



## Safeguarding Policy

<b>Lead/Owner</b>	CEO
<b>Date of Approval</b>	09/05/2024
<b>Author/Reviewer</b>	CEO/Board of Trustee's
<b>Next Review Date</b>	09/05/2025
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>● Whistleblowing Policy</li> <li>● Disciplinary Policy</li> <li>● Data Protection Policy</li> <li>● Recruitment and selection Policy</li> <li>● Health and Safety Policy</li> <li>● Anti-bullying and Harassment Policy</li> <li>● Induction &amp; Appraisal Policy</li> <li>● Complaints Policy</li> </ul>
<b>Level of Approval</b>	Board of Trustees

### Introduction

Compassionate Inverclyde is committed to keeping individuals safe and free from harm. Individuals have the right to live in safety, with dignity, free from abuse and neglect. Safeguarding comes from a rights-based approach to protecting individuals. This policy will set out Compassionate Inverclyde's commitment to keep both children and vulnerable adults safe and free from harm. Compassionate Inverclyde will illustrate through this policy what employees and volunteers are required to do to ensure that Compassionate Inverclyde meets Scottish Government objectives for both children and vulnerable adults.

### Scope

This policy will apply to all members of staff working on behalf of Compassionate Inverclyde, which includes the Compassionate Inverclyde Chief Officer lead and Board, paid staff, volunteers, sessional workers, students and trainees. Compassionate Inverclyde recognises that it is every person's responsibility to ensure that we safeguard both our vulnerable adults and young people.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. A summary of the key legislation is available from [learning.nspcc.org.uk/child-protection-system/scotland](http://learning.nspcc.org.uk/child-protection-system/scotland).

All Compassionate Inverclyde staff are expected to comply with this policy and failure to comply may lead to disciplinary action for misconduct, including dismissal.

## **Aim**

Compassionate Inverclyde will work on occasions with children and vulnerable adults as part of its operational activities. This would normally fall within a volunteering or fundraising capacity.

## **The aim of this policy is:**

- To protect both children and vulnerable adults who are involved in Compassionate Inverclyde's activities
- To provide staff and volunteers with the overarching principles that inform our approach to child and adult protection

## **Supporting documents**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Whistleblowing Policy
- Disciplinary Policy
- Data Protection Policy
- Recruitment Policy
- Health and Safety Policy
- Anti-bullying and Harassment Policy
- Induction & Appraisal Policy
- Complaints Policy

## **Responsibility**

Below is a breakdown of the responsibility for this policy:

- Compassionate Inverclyde CEO is responsible for ensuring that all employees are aware of this policy and that each part is adhered to within their services
- Staff members are responsible for the effective implementation of this policy
- This policy will be renewed on a Bi annual basis

## **Safeguarding Procedures**

The protection of both children and vulnerable adults is paramount to Compassionate Inverclyde and we want to ensure that we protect these individuals from harm. The procedures below layout the actions that will be taken to protect these individuals.

- We will keep children and vulnerable adults safe by valuing them, listening to them

and respecting them

- We will adopt child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- We will develop and implement an effective online safety policy and related procedures
- We will provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- All staff and volunteers will follow a recruitment procedure that will include a screening process and additional PVG/Disclosure checks where necessary
- Compassionate Inverclyde will use their own procedures to manage any allegations including those against a member of the workforce or volunteers
- We will use our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Compassionate Inverclyde will ensure that there are effective complaints and whistleblowing procedures in place
- As part of our Data Protection Policy, Compassionate Inverclyde will record, store and use information professionally and securely, in line with data protection legislation and guidance
- We will create and maintain an anti-bullying environment and ensure that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- We will ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- We will build a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Adherence to the Policy and Safeguarding Lead Officer is the Compassionate Inverclyde CEO.

### **Reporting Abuse**

If you witness or hear of an allegation of abuse you must report this directly to Compassionate Inverclyde CEO. All reports both historic or current will then be investigated and the relevant parties informed.

### **Outcome When Allegations are Made Against Staff or Volunteers**

As part of this policy when an allegation is made against either a staff member or volunteer a precautionary suspension will come into play. This is designed to be a supportive measure to protect the staff member or volunteer while the matter is fully investigated. The

Compassionate Inverclyde CEO will lead this investigation on behalf of Compassionate Inverclyde.

If an allegation is made about the CEO then a trustee will lead this investigation.

#### Document version control

<b>Version number</b>	<b>Change or update</b>	<b>Author or owner</b>	<b>Date</b>
1.0	First version	CEO	09/05/2024