

Karate & Dance Fed Ltd - 17150545

Chief Executive Officer: Mr. J Byrne



Safeguarding Adults Policy

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1. Policy Statement

Karate & Dance Federation Ltd (KDF) is committed to safeguarding adults who may be at risk of abuse, neglect, exploitation or harm and to ensuring that all adults using KDF services are treated with dignity, respect and fairness. Safeguarding adults is an organisational responsibility and applies across KDF Karate, KDF Dance, staff activity, premises use, external events and relevant relationships with hirers and contractors.

KDF recognises that safeguarding adults differs from safeguarding children because adults generally have the right to make their own decisions, including decisions that others may consider unwise, unless there is a lawful reason to conclude that they lack capacity for the particular decision. Adult safeguarding must therefore balance protection from harm with autonomy, consent, proportionality, privacy and the person's own wishes.

KDF's approach reflects its values of Kindness, Diversity, Friendship and supports the KDF Promise: Every Student, Every Session, Every Time. Adults should be able to access KDF safely without abuse, discrimination, coercion or exploitation and should be involved meaningfully in decisions affecting them wherever possible.

2. Purpose

The purpose of this policy is to establish how KDF prevents, identifies and responds to concerns that an adult may be experiencing abuse, neglect or exploitation. It sets out expectations for staff, volunteers, managers, hirers and others who may become aware of adult safeguarding concerns.

The policy also explains how KDF will respond to disclosures, manage consent and confidentiality, consider mental capacity, make referrals, record concerns, cooperate with statutory agencies and manage allegations concerning staff, volunteers or other adults.

3. Scope

This policy applies to all employees, directors, managers, coaches, administrators, volunteers, junior staff where relevant, contractors and others acting on behalf of KDF.

It applies to adult students, adult staff, adult visitors, spectators, hirers, contractors and any other adult whose welfare may become a safeguarding concern through KDF activity.

This policy may also apply where an adult safeguarding concern arises outside KDF but becomes known to a KDF worker and appears relevant to the adult's safety or participation.

4. Legal and Regulatory Framework

KDF will have regard to the Care Act 2014 and associated statutory guidance, the Mental Capacity Act 2005, the Equality Act 2010, the Human Rights Act 1998, the Domestic Abuse Act 2021, the Modern Slavery Act 2015 and other relevant legislation.

Where concerns indicate criminal offending, KDF will also cooperate with police and other relevant authorities.

KDF will not assume that every adult experiencing difficulty automatically meets the statutory threshold for safeguarding enquiries under the Care Act, but will take concerns seriously and seek appropriate advice where necessary.

5. Adult at Risk

For the purposes of adult safeguarding, particular attention is required where an adult has needs for care and support, is experiencing or is at risk of abuse or neglect, and as a result of those needs is unable to protect themselves from the abuse or neglect or the risk of it.

An adult does not become an "adult at risk" simply because they are older, disabled, unwell or require assistance. Safeguarding assessment must consider the individual circumstances and the impact of their needs on their ability to protect themselves.

6. Safeguarding Principles

KDF will apply the core adult-safeguarding principles of empowerment, prevention, proportionality, protection, partnership and accountability.

The adult should normally be involved in decisions about what happens next and should be given as much choice and control as the circumstances safely allow.

KDF will act more urgently where there is immediate danger, serious crime, coercion, inability to protect oneself or risk to other people.

7. Safeguarding Is Everyone's Responsibility

All KDF staff and volunteers have a responsibility to recognise and report adult safeguarding concerns relevant to their role.

No person needs proof before raising a concern. Staff should report what they have seen, heard or been told and allow the Safeguarding Lead or relevant statutory agency to determine the appropriate response.

Concerns should not be ignored because the adult appears independent or because the issue occurs outside KDF premises.

8. Safeguarding Lead Responsibilities

The KDF Safeguarding Lead is responsible for receiving adult safeguarding concerns, advising staff, maintaining appropriate records, coordinating referrals and liaising with local authority adult safeguarding services, police or other relevant agencies.

The Safeguarding Lead should consider the adult's wishes, immediate safety, capacity, risk to others and whether information may need to be shared without consent.

