

Safeguarding Policy template - personalise for use by your organisation

Safeguarding Policy of _____ (Name of Organisation)

Date drafted _____

Date for Review _____

Date approved by the Board _____

Signature of Chair _____

Mission statement eg In our work with children / young people / adults who may be at risk due to age, illness or disability, _____ (organisation) will endeavour at all times to provide services and activities which are as safe as they can be. We aim to protect our service users from harm or maltreatment, prevent the impairment of health or development, ensure the provision of safe and effective care, promote people's life chances and ensure children enter adulthood successfully.

Safer recruitment eg To do so, _____ will seek to recruit using appropriate safeguards and checks, will determine which roles are in regulated activity and so subject to a barring list check, and take up references for all posts and volunteer roles. We will provide an induction programme for all new volunteers and staff, appropriate training to enable all personnel to undertake their roles safely and confidently, and ongoing training as benefits the personal and professional development of individuals and our organisation.

Volunteers eg All volunteer roles will be supported by a Volunteer Co-ordinator /Supporter and volunteer roles which would otherwise would be regulated activity, will be appropriately supervised.

Who eg Our appointed Safeguarding Officer is _____ (name) from _____ (date) and supported by _____ (name) as deputy, who will be available to all staff, volunteers and service users to speak to when they have any concerns, issues or complaints regarding the safety, well-being and conduct of service users, volunteers and staff. The safeguarding officer and deputy will have access to appropriate training to support them in these roles.

What eg Awareness of harm; harm is caused by accidents, deliberate abuse (physical, sexual, emotional), neglect (deliberate or not) or factors such as bullying, prejudicial attitudes or a failure to enable a *person* to participate in activities that are open to most of their peers.

_____ is aware that all these abuses are harmful to our service users and will take steps to reduce risks and improve our service.

Communication eg We will communicate the message of this policy to all service users and their families / carers, using appropriate methods, formats and language to get the essence across.

We support and encourage all service users, volunteers and staff to speak up where they have

- a *concern* (a worry, issue or doubt about practice or treatment of a service user or colleague, or their circumstances),
- a *disclosure* (information about a person at risk of or suffering from significant harm) or an
- *allegation* (the possibility that a volunteer or staff member could cause harm to a person in their care) ... through the named Safeguarding Officer or deputy.

We would also encourage whistle-blowing (disclosure in the public interest). Staff or volunteers can report things that aren't right, are illegal or if anyone at work is neglecting their duties, putting someone's health and safety in danger or covering up wrongdoing.

NB: Though we would prefer our members and personnel to use internal processes whenever possible to make a report as above, this does not prevent them from making a report or referral to e.g. Social Services, in their own right as a private individual.

Significant harm eg Where there is risk of significant harm to our service users, volunteers or staff, the Safeguarding Officer and deputy are empowered to act accordingly.

- To log all conversations regarding the issue
- To sign and request signatures on reports and statements
- Confidentially seek advice from expert sources
- Share concerns (with consent where required and appropriate) internally with senior staff / Chair of the Board
- Share concerns and make referrals to external agencies such as Social Services, the Police or NSPCC as appropriate to the circumstances
- Make a referral to the Disclosure and Barring Service regarding staff or volunteers in regulated activity whose conduct is harmful to service users and where they are removed from regulated activity

Confidentiality eg All reports and logs (including personnel records) will be kept securely and confidential according our data protection policy and confidentiality statement, until or unless it is necessary to share this material with the agencies named above.

We will hold forums / trustees meetings / opportunities for discussions about issues and concerns, policy and procedures to reflect, review and to continue to learn and improve in our safeguarding responsibilities.

References:-

Safeguarding children: working together under the Children Act 2004 (PDF) which was issued by the Welsh Government in 2006.

Safeguarding Vulnerable Groups Act 2006

All Wales Child Protection Procedures 2008

<http://www.awcpp.org.uk/areasofwork/safeguardingchildren/awcpprg/index.html>

<http://www.awcpp.org.uk/areasofwork/safeguardingchildren/awcpprg/index.html?diablo.lang=cym>

Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse (November 2010, updated January 2013)

http://www.ssiacymru.org.uk/home.php?page_id=8297

http://www.ssiacymru.org.uk/home.php?page_id=8297&langSwitch=cym

Protection of Freedoms Act 2012

<https://www.gov.uk/government/publications/protection-of-freedoms-bill>