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1. Preliminary

1.1 The Charity Comm... governance priority f... those charities work... that it is essential f... policies and procedu... the charity’s particula...

...safeguarding should be a key... of size, type, or income, *not just*...nerable adults. It has also stated...ave and implement safeguarding...to be adequate and appropriate for...

1.2 This Policy applies... “volunteers” means... volunteers.

...ers of the Charity. In this Policy, ...harmony’s trustees and all other...

2. Commitment to safegu...

2.1 Those who [receive... Charity [or] [are ben... premises] are refer... [“Service Users”].

...e in the activities] provided by the... [or who come onto the Charity’s... as its [“Clients”] [“Beneficiaries”]

2.2 [Clients] [Beneficiari... disability. The Char... their welfare, and to... providing [servic... [Clients][Beneficiarie... minimise risk to the... make them.

...be at risk due to age, illness or...ing in their interests, to promote... and measures to protect them. In... [and] [benefits] for... charity will endeavour at all times to... they are as safe as the Charity can...

2.3 The Charity aims to... any act or behavior... deliberately or unkn... gives rise to harm or...

...Beneficiaries][Service Users] from... staff or volunteer which, whether... that member of staff or volunteer,

2.4 Such harm or ill... discriminatory, instit... impairment of... [Clients][Beneficiarie...

...se (physical, sexual, emotional, ... financial or material), neglect, or... development of the Charity’s

2.5 [The Charity also ai... care] [and][to... [Clients][Beneficiarie...

...sion to them of safe and effective... being and welfare of its

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Notes:

(1) These notes do not form part of this template and should not be used as a guide.
(2) This template is intended for use by a small or medium-sized charity.
(3) Your safeguarding policy needs to take account of a charity deals with children and/or vulnerable adults, charity deals with them.
(4) The “Prevent Duty” (a duty to have “due regard to the defined in the Counter Terrorism and Security Act 2015) applies to your charity, and, if it does apply, how to amend this professional legal advice.

...staff and is based in/operates in one or only a few locations. ... charity. You should amend this template accordingly. If your ... account of and be amended to cover the context in which the ... terrorism”) applies to a charity if it is a “specified authority” as ... and to such a charity. As to whether the Prevent Duty applies to ... as part of safeguarding issues, we recommend that you take

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2.6 The Charity recognises and acts on reports or suspicions of abuse or neglect. The Charity has a "zero tolerance" policy of abuse within the Charity.

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2.7 The Charity maintains a policy on Safeguarding Guidance. It includes:

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[(1) details about what the Charity should do in the following circumstances:

circumstances for:

a) volunteering roles

b) particular circumstances

which should be carried out

(2) guidance on use of social media, email and internet].

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The Charity will ensure that the Safeguarding Policy is implemented by all within the Charity and, for that purpose, that its staff and volunteers have read and understood it.

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2.8 The Charity will work with local / national agencies to put in place appropriate policies, procedures, training and specialist advice where required.

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3. Safe recruitment

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3.1 To aim to protect and support children and young people, the Charity will seek to recruit staff and volunteers who have appropriate qualifications and checks.

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3.2 The Charity will take appropriate steps to ensure that all staff and volunteer roles prior to recruitment.

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3.3 The Charity will provide appropriate training for all staff, and appropriate training for all volunteers at regular intervals, to ensure that they are able to perform their roles safely, effectively and in accordance with their obligations. They will have an obligation to report any concerns about safeguarding issues and their relationships with children and young people.

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3.4 Where the Charity is required to carry out DBS checks to help protect children and young people in volunteer or staff roles, the Charity will ensure that all such roles are therefore subject to such checks. Where a candidate is eligible for an enhanced DBS check, the Charity will carry out an enhanced DBS check. The Charity will also carry out an enhanced DBS check where it considers it appropriate to do so. The Charity will assess any criminal record information that is available to it. The Charity will also carry out an enhanced DBS check (treating ex-offenders as if they were not).

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3.5 The Charity will regularly review its recruitment procedures in response to changes in legislation, e.g. DBS and the Disclosure & Barring Service (DBS) and the Equality Act 2010.

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4. Volunteers

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4.1 All volunteer roles will be managed by the Volunteer Co-ordinator /Supporter.