The Safeguarding Lead must not conduct an investigation that could compromise a statutory or criminal enquiry.

9. Chief Executive Officer Responsibilities

The Chief Executive Officer is responsible for ensuring that KDF maintains effective adult-safeguarding governance and that concerns involving staff, managers or other persons in positions of trust are handled appropriately.

Where an allegation concerns the Safeguarding Lead, CEO or another senior person, reporting arrangements must allow the concern to bypass that individual and reach another appropriate senior person or external agency.

10. Staff and Volunteer Responsibilities

Staff and volunteers must remain alert to signs of abuse, neglect, exploitation, coercion, controlling behaviour, unexplained injuries, significant behavioural change, financial manipulation or other concerns.

They should respond calmly to disclosures, avoid promising secrecy and pass concerns promptly to the Safeguarding Lead.

Staff should not confront alleged perpetrators, investigate privately or attempt to mediate serious safeguarding concerns themselves.

11. Types of Abuse and Neglect

Adult safeguarding concerns may involve physical abuse, sexual abuse, emotional or psychological abuse, financial or material abuse, domestic abuse, discriminatory abuse, organisational abuse, neglect, acts of omission, self-neglect, modern slavery or exploitation.

Several forms of abuse may occur at the same time and may be hidden behind apparently caring or dependent relationships.

KDF should consider patterns and context rather than assessing each incident in isolation.

12. Physical Abuse

Physical abuse may include hitting, pushing, inappropriate restraint, misuse of medication, rough handling or deliberate physical harm.

Any injury or physical intervention that appears inconsistent with the explanation provided should be considered carefully and reported where concern remains.

13. Sexual Abuse

Sexual abuse includes any sexual activity or contact that is unwanted, non-consensual or occurs where a person lacks capacity to consent.

It may also include sexual harassment, exploitation, indecent exposure, coercive sexual communication or image-based abuse.

KDF will take allegations of sexual abuse seriously regardless of the gender, age, disability or relationship status of those involved.

14. Psychological and Emotional Abuse

Psychological abuse may include intimidation, threats, humiliation, coercion, isolation, degrading treatment, controlling behaviour or persistent verbal abuse.

Abuse may occur within families, intimate relationships, care arrangements, workplaces, clubs or other social relationships.

Repeated behaviour that undermines an adult's independence or self-worth may be significant even where there is no physical injury.

15. Financial or Material Abuse

Financial abuse may include theft, fraud, coercion over money, misuse of property, pressure to make payments, exploitation of benefits or unauthorised control of another person's finances.

KDF staff should be alert to unexplained requests for money, unusual third-party control, coercive demands or evidence that an adult is being financially exploited.

KDF staff must maintain clear professional boundaries around gifts, money and personal financial relationships with students or vulnerable adults.

16. Domestic Abuse

Domestic abuse can include physical, sexual, emotional, coercive, controlling and economic abuse within intimate or family relationships.

Adults experiencing domestic abuse may continue to attend KDF while concealing serious risk at home or in the community.

KDF should respond sensitively, consider safe methods of communication and avoid contacting a suspected perpetrator where doing so may increase risk.

17. Coercive and Controlling Behaviour

Coercive control may involve isolation, monitoring, intimidation, threats, control of finances, restrictions on movement or manipulation over time.

An adult may appear to agree with a controlling person while actually acting under pressure or fear.

Staff should avoid assuming that outward compliance proves that an adult is freely choosing the situation.

18. Discriminatory Abuse

Discriminatory abuse may target disability, race, religion, sex, sexual orientation, gender reassignment, age or another protected or perceived characteristic.

KDF will not tolerate degrading treatment, targeted harassment or exclusion based on identity or difference.

Discriminatory behaviour may be addressed through both safeguarding and equality procedures where appropriate.

19. Organisational Abuse

Organisational abuse may arise where poor practice, rigid routines, neglect, coercion or unsafe systems become normalised within an organisation or service.

KDF recognises that safeguarding concerns may therefore relate to organisational culture and systems rather than one individual act.

Staff are expected to use whistleblowing procedures where internal practice places adults at risk.

