

# Safeguarding Policy

## Version 1.1

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# February 2026

Next Review: February 2027

### Version History

Version	Name	Date	Comment
1.1	Tim Patte	07/27/2020	Review due 07/27/2027



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1.1	Tim Pottle	20/10/2020	Review due 20/10/2020



## Introduction

Optima PT Ltd is committed to safeguarding adults who may be at risk of abuse, neglect, or exploitation. As a provider of specialist personal training services, Optima PT staff work with individuals who may have vulnerabilities due to injury, disability, illness, or social circumstances.

This policy outlines how Optima PT meets its responsibilities under:

- The Care Act 2014
- The Mental Capacity Act 2005
- The Domestic Abuse Act 2021
- The Human Rights Act 1998
- Local Authority Safeguarding Adults Boards (SAB) procedures

Safeguarding is everyone's responsibility. All Optima PT employees, associates, and contractors must act promptly when concerns arise.

## Policy Statement

Optima PT will:

- Promote the safety, dignity, and wellbeing of all adults using our services
- Prevent abuse and neglect wherever possible
- Respond proportionately and effectively to safeguarding concerns
- Work collaboratively with local authorities, employers, and other agencies
- Ensure staff understand their safeguarding responsibilities and receive appropriate training

## Definitions

Adult at Risk

An adult aged 18 or over who:

1. Has care and support needs (whether or not these are being met),
2. Is experiencing or at risk of abuse or neglect, and
3. Is unable to protect themselves because of those needs.

Safeguarding

Actions taken to protect adults' rights to live in safety, free from abuse and neglect.

## Safeguarding Principles (Care Act 2014)

- Empowerment – Supporting individuals to make informed decisions
- Prevention – Acting before harm occurs
- Proportionality – Least intrusive response appropriate to the risk
- Protection – Support for those in greatest need
- Partnership – Working with local authorities, employers, and agencies
- Accountability – Clear roles, responsibilities, and transparency



## Types of Abuse

Optima PT Ltd recognises the following categories of abuse:

1. Physical Abuse – Hitting, slapping, misuse of medication, restraint
2. Domestic Abuse – Coercive control, violence, emotional or economic abuse
3. Sexual Abuse – Any sexual act without consent
4. Psychological Abuse – Threats, intimidation, coercion, humiliation
5. Financial Abuse – Theft, fraud, coercion around money or property
6. Neglect / Acts of Omission – Failure to meet basic needs
7. Self Neglect – Neglecting personal hygiene, health, or environment
8. Discriminatory Abuse – Harassment or unequal treatment
9. Organisational Abuse – Poor practice within a service setting
10. Modern Slavery – Human trafficking, forced labour
11. Female Genital Mutilation (FGM) – Illegal in the UK; must be reported
12. Cyber / Online Abuse – Scams, coercion, harassment

## Roles and Responsibilities

### All Staff

- Recognise signs of abuse
- Report concerns immediately
- Record information accurately and factually
- Maintain confidentiality appropriately
- Complete mandatory safeguarding training

### Safeguarding Lead (Designated Safeguarding Officer – DSO)

Optima PT will appoint a Safeguarding Lead responsible for:

- Providing advice and support to staff
- Liaising with Local Authority Safeguarding Teams
- Ensuring training compliance
- Overseeing safeguarding governance and audits

### Directors

- Ensuring safeguarding is embedded across the organisation
- Ensuring policies are reviewed annually
- Supporting a culture of safety and accountability

## Recognising Concerns

Concerns may arise from:

- A disclosure from a client
- Observed injuries or behaviour
- Concerns raised by employers or colleagues
- Environmental or social factors
- Staff intuition based on clinical interaction



Staff must not investigate but should gather basic facts and ensure immediate safety.

## Responding to a Safeguarding Concern

If there is immediate danger

- Call 999
- Ensure the adult and others are safe
- Inform the Safeguarding Lead as soon as possible

If there is no immediate danger

1. Speak with the adult in a private, safe environment
2. Listen without judgement
3. Do not promise confidentiality
4. Explain what will happen next
5. Record the concern factually
6. Inform the Safeguarding Lead
7. Seek consent to refer to the Local Authority
8. If consent is refused but risk remains, a referral may still be required

## Making a Safeguarding Referral

The Safeguarding Lead (or staff member if urgent) will contact the relevant Local Authority Safeguarding Adults Team.

Information required:

- Adult's details
- Nature of the concern
- Immediate risks
- Capacity considerations
- Views and wishes of the adult
- Any actions already taken

Optima PT Ltd will cooperate fully with safeguarding enquiries.

## Mental Capacity

Where an adult may lack capacity to make decisions about their safety:

- Follow the Mental Capacity Act 2005
- Assume capacity unless proven otherwise
- Support decision making
- Act in the person's best interests if they lack capacity
- Involve advocates where required

## Confidentiality and Information Sharing



Optima PT Ltd will share information:

- With consent where possible
- Without consent if there is risk of serious harm, abuse, or neglect
- In line with UK GDPR and Caldicott principles

## Training Requirements

All Optima PT Ltd staff must complete:

- Safeguarding Adults Level 1 at induction
- Level 2 or 3 for clinicians, depending on role
- Refresher training every 3 years
- Additional training for the Safeguarding Lead

Training records will be maintained centrally.

## Record Keeping

All safeguarding concerns must be:

- Recorded promptly
- Factual, objective, and dated
- Stored securely
- Escalated to the Safeguarding Lead

## Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Local authority procedures change
- Learning from safeguarding incidents requires updates

## Contacts

### Safeguarding Leads:

Tim Pattle – Director and Specialist Personal Trainer

Mobile – 07789718535

Email – [Tim.Pattle@optimapt.co.uk](mailto:Tim.Pattle@optimapt.co.uk)

Ali West – Director and Specialist Personal Trainer

Mobile – 07974372068

Email – [Ali.West@optimapt.co.uk](mailto:Ali.West@optimapt.co.uk)

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Hull Social Care - Multi Agency Safeguarding Hub (MASH) at 01482 616092 or email [adultsafeguarding@hullcc.gov.uk](mailto:adultsafeguarding@hullcc.gov.uk)

Hull Emergency Duty Team - For Adult Social Care emergencies in Hull outside normal office hours, call the Emergency Duty Team on 01482 300304



**East Riding Social Care** - The Safeguarding Adults Team can be contacted directly:  
Tel: (01482) 396940 - 9am - 5pm Monday to Thursday, 9am - 4.30pm Friday  
Email: [safeguardingadultsteam@eastriding.gov.uk](mailto:safeguardingadultsteam@eastriding.gov.uk)

**East Riding Emergency Duty Team** - Adult Social Care Emergency Duty Team (EDT) provides urgent out-of-hours support for vulnerable adults, available Monday-Thursday 5:00 PM - 9:00 AM and weekends from Friday 4:30 PM - Monday 9:00 AM. The team can be reached by phone at (01377) 241273 or (01482) 393939.

