

**WEST GLAMORGAN SAFEGUARDING BOARD**

**Safeguarding Children and Adults Policy Guidance 2023**

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**Safeguarding Children and Adults Policy Guidance 2023**

***The following guide is intended to help you put together a Safeguarding Children and Adults Policy for your own third sector organisation.***

Please use this for reference and to inform your own policy development. Safeguarding is everyone’s responsibility; you will need to adapt any policy to fit your own work and situation (EG, you will need to look at information related to your work / organisations functions, for example, legislation linked to sport activities or professional fields, etc).

The policy will need to cover both adults and children. Its ok to have a combined policy or separate child and adult policy. They will need to be kept updated and the headings will mirror the other so it will depend how you feel best able to keep the policy current as to which option you chose.

Key points to consider before you begin:

* Make sure you date your policy, and have a date for review in mind, or as changes in legislation or practice occur. Safeguarding Policies should be reviewed yearly or where there are major changes to legislation to ensure it remains current.
* For organisations who have a Board of Trustees, the policy should be signed off/approved by the Board.
* Make sure any research you undertake on legislation, or information you include, applies to Wales. Wales has many pieces of its own legislation including the new Wales Safeguarding Procedures (WSP) that only apply to Wales
* The new Wales Safeguarding Procedures are what your policy needs to cover
* The new Wales Safeguarding Procedures (WSP) can be viewed at: [**safeguarding.wales**](https://safeguarding.wales/), and are also available as a free app which all staff should be encouraged to download.
* The Wales Safeguarding Procedures (WSP) refers to “‘Practitioners” it means all those who are paid, or volunteering with/have involvement with children and young people or adults.
* Your policy needs to reflect the safeguarding procedures and practices you have in place in your organisation to keep people safe from harm, abuse and neglect for example you may have a safe recruitment policy in addition to your safeguarding policy. All policies should be reviewed to ensure they fall in line with each other.

**Safeguarding Training**

Face to face training is always preferable when it comes to safeguarding as it gives participants the opportunity to ask questions. SCVS delivers regular All Wales Basic Safeguarding training and dates can be found here: [Training events | Swansea CVS (scvs.org.uk)](https://www.scvs.org.uk/Pages/Events/Category/training-events)

Elearning may also be a useful option in some instances or as an interim measure. Currently, we are able to offer elearning as an opportunity. If you would like to book on to that, please email us scvs@scvs.org.uk for more information.

Designated Safeguarding Persons (DSP) training – for those in the role of DSP, training specifically for this role can be accessed via WCVA/Swansea Social Services for contracted services and Children in Wales. The training will support you to recognise your duties in this role and things you need to consider.

On the 14th November 2022, Wales launched their first National Safeguarding Training, Learning and Development Standards. The standards place practitioners into groups dependent on their role and specify the learning outcomes of the safeguarding training they should receive. More information can be found here: [National safeguarding training, learning and… | Social Care Wales](https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards) . An additional document will be launched alongside these standards that will offer guidance on the frequency of training practitioners should receive amongst other things.

**Websites that will help you find the information you need**

In addition to the content of this document, there are a number of website links throughout the document that will help you find the information you need for each section. Below you will also find some sites that provide useful information to enable you to develop your own policy:

**WCVA - Safeguarding Community of Practice** - A peer network for Third Sector safeguarding practitioners who have safeguarding responsibilities in charities and voluntary organisations. Members meet regularly to discuss changes in safeguarding practice/developments/sharing of information. **Safeguarding Resources -**WCVA also have a variety of resources in addition to information on the Safeguarding Community of Practice all found using this link: <https://wcva.cymru/safeguarding/>

A short **video about Safeguarding Adults**, developed by the Blaenau Gwent and

Caerphilly Workforce Development Service: <https://www.youtube.com/watch?v=wgRUqCSmp98&feature=youtu.be>

A useful video from Public Health Network Cymru showing **the importance of ACES (Adverse Childhood Experiences):**

<https://www.bing.com/videos/search?q=ACES+youtube&&view=detail&mid=C0E21A3905589426C2ECC0E21A3905589426C2EC&&FORM=VDRVRV>

**Social Services & Wellbeing Wales Act 2014** - a key piece of legislation impacting your policy: <https://socialcare.wales/hub/sswbact>