20. Neglect and Acts of Omission

Neglect may involve failure to provide necessary care, medication, supervision, nutrition, hygiene, medical support or protection.

The seriousness of neglect depends on the circumstances, impact and whether the adult is able to protect or provide for themselves.

KDF should consider whether repeated omission is creating significant harm or increasing vulnerability.

21. Self-Neglect

Self-neglect may involve serious deterioration in personal hygiene, health, nutrition, living conditions or ability to protect oneself.

Self-neglect does not automatically justify overriding an adult's wishes, but serious risk may require referral for professional assessment.

Where there are concerns about mental capacity, coercion or risk to life, KDF should seek appropriate advice rather than attempting to resolve the situation alone.

22. Modern Slavery and Exploitation

Modern slavery may include forced labour, trafficking, servitude, domestic servitude or exploitation through threats, debt or coercion.

An adult experiencing exploitation may have limited freedom of movement, lack control over money or identification documents or appear fearful of another person.

Serious concerns should be escalated to police, adult safeguarding services or specialist agencies as appropriate.

23. Mate Crime

Some adults may be exploited by people they believe to be friends. This can include financial exploitation, coercion, criminal involvement, humiliation or pressure to provide money, accommodation or other benefits.

KDF should take concerns seriously where an adult appears repeatedly exploited within relationships they perceive as friendships.

The adult's wishes should be respected while recognising that grooming and dependency may affect their ability to identify exploitation.

24. Online Abuse

Adults may experience online harassment, financial scams, sexual exploitation, impersonation, coercion, stalking, blackmail or image-based abuse.

Where online harm is linked to KDF activity or affects the adult's safety, staff should report the concern and preserve relevant evidence without unnecessarily circulating harmful material.

Police involvement may be necessary where threats, stalking, fraud or sexual offending is suspected.

25. Safeguarding and Disability

Disabled adults may experience additional vulnerability where they depend on other people for care, transport, communication or access to money.

KDF must not assume that communication difficulties, distress or behavioural changes are simply features of disability.

Appropriate communication methods and reasonable adjustments should be used to enable the adult to express their wishes.

26. SEND and Adult Participants

Some adult students may continue to require SEND-related adjustments or significant support after turning eighteen.

The move from child to adult safeguarding does not mean that support should suddenly cease, but the legal framework, consent and autonomy considerations will change.

KDF should review arrangements around the transition to adulthood where a student has significant ongoing needs.

27. Mental Health

Mental-health difficulties may increase vulnerability but do not automatically remove a person's ability to make decisions.

Where an adult appears at immediate risk of suicide, serious self-harm or severe deterioration, KDF should contact emergency or crisis services.

Staff should not attempt to provide clinical mental-health treatment beyond their competence.

28. Substance Misuse

Alcohol or drug use may create safeguarding concerns where it increases vulnerability, exploitation, neglect or immediate danger.

An intoxicated adult should not participate in physical activity where their condition makes this unsafe.

Where substance misuse forms part of a wider exploitation or domestic-abuse concern, safeguarding support may be required.

29. Responding to a Disclosure

When an adult discloses abuse or neglect, staff should listen carefully, remain calm and take the concern seriously.

The adult should be allowed to explain what has happened in their own words without being interrogated or pressured to provide unnecessary detail.

Staff should explain that information may need to be shared where there is serious risk, crime, danger to others or another safeguarding reason requiring action.

30. Consent to Safeguarding Action

Where an adult has capacity to make the relevant decision, their wishes should normally be respected and they should be involved in decisions about referrals or information sharing.

An adult may decide not to pursue safeguarding action even where KDF considers the decision unwise.

However, information may sometimes need to be shared without consent where there is risk to others, serious crime, coercion, inability to protect oneself, public-interest concerns or another lawful safeguarding basis.

31. Mental Capacity

The Mental Capacity Act 2005 begins with the presumption that adults have capacity unless there is evidence otherwise.

Capacity is decision-specific and time-specific. An adult may have capacity to make one decision but not another.

A person should not be treated as lacking capacity merely because they make a decision others consider risky or unwise.

32. Supporting Decision-Making

Before concluding that an adult may lack capacity, reasonable steps should be taken to support them to understand and communicate a decision.

