SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

SAFEGUARDING

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Policy Lead	Michael Sherrington
Available (upon approval) to	Members and Volunteers
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POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring it has appropriate safeguarding processes in place, in line with legal requirements

Version Control				
Version	Author	Status	Date	Change Detail
2.0	Andrew Lockett	Implemented	30/09/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **Objective**
   1.1 To minimise the risk of significant harm to vulnerable adults, whilst supporting individuals in making informed choices without coercion.
2. **Background**
   2.1 The Social Services and Well-Being (Wales) Act 2014 states that an "adult at risk", is an adult who:
      2.1.1 is experiencing or is at risk of abuse or neglect
      2.1.2 has needs for care and support (whether or not the authority is meeting any of those needs) and
      2.1.3 as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
   2.2 Evidence of abuse does not need to be present, there only need to be reasonable cause for concern that the adult may be an Adult at Risk of abuse and/or neglect.
   2.3 SAMA 82 shall seek to protect those least able to protect themselves.
      2.3.1 This may be achieved through partnerships between other organisations (e.g. RBL, SSAFA), communities and individuals.
3. **Objectives.**
   3.1 SAMA 82 shall empower individuals by:
      3.1.1 providing them with relevant information,
      3.1.2 identifying available support,
      3.1.3 consulting prior to an action being taken.
   3.2 Staff and volunteers shall support and represent those in need by:
      3.2.1 engaging, assessing and referring where prudent,
      3.2.2 identifying and responding,
      3.2.3 using help and guidance.
4. **Duties**
   4.1 Staff and volunteers shall:
      4.1.1 understand what is expected of them,
      4.1.2 know their limitations,
      4.1.3 engage appropriate supervision,
      4.1.4 keep suitable records,
      4.1.5 protect against false allegations by use of witnesses,
      4.1.6 maintain confidentiality.
5. **Procedure**
   5.1 The welfare of the individual must be given high priority.
   5.2 Prior to considering a referral the proportionality of response should be assessed.
   5.3 If the person has capacity and does not want a crime reported to the police, this should be respected, unless there are justifiable reasons to act contrary to their wishes, such as:
      5.3.1 there are immediate concerns about the adult's safety,
      5.3.2 a criminal offence against an adult at risk has occurred,
      5.3.3 the person is subject to coercion or undue influence, to the extent that they are unable to give consent,
      5.3.4 there is an overriding public interest, for example, risk to others,
      5.3.5 prevention of imminent danger or distress, or in life-threatening situations,
      5.3.6 a serious crime may have been committed.
6. **Investigating a suspected policy breach.**

6.1 Where a suspected breach is identified, the matter and details are to be reported to the Chairman of the association, by whoever has formed a suspicion or has received information about a suspected breach, or:

6.1.1 reported to the Treasurer, if the Chairman is incapacitated or involved.

6.2 The chairman shall consider the information provided and make an initial judgement.

6.3 If the Chairman does not identify an immediate cause for concern, they shall:

6.3.1 interview informants and witnesses and gather evidence,

6.3.2 arrange the formation of a board of enquiry to examine the facts,

6.4 If the Chairman identifies an immediate cause for concern, they shall immediately stop the enquiry and report the following information to the local social services and relevant police authorities:

6.4.1 all known details of the adult, including name, date of birth,

6.4.2 any relevant history relating to the adult at risk,

6.4.3 factual information about the concern, observation, and the circumstances in which the disclosure happened; include the setting and anyone else that was present,

6.4.4 capacity, consent, and understanding of the matters important to the adult including the reasonable personal outcomes that the adult wishes to achieve,

6.4.5 details of the alleged perpetrator if known,

6.4.6 status and source of the informants.

7. Review of findings

7.1 If findings of the enquiry are a breach of policy, procedure or process without harm to a vulnerable adult then trustees are to put in place measures to correct the process, give training or issue disciplinary measures.

7.2 Where there is feedback from social services or the police then the feedback shall be assessed by trustees and corrective action applied to the procedures in place.