



Snuggle Staffing Ltd

Safeguarding & Protection of Vulnerable Adults Policy

Company Number: 15835225

Registered Office: 6 Aire Street, Bingley, BD16 2BQ

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Data Protection Officer & Safeguarding Lead: Ollie Bellerby (Director)

Effective Date: March 2026

This policy is reviewed annually or earlier if legislation or regulatory guidance changes.

1. Definitions

- **Safeguarding:** Safeguarding means protecting an individual's right to live in safety, free from abuse and neglect, in line with the Care Act 2014.
- **Vulnerable Adult / Adult at Risk:** An individual aged 18 or over who has care and support needs and may be unable to protect themselves from abuse or neglect.
- **Abuse:** A violation of an individual's human and civil rights. Abuse may be physical, emotional, sexual, financial, discriminatory, organisational, neglect or self-neglect.
- **Disclosure:** When an individual reveals information about abuse or neglect.
- **Regulated Activity:** Work that involves close and unsupervised contact with vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006.
- **CQC: The Care Quality Commission** – the independent regulator of health and social care in England.

2. Policy Statement (CQC Aligned)

Snuggle Staffing Ltd is committed to safeguarding and promoting the welfare of adults at risk in accordance with the Care Act 2014, Safeguarding Vulnerable Groups Act 2006 and CQC Fundamental Standards.

We recognise that safeguarding is everyone's responsibility. We operate a zero-tolerance approach to abuse, neglect, exploitation or inappropriate treatment in any form.

In line with CQC Regulation 13 (Safeguarding service users from abuse and improper treatment), we ensure that all staff supplied to regulated services understand their duty to prevent, identify and report concerns immediately.

3. Types of Abuse (Care Act 2014)

- Physical Abuse
- Domestic Abuse
- Sexual Abuse
- Psychological or Emotional Abuse
- Financial or Material Abuse
- Modern Slavery
- Discriminatory Abuse
- Organisational or Institutional Abuse
- Neglect and Acts of Omission
- Self-Neglect

4. Safer Recruitment & Compliance Controls

Snuggle Staffing Ltd maintains robust recruitment procedures to minimise safeguarding risk.

- Right to Work verification in line with Home Office guidance.
- Enhanced DBS checks where required for regulated activity.
- Annual DBS renewal or Update Service verification.
- Reference checks covering recent employment history.
- Verification of qualifications and professional competency.
- Ongoing compliance monitoring.

5. Reporting & Escalation Procedure

All workers supplied by Snuggle Staffing Ltd must immediately report any safeguarding concern to the Client's Safeguarding Lead and notify Snuggle Staffing Ltd without delay.

Failure to report safeguarding concerns may result in removal from assignment and termination of engagement.

6. Safeguarding Escalation Flowchart

Concern Identified or Disclosure Made

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Ensure Immediate Safety of Individual

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Report to Client Safeguarding Lead Immediately

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Notify Snuggle Staffing Safeguarding Lead (Director)

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Client Initiates Local Authority / CQC / Police Referral if Required

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Snuggle Staffing Records Incident & Cooperates with Investigation

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Outcome Reviewed & Risk Mitigation Implemented

7. Confidentiality & Information Sharing

Information relating to safeguarding concerns will be handled sensitively and shared only on a need-to-know basis in accordance with UK GDPR and the Data Protection Act 2018.

Information will be shared with statutory agencies where required to protect individuals from harm.

8. Training & Awareness

All workers are expected to demonstrate safeguarding awareness and comply with client training requirements.

Snuggle Staffing Ltd promotes a culture where concerns can be raised without fear of retaliation.

9. Monitoring, Governance & Review

This policy forms part of Snuggle Staffing Ltd's governance framework and is reviewed annually or sooner where legislation or CQC guidance changes.

Signed:



Approved by: Ollie Bellerby

Position: Director

Date: 03 March 2026