**Social Care Wales** - training and resources online to develop your knowledge in an easy read way: <https://socialcare.wales/learning-and-development/safeguarding> & [7.-Further-safeguarding-resources-Safeguarding-pack.pdf (socialcare.wales)](https://socialcare.wales/cms-assets/documents/7.-Further-safeguarding-resources-Safeguarding-pack.pdf)

**West Glamorgan Safeguarding Board** - local protocols and links to statutory guidance: <http://www.wgsb.wales/> t

**National Independent Safeguarding Board Wales**: Various resources and links to regional Safeguarding Boards: [Home - Safeguarding Board Wales](https://safeguardingboard.wales/)

**Charity Commission - responsibilities for charities to report serious incidents** to the Charity Commission, and information that impacts on trustee responsibilities: <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities> They also issue guidance to charities on various topics which can also support your policy development. Their most recent at the time of updating this : [Charities and social media - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/charities-and-social-media/charities-and-social-media)

**SCVS can review your finished policy for you or offer advice if you are unsure of anything. Contact us on** **scvs@scvs.org.uk** **or 01792544000 for support.**

***Read on for Policy Guidance***

**Contents Table**

(It’s always good to include a Contents Table to help with quick reference. You may find the headings below useful, or wish to add to them / break them down further)

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| 12. 16. 17. | Appendix 1 Glossary of terms [Safeguarding Wales](https://safeguarding.wales/en/glossary/)Appendix 2 Contact Numbers may be useful to add the Emergecy Duty Team out of hours support number also if your service operates out of office hours. <https://www.swansea.gov.uk/contactsocialservices> Quick reference Flow Chart – to enable staff to take quick action if needed.   |  |

**Policy Statement**

(what are you committed to? What does safeguarding mean for your organisation?)

(FOR EXAMPLE):

“In implementing this policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is fully committed to safeguarding and promoting the welfare of all children, young people and adults. It recognises its responsibility to take all reasonable steps to promote safe practice to safeguard and protect from harm, abuse and exploitation.

If we discover or suspect a child or adult is suffering harm we will notify the Social Services Department and /or Police in order that they can be protected if necessary.”

You may wish to make your policy statement on the areas below:

* **Who does this policy apply to?** Staff, Trustees, Volunteers? Who makes up your organisation as it applies to everyone.
* **What are your values and beliefs as an organisation?**
* **How do you plan to implement the policy** to ensure all are aware of it, and that it’s a living document rather than just tucked away on the shelf?
* **How will you generate a safeguarding culture** in your organisation?
	+ Will you train staff, provide briefings, etc, on your policy so everyone knows what’s included and what actions are required?
* **How will your organisation take a child/person centred approach. Will you consider advocacy formal or informal? Will you coproduce services?**
* **How will you keep staff knowledge up to date?** Are you committed to keeping those involved with your organisation knowledge current?
* **Will you ensure if people have concerns** (staff / volunteers / trustees / committee member) **that they know how to raise them**?
* **What about diversity?**
* **What about the rights of children, young people and adults**?
* Explain the **Duty of care and duty to report** (duty to make a referral) for all if a child/adult is at risk (or is suspected to be at risk) of abuse, neglect or harm that can happen in any setting.
* **How will you know that you are successful in achieving these or identifying issues so that proactive steps can be taken to resolve?**

**Definitions**

Describe what you mean by a child – further information here: <https://safeguarding.wales/chi/c1/c1.p4.html> & here <https://safeguarding.wales/chi/c1/c1.p1.html>

Describe who you define as an adult, and what an adult at risk is - further information here: <https://safeguarding.wales/adu/a1/a1.p5.html>

You may also like to define other terms used in your policy such as

concern/suspicion a disclosure/allegation / a duty to report etc.

**Legislation**

Include here, relevant legislation you have used to form your policy, and specific legislation relevant to your area of volunteering or work, etc can be added in this section. This section, may be just a list of the relevant legislation or a broken down list into child/adult and laws that impact both children and adults. For example, if you are a sports focused organisation, then you would need to research safeguarding and sports to look for procedures and guidance related to that field and reference it here in addition to the general safeguarding legislation we have.