This may include simpler language, visual information, additional time, a quieter environment or support from an appropriate person.

KDF staff should seek professional assessment where formal capacity determination is required beyond their competence.

33. Best Interests

Where an adult is assessed as lacking capacity for a specific decision, decisions taken on their behalf must follow the Mental Capacity Act principles and be made in their best interests.

KDF should involve appropriate healthcare, social-care or legal professionals where the decision is significant.

Staff should not use “best interests” casually to override a competent adult’s choices.

34. Immediate Danger

Where an adult is in immediate danger or requires urgent medical assistance, staff should contact police, ambulance or another appropriate emergency service.

Action should not be delayed while waiting for internal management approval.

Where safe to do so, the adult should be supported in a calm and private manner until emergency assistance arrives.

35. Adult Safeguarding Referrals

Where KDF believes an adult meets or may meet the threshold for statutory safeguarding support, the Safeguarding Lead should contact the relevant local-authority adult safeguarding service.

Where the adult lives in Warwickshire, KDF will normally use Warwickshire's adult safeguarding arrangements. Adults living elsewhere should be referred to the appropriate local authority.

A referral may be made without complete information where delay could increase risk.

36. Police Involvement

Police should be contacted where there is immediate danger, suspected serious criminal offending, sexual assault, serious violence, theft, stalking, exploitation, trafficking or another matter requiring law-enforcement action.

Staff should not investigate criminal allegations themselves or ask the adult to repeatedly recount traumatic events.

37. Recording Concerns

Safeguarding records should be factual, clear and timely. They should record what was seen, heard or disclosed and what action followed.

Where possible, the adult's own words should be recorded and distinguished from staff interpretation.

Safeguarding records should be stored securely and separately from ordinary administrative notes where appropriate.

38. Information Sharing

Adult safeguarding information should be shared on a need-to-know basis and in accordance with data-protection and safeguarding law.

Consent should normally be sought where appropriate, but confidentiality is not absolute where there is significant risk or another lawful basis for sharing.

Staff should record important decisions concerning information sharing, particularly where information is shared without the adult's consent.

39. Domestic Abuse and Confidentiality

Particular care is required where an alleged perpetrator may have access to the adult's communications, transport or attendance information.

KDF should use safe contact methods agreed with the adult where possible.

Information about the adult's attendance, location or timetable should not be disclosed to a person who may pose a risk.

40. Concerns Involving Staff or Volunteers

An allegation that a staff member or volunteer has abused, exploited, intimidated or neglected an adult at risk must be escalated immediately.

KDF should consider protective measures while external safeguarding or criminal enquiries take place and should avoid conducting an internal process that compromises those enquiries.

Employment action and safeguarding referral are separate considerations and may need to proceed on different timescales.

41. Persons in Positions of Trust

Where a concern involves a person working in a position of trust with adults with care and support needs, KDF should seek advice from the relevant local authority safeguarding service where appropriate.

A concern about conduct outside KDF may still be relevant if it indicates that the individual may pose a risk within their professional or voluntary role.

Safeguarding suitability should be considered separately from whether criminal charges are brought.

42. Low-Level Concerns and Boundary Issues

Conduct that does not immediately appear to meet the threshold for statutory adult safeguarding may still breach KDF's professional standards.

Examples may include inappropriate personal relationships, financial boundary concerns, over-familiarity, coercive communication or unnecessary dependency.

Such concerns should be recorded and reviewed so that patterns can be identified.

43. Financial Boundaries

Staff should not borrow money from adult students, pressure them to purchase goods, become involved in their personal finances or enter exploitative financial relationships.

Reasonable commercial transactions through ordinary KDF systems are distinct from personal financial relationships.

Any concern that a staff member is financially exploiting an adult must be reported.

44. Gifts

Small, transparent gifts may be acceptable within normal professional relationships, but large, secretive or repeated gifts may create dependency or exploitation concerns.

Staff should seek management advice where an adult student offers a gift of significant value.

KDF may require a gift to be declined or recorded where necessary to protect professional boundaries.

