



Safeguarding Policy

Introduction

Dementia Training Academy (“the Charity”) is committed to safeguarding and promoting the welfare of adults and children. We recognise that people affected by dementia may be at increased risk of abuse, neglect, exploitation, or harm.

Safeguarding is a core responsibility of the Charity and is embedded in all our activities, training, and interactions.

This policy outlines the Charity’s safeguarding principles, responsibilities, and expectations. It does not describe operational procedures, which are set out separately in the Safeguarding Procedure.

Purpose of This Policy

This policy ensures that:

- The Charity provides a safe and supportive environment
- All staff, volunteers, and trustees understand their safeguarding responsibilities
- Concerns are recognised and acted upon appropriately
- The Charity complies with relevant legislation and best practice
- Safeguarding is prioritised in all decision-making

Legal Framework

This policy is informed by:

- Care Act 2014
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2023)
- Mental Capacity Act 2005
- Domestic Abuse Act 2021
- Charity Commission Safeguarding Guidance
- Hartlepool & Tees Valley Safeguarding Adults Board Procedures

Scope

This policy applies to:

- All staff, volunteers, trustees, contractors, and sessional workers
- All activities delivered by the Charity
- Adults at risk, children, carers, and families

Safeguarding Principles

The Charity is committed to:

Prevention

Creating a culture where abuse is less likely to occur through:

- Safe recruitment
- Training
- Clear boundaries



- Respectful communication

Protection

Ensuring concerns are recognised and responded to promptly.

Proportionality

Responding in a way that is appropriate to the level of risk.

Partnership

Working with local authorities, police, health services, and other agencies.

Empowerment

Supporting individuals to make informed decisions wherever possible.

Accountability

Ensuring transparency, oversight, and clear lines of responsibility.

Definitions

Adult at Risk. An adult who:

- Has care and support needs
- Is experiencing or at risk of abuse or neglect
- Is unable to protect themselves due to those needs

This includes many people living with dementia.

Abuse and neglect. Abuse may be:

- Physical
- Emotional/psychological
- Sexual
- Financial
- Neglect or self-neglect
- Domestic abuse
- Discriminatory abuse
- Organisational abuse

Safeguarding Concern. A safeguarding concern is any situation where a person:

- Is at risk of harm
- Has disclosed abuse
- Is experiencing neglect
- Is unsafe due to the actions of others or their own vulnerability



Safeguarding Roles

Safeguarding Lead

Mr Stephen Thomas

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Deputy Safeguarding Lead

Dr Carol Sargent

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Phone: 07722416996

Trustee Safeguarding Lead (Escalation)

Mr Lawrence McAnelly (Chair)

Email: lawrencemcanelly@gmail.com

Reporting Pathway

All staff and volunteers must:

1. **Recognise** signs of abuse or neglect
2. **Respond** appropriately and calmly
3. **Record** concerns factually, including exact words used
4. **Report** immediately to the Safeguarding Lead
5. If the Safeguarding Lead is unavailable → contact the **Deputy Safeguarding Lead**
6. If both are unavailable → contact the **Trustee Safeguarding Lead**
7. If someone is in immediate danger → **call 999**
8. For non-emergency safeguarding referrals → contact **Hartlepool Adult Social Care**
 - Phone: 01429 523 390
 - Out-of-hours: 01642 524 552

All concerns must be reported within **24 hours**.

Responsibilities

All Staff and Volunteers. Everyone must:

- Remain alert to signs of abuse
- Respond appropriately to disclosures
- Report concerns immediately
- Record information factually and accurately, including using the person's exact words where relevant

Safeguarding Lead

The Safeguarding Lead is responsible for:

- Providing advice and support
- Deciding on next steps
- Liaising with external agencies
- Maintaining safeguarding records
- Ensuring staff training is up to date



Trustees. Trustees must:

- Ensure safeguarding systems are effective
- Receive regular safeguarding updates
- Act as an escalation point if the Safeguarding Lead is unavailable
- Report serious incidents to the Charity Commission

Dementia-Specific Safeguarding Commitments

Because the Charity works with people affected by dementia, we commit to:

- Recognising the increased vulnerability of people with cognitive impairment
- Understanding that capacity may fluctuate
- Using clear, patient, and accessible communication
- Respecting the person's dignity, identity, and autonomy
- Challenging stigma, discrimination, and harmful assumptions
- Ensuring carers and families are supported appropriately

Consent and Capacity

The Charity follows the Mental Capacity Act 2005 and its principles:

- Assume capacity unless proven otherwise
- Support individuals to make their own decisions
- Recognise fluctuating capacity
- Act in the person's best interests where capacity is lacking
- Choose the least restrictive option

Confidentiality and Information Sharing. The Charity will:

- Share information only on a need-to-know basis
- Share information lawfully to protect individuals from harm
- Never allow confidentiality to prevent safeguarding action
- Record information securely and accurately

Safer Recruitment

The Charity ensures:

- Enhanced DBS checks for all staff and volunteers
- Two references for all staff and volunteers
- Verification of identity
- Safeguarding training at induction
- Annual refresher training
- Clear role descriptions and boundaries
- Probation and supervision processes

Whistleblowing

The Charity encourages staff and volunteers to raise concerns about:

- unsafe practice
- misconduct
- safeguarding failures
- organisational abuse

Whistleblowers will be protected from retaliation. Serious concerns may be reported to:

- Charity Commission



- Local Authority Safeguarding Adults Board
- Police

Allegations Against Staff or Volunteers

Any allegation involving a staff member or volunteer will be:

- Taken seriously
- Reported immediately to the Safeguarding Lead and CEO
- Escalated to the Trustee Safeguarding Lead
- Investigated in line with disciplinary and safer recruitment policies
- Referred to external agencies where required

Training

All staff and volunteers must complete:

- Safeguarding training at induction
- Annual refresher training
- Additional training where roles require it

Record Keeping

The Charity will maintain accurate safeguarding records, including:

- Factual notes
- Dates, times, and details of concerns
- Actions taken
- Outcomes
- Referrals made

Review and Monitoring

The Charity will:

- Review this policy annually
- Monitor safeguarding activity
- Ensure learning from incidents informs future practice

Revision/Reviewed History

Date	Summary of Changes	Other Comments	Completed By
Feb 2026	Safeguarding V1		A Booth
Sept 2026	Safeguarding V2	Full compliance update	A Booth



This safeguarding policy was approved by the trustees of Dementia Training Academy on 18 June 2026 and updated on 8 September 2026.

Signed:

- Chair - Mr Lawrence McAnelly
- Safeguarding Lead - Mr Stephen Thomas
- One additional trustee - Dr Carol Sargent