For those involved in sport and faith related organisations, there is a new development: Positions of Trust in the Sexual Offences Act 2003 – this closes a loophole in law and its now illegal for a person in a position of trust to engage in sexual activity with a 16yr or 17yr old young person regardless of the age of consent being 16yrs old. More details can be found here: [Positions of trust: Police, Crime, Sentencing and Courts Act 2022 factsheet - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/police-crime-sentencing-and-courts-bill-2021-factsheets/police-crime-sentencing-and-courts-bill-2021-positions-of-trust-factsheet) & [Preventing abuse in positions of trust | NSPCC Learning](https://learning.nspcc.org.uk/research-resources/briefings/preventing-abuse-positions-of-trust)

**This link may help you look at some of the legislation you need to consider:** [Resources and legislation related to the content… | Social Care Wales](https://socialcare.wales/qualifications-funding/induction-frameworks/induction-for-health-and-social-care-awif/resources-and-legislation)

**Further Guidance for some Legislation can be found- here:**

* Local protocols and guidance approved for the West Glamorgan region: <http://www.wgsb.wales/>
* You should be following the new ‘Wales Safeguarding Procedures (WSP)’: <https://safeguarding.wales/>
* Welsh Government Code of Safeguarding Practice: [43871 Working together to safeguard people: national action plan on preventing and responding to child sexual abuse (gov.wales)](https://gov.wales/sites/default/files/publications/2022-01/working-together-to-safeguard-people--code-of-safeguarding-practice_0.pdf)
* **Children (Abolition Of Defence Of Reasonable Punishment) (Wales) Act 2022**: [explanatory-memorandum.pdf (gov.wales)](https://gov.wales/sites/default/files/publications/2020-03/explanatory-memorandum.pdf)
* **The Marriage and Civil Partnership (Minimum Age) Act 2022**: [Legal age of marriage in England and Wales rises to 18 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/news/legal-age-of-marriage-in-england-and-wales-rises-to-18)
* **Mental Capacity Act 2005**: [Handout\_Mental\_Capacity\_Act\_2005.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsocialcare.wales%2Fcms-assets%2Fdocuments%2Fhub-downloads%2FHandout_Mental_Capacity_Act_2005.docx&wdOrigin=BROWSELINK) & [Mental Capacity Act 2005 at a glance | SCIE](https://www.scie.org.uk/mca/introduction/mental-capacity-act-2005-at-a-glance)
* **Violence Against Women, Domestic Abuse and Sexual Violence (Wales) 2015 Act (VAWDASV)** [Violence Against Women, Domestic Abuse and Sexual Violence - Gwent Safeguarding](https://www.gwentsafeguarding.org.uk/en/vawdasv)
* **Domestic Abuse Act 2021**: [Domestic Abuse Act 2021 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/domestic-abuse-act-2021) & [45900\_Virginity testing (gov.wales)](https://www.gov.wales/sites/default/files/publications/2023-01/virginity-testing-and-hymenoplasty-public-leaflet.pdf)
* It’s important the you reference the **Rights of Children and Adults** - WSP emphasises the rights of the child, and their views, so you need to make sure the procedures you have in place reflect this. In Wales, children’s rights are built into welsh legislation: See (children) <http://www.childcomwales.org.uk/uploads/publications/217.pdf> and (adults) [**https://gov.wales/docs/dhss/publications/140716olderen.pdf**](https://gov.wales/docs/dhss/publications/140716olderen.pdf) **&** [UN Convention on the Rights of Persons with Disabilities (CRPD) | Equality and Human Rights Commission (equalityhumanrights.com)](https://www.equalityhumanrights.com/en/our-human-rights-work/monitoring-and-promoting-un-treaties/un-convention-rights-persons-disabilities)
* **GDPR:** [Safeguarding Wales](https://safeguarding.wales/en/chi-i/chi-i-cp/c3p-p5/)
* **Welsh language:** [More than just words | Care Inspectorate Wales](https://www.careinspectorate.wales/more-just-words)
* Recognition of Adverse Childhood Experiences (ACES) (see video link above)
* Charity Commission guidance (for those who are a registered charity only) <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>
* Do you have any internal procedures in place that support safeguarding, like safe recruitment, support and supervision, complaints, online safety etc? Reference these here, again this can just be a list.