45. Sexual and Romantic Boundaries

Staff must not exploit professional relationships with adults who are vulnerable, dependent or receiving significant support from them.

Where the power imbalance within a relationship creates a safeguarding concern, the matter should be reported and reviewed.

Adult consent does not automatically remove concerns about coercion, dependency or abuse of professional position.

46. Physical Contact

Physical contact in karate and dance may be appropriate for instruction, safety or support but must remain professional, proportionate and respectful.

Where an adult communicates discomfort with physical contact, staff should use alternative teaching methods where reasonably practicable.

Physical contact must never be sexualised, degrading, punitive or coercive.

47. One-to-One Support

One-to-one work with an adult at risk should be conducted transparently and in a manner that protects both the individual and the staff member.

Where privacy is required, arrangements should still provide reasonable accountability and should avoid unnecessary isolation where this creates risk.

Professional boundaries must remain clear even where significant personal support is required.

48. Personal Care

KDF does not routinely provide intimate personal care to adult students. Where an adult requires such support, responsibilities should be agreed clearly in advance and staff should not undertake care tasks beyond their competence or agreed role.

Emergency assistance should be provided where necessary to protect life or immediate welfare.

Any ongoing personal-care arrangement should preserve dignity, consent and professional boundaries.

49. Medication and Medical Needs

Adults generally retain responsibility for managing their own medication unless a specific support arrangement has been agreed.

Where an adult requires assistance, the Medical Needs, Medication & Individual Healthcare Support Policy should be followed alongside this policy.

Persistent withholding, misuse or control of another adult's medication may itself indicate safeguarding concern.

50. Self-Neglect and Participation

Where an adult's self-neglect is affecting safe participation, KDF should discuss the concern respectfully and consider whether additional support or referral is appropriate.

KDF may restrict participation where there is an immediate health or safety risk that cannot be managed.

Any restriction should be proportionate and not used as punishment for the person's circumstances.

51. Missing or Unaccounted-for Vulnerable Adults

Where an adult who is known to be particularly vulnerable cannot be located unexpectedly, staff should consider the person's capacity, known risks, mobility, communication and usual independence.

Police, carers or emergency contacts may need to be contacted where there is a reasonable concern for the person's safety.

Adults who have full capacity and ordinarily travel independently should not be treated as children simply because they leave the premises.

52. Transport

Where KDF arranges transport for an adult with additional vulnerabilities, safeguarding, consent, accessibility and professional-boundary issues should be considered.

Staff should avoid arrangements that create unnecessary dependency or isolation.

Any personal transport arrangement outside KDF systems should remain professionally appropriate and transparent.

53. Online Safety

Adults may experience online abuse, stalking, coercion, fraud or sexual exploitation. Staff should report concerns that arise through KDF communications or materially affect the person's safety.

KDF staff must maintain professional boundaries through digital communication and should not exploit vulnerable adults through private messaging or social media relationships.

Relevant evidence should be preserved safely where police involvement may be required.

54. Hirers and External Organisations

Hirers providing services to adults with care and support needs remain responsible for their own safeguarding arrangements.

KDF may seek reasonable safeguarding assurances where the nature of the hire involves adults at increased risk.

Where KDF becomes aware of serious abuse within a hirer's activity, it will take reasonable protective action and refer externally rather than assuming the issue belongs only to the hirer.

55. Visitors and Spectators

Safeguarding concerns involving adult visitors or spectators should be responded to according to the same principles of dignity, consent and protection.

Aggressive, exploitative or controlling behaviour may require intervention even where the people involved are family members or partners.

Staff should seek police assistance where behaviour creates immediate danger.

56. Contractors

Contractors should not exploit or behave inappropriately toward adult students or other vulnerable users of KDF premises.

Any serious concern about contractor conduct should be reported to KDF management and relevant external agencies where necessary.

KDF may restrict contractor access while safeguarding concerns are reviewed.

57. Whistleblowing

Staff and volunteers must be able to raise concerns about unsafe adult-safeguarding practice or suspected abuse by colleagues.

Where internal reporting does not lead to appropriate action, staff may contact adult safeguarding services, police or another relevant external authority.

