



# Safeguarding Policy and Procedure

## 1. Introduction and purpose

This policy sets out how The Act Now Initiative (The Charity) operates to keep adults at risk of abuse or neglect and children safe from abuse.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

We have a Duty of Care to our volunteers and service users. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as users of our services.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer, and staff member who supports us whatever their role, will play their part in keeping people safe.

## 2. Definitions

### **Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

"Safeguarding and promoting the welfare of children" is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes



### **3. Persons affected by this policy**

- All volunteers and staff
- All service users
- All visitors and contractors

### **4. Our Policy**

- The Charity has a zero-tolerance approach to abuse.
- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation and mistreatment.
- The Charity recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- The welfare of the child and/ or adult at risk is paramount and all adults have the right to protection from abuse.
- We are committed to working with appropriate agencies and the police et c. to ensure the reporting of abuse is appropriate and in line with local, national and Charity Commission requirements and Information Sharing guidance.
- We will create an environment where volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities
- All volunteers and staff are given an induction to the organisation; which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern
- Appropriate Safeguarding training is provided to volunteers and staff as part of their induction; and have a safeguarding refresher course every three years.
- All volunteers and staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism.
- All Volunteers and staff must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/ Behaviour. Where appropriate, failure to maintain standards will be dealt with using The Charity Procedures.
- All volunteers and staff who come into contact with adults at risk of abuse, and children and their families as part of their duties will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.



- There is Designated Lead for safeguarding at The Charity.
- The Designated Safeguarding Lead for The Charity will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse.
- Appropriate recruitment of volunteers and staff is in place including policies on when to obtain a DBS check
- A senior board level member will have leadership responsibility for The Charity's safeguarding arrangements
- This policy will be reviewed annually by the Board.

#### Change Record

Date of Change:	Changed By:	Comments:
06/04/2022	Created	Policy approved by the Trustees
10/04/2024	V2.0	Reviewed for legislation updates (none) and formatted



# Emergency Action Plan

**STOP – THINK – ACT!**

## PROCEDURES

- Discuss your concerns with the person if possible.
- Raise your concerns with Act Now Safeguarding leads as appropriate.
- If the matter is urgent contact emergency services immediately.
- Follow directions of emergency services and report to Act Now Safeguarding Leads as soon as possible.



### Information to include in communication to emergency services:

- Name(s) of person of concern
- The facts as known
- Actions taken so far
- Location

## Contact numbers

Emergency Services: **999**

Non-emergency support: **101**