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| A close up of a logo  Description automatically generated | **Safeguarding Policy** |
| Template |

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| **Safeguarding Policy of** NAME OF ORGANISATION | | | |
| **Date drafted** | [00/00/0000] | **Date of review** | 00/00/0000 |
| **Date approved by board** | | 00/00/0000 | |
| **Signature of Chair** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Complete each section to include the suggested elements, specific to your organisation Words underlined are explained further in the guidance document with relevant links**

**Mission Statement**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Describe what your organisation is set up to do and how it accomplishes this
* Describe the individuals who are identified as being “at risk” in your organisation
* Affirm your organisational commitment to safeguarding those at risk
* List what other agencies you will work with to ensure robust safeguarding practice
* Affirm the role of the Board / Committee (etc.) as ultimately responsible for safeguarding in the organisation

**Legislative framework for safeguarding**

In this section:

* List the appropriate legislation\* that supports safeguarding work in Wales
* Determine if your organisation has a duty to report
* List legislation which is specific to your area of work e.g. for social care - Regulation and Inspection of Social Care (Wales) Act 2016 (including voluntary adoption societies and adoption support agencies, fostering services, adult placement (shared lives) services, and certain advocacy services: [Phase 3](https://socialcare.wales/hub/regulations-phase-3)
* Promote familiarity with the Wales Safeguarding Procedures by easy access to [www.safeguarding.wales](http://www.safeguarding.wales) and the use of the app for reference, support and common terms

**Safer Recruitment**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Affirm how you will use a range of measures to screen out people who are unsuitable for roles working with children and adults at risk
* Describe your use of DBS checks, demonstrate your understanding of eligibility and your compliance with relevant legislation, including mandatory checks for personnel undertaking regulated activity
* Note how you will support staff and volunteers to deliver their roles in safety, for their own safety and that of others
* Commit to reviewing these procedures as appropriate and on a timely basis

**Volunteers**

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In this section:

* Describe how you will support people into and whilst delivering volunteer roles
* Demonstrate your understanding of DBS checks for volunteer roles and the role of supervision in positions volunteering with children
* Affirm your commitment to treat volunteers on an equal footing with paid staff, to include how their roles are recognised and training provided (see volunteering code of practice)
* Recognise the importance of having a code of conduct for all staff, including volunteers, which defines professional boundaries

**Safeguarding Officer**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Identify by name your Safeguarding Officer(s) and any deputies
* Provide the contact details that all staff, volunteers and beneficiaries can use to contact them
* Explain the role of the safeguarding officer in brief, what duties and responsibilities are expected and how they are to perform them e.g. confidentiality
* Demonstrate how you encourage people to contact the safeguarding officer with their concerns
* Describe how you will train and support your safeguarding personnel

**Awareness of harm and abuse**

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In this section:

* Demonstrate your organisation’s awareness and understanding of abuse, neglect and harm, and how it may affect **all** the people that you work with; beneficiaries, service users, volunteers, staff, trustees, etc.
* List the agencies that your organisation may be required to report to, if incidents of abuse, poor practice and harm occur
* Describe how this knowledge and understanding is shared and built on within your organisation, to develop and improve good safeguarding practice

**Suspected incidents of abuse, neglect or of harm**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Describe what actions will be taken in response to suspicions of abuse
* What immediate steps will be taken to ensure the safety of the people affected?
* Who is responsible for doing what, when and how?
* Who should be contacted, informed, and who should formal reports go to?
* Where might personnel go for guidance and support (internal and external to the organisation)?

**Role of the Board of Trustees**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Identify anyone on the Board with special responsibility for safeguarding
* Describe what safeguarding responsibilities the Board has tasked to other staff/officers/individuals
* How frequently does the board expect to see overview reports on safeguarding?
* What provision has the Board made for making a serious incident report to the Charity Commission?
* What recruitment and communication processes are in place to ensure that the Board is made up of appropriate people to be making welfare decisions about children and/or adults at risk?

**Confidentiality and consent**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Explain the role and limits of confidentiality
* How records will be kept and secured
* Refer to your policies on data protection
* Explain the role of consent in adult safeguarding

**Internal communication on safeguarding and raising concerns**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Describe how you communicate your safeguarding policy, messages and activity to all staff, volunteers, service users and their families / carers
* How do you encourage and support individuals to share a concern, a disclosure or make an allegation?
* What processes allow all the known information to be gathered together?
* How is the decision made to make a formal safeguarding report?

**External communication - making a safeguarding report**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Are all appropriate staff members informed about the process for making a safeguarding report?

**Responding to allegations against a person within the organisation**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Describe what immediate steps you will take to ensure the safety of the people affected
* What disciplinary procedures will be invoked against staff, volunteers or trustees?
* What action will you take when the allegation is about a beneficiary, member, service user, family member, carer etc. known to your organisation?
* How will you support everyone involved with fairness and without prejudice?
* What agencies will you report the matter to, and at what point in time?

**Whistleblowing (disclosure in the public interest)**

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In this section:

* Describe what whistleblowing means
* Tell individuals why they might “whistleblow” and how to do this
* Provide a link to *Prevent* and what protection is available for employees who do “blow the whistle” appropriately

**Special considerations**

**Cefnogi Trydydd Sector Cymru** Third Sector Support Wales

In this section:

* Add any specific elements that are bespoke to your organisation, the way you do things or the user group you work with  
  e.g. Remote working and substance misuse

**Other related policies**

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In this section:

* List all your other organisational policies that link to the safeguarding policy  
  e.g. Recruitment of ex-offenders (if you use DBS checks) and lone worker policy (if this takes place)

**This is a template document, please amend and use as appropriate,**

**we suggest that you set up with your own logo and branding.**

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The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

**Disclaimer**



Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact

<https://thirdsectorsupport.wales/contact/>