

# Adult Safeguarding – Quick Guide

## What is adult safeguarding?

It describes everything we do at Age UK Bolton to prevent the abuse of adults who need care and support, and to protect them if they are being abused. We all have a responsibility for safeguarding adults who need care and support.

## Who are adults who need care and support?

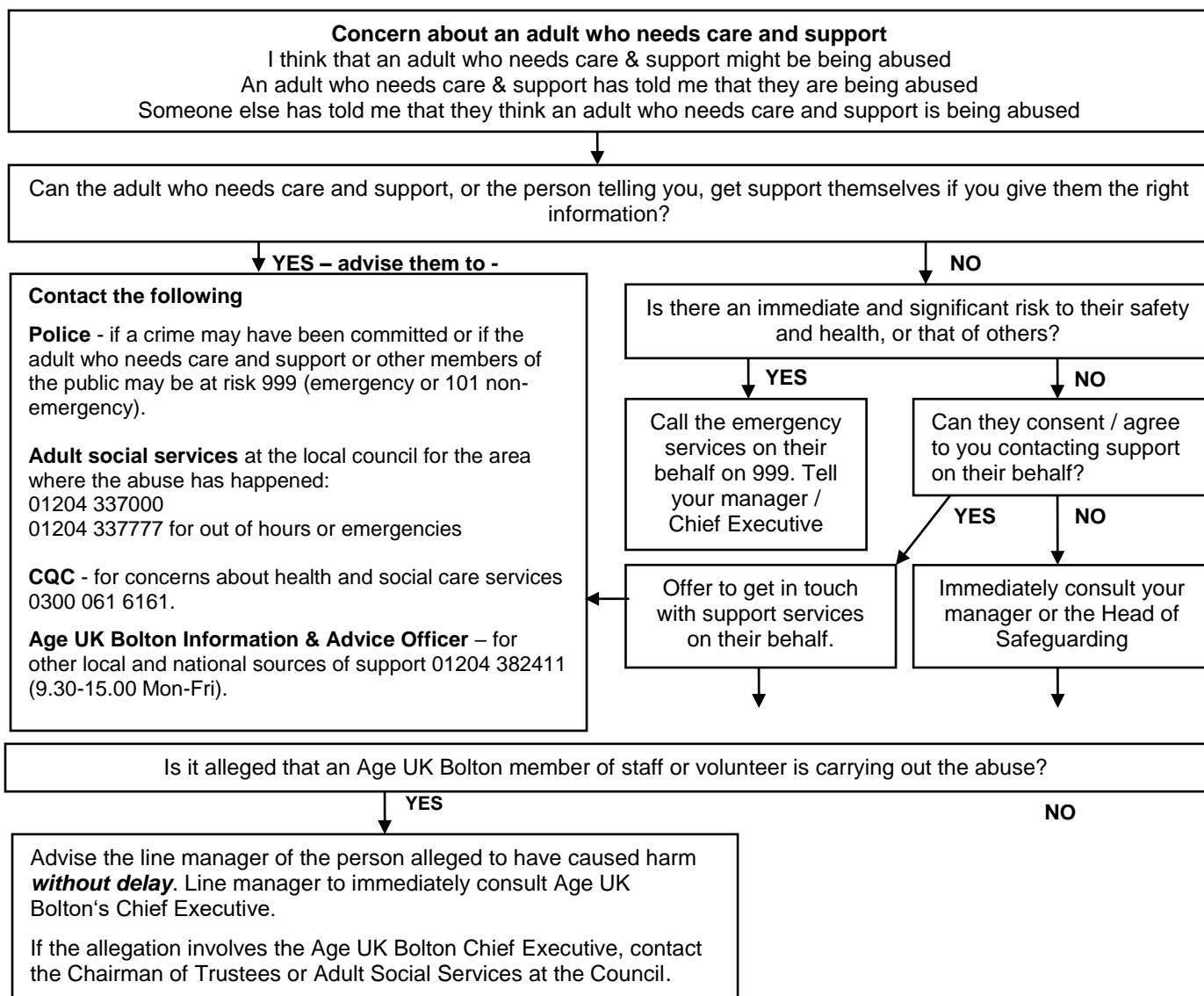
They are people over 18 who need care and support because of their age, illness, disability and/or mental health needs. People who use our services, our volunteers and staff might all need extra care and support at certain times in their lives.

## What is abuse?

Abuse happens when an adult who needs care and support is harmed, exploited or neglected through the action or inaction of others. The main forms of abuse are physical, financial, neglect, psychological, sexual and discriminatory. Sometimes an adult who needs care and support can be affected by more than one type of abuse.

## What does this mean for me?

Concerns about abuse can come up for *anyone* working at Age UK Bolton. They could even come up when we are not at work. We can all play an important part in preventing and ending abuse by following the steps below. You can consult the Age UK Bolton Adult Safeguarding Guidance & Procedures and talk to your manager or, if you are a volunteer, to a member of Age UK Bolton staff, if you need more information. If you are still in doubt about what to do next, or are unable to speak to your manager, you should contact the Chief Executive at Age UK Bolton on 01204 701525 or 01204 382411 (within office hours) or in their absence the Information & Advice Officer.



# Child Safeguarding: Quick Guide

**What is child safeguarding?** It describes everything we do at Age UK Bolton to protect children (under 18 years old) from abuse. We all have a responsibility for safeguarding children.

**Who does this affect?** Abuse may affect Age UK Bolton volunteers under 18 years of age and children who come into contact with our services.

**What is abuse?** Abuse is the term used when an adult harms a child or a young person under the age of 18. Child abuse can take four main forms: physical abuse, emotional abuse, sexual abuse, neglect. These can all cause long-term damage to a child. In some cases, a child may suffer from more than one type of abuse.

**What does this mean for me?**

Concerns about children can come up for *anyone* working at Age UK Bolton. They could even come up when we are not at work. We can all play our part in protecting children from abuse by following the steps below.