**Who is responsible for Safeguarding**

**Everybody involved with your organisation is responsible, as safeguarding is everybody’s responsibility.**

* Explain **who makes up your organisation** eg Trustees/volunteers/staff etc – remember safeguarding is everybody’s responsibility and all have a duty of care and a duty to report so make clear what you expect of those involved in the organisation to do (not your procedure here just a statement of what you expect)
* Here mention the **extended duty to report in our private lives**. You can find more information regarding this here: [Safeguarding Wales](https://safeguarding.wales/en/adu-i/adu-i-a2/a2-p4/) (adults) & [Safeguarding Wales](https://safeguarding.wales/en/chi-i/chi-i-c2/c2-p5/) (child)
* **Do you have any specific safeguards in place to protect people?** -list here
* **What are the roles and responsibilities of those in your organisation** – list here eg Work with people to enable them to understand their rights, and how they can safeguard themselves / Work in a way that protects and promotes the rights and interests of those involved in your organization / Ensure safe practices etc
* **Who are your named Designated Safeguarding Persons** (DSP – must be named people in the organisation who will take the lead for Safeguarding in your organisation)? Include name and job title – its good to have more than one identified as that way there are 2 options for contact if one is not available. Also from a point of view of making decisions regarding actions and debriefing, a person to share the responsibility with is beneficial.
* **Think who best suits the role in the organisation/group** eg- Director/trustee/senior staff etc
* **Add the details of Social Services and Police** here. They can be called upon for reporting and guidance. These should be: your local authority safeguarding children and adult initial contact teams, Emergency Duty Team for out of hours and the Police.
* **Outline some of the tasks the DSP’s will be responsible for** – eg Will manage any immediate actions to ensure the individual at risk is safe from harm / Ensure safeguarding training is available and accessed by all/ ensure the various duties to report are considered eg DBS/Charity Commission etc

**Safe Recruitment, selection, training & Support**

This section will look at what your organisation does for each of the headings.

**Recruitment** – **How do you recruit staff, trustees, volunteers etc safely?**

you may only recruit volunteers using a certain method, you may add a safeguarding statement to your adverts or Job/Role Descriptions etc.

**What do you do to ensure those recruited are selected safely** – What process is involved? this may include formal interview/take up of references (you may have specifications as to the referees they use) DBS checks etc How do you manage those not suitable for your organisation?

A toolkit of information has been developed by a number of partners including the DBS on Sharing Effective References and Conduct Information which will help you in the development of your policy. The toolkit can be downloaded from the Better Hiring Institute (BHI) website: [BHI Website (betterhiringinstitute.co.uk)](https://www.betterhiringinstitute.co.uk/industry-best-practice/health-social-care) . This tool kit will also support your safe recruitment practices.

**Training** – Safeguarding training should be compulsory for all/what other training do you offer that supports safeguarding? How will you ensure all access the safeguarding training? etc. in the “Safeguarding Training” section above have new National Safeguarding Training, Learning and Development Standards [National safeguarding training, learning and… | Social Care Wales](https://socialcare.wales/resources-guidance/safeguarding-list/national-safeguarding-training-learning-and-development-standards) An additional document will be released that will offer guidance on how often staff groups need to retrain in safeguarding. At the point of writing this document its good practice for staff to redo their safeguarding training every 3 years and Designated Safeguarding Persons every 2 years.

**Support** – What support safeguards are provided eg probation periods/supervision is this offered? Support following safeguarding issues? staff wellbeing could be mentioned here?

If you use DBS (Disclosure and Barring Service) checks then you need to check for reporting and duty to refer if you have concerns relating to a staff member / volunteer / trustee, etc. Check this site for information to see if this duty applies to you: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

**Whistleblowing**

Further guidance is available here: <https://www.childcomwales.org.uk/contact/whistleblowing/>

Here: The Public Disclosure Act <https://www.icaew.com/technical/legal-and-regulatory/information-law-and-guidance/whistleblowing/the-public-interest-disclosure-act-pida-1998>

And from the Charity Commission: <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

**Disclosure and Barring (DBS) & Duty to Refer/Professional Concerns & Charity Commission**

**Disclosure & Barring Service (DBS)**

SCVS can offer your organisation support as to how to access DBS checks, what questions you may wish to ask of a DBS provider and how to ensure you have covered your organisation in relation to the right level check for the post . Please contact us on the details above and below

In this section you may wish to explain the purpose of carrying out DBS checks within your organisation – (remember DBS checks should not be your only form of safe recruitment) and you may wish to reference the safe recruitment and selection section above.

**You need to be familiar with:** [DBS code of practice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-code-of-practice) & [DBS checks: guidance for employers - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers)

The below links will help you to see what your duties are to refer individuals in certain circumstances. It would be good to list your duties so if you refer to your safeguarding policy in future, you can check what you need to follow easily.

[DBS barring referral guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/dbs-referrals-guidance--2)

[Report someone as unfit to work with children or vulnerable adults - GOV.UK (www.gov.uk)](https://www.gov.uk/report-unfit-work-children-vulnerable-adults)

[DBS paper referral form guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance/dbs-paper-referral-form-guidance) – this link if for the paper referral form but provides some details about the duties and when to refer.

