

ADVANCE 2 GO GROUP

COMMUNITY INTEREST COMPANY

Safeguarding Policy

Protecting vulnerable adults in all our activities

Version 1.0

Approved by: Michael Giles LLB (Hons), Founder & Director

Date: May 2025 | Review date: May 2026

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1. Policy Statement

Advance 2 Go Group CIC is committed to safeguarding the welfare of all vulnerable adults with whom we work. We recognise that ex-offenders and people with criminal convictions may be particularly vulnerable, and we take our duty of care seriously.

Advance 2 Go will always act in the best interests of individuals and will not tolerate abuse, neglect, exploitation or discrimination of any kind. Everyone who comes into contact with our services is entitled to be treated with dignity, respect and fairness.

2. Scope

This policy applies to all activities carried out by Advance 2 Go Group CIC, including one-to-one support sessions, group activities, employer engagement, outreach and any contracted delivery. It applies to the Director, all staff, volunteers, consultants and any third parties acting on behalf of the organisation.

3. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) for Advance 2 Go is:

Michael Giles LLB (Hons), Founder & Director

michael@advance2go.co.uk | 07399 888 373

The DSL is responsible for receiving, recording and acting on any safeguarding concerns, and for liaising with statutory agencies as required.

4. Definitions

Vulnerable Adult

For the purposes of this policy, a vulnerable adult is any person aged 18 or over who, by reason of disability, age, illness or circumstance, is in need of community care services or other support, and who may be unable to take care of themselves or protect themselves against harm or exploitation.

Abuse

Abuse may include physical abuse, emotional abuse, sexual abuse, financial abuse, neglect, discriminatory abuse, institutional abuse and modern slavery. It may be carried out by a person known to the individual or by a stranger.

5. Recognising Abuse

Signs of abuse may include:

- Unexplained injuries or changes in behaviour
- Withdrawal, anxiety or fearfulness
- Unexplained financial difficulties
- Disclosures of harm, whether direct or indirect
- Signs of self-neglect or poor living conditions

- Indicators of exploitation or coercion

6. Reporting Concerns

If a member of staff, volunteer or associate has a safeguarding concern about an individual they are working with, they must:

- Not ignore the concern or attempt to deal with it alone
- Report it immediately to the Designated Safeguarding Lead
- Make a contemporaneous written record of what they observed, heard or were told — using the individual's exact words where possible
- Not investigate the concern themselves
- Not make promises of confidentiality to the individual — we have a duty to act

If the concern involves the DSL, it should be reported directly to the Chair of the Board (if applicable) or directly to the statutory authority.

7. Escalation to Statutory Agencies

Where a safeguarding concern indicates that an individual is at risk of serious harm, the DSL will refer the matter to the relevant statutory authority:

- West Yorkshire Police — 999 (emergency) or 101 (non-emergency)
- Leeds City Council Adult Safeguarding Team — 0113 222 4401
- West Yorkshire Probation — where the individual is subject to probation supervision

8. Confidentiality and Information Sharing

Safeguarding concerns override normal confidentiality obligations. Information may be shared with statutory agencies without consent where:

- There is a risk of serious harm to the individual or others
- A crime has been or may be committed
- Statutory agencies require the information to carry out their functions

9. DBS Checks

All staff and volunteers working directly with vulnerable adults will be required to hold an enhanced DBS check before commencing work. DBS checks will be renewed every three years or in the event of a relevant change in circumstances.

10. Training

The Designated Safeguarding Lead will undertake safeguarding training appropriate to their role and will keep their knowledge and skills up to date. All staff and volunteers will receive safeguarding awareness training before working with any individuals.

11. Policy Review

This policy is reviewed annually. Last reviewed: May 2025. Next review: May 2026.