



Safeguarding Policy Content

<p>Policy Statement and Scope of the Policy including a paragraph about the Culture and Codes of Behaviour in the Organisation.</p>	<p>This sets out the organisation’s beliefs and purpose of the policy. For example:</p> <ul style="list-style-type: none"> • Promote good practice and work in a way that can prevent harm and abuse occurring. • Ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the abuse is supported. <p>Paragraph about the culture and codes of behaviour that states the organisation’s culture is one of listening and a commitment to keeping children and adults safe. This section should also state how the organisation will support any child/young person/adult who is a victim of exploitation/abuse by giving access to counselling, signposting to services for emotional wellbeing, opportunities to talk and for time out.</p>
<p>A Statement on Equality and commitment to anti-discriminatory practice.</p>	<p>The policy should make reference to the organisation’s equality policy.</p>
<p>Definitions – definitions of a child and adults at risk.</p>	<p>Child: “Anyone who has not yet reached their 18th birthday” Children Act 1989.</p> <p>Adult: “An individual who “Have needs for care and support, is experiencing, or at risk of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect” Care Act 2014.</p>

<p>Related Policies</p>	<p>This policy will need to be read in conjunction with the following policies; equality and diversity, data protection, working with volunteers (if applicable), complaints policy, online safety (if separate), recruitment and selection, confidentiality, whistle blowing and any others deemed appropriate.</p>
<p>A statement on Confidentiality, Information Sharing and Consent.</p>	<p>This needs to state briefly what the organisation's procedure is on information sharing and confidentiality. It should state the expectation and duty on organisation's to share information about individuals who may be at risk from abuse. The data protection Act is not a barrier to sharing information. State the need to share with consent where appropriate.</p>
<p>The Signs and Symptoms of abuse and neglect.</p>	<p>List all forms of abuse for children and adults.</p> <p><u>Children</u></p> <p>Physical, Sexual, Emotional abuse and neglect.</p> <p><u>Adults</u></p> <p>Physical, sexual, psychological, financial, organisational, discriminatory, self-neglect and hoarding, domestic abuse, neglect/acts of omission, modern slavery</p>
<p>A Section on all Safeguarding Issues</p>	<p>This would include brief information about criminal exploitation, County Lines, missing and hidden harm e.g. Honour Based Abuse, FGM, Domestic Abuse, online abuse, Modern Slavery and trafficking.</p>
<p>Allegations made against a member of staff, volunteer or trustee.</p>	<p>Describe what the procedures are i.e. contact the Designated Named Person. Mention the LADO role for children and where to find details.</p>
<p>Designated Named Person for Safeguarding including Deputy</p>	<p>Details of the Named Person (s) and Deputies and brief outline of their roles.</p>

Responding to Concerns	This describes how staff and volunteers should respond to a disclosure or allegation.
Consult about your Concerns	Describes the need for staff, volunteers, trustees etc to consult with the Designated Lead or Deputy.
Making a Referral	Details of how to make a referral in Suffolk. Please see the 'Worried About Someone' page of the Suffolk Safeguarding Partnership Website.
Procedures for Recording and Storing Securely	Outline the recording and storing procedures in the organisation.
Training and Updates	Describes what the safeguarding training provision is in the organisation and frequency of training for all staff, volunteers and trustees.
Supervision for Staff	Brief details of how staff are supervised and link to the policy.
Safer Recruitment	Brief details of procedures and link to the policy.
Whistleblowing and Complaints	Brief details of procedures and link to the policy.
A brief statement about how clients and customers can access the policy and procedures	For example, on the website or can request a copy or will be sent a copy etc.

Links

Referral Page of SSP Website

<https://suffolksp.org.uk/concerned/>

Training Page of SSP Website

<https://suffolksp.org.uk/working-with-children-and-adults/training>

Online Safety

<https://suffolksp.org.uk/safeguarding-topics/e-safety/>

Safeguarding Procedures

Safeguarding procedures should be available to all staff, volunteers, trustees and are intended as a quick guide to knowing what to do if they have a disclosure or allegation. They should cover the following:

- What to do when dealing with a disclosure, concern or allegation.
- A couple of examples of how concerns will be handled in the organisation would be useful.
- The role of the Designated lead and Deputy Lead.

Role of the Designated Lead

Please see separate document on the Designated Lead role descriptor.