

Safeguarding Policy

- **A policy statement:** making it clear how the organisation is committed to keeping children and/or adults safe. Including key statements related to: training, partnership working, organisational culture, and zero-tolerance of abuse and neglect.
- **Purpose of the policy:** explaining why it is important that the organisation has this in place.
- **Context:** briefly referencing key legislation (e.g. Working Together To Safeguard Children 2023 and/or Care Act 2014) and links to other relevant policy and procedures (e.g. Information Sharing, Recruitment, Whistleblowing, Complaints, Terrorism Act 2000, Domestic Abuse Act 2021).
- **Date of issue and review date:** must be dated, and reviewed annually
- **Designated Safeguarding Officer:** must include DSO's name and contact phone number

Safeguarding Procedures

- **Recognising abuse and neglect:** Detailing the key types of abuse and their signs and indicators.
- **Identify roles and responsibilities:** Including a named or designated person/people responsible for safeguarding and their contact details.
- **How concerns of abuse or neglect will be responded to:** Using a step-by-step process. A flow-chart/diagram might be helpful to include.
- **How and when concerns will be shared on a multi-agency basis:** Briefly referencing key legislation (e.g. Working Together To Safeguard Children 2023 and/or Care Act 2014) and links to other relevant policy and procedures (e.g. Information Sharing, Recruitment, Whistleblowing, Complaints).
- **Process for recording and safe storage:** Relating to safeguarding incidents, concerns and referrals within the organisation.
- **Allegations against staff/volunteers/people in a position of trust:** How this is managed, following LADO and POT processes
- **Useful contacts:** Within the organisation and other agencies