

# Safeguarding Vulnerable Adults Policy

## Introduction

Axcis Education's policies and procedures work in line with Government guidance. Everyone in the care of vulnerable adults shares an objective to safeguard and promote their welfare and – where necessary – to help bring to justice the perpetrators of crimes against them.

This policy should be read alongside the Care Act 2014 (England) or the Social Services and Wellbeing Act 2014 (Wales).

## Statement of Intent

Axcis Education is committed to safeguarding and promoting the welfare of vulnerable adults – and in particular protecting them from significant harm. We expect all contractors on our register to share this commitment and be fully aware of the importance of safeguarding vulnerable adults.

Axcis Education recognises its responsibility to ensure their contractors are:

- Provided with guidance on the procedures they should adopt in the event that they suspect a vulnerable adult may be experiencing, or be at risk of harm
- Able to voice any concerns they have through an established procedure
- Aware that there is an effective recording and monitoring system in place.

## Procedures

We expect all contractors on our register to be fully aware of the importance of safeguarding vulnerable adults which may include:

- Being alert to potential indicators of abuse or neglect.
- Being alert to the risks which individual abusers, or potential abusers, may pose to vulnerable adults.
- Sharing and helping to analyse information so that an assessment can be made of the individual's needs and circumstances.
- Contributing to whatever actions are needed to safeguard and promote the individual's welfare.
- Taking part in regularly reviewing the outcomes for the individual against specific plans.
- Working co-operatively with care manager / parents and/or other carers unless this is inconsistent with ensuring the individual's safety.

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We expect every setting we work with to have their own safeguarding policy which our contractors will be expected to adhere to.

Contractors working through Axcis are well placed to observe abuse or neglect. It is their responsibility to report suspected or alleged abuse.

- If a contractor is working within a care provision or home it is their duty to take note not only of major incidents, but also signals which give cause for suspicion or concern. When this occurs the contractor must report any concerns to the provisions' designated safeguarding lead. It is also the contractor's responsibility to adhere to the specific guidelines set out in each provisions Adult Safeguarding Policy.
- If a contractor is working outside of the provision, it is their duty to report any concerns to the Social Services Department. Contractors have a responsibility of explaining on first contact that they cannot keep information confidential. If abuse is suspected, the concern should be recorded at branch level and discussed with the relevant Axcis Branch Manager and reported to the key stakeholder at Social Services. If a contractor has reason to believe that a vulnerable adult is being abused then the safety and welfare of that adult has to be the paramount consideration in deciding what actions needs to be taken.
- Under no circumstance should the contractor ever intervene on their own. Further guidance should be sought from their immediate line manager.
- If there is an allegation of abuse made against a contractor working through Axcis it should be reported to the Axcis Branch Manager. Action will be taken in accordance with the Axcis Complaints Policy. If a complaint has involved unacceptable behaviour by a member of staff supplied by Axcis Education and further action is agreed, Axcis Education will provide a full written account to LADO, TRA (if applicable), DBS (if applicable) and the police (if applicable).

## Risk Assessments

In the event where someone is required to undertake lone working, the company/school/unit/social worker and/or other associated professional will have a duty to assess and reduce the risks and carry out a risk assessment. Where someone will be required to work with vulnerable persons, the school/unit/social worker and/or other associated professional will have a duty to assess and reduce any known risks and to carry out a risk assessment.

If risks are identified then these must be communicated to the contractor at length and in writing prior to the work taking place, as should any potential means and strategies for counteracting the identified risks. We require that the contractor confirm in writing they have acknowledged and understood the risks associated with the placement. The obligation for carrying out a risk assessment will be the responsibility of the school/unit/social worker and/or any other associated professional connected to the vulnerable person and with the authority to carry out such risk assessments. The school/unit/social worker and/or other associated professional are best placed to conduct such assessments due to their greater depth of knowledge of the vulnerable person. Clear demarcation of the responsibility of risk assessments will prevent conflicting information being given to the contractor by the agency and the school/unit/social worker and/or other associated professional.

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All contractors must report any concerns that occur whilst working on behalf of Axcis to their Axcis branch manager or a member of the HR team as well as following guidelines set out in each provisions adult safeguarding policy.

## Communicating this Policy

This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	020 7580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management HR & Training Director
Sara Wills	0207 580 2956	
E-mails	<a href="mailto:martin@axcis.co.uk">martin@axcis.co.uk</a> <a href="mailto:sara@axcis.co.uk">sara@axcis.co.uk</a>	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 6<sup>th</sup> August 2025

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