A person raising a genuine concern in good faith should not be subjected to retaliation.

58. False or Unsubstantiated Allegations

An allegation that is not substantiated should not automatically be treated as malicious.

There may be insufficient evidence, misunderstanding or communication difficulties without deliberate dishonesty.

Where an allegation is demonstrably malicious, the adult's circumstances and any support needs should still be considered before deciding how to respond.

59. Support for Adults Following Safeguarding Concerns

Adults experiencing abuse or exploitation should be treated with dignity and should be involved in planning next steps wherever possible.

KDF may help the individual access advocacy, social-care, domestic-abuse, healthcare or other specialist support where appropriate.

The adult should not be repeatedly questioned by multiple staff once sufficient information has been obtained for referral.

60. Advocacy

Some adults may benefit from an independent advocate to understand safeguarding processes or express their wishes.

KDF should signpost or cooperate with advocacy arrangements where these are provided through statutory or specialist services.

Staff should not present themselves as independent advocates where they are also responsible for organisational decisions affecting the adult.

61. Carers and Family Members

Family members and carers can provide valuable support but should not automatically be treated as the adult's decision-maker.

Where the adult has capacity, their own wishes take priority even where relatives disagree.

Where there are concerns that a carer or family member may be causing harm, KDF should seek safeguarding advice before sharing information that could increase risk.

62. Safeguarding and Equality

Adult safeguarding must be delivered without unlawful discrimination.

KDF will not assume that disability, mental-health difficulty, age, communication style or cultural background makes an adult unreliable or incapable of making decisions.

Equally, concerns must not be minimised because abuse occurs within a culturally or socially accepted relationship.

63. Confidentiality and Record Security

Adult safeguarding records should be kept securely and accessible only to people with a legitimate need to know.

Information should not be discussed in open offices, spectator areas or informal staff conversations.

Where safeguarding information also appears in medical or HR records, duplication should be minimised and cross-referencing managed carefully.

64. Recording Decisions

Where KDF decides not to make an external referral after reviewing a significant safeguarding concern, the reasoning should be documented.

This provides accountability and allows later information to be considered alongside earlier concerns.

A previous decision not to refer does not prevent escalation if circumstances change.

65. Multi-Agency Working

KDF will cooperate with adult social care, police, health services, domestic-abuse services, mental-health services and other relevant agencies where necessary.

Staff should provide accurate information and should not obstruct safeguarding enquiries.

Where agencies establish a safeguarding plan relevant to KDF activity, reasonable measures should be incorporated into KDF arrangements.

66. Safeguarding Adults and Children Together

Some situations involve both adult and child safeguarding, for example domestic abuse affecting an adult and their children.

KDF should ensure that concerns about an adult do not obscure the need to consider children who may also be at risk.

Where both are involved, child-protection and adult-safeguarding referrals may need to proceed in parallel.

67. Emergency and Crisis Situations

Safeguarding concerns may emerge during acute mental-health crisis, medical emergency, violent incident or domestic-abuse event.

Immediate life safety should take priority, followed by safeguarding referral and record keeping.

Staff should use KDF's Emergency, Critical Incident & Business Continuity arrangements where the incident significantly affects the wider premises.

68. Incident Learning

Significant adult safeguarding incidents should be reviewed to identify whether KDF's procedures, staffing, communication or professional boundaries require improvement.

Learning should focus on strengthening systems while preserving confidentiality.

KDF should avoid internal investigation of factual matters that remain subject to police or statutory safeguarding enquiries.

69. Training

Relevant staff should receive adult-safeguarding awareness proportionate to their role, particularly where they work with adult SEND participants or adults requiring additional support.

Training should cover types of abuse, consent, mental capacity, responding to disclosures, information sharing and referral routes.

Refresher training should be provided periodically and where guidance or local procedures change.

70. Staff Induction

New staff should understand that KDF's safeguarding responsibilities apply to adults as well as children.

They should know who the Safeguarding Lead is, how to report a concern and the importance of not investigating concerns themselves.

Staff working predominantly with children should not assume adult safeguarding is irrelevant to their role.

71. Safeguarding Audit and Review

KDF may include adult safeguarding within safeguarding audits and wider organisational reviews.