**Professional Concerns**

This is where there are concerns related to a person carrying out duties on behalf of your organisation/group. In the section above “who is responsible for safeguarding” you will see there is a mention of the extended duty to report, this is also linked to this section. In the section Consent & Reporting below, you should have a clear procedure on what to do if a person carrying out duties on behalf of your organisation is implicated in the abuse. In this section, you will outline your duties to report these concerns to the local authority as a “professional concern”. This will be in addition to the duty to report to the local authority regarding the abuse that has taken place to the child or adult at risk, the DBS and any regulatory bodies for the roles. Here: [Safeguarding Wales](https://safeguarding.wales/en/adu-i/adu-i-a5/) you will find the information to help you with this section also here: [43871 Working together to safeguard people: national action plan on preventing and responding to child sexual abuse (gov.wales)](https://www.gov.wales/sites/default/files/publications/2022-01/working-together-to-safeguard-people--code-of-safeguarding-practice_0.pdf) p7 and here: [volume-6-handling-individual-cases-to-protect-adults-at-risk.pdf (gov.wales)](https://www.gov.wales/sites/default/files/publications/2019-06/volume-6-handling-individual-cases-to-protect-adults-at-risk.pdf) p34 & 35.

At the point of writing this, the contact details for reporting Professional Concerns in Swansea are: AdultSafeguardingTeam@swansea.gov.uk

**Charity Commission**

This Charity Commission section only applies to organisations/groups who are registered charities. Community Interest Companies (CIC) are not regulated in the same way.

As mentioned previously, the Charity Commission has safeguarding as a governance priority and places a number of duties on trustees of registered charities. This video may be helpful: [Safeguarding for charities and trustees - YouTube](https://www.youtube.com/watch?v=-6V_-JcbKZA) Other links that will provide you with relevant information are:

[Safeguarding for charities and trustees - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees)

[5-minute guides for charity trustees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/5-minute-guides-for-charity-trustees#safeguarding-people)

[Safeguarding and protecting people for charities and trustees - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#policies-procedures-and-practices-you-need-to-have)

There is a duty for organisations and groups registered as a “charity” to report any “serious incidents”. Serious incidents do not just include harm to beneficiaries, staff, volunteers or others who come into contact with your charity but also money, reputation etc. More information can be found here: [How to report a serious incident in your charity - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity). Volunteers and staff can also make reports – you may also wish to mention this in the section on “whistleblowing” [Report serious wrongdoing at a charity as a worker or volunteer - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer#what-to-report-to-the-charity-commission)

You will also find some useful documents here: [The essential trustee: what you need to know, what you need to do (CC3) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

Things to think about:

* Organisations often appoint a Trustee who will lead on safeguarding within the organisation.
* Depending on who takes on the DSP role, the DSP will liaise with the Board of trustees to update and discuss safeguarding and decisions that need to be made in relation to reporting duties.
* Think how you will make your trustees aware of their responsibilities. SCVS and WCVA run sessions on the role of trustees and their duties in relation to safeguarding.

**Categories of Abuse**

There are 5 categories of abuse (for both adults and children):

* Physical
* Psychological (emotional)
* Sexual
* Neglect
* Financial

There are also other forms of abuse and there will always be new/current threats you should include.

The Wales safeguarding procedures cover: Missing Children, Criminal Exploitation (CCS), Child Sexual Exploitation (CSE) Radicalisation, Female Genital Mutilation (FGM), Forced Marriage and Honour based Violence, Modern Day Slavery and Mental Capacity Act etc

Also think about other forms of exploitation, bullying, sexting, online (internet and social medial platforms). Also Contextual Safeguarding/sibling abuse/faith and abuse/online safety. There may be some specific to your area of work/volunteering that you may like to add in eg hate crime/mate crime/breast flattening, cuckooing/Prevent Duty etc

Provide an explanation of each, then possible signs and symptoms to look for. This link and some research will help you with this: <https://www.gwentsafeguarding.org.uk/en/Children/Professionals/What-is-abuse/What-is-abuse.aspx>

For the 5 main categories of abuse, its ok to copy and paste the definitions of each from the Wales Safeguarding Procedures: [Safeguarding Wales](https://safeguarding.wales/en/glossary/)

(FOR EXAMPLE)

**Physical abuse:**

Physical abuse means deliberately hurting an individual. It includes: physical restraint; such as being tied to a bed, locked in a room inflicting burns cutting, slapping, punching, kicking, biting or choking stabbing or shooting withholding food or medical attention drugging denying sleep inflicting pain shaking or hitting babies fabricating or inducing illness (FII), over or misuse of medication, undue restraint or inappropriate sanctions.

