

Searchlight Counselling and Therapy

Adult Safeguarding Policy

Safeguarding is Everyone's Responsibility

1. Introduction

SearchLight Counselling and Therapy is committed to safeguarding adults at risk and ensuring they are protected from abuse, neglect, and exploitation. We recognise our duty to promote the wellbeing, dignity, and independence of all adults who engage with our services.

This policy ensures that safeguarding concerns are identified early and addressed promptly, in accordance with the principles outlined in the **Care Act 2014** and best safeguarding practice.

2. Organisation Details

Organisation: SearchLight Counselling and Therapy

Charity Number: 1079270

Company Number: 3909277

Address:

Moorcroft Centre for the Community
Westfield
Woking
GU22 9PB

Email: appointments@searchlightcounsellingandtherapy.org.uk

3. Purpose of the Policy

The purpose of this SearchLight policy is to:

- Protect adults who are at risk of or receiving harm
 - Protect adults who pose a risk to others
 - Provide staff and volunteers with clear safeguarding procedures
 - Ensure safeguarding concerns are responded to appropriately
 - Promote a culture of respect, dignity, and safety
 - Comply with legal safeguarding responsibilities
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4. Scope

This SearchLight policy applies to:

- All SearchLight employees
- Trustees

It covers all activities delivered by the organisation.

5. Definition of an Adult at Risk

An **adult at risk** is defined as a person aged **18 years or over** who:

1. Has care and support needs (whether or not these are being met), and
 2. Is experiencing, or at risk of, abuse or neglect, and
 3. Is unable to protect themselves because of those needs.
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6. Safeguarding Principles

SearchLight follows the six safeguarding principles set out in the **Care Act 2014**:

Empowerment

Adults are supported and encouraged to make their own decisions.

Prevention

Action is taken to prevent abuse before it occurs.

Proportionality

Responses to safeguarding concerns are appropriate and balanced.

Protection

Support and representation are provided to those in greatest need.

Partnership

Local communities and services work together to prevent abuse.

Accountability

Clear roles and responsibilities are established.

MAKING SAFEGUARDING PERSONAL

7. Types of Abuse

Abuse may include, but is not limited to:

- **Physical abuse** – hitting, pushing, misuse of medication
- **Domestic abuse** – psychological, physical, sexual, financial, emotional abuse
- **Sexual abuse** – rape, sexual assault, or sexual acts without consent
- **Psychological abuse** – threats, humiliation, intimidation
- **Financial or material abuse** – theft, fraud, exploitation
- **Modern slavery** – human trafficking, forced labour
- **Discriminatory abuse** – harassment based on disability, race, religion, gender, etc.
- **Organisational abuse** – neglect or poor care within institutions
- **Neglect or acts of omission** – failing to meet medical or physical needs
- **Self-neglect** – neglecting personal hygiene, health, or environment (including self-harm and suicidal ideation)

8. Roles and Responsibilities

Safeguarding Lead

The designated safeguarding lead (DSL) is responsible for:

- Receiving and responding to safeguarding concerns
- Recording incidents and maintaining confidential records
- Referring concerns to relevant authorities
- Providing safeguarding guidance to staff

Staff

All staff must:

- Treat adults with dignity and respect
- Be aware of signs of abuse
- Report concerns immediately
- Follow safeguarding procedures

Management / Trustees

SearchLight management and trustees are responsible for:

- Ensuring safeguarding policies are implemented
- Providing appropriate training
- Reviewing safeguarding procedures regularly
- Promoting a safeguarding culture within the organisation

9. Recognising Signs of Abuse

Possible indicators of abuse include:

- Unexplained injuries
- Sudden behavioural changes
- Withdrawal or fearfulness
- Poor living conditions
- Unexplained loss of money or possessions
- Malnutrition or poor hygiene

These signs do not always mean abuse has occurred but should be taken seriously.

10. Reporting Safeguarding Concerns

If abuse is suspected:

1. **Ensure the individual is safe from immediate harm**
2. **Report the concern to the Safeguarding Lead and/or a supervisor immediately**
3. **Record the facts clearly and accurately**
4. **Do not investigate the matter yourself**
5. **Contact emergency services if immediate danger exists**
6. **Refer to SearchLight Consultation flow chart**

Safeguarding concerns may be referred to:

- The local authority safeguarding team
 - Police
 - Health and social care services
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11. Recording and Information Sharing

All safeguarding concerns must be:

- Documented clearly and factually
- Stored securely and confidentially
- Shared only with appropriate authorities or professionals
- Safeguarding form filled in on Zanda

Information will be handled in line with data protection laws.

12. Training and Awareness

The organisation will ensure that:

- All staff and volunteers receive safeguarding training at regular intervals as determined by trustees and management
- Safeguarding awareness is regularly updated
- Safeguarding responsibilities are understood by all members of the organisation

13. Policy Review

Approved by: Board of trustees

Policy Owner: Designated Safeguarding Lead

Review Frequency: Annually

Date Approved: March 2026

Next Review Date: March 2027

SearchLight Counselling and Therapy

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