[Org Logo/Name]

SAFEGUARDING POLICY

*NOTES: This Policy is a generic document covering most aspects of the Safeguarding guidance as they apply to non-statutory bodies. If you often work with Children/Young People it will probably be appropriate for you to develop a specific childrens safeguarding policy. You should also refer to the guidance issued by the Safeguarding Board of your Local Authority which will be available online.*

*To make it fit for purpose you will need to review it, thinking about the types of activities and people your organisation engages with, and also the most appropriate way for your organisation to address any issues that arise. It is good practice to set a review date to check that the policy is still fit for purpose. There are prompts in italics throughout the document – make sure you have updated all of them before finalising your policy.*

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| Author |   |
| Decision Maker (approval) |   |

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| Version | Status | Date approved | Date for review | Notes |
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Safeguarding Policy

# Purpose

The purpose of this policy is to set out [Org Name] commitment to safeguarding vulnerable adults and children in our community.

# Policy Statement

The Policy Statement and Procedures have been drawn up in order to enable [Org name] to:

• promote good practice and work in a way that can prevent harm, abuse and intimidation occurring.

• to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.

• and to stop that abuse occurring.

# Scope and definitions

This policy will apply to all those working for or on behalf of [Org Name] whether as employees, volunteers or contractors*.\* amend to fit your organisation*

A vulnerable adult is a person aged 18 years or over who may be unable to protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or have some form of illness.

A child is a person aged under 18.

# Policy Guidance

*The Board of Trustee/ Directors delegates responsibility to the Chief Executive (CEO) \*amend to suit your organisation*

to ensure that appropriate guidance and training on Safeguarding is made available to all staff and volunteers working for or on behalf of [Org Name].

It is the intention of [Org Name] Trustee/ Directors that the following principles, approach, aims and objectives are observed:

* The *[title of responsible person- this person should attend safeguarding training]* will be the designated Safeguarding lead for [Org Name]. The *[responsible person]* will provide advice, assist in the ongoing development of policies and procedures in relation to protection issues and will ensure effective professional communication with relevant bodies responsible for Safeguarding.
* Responsible person will ensure that all management committee members, trustees, staff, volunteers, service users, and carers/families are familiar with this policy and procedures
* In the event that it is planned for staff and volunteers to work regularly with Children or Vulnerable Adults they will be subject to Disclosure and Barring Service checks.
* All conversations regarding the welfare and safety of vulnerable adults will be accurately documented and restricted to fact and not opinion or speculation.
* All staff will be aware of where to find the local protocols for vulnerable adult and child safeguarding and will ensure that any allegations or concerns about abuse or neglect are reported as soon as possible.
* All volunteers will be made aware that they must report to [Org Name] staff any concern about the welfare of vulnerable adults or children they may encounter in the course of their volunteering.
* Any information shared regarding a safeguarding concern will be necessary, proportionate, relevant, accurate, timely and secure, and will only be shared with those people who need to know it.
* The *[responsible person], CEO, Chairman or Vice Chair* will determine whether or not any partner organisation through whom contact with the person of concern has been made should be informed about the safeguarding concern.
* [Org Name] will not engage with or provide comment to any organisation or body not directly concerned with the protection of the vulnerable adult or child (e.g. media organisations) about the allegations or concerns unless required to do so by law.

# Responding to Allegations or Suspicions of Abuse and Making a Referral

Action to protect a vulnerable person should never be delayed.

If there is immediate risk of harm to a child or vulnerable adult the Police should be called on 999.

Any staff member who becomes aware of allegations or suspicions of abuse or that the safety or welfare of a vulnerable person has been or is likely to be compromised must immediately bring this to the attention of the *[Responsible person]* or in their absence, the Chairman or Vice Chair of Trustee/ Directors.

The *[responsible person*], Chairman or Vice Chair must make an immediate referral to the relevant authority following the procedures put in place by [County] Safeguarding Board or the [county] Safeguarding Children Board (BSCB) as appropriate – see section 6. (These do not form part of the policy and may be updated independently from time to time).

# Other sources of information

* (list safeguarding boards website)
* Any other regulatory body

# Review

This policy was approved by the Board of Trustee/ Directors in dd/mm/yyyy. It will be reviewed every two years, or sooner should circumstances suggest.

Signed ………………………………………. On behalf of the Board of Trustee/ Directors

Date ………………………………………….