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- 4.2 Volunteers will be trained and supervised by paid staff, and all volunteers will be offered the same opportunity for development, responsibility, training and support for their contribution to the Charity.
 - 4.3 In turn, volunteers will be given the same opportunity as paid staff to contribute to the applicable parts of the Code of Conduct (See Appendix 1) at all times as a representative of the Charity. Before they start their role they will each be given a clear description of the responsibilities of their role and the member of staff or the volunteer will discuss their role with them, to ensure that they understand it and are confident of them.
 - 4.4 Any volunteer roles, which are considered Regulated Activity if unsupervised, will be appropriately supervised in accordance with statutory guidance.
- 5. Safeguarding Officer**
- 5.1 The Charity's appointed Safeguarding Officer as from <<Insert Date>> is <<Insert Name>> and <<Insert Name>> as Deputy Safeguarding Officer will be responsible for ensuring that they receive appropriate training to support them in these roles.
 - 5.2 They will be available to support <<Insert Name>> and [Clients][Beneficiaries][Service Users] to speak to <<Insert Name>> regarding the safety concerns, issues, or complaints of [Clients][Beneficiaries][Service Users], volunteers or other staff members.
 - 5.3 The Safeguarding Officer will liaise with appropriate local authorities and contribute to appropriate policies, procedures and promote this Policy within the Charity, and support individuals to support for individuals suffering from harm or abuse.
- 6. Awareness of harm and abuse**
- 6.1 All incidents of harm or abuse involving [Clients][Beneficiaries][Service Users] will require an appropriate response to be taken to improve the Charity's [services] [and] [activities].
 - 6.2 Harm is caused by physical, psychological, sexual, emotional, financial, or other factors such as bullying, prejudicial or discriminatory activities that are oppressive or abusive (e.g. via the use of ICT facilities (e.g. email, social media, etc.)). It can also include abuse via use of the internet).
 - 6.3 Deliberate acts of harm or abuse (physical, psychological, sexual, emotional and financial) and neglect will incur disciplinary proceedings and referrals to social services, the police, other professional bodies and the DBS if the act is by someone in the Charity who is considered to have been committed by any staff member or volunteer.
- 7. Confidentiality**

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All reports and logs (including any recordings) will be kept securely and confidentially according to the Safeguarding Protection Policy and Confidentiality Policy or in line with the Safeguarding Policy of Registered Bodies if appropriate, until or unless it is needed for legal purposes. Information will be shared with the agencies named above. Information will be shared on a “need-to-know” basis only.

8. Reports of possible or actual harm

8.1 The Charity supports all [Clients][Beneficiaries][Service Users], volunteers, staff and the Safeguarding Officer where there is a concern about practice or about treatment of a person (i.e. a worry, issue, complaint, allegation, disclosure (i.e. information at risk of or suffering from Significant Harm) or a concern that a volunteer or staff member has caused or may cause harm to a person in their care.

8.2 Staff or volunteers do not have a responsibility to report, something that they become aware of or discover that it is not right or is illegal or if it appears to be putting someone's safety at risk or covering up wrongdoing. They may become aware of things from what they see or hear or report to them.

8.3 In the first instance the person making a report should speak to their line manager who is not the Safeguarding Officer, Deputy Safeguarding Officer or trustee with appropriate responsibility for the area. If the report implicates their line manager, the staff member making the report should instead speak directly to the Safeguarding Officer or Deputy Safeguarding Officer or that trustee.

8.4 The Charity prefers staff or volunteers to use internal processes whenever possible to make a report or raise a concern. This does not prevent them from making a report or raising a concern as a private individual, to statutory agencies such as social care, police or the NHS.

8.5 The Charity cannot require staff or volunteers to make an internal report (to their line manager, Deputy Safeguarding Officer, the Safeguarding Officer or their line manager) where it is not in the public interest to do so.

8.6 The Charity also supports staff or volunteers to raise concerns or to disclose information, which they believe is in the public interest, to statutory agencies - whistle-blowing (disclosure of information to a statutory agency).

9. Safeguarding Officer's powers

Where there is risk of Significant Harm to a person, the Safeguarding Officer, Deputy Safeguarding Officer have the power to act as necessary to protect the person. This includes the power to act as follows:

- log all conversations

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- sign and request statements
- confidentially see rces
- share concerns (required and appropriate) internally with senior staff / stees
- share concerns with external agencies such as social services or the police in appropriate circumstances
- make a referral to staff or volunteers in Regulated Activity whose conduct has moved from Regulated Activity.

10. **Communication by the Charity regarding and this Policy**

- 10.1 All staff and volunteers to learn about protection issues and their related responsibilities
- 10.2 The Charity will communicate using appropriate methods, formats and language to (in the event of it) to all of its staff, volunteers, and [Service Users] and their families / carers, and it will be responsible to the Board of Trustees. Position of Senior Trustees for communication
- 10.3 To encourage everyone in the Charity to understand that safeguarding is the responsibility of all staff and volunteers to learn about and their related responsibilities, the Charity will hold all staff and volunteers about safeguarding policy and procedures for meetings of the Board of Trustees [and provide an agenda for discussion about issues and concerns, policy and review and to continue to learn and improve in relation to safeguarding responsibilities.

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11. **Implementation of this Policy**

- 11.1 This Policy must be promoted and must be promoted to all staff and volunteers of the Charity and senior staff. Failure to follow it will be treated as a very serious matter.
- 11.2 This Policy needs to be implemented in conjunction with the following policies and procedures of the Charity:
 - Safe Working
 - [Health & Safety]
 - Code of Conduct
 - Data Protection
 - Confidentiality
 - [Equal Rights]
 - [Complaints Procedure]
 - [Whistle Blowing]
 - [<<add any other policies]

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12. **Adoption, coming into effect of this Policy**

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12.1 This [revised] Safeguarding Policy for A Children's Home approved by the Board of trustees of <<Insert Name of Organisation>>. It also comes into force on that date.

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12.2 The Board will, as a condition of funding, enforce this Policy,

enforce this Policy,

12.3 The Board will review this Policy by the Board to time. The next date for review of this Policy by the Board is <<Insert Date>> which is ideally no more than 12 months after the date of approval.

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Signed by <<Insert Name of Chairperson>>

(signature)

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