Some signs and indicators may include:

* Cuts
* Hitting
* Shaking
* Pushing
* kicking
* Fractures
* Burns and scalds
* Scratches and bite marks

**Some of the types of abuse, e.g. FGM, etc, require mandatory additional reporting, so you need to take care to be alert to this in your research.**

You could also add in a section on vulnerabilities that may put people more at risk eg limited or no verbal communication/substance misuse/isolation etc.

**Confidentiality**

* Explain what it is
* What are the limitations of confidentiality
* How Safeguarding overrides GDPR. You can be explicit as to when you will breach data protection.

**Consent and Reporting Procedures**

This section will be specific to your organisation.

This is your safeguarding procedure that those in your organisation will follow to report concerns, worries, suspicions, allegations, disclosure or witnessing abuse.

Once this section is written, its good to have a quick flow chart with the actions they need to take that mirror these procedures somewhere in the policy start or end.

Remember, Social Services are happy to be contacted for advice and they will guide you as to the actions you need to take.

**Include in this section:**

* It is essential that you consider the implications of consent, but **do not to be put off making a referral or seeking advice due to consent**. Guidance forchildren: <https://safeguarding.wales/chi/c2/c2.p16.html?highlight=consent> and adults: <https://safeguarding.wales/adu/a2/a2.p13.html?highlight=consent>
* **Reporting timescales** (see the WSP for guidance on this)
* Your **procedures should be clear** for all to follow.
* Concerns/suspicions about a child or adult’s safety can come to light in a number of ways, for example: The person alleges that abuse has taken place or that they feel unsafe. **List ways concerns may come to light** here
* **Disclosures / Allegations – what are they?**
* What action is required if the person is in **immediate danger**?
* Consider if a **crime** has been committed and reporting to the Police if necessary.
* Think of procedures to follow if **staff, trustees, volunteers or designated safeguarding persons are implicated in the abuse** - what procedure should be followed then? Mention the requirements of the “Disclosure and Barring (DBS) & Duty to Refer/Professional Concerns & Charity Commission” section here so its considered.
* If there is a possibility that a **child or adult who use the service is abusing another child or adult,** explain how this procedure should be followed.
* If any users of your service have social workers the team they are allocated to may be the first port of call
* Make sure you keep **written recordings** to evidence decision making and also a record of concerns you can also look back on to build a picture.
* Mention the **names of your DSP here**, and what to do if they are not available.
* How do you want staff/volunteers to **alert the DSP** to the concerns etc record that here.
* Does your service operate **out of hours** so do you need to include detailof the out of hours Emergency Duty Team in Social Services?

It is good to have more than one Designated Safeguarding Person and they can be named here too so the procedure and who to contact is all in the one place.

Social services are always happy to advise, and are available all day, every day, and through their Emergency Duty Team for out of hours queries so include Social Services in this section.

As an organisation, **never** take responsibility for deciding if information needs to be passed on, always ring Social Services for advice on the situation within the given timescales of the WSP, and Social Services will tell you what action to take and what to do next.

**Gathering & Recording information**

**Include:**

* **You may like to add a few pointers for staff when dealing with disclosure** eg react calmly, don’t promise to keep the information to yourself etc
* Staff, Trustees or Volunteers may be asked to provide the following information when making a report (referral) to Social Services/Police etc:
* Basic information about the person;
* Nature of their involvement with the person;
* Knowledge of current incident
* Knowledge of any cause for concern and background person;
* Frequency of contact and date last seen
* Development details of each child;
* Assessment of current issues/strengths and risk factors to the person.
* The importance of written records – date/signature of person making the recording etc
* How to record, and storage of any records of concerns, disclosures of abuse, etc

**Appendix**

You may like to add your quick reference flow chart of your safeguarding procedure/ useful numbers / body chart/reporting form if you have one etc

In another appendix, you should add in again the numbers of local organisations for reporting and guidance eg Out of Hours Social Service Team, Social Services Child and Adults initial contact teams, Police, Crisis Team etc

For further support, SCVS can be contacted by email: scvs@scvs.org.uk or 01792544000