Audits may examine training, records, reporting arrangements, professional boundaries, external-provider assurance and how adult SEND participants are supported.

Findings should be converted into clear improvement actions and monitored to completion.

72. Failure to Follow Safeguarding Procedures

Failure to report a serious adult safeguarding concern, maintain professional boundaries or follow an appropriate safeguarding instruction may result in retraining, supervision or formal management action.

The response should distinguish between genuine uncertainty and deliberate concealment or reckless behaviour.

Staff are expected to seek advice whenever they are unsure.

73. Serious Safeguarding Misconduct

Abuse, exploitation, deliberate financial manipulation, sexual misconduct, coercive behaviour, deliberate concealment of serious concerns or intentional misuse of professional relationships may constitute gross misconduct.

Internal employment action does not replace police, adult-safeguarding or other external referral where these are required.

A person leaving KDF does not necessarily end the organisation's responsibility to share relevant safeguarding information lawfully.

74. Good-Faith Reporting

Staff who raise genuine adult-safeguarding concerns in good faith should be supported.

A concern that is ultimately not substantiated does not mean it should not have been reported.

KDF will encourage early escalation where staff are uncertain rather than silence caused by fear of being wrong.

75. Kindness

The KDF value of Kindness means adults experiencing harm are listened to, respected and supported without being patronised or treated as incapable.

Kindness also means taking difficult protective action where necessary rather than ignoring harm to preserve convenience or relationships.

76. Diversity

The KDF value of Diversity requires KDF to recognise that disability, age, culture, communication needs, health, identity and life experience may affect how an adult experiences or discloses abuse.

Safeguarding must remain individualised and free from stereotypes.

Different adults may require different levels and forms of support to achieve genuine safety and participation.

77. Friendship

The KDF value of Friendship means relationships within KDF should be respectful, supportive and free from exploitation or coercion.

Friendship must never be used to justify financial manipulation, controlling behaviour, secrecy or abuse.

Staff should model healthy boundaries and encourage adults to seek help when relationships become unsafe.

78. The KDF Promise

This policy supports the KDF Promise: Every Student, Every Session, Every Time. Adult students should be able to participate knowing that safeguarding concerns will be heard and responded to appropriately.

The Promise also means respecting adult autonomy and avoiding unnecessary restriction simply because an individual has additional needs.

Where protection and independence appear to conflict, KDF will seek proportionate solutions based on the individual circumstances.

79. Related Policies

This policy should be read alongside KDF's Safeguarding & Child Protection Policy, Medical Needs, Medication & Individual Healthcare Support Policy, Disability & Reasonable

Adjustments Policy, SEND Policy, Staff Code of Conduct & Professional Standards, Professional Boundaries & Relationships Policy, Whistleblowing & Protected Disclosures Policy, Disciplinary, Gross Misconduct & Suspension Policy, Bullying, Harassment, Sexual Harassment & Dignity at Work Policy, Staff IT, Communications, Social Media, Mobile Devices & AI Policy, Confidentiality, Data Protection, Conflicts, Leaving KDF & Personnel Records Policy, First Aid & Emergency Medical Response Policy, Accident, Incident, Near-Miss & RIDDOR Policy, Site Security, Keyless Entry, Access Control & Lockdown Policy, Emergency, Critical Incident & Business Continuity Policy, Lone Working & Personal Safety Policy, Visitors, Spectators, Hirers & Contractors Safety Policy and Hire of Premises & Facilities Policy.

These policies should be applied together where adult safeguarding overlaps with medical needs, disability, employment, professional conduct, external providers, digital communication, security or emergency response.

80. Policy Review

This policy will normally be reviewed annually. Earlier review will take place following a serious adult safeguarding incident, statutory or local safeguarding change, organisational restructuring, safeguarding audit or significant change to the needs of adult participants.

The Safeguarding Lead and KDF Senior Leadership should remain aware of relevant developments in adult safeguarding and local referral arrangements throughout the year.

KDF will continue to develop a safeguarding culture in which adults are protected from abuse and exploitation while their rights, autonomy, dignity and individual choices remain central to decision-making.