

## **Safeguarding Policy**

### **1. Introduction**

This policy sets out the organisation's approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working within the organisation, including permanent and temporary employees, contractors and self-employed.

This document does not form part of a contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure business needs are met. Staff will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by law.

### **2. Policy Aims**

- To put children and vulnerable persons first
- To ensure, support and maintain independence
- To ensure accountability and transparency at all times

### **3. Responsibilities**

Everyone working for the organisation has a responsibility to familiarise themselves with this safeguarding policy and the procedures that go with it. Staff must maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

Staff inform their manager if they or any adult living in their household become(s) the subject of an allegation involving a safeguarding concern or abuse against a child or vulnerable adult.

If any member of staff is in doubt whether the situation or allegation is relevant they should:

- Refer to the definitions of safeguarding and protection of vulnerable adults
- Seek advice from their manager

Any allegations of misconduct towards children and/or vulnerable adults by any member of staff will be fully investigated with consideration of up to and including gross misconduct dismissal.

### **4. Definitions**

Safeguarding children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Safeguarding vulnerable adults is defined as:

- Protecting the rights of adults to live in safety, free from abuse and neglect
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect



- People and organisations ensuring adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- Recognising adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing

### **5. Recruitment**

The organisation will carry out safe recruitment checks on everyone successfully recruited. All roles require a Disclosure and Barring Service (DBS) or Disclosure Scotland check and references before the individual joins the organisation. Some staff may be subject to an enhanced DBS check and a check of social media if their role may bring them into regular contact with children and vulnerable adults.

Candidates interviewed for a post, either internally or from outside the organisation, will need to show an understanding of safeguarding which is relevant to the role they are applying for.

### **6. Safeguarding Training**

The organisation is committed to ensuring all staff understand their safeguarding responsibilities and keeps their knowledge up to date. All staff must complete safeguarding training which will be arranged by the organisation. There will also be regular refresher training on safeguarding children and vulnerable adults, including on specific areas of risk and safeguarding practice.

### **7. Acting on Safeguarding Concerns**

If any member of staff has any concerns about children or vulnerable adults, they must inform their line manager or another manager immediately.

If concerned a child or vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume someone else will take action.

Concerns about children should be referred to the children's social care department of the local authority where the child lives. Concerns about vulnerable adults should be referred to local authority adult services.

### **8. Data Protection Act 2018**

The organisation will treat all personal data in line with obligations under the current data protection regulations.