Signature:

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Police contacted: Yes () No ()

Date: Time:

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Social work contacted: Yes () No ()

Date: Time:

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Safeguarding officer contacted and copy of form sent:

Yes () No ()

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| <p>Data Protection Live Borders is the Data Controller, and we will only use your data to enable us to manage our service. We will never sell your data, will only keep it for as long as necessary and will only share it where appropriate. There's more detail in our privacy notices on our website or contact us on enquiries@liveborders.org.uk</p> | |







Safeguarding adults policy 2025

Final Audit Report

2026-02-03

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|-----------------|--|
| Created: | 2026-01-19 |
| By: | Sheila Brodie (sbrodie@liveborders.org.uk) |
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-  Signer Bill Douglas (bdouglas@liveborders.org.uk) entered name at signing as W G Douglas
2026-02-03 - 9:22:35 AM GMT
-  Document e-signed by W G Douglas (bdouglas@liveborders.org.uk)
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-  Agreement completed.
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