adr
CONFLICT RESOLUTION SPECIALISTS

ADR Safeguarding Policy

1. Purpose

ADR is committed to safeguarding the welfare and rights of all individuals, particularly those who may be vulnerable due to age, disability, trauma, or social circumstances. This policy outlines our responsibilities and procedures for protecting people from harm and abuse.

2. Scope

This policy applies to all employees, practitioners, contractors, and associates of ADR. It covers our work with clients, communities, and any situation where a safeguarding concern may arise.

3. What is Safeguarding?

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. This includes:

- Physical abuse
- Emotional or psychological abuse
- Financial or material abuse
- Sexual abuse or exploitation
- Neglect or acts of omission
- Self-neglect
- Discriminatory abuse
- Domestic abuse
- Organisational abuse

4. Our Responsibilities

- Create safe environments for clients and staff.
- Recognise and respond to signs of abuse or neglect.
- Report safeguarding concerns appropriately and without delay.
- Work in partnership with safeguarding authorities where necessary.
- Ensure staff are trained and confident in safeguarding procedures.

5. Reporting a Safeguarding Concern

Anyone who suspects abuse or neglect must report it immediately to Kim Logan
kim@adrconflictresolutionspecialists.org.uk

In emergencies or where immediate risk is present, contact emergency services (999) or the local authority safeguarding team.

6. Confidentiality & Record Keeping

will be handled confidentially and in line with data protection laws. Records will be factual, secure, and shared only on a need-to-know basis.

7. Safer Practice

All ADR staff and practitioners must:

- Read and follow this policy
- Complete safeguarding training if required
- Uphold boundaries and professional conduct in all work
- Raise concerns early — don't wait for proof

8. Monitoring & Review

This policy will be reviewed annually or following any safeguarding incident, referral, or regulatory change.