Safeguarding Policy Template

*Please find below a basic safeguarding policy.*

*You may need to develop a very specific safeguarding policy for Children and Young People, or Adults at Risk.*

*It is useful to begin each policy and procedure that you develop with a small table to highlight what the policy is, who is responsible for its adoption and when it should be reviewed.*

|  |  |
| --- | --- |
| Policy Title |  |
| Responsible Officer |  |
| Implementation Date |  |
| Review Date |  |
| Version |  |

*What are your policy review processes including implementation and monitoring?*

Contents Page

*It is useful to have a contents page if your safeguarding document is very large. This will help people to navigate quickly to the correct guidance.*

Purpose

This policy aims to protect vulnerable individuals involved in the organisation’s activities and to provide guiding principles all the people that have an interest in our organisation.

We will comply with the safeguarding requirements of the Care Act 2014 as expressed in the statutory Care and Support Guidance, and any revisions that may be made to the guidance.

Your policy statement should also include :

* *Other relevant legislation and statutory guidance that is applicable to your organisation*
* *Maximising people’s choice, control and inclusion and protecting their human rights.*
* *Ensuring safe and effective working practices are in place.*
* *Supporting staff within the organisation.*

Who does this policy apply to?

This policy applies to anyone who working on the organisation behalf, including volunteers and trustees and anyone who has a contractual relationship with the organisation including its beneficiaries. Partner organisations must have their own safeguarding procedures that meet minimum standards.

Principles

No one involved should experience abuse, harm, neglect, or exploitation.

There is a collective responsibility to promote welfare and safety and a culture should be created where individuals feel safe to voice concerns.

Definitions

Abuse:

**Abuse** is defined as a violation of an individual’s human and civil rights by another person or persons (No Secrets 2000). Abuse may consist of single or repeated acts. Anyone could be abused. Abuse can take many forms including physical abuse, sexual abuse, emotional abuse, bullying, financial abuse, neglects and acts of omission and discriminatory abuse. Abuse can happen anywhere, for example, in someone’s own home, in a public place, in a care home or in a college. Abuse can occur in any relationship; potential perpetrators include spouses/partners, other family members, neighbours, friends, acquaintances, residents, paid staff, professionals, volunteers and strangers.

Children and young people:

Although there is no single law which defines the age of a child across the UK, the UN Convention on the Rights of the Child, states that a child “means every human being **below the age of eighteen years (18).**

Adults at risk:

**An ‘Adult at risk’ has been defined by the Law Commission as:**

‘*A person aged 18 years or over who appears to have health, and social care needs and appears to be at risk of harm’.*

The Care Act (2014) applies the definition ‘*A person aged 18 or over who is at risk of abuse or neglect because of their need for care or support’.*

Roles and Responsibilities

*Safeguarding and child protection is everyone’s responsibility. You may want to be more specific as to which staff or trustee role is responsible for which duty or responsibility particularly the designated safeguarding lead and the trustee lead.*

*[Insert staff or organisation here]* will:

* Review and approve the policy annually and ensure compliance with Charity Commission guidance.
* Oversee safety, create a culture of respect, conduct annual safety reviews, receive regular reports and ensure policies related to safeguarding are consistently applied.
* Provide oversight of any lapses in safeguarding.
* Ensure that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
* Ensure safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
* Ensure that all relevant checks are carried out in recruiting staff and volunteers.
* Ensure that all appointments that require DBS clearance and safeguarding training are identified.
* Ensure that personal data is stored and managed in compliance with data protection regulations.
* Ensure that staff and volunteers must be aware of procedures, undertake training, and report concerns immediately.

[Here are the Charity Commissions 10 actions trustee boards need to take to ensure good safeguarding governance.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/756636/10_safeguarding_actions_for_charity_trustees_infographic.pdf)

Confidentiality

*You may want to include an element of data privacy or link your policy to the data privacy policy.*

Fundraising

Compliance with the guidelines [in the Code of Fundraising Practice.](https://www.fundraisingregulator.org.uk/code/index)

Online Safety  
Measures will be taken to manage online risks, including privacy settings and user safety protocols.

Information Sharing

Due diligence will be conducted when collaborating with other organisations, with written agreements outlining roles and responsibilities.

Appendices

*Appendix 1 should be the detailed signs of various types of abuse, including physical, sexual, emotional, neglect, self-neglect, and exploitation.*

*In Appendix 2, It may be useful to list other policies that you have which include a safeguarding element.*

Reporting Procedure

Immediate danger or crime should be reported to the police as you would in any emergency.

Beneficiaries or the public should inform a team member, while charity members should report to their supervisor or a trustee.

*Details of your exact procedure and who to contact should be placed here.*

*Discuss action plans and reporting mechanisms which include dealing with disclosures and making a referral. Consider questions like:*

* *Duties and Responsibilities will be monitored through which system?*
* *What is your complaint and investigation process?*
* *Do you keep a Risk Register?*
* *What are your staff competency requirements?*
* *What is your compliance with mandatory training?*
* *How is quality monitored?*

Local contact details

The Wirral Safeguarding Board is dedicated to ensuring the safety and welfare of children and young people in the Wirral area, providing resources and support for safeguarding practices.

[The Wirral Safeguarding Children Partnership plays a crucial role in safeguarding children and young people from abuse, exploitation and harm. It has a statutory responsibility to monitor and evaluate the actions of partner agencies to ensure the welfare of all children living in Wirral. The partnership aims to support those who live and work in the area to protect children effectively.](https://www.wirralsafeguarding.co.uk/)

[The partnership has established various safeguarding procedures to guide professionals and the community in protecting children. These procedures can be accessed through the Wirral Safeguarding Children Partnership website, which provides detailed information on how to handle safeguarding issues and report concerns.](https://www.bing.com/ck/a?!&&p=72b53c955fda15f0305c3496885c5bee00ed61ee5d6ac6caf0a297694ff39ff8JmltdHM9MTc0NzE4MDgwMA&ptn=3&ver=2&hsh=4&fclid=08b582fa-f7f0-67cb-2dcd-961af64b666b&psq=wirral+safeguarding+boards&u=a1aHR0cHM6Ly93d3cud2lycmFsc2FmZWd1YXJkaW5nLmNvLnVrL3Byb2NlZHVyZXMv&ntb=1)

[In addition to child safeguarding, the Wirral Safeguarding Adults Partnership Board focuses on protecting vulnerable adults in the community. This board works to ensure that adults at risk can live fulfilling lives free from abuse and neglect.](https://www.bing.com/ck/a?!&&p=78a78b34c413085eb7360121b7772ff0895d77c59ab3a8d443bdbfa7fb0e6f00JmltdHM9MTc0NzE4MDgwMA&ptn=3&ver=2&hsh=4&fclid=08b582fa-f7f0-67cb-2dcd-961af64b666b&psq=wirral+safeguarding+boards&u=a1aHR0cHM6Ly93d3cud2lycmFsaW5mb2JhbmsuY28udWsvU2VydmljZXMvMzM1MA&ntb=1)[Adult Safeguarding](https://www.wirral.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults)