

SAFEGUARDING POLICY TEMPLATE

Overview and How to Use This Template

Why a safeguarding policy might be useful

If you directly work with, or have regular contact with people in the general public in the activities you deliver, it's a good idea to have a safeguarding policy. This is especially important if you're working with or come into contact with children or vulnerable adults.

Although an unincorporated group doesn't have some of the same legal obligations as a registered charity, it's still important to make sure you are carrying out your work in a way that protects everyone involved from harm.

A safeguarding policy helps you by:

- **Ensuring safety:** it ensures the safety and wellbeing of everyone you interact with.
- **Proving clarity:** it lets your community know exactly who to contact if they have concerns and gives your team a clear framework on how to handle any issues.
- **Providing transparency:** it enables you to be completely transparent about what measures you put in place to prioritise safety

How to Adapt This Template

- **Review:** Read the template carefully.
- **Edit:** Look for text in **[Square Brackets]**. Replace this with your specific details. Use your own branding if you have it.
- **Tailor:** If you work *only* with adults, you can remove the specific references to children. If you work with both, keep all sections.

Important Note on DBS Checks

You cannot DBS check everyone. We should not perform a Standard or Enhanced DBS check on a role that is not eligible for one.

- This template includes a "Safer Recruitment" section to help you decide who needs a check.

- It emphasizes that keeping people safe is about culture and behaviour, not just a background check.

Further Guidance and Resources

Below is a list of resources that can support you to create a safeguarding policy.

Official DBS Guidance

- [GOV.UK – DBS Check Eligibility Tool](#): An online tool to find out which level of check a role is eligible for.
- [Resource Centre – DBS Guide for Community Groups](#): Explains the difference between "Regulated Activity" and general volunteering.

Creating Your Policy

- [NCVO: Safeguarding Policies and Procedures](#): Information on creating safeguarding policies and procedures for voluntary organisations and groups, including templates to adapt.
- [NSPCC: Writing a Children's safeguarding policy and procedures](#): Detailed advice on writing safeguarding policies specifically for organisations and groups that work with children.
- [Ann Craft Trust: Resources to support safeguarding adults](#): Templates and guidance on how to write safeguarding policies and procedures for safeguarding adults.
- [Greater Manchester Safeguarding Children Procedures Manual](#): Templates and guidance for child safeguarding policies used by groups across Greater Manchester.
- [The Social Change Nest CIC Safeguarding Policy](#): Our own safeguarding policy, outlining how we prioritise safety and wellbeing in all of our services and activities.

Alternative and Inclusive Approaches

- [RadHR](#): A