Safeguarding policy

NAME OF ORGANISATION

Companies House Registration no.

1. **Policy statement**

Safeguarding is everyone’s responsibility and all Directors and members of staff have a responsibility, within their designated duties, to safeguard and promote the welfare of employees, associate members and others they deal with who need care and support and are considered “at risk”.

Safeguarding is accordingly embedded within all our work and this commitment is reflected in standards and the values of the (NAME OF ORGANISATION)

1. **Guiding Principles**

Prevention – We will put sensible measures in place to prevent abuse, including the use of safe recruitment practices, promoting safe working practices and raising awareness of safeguarding.

Protection – We will ensure that all Directors and employees are equipped to identify and respond appropriately to concerns about abuse.

Partnership – (NAME OF ORGANISATION) will work in partnership with statutory, regulatory and other relevant organisations to ensure that safeguarding concerns are responded to appropriately.

Accountability - We aim to be transparent in our approaches and recognise the need for continuous learning and improvement.

1. **Roles and Responsibilities**

(NAME OF ORGANISATION) aims to ensure that no act or omission on the part of the Company, its staff and or partner organisations, puts an employee or others at risk; and will proactively safeguard and promote the welfare of employees and those it represents to prevent abuse and to report any abuse discovered or suspected.

(NAME OF ORGANISATION) will carry out its responsibilities under all relevant legislation, regulation and formal guidance for the protection of employees;

(NAME OF ORGANISATION) recognises that any employee and other individuals can be subject to abuse and all allegations of abuse will be taken seriously and reported to appropriate authorities;

***Directors***

Directors have a responsibility to ensure that safeguarding is included, where appropriate, in the strategic plans, risk assessments, communications and quality assurance processes of (NAME OF ORGANISATION) .

***Head of Safeguarding***

The Head of Safeguarding is the Chief Executive Officer who is the Designated Person for Safeguarding DPS). They are responsible for developing and quality assuring safeguarding activity across (NAME OF ORGANISATION) and supporting best practice for external stakeholders.

***(NAME OF ORGANISATION) Partners***

(NAME OF ORGANISATION) partners will make their own arrangements for safeguarding, in accordance with (NAME OF ORGANISATION) ’s standards for safeguarding.

1. **Breaches of Policy**

Failure to comply with our safeguarding policy may be managed in a number of ways, depending on the nature and consequences of any incident. In some cases, a combination of responses may be required.

1. **Procedural guidelines**

Safeguarding concerns may take a number of different forms:

Physical abuse

Emotional abuse

Sexual abuse

Neglect

Significant harm

Financial abuse

Should any Director or member of staff have any concerns about safeguarding they should contact the DSP.

If following initial contact with the DSP it is decided that the matter should be taken further, a written report must be prepared and should be sent to the DSP within 24 hrs of the safeguarding concern arising.

The report:

* is essential to prevent any misrepresentation of findings
* should be factual and should not include opinions or personal interpretations of the facts presented
* should contain as much detail as possible, including any apparent physical signs of safeguarding concern
* should be signed, dated and a copy stored in a secure place.

1. **Monitoring & review**

Implementation: This policy applies to all Directors and employees of (NAME OF ORGANISATION).

Communication: This policy will be made available to all Directors and employees of (NAME OF ORGANISATION) via email.

Review of the policy: The content of this policy will be reviewed on a regular basis not exceeding one year from the previous revision date.