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## Introduction

Safeguarding is at the heart of all our work with children, young people and adults at risk.

## Scope of Policy

The policy is to be used by any member of staff working directly with children, young people and adults at risk, who becomes involved in a concern in the course of their work for safe and sound.

The policy applies to anyone with whom we are in contact in the course of our work, who is a child, a young person, or adult at risk. Where the policy or procedure refers to a 'child' or 'young person' we mean anyone who has not yet reached the age of 18 years. Where the policy refers to an 'adult at risk', we mean anyone who is 18 years or older and who is vulnerable.

This policy is reviewed, endorsed and approved annually, or when legislation changes.

## Purpose and procedure of this Policy

This policy and procedure set out how safe and sound implements safeguarding for children, young people, and adults at risk with whom we come into contact in the course of our work.

Safe and sound is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children, young people and adults at risk from abuse and neglect. This means following procedures to protect them and reporting any concerns about their welfare to the appropriate authorities.

## This policy and procedure help us to achieve this by:

- Supporting us to safeguard children, young people and adults at risk in practice, by defining abuse and informing us what to do
- Ensuring we all work to the same policy and procedure
- Making sure we are accountable for what we do
- Being clear what roles and responsibilities we all have in safeguarding
- Saying what staff can expect from the organisation to help them work effectively

This policy is informed by and supports our organisational purpose.

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## Who is a child, young person or adult at risk?

### Child/Young Person

A child or young person means someone who is under 18 years of age, that is/has not reached their 18th birthday.

For safe and sound, this could refer to the child/young person we are working with directly, or the child of one of these young persons, or of another person, with whom we are in contact in the course of our work.

### Adult at Risk

This policy applies to any 'Adult at Risk', defined by the following:

Any person aged eighteen or over who:

- Is or may be in need of community care services by reason of mental or other disability, age or illness; and
- Is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### Objectives of policy

We will achieve the outcome by having these things in place:

- Safe organisational ethos
- Safe environment
- Safe collection and use of information, and ways of communicating
- Safe staff

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## Principles

In support of these objectives, we are committed to the following principles.

To achieve a safe ethos, we will:

- work to support the organisational purpose which is to reach out to, and seek to protect, children and young people who are at risk of or are being sexually exploited
- promote the safety of children, young people and adults at risk in all our work, both directly.
- support the spirit and practice of safe and sound's safeguarding ethos in all that we personally do
- have in place quality assurance processes that help us to ensure we are all safeguarding in practice
- treat all children, young people and adults fairly in being able to access services which meet their needs, regardless of gender, ethnicity, disability, sexuality or beliefs

To achieve a safe environment, we will:

- ensure the welfare and safety of children, young people and adults at risk is paramount in all our activities
- practice with respect for children's rights, wishes and feelings
- regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements, as outlined in the organisation's Health and Safety Policy

To achieve safe processes, we will:

- take all suspicions and allegations of abuse, from inside or outside the organisation, seriously, and respond to them promptly and appropriately
- be clear about everyone's roles and responsibilities
- implement safeguarding procedures that are compliant.
- have in place clear arrangements for how we would respond to concerns about how we implement safeguarding in practice within the organisation

To achieve safe information, we will:

- keep good records of our work with service users and also of our management of staff's work

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To achieve safe staff, we will:

- provide staff with guidance and training in their safeguarding role, and ensure they have access to our policies and procedures
- make sure everyone has access to advice on safeguarding at all times in the course of their work
- be clear with everyone what their individual role and responsibility is in safeguarding
- support staff to carry out their job appropriately

*Signed: Ray Woolrich*

*Dated: 1<sup>st</sup> January 2024*

*Review Date: 1<sup>st</sup> January 2025*

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