ABtec Computer Solutions Ltd

Adult Safeguarding Policy

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Version	2.0 (Approved)
Approved by	Board of Directors, 06/11/2026
Policy owner	Barry Taylor, Director
Date of issue	06/11/2026
Date of next review	06/11/2027

1. Introduction

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse or neglect. This policy explains what safeguarding is and what ABtec staff must do if they have a concern. It applies to all directors, employees and subcontractors, including when working on customer premises.

2. Policy statement

ABtec Computer Solutions Ltd is committed to a safe and respectful environment for everyone we work with. We accept our duty of care to do everything reasonably expected of us to help protect adults from harm, and to act when we suspect someone is being harmed or is at risk of harm. We follow the principles of Making Safeguarding Personal: empowerment, prevention, proportionality, protection, partnership and accountability.

3. Legislation and guidance

- Care Act 2014 and the Care and Support Statutory Guidance.
- Mental Capacity Act 2005.
- Modern Slavery Act 2015.
- Domestic Abuse Act 2021.
- Prevent duty guidance for England and Wales (2023).
- UK GDPR and Data Protection Act 2018.

4. Who is an adult at risk?

Under the Care Act 2014, safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting them);
- is experiencing, or is at risk of, abuse or neglect; and
- as a result of those needs, is unable to protect themselves.

Having care and support needs does not automl.ocally make someone an adult at risk.

5. Types of abuse

The Care Act 2014 recognises: physical; sexual; psychological or emotional; financial or material; neglect and acts of omission; discriminatory; organisational; modern slavery; domestic abuse (including coercive control); and self-neglect, including hoarding. Other forms of harm include online abuse and fraud, cyberbullying, forced marriage, female genital mutilation, so-called 'mate crime' and radicalisation.

6. Safe recruitment and training

All staff are recruited under our Safe Recruitment Policy. All staff receive safeguarding awareness at induction, with refresher training every year.

7. What to do if you have a concern

- If someone is in immediate danger or needs urgent medical help, call 999. For non-emergency police matters, call 101.
- Where it is safe and appropriate, talk to the adult about your concern and explain that you need to share it. Respect their wishes where they have capacity, unless others are at risk or a crime has been committed.
- Report the concern to ABtec's Designated Safeguarding Officer, Barry Taylor (07595 156076, barry@abtec.net). If he is unavailable, contact the Deputy, Adrian Cokayne, Director (07595 165513, adrian@abtec.net).
- If the concern arises on a customer's premises, also tell that organisation's safeguarding lead.
- Write down what you saw or heard, with the date and time, and give it to the DSO the same day.
- Do not investigate yourself. The DSO will decide, with local multi-agency safeguarding procedures, whether to refer to the local authority adult social care team.

8. Communication

This policy is available to all staff and, on request, to customers and suppliers. It is published on our website.

9. Review

This policy is reviewed every year, and whenever legislation or guidance changes, or after any significant safeguarding incident.

Approval

Signed	Barry Taylor
Print name	Barry Taylor
Position	Director
Date	06/11/2026

Electronically signed by Barry Taylor, Director, on 06/11/2026 following Board approval.

Amendment history

Version	Date	Modified by	Comments
1.0	January / July 2024	—	Last reviewed July 2024
2.0	06/11/2026	Barry Taylor	Approved by the Board 06/11/2026. Added legislation list, Making Safeguarding Personal principles, customer-premises reporting, Domestic Abuse Act 2021 and online fraud; clarified reporting steps; review changed from three-yearly to annual