

Safeguarding Policy

We recognise that safeguarding should not be treated in isolation - we will take on board guidance given by all appropriate authorities and will address recruitment and selection of volunteers and any future paid employees by doing the following:

- We accept that it is our responsibility as a group to check that all adults in regulated activity have been appropriately vetted, where this is practical and possible
- Where DBS checking may be appropriate, we will follow all relevant guidelines
- We will ensure the every new volunteer or member of staff will complete a Personal Profile Form
- We will make a request for previous addresses on volunteer/job application forms
- We will ask for the names of two referees who will be prepared to provide a written reference. At least one of these will be a work reference.
- We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children/vulnerable adults. A record of this discussion will be kept in the applicant's file
- We will interview prospective volunteers
- We will note at interview all previous experience of volunteers in working with children/vulnerable adults
- We will carry out a probationary period for all volunteers of at least 3 months.

We believe that all people regardless of age have at all times and in all situation's a right to feel safe and protected from any behaviour or practice that results in a person being physically or psychologically damaged. In our peer group, if we have concerns about a person's physical, sexual or emotional well-being, we will take action.

All volunteers are encouraged to share concerns with the Director who has agreed to monitor protection issues. If the situation is clearly an urgent case, for example we have very serious doubts about any person's safety, we will contact Social Services or Police immediately.

If our concerns are more general (for example about a service users welfare), then we will discuss these within the volunteer group, who may recommend a referral to Social Services who will make the necessary arrangements. It is important that all volunteers communicate concerns accurately.

Where allegations are made against a member of staff or a volunteer:

- That volunteer will be removed from front line practice immediately to protect them from further allegations. This will be a suspension without prejudice; will be for as short a period as possible and support will be offered to the staff member or volunteer
- The allegation will reported to the Director with a responsibility for safeguarding.
- The Director will take the decision as to whether to refer the issue to the appropriate authorities. Serious allegations or any reference to immediate harm will always be referred.
- Regardless of this decision, an internal investigation will be carried out to establish the facts.
- Wherever possible, services will continue. However, the Director reserves the right to suspend services where that is deemed appropriate.
- If the allegation is proven, it may be dealt with through disciplinary action

To this end, volunteers and any future staff will follow the procedures below

- Upon the receipt of any information from a person or concerns, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;
- Share their concerns with the monitor for the group and agree action to take
- Where immediate harm or serious abuse is alleged, always refer and do NOT investigate.



If we have concerns we must act - it may be the final piece of the jigsaw that is needed to protect that person - or we may prevent others from being hurt.

Version and Change Control History

Version	Date	Author	Change
1.0	06/09/2023	Jane Russell	New policy