



Adult Safeguarding Policy

1. Introduction

RETURNMK (the Charity) is committed to safeguarding adults who receive any service from us. This policy applies to all individuals working or volunteering at RETURNMK, including staff, managers, trustees, directors, volunteers, students, or anyone representing the Charity. Our aim is to ensure the safety and well-being of all adults who engage with our services.

2. Purpose of the Policy

This policy aims to protect adults who may be at risk of abuse or harm while receiving services from RETURNMK. We believe that no adult should experience abuse or neglect, and we are committed to providing guidance and principles to all individuals associated with the Charity to ensure effective safeguarding measures are in place.

3. Risks to Adults

Adults can be vulnerable to various forms of abuse and harm, including physical, emotional, sexual, financial, neglectful behaviour, exploitation, and others. It's crucial to recognise and address these risks promptly to ensure the safety and well-being of all adults associated with RETURNMK.

4. Safeguarding Principles

Safeguarding adults is a fundamental responsibility for RETURNMK. All individuals under this policy must actively contribute to safeguarding efforts by remaining vigilant, taking appropriate actions to maintain safety, reporting concerns promptly, and adhering to confidentiality and data protection guidelines.

5. Designated Safeguarding Lead

Any questions, reports, or concerns regarding the safeguarding of adults should be shared with our Designated Safeguarding Lead:

- **Name:** Jason Lawrence
- **Email:** info@returnmk.org
- **Telephone:** 07498923252

6. Confidentiality and Data Protection

All personal information relating to adults will be processed and stored in accordance with our data protection privacy policy, available at www.returnmk.org. Confidentiality will be maintained at all times, with information shared only on a need-to-know basis.

7. Responding to Safeguarding Concerns

Any safeguarding concerns should be addressed promptly and appropriately. In cases of immediate risk of harm, individuals should call emergency services (999). For non-immediate concerns, the Designated Safeguarding Lead should be contacted as soon as possible.

8. Reporting Concerns About Other Adults and Referring to the Multi-Agency Safeguarding Hub (MASH)

Any concerns regarding the conduct of an adult connected to RETURNMK that may pose a safeguarding risk should be reported to the Designated Safeguarding Lead or another senior member of the organisation. The appropriate steps will be taken to address the concern, including referrals to relevant authorities if necessary.

Process for Referring to the Multi-Agency Safeguarding Hub (MASH)

Objective: This process outlines the steps for appropriately referring cases requiring multi-agency support or intervention to the Multi-Agency Safeguarding Hub (MASH).

1. **Identification of Concerns:** When staff or individuals encounter concerns or suspicions regarding the safety or welfare of an adult within our organization's purview, they must document all relevant information promptly and accurately.
2. **Internal Reporting Protocol:** Report any safeguarding concerns or suspicions to the designated safeguarding lead or manager within the organisation. Provide comprehensive details, including observations, incidents, or disclosures made by the individual(s) involved.
3. **Assessment and Decision Making:** The designated safeguarding lead or manager will conduct an initial assessment of the reported concerns. If the concerns meet the threshold for multi-agency support or intervention, the case will be referred to the Multi-Agency Safeguarding Hub (MASH).
4. **Referral Process to MASH:** Obtain contact information for the local MASH team, including telephone numbers, email addresses, and relevant online portals or forms. Fill out the necessary referral forms or provide details through the designated MASH communication channels. Include comprehensive information regarding the safeguarding concerns, individuals involved, and any relevant supporting documentation.
5. **Follow-Up and Collaboration:** Maintain open communication with the MASH team, responding promptly to any additional inquiries or information requests. Collaborate as necessary with the MASH team and other involved agencies to support their investigation and assessment.
6. **Record Keeping:** Maintain accurate and detailed records of all communications, referrals, and actions taken regarding the case, ensuring compliance with data protection and confidentiality policies.
7. **Review and Learning:** Regularly review the effectiveness of the referral process to MASH, making improvements based on feedback, case outcomes, or changes in safeguarding

guidelines. Facilitate learning and development opportunities for staff to enhance their understanding of safeguarding procedures and the referral process to MASH.

Contact Information for MASH (UK):

- **Local Authority:** Milton Keynes Council
- **Multi-Agency Safeguarding Hub (MASH) Contact:**
 - **Phone:** Call 01908 252835 or 01908 725005
 - **Email:** safeguardingadults@milton-keynes.gov.uk
 - **Website:** www.milton-keynes.gov.uk

9. Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy
- Our behaviour policy

This policy should also be read in conjunction with:

- Health and Safety (available on website)
- Equal Opportunities (available on website)

Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Charity in the jurisdictions it operates within.

Approval and Review

This Policy is approved and robustly endorsed by RETURNMK and is due for review every 12 MONTHS.

Signed 

Jason Lawrence (Designated Safeguarding Lead)

Date: 3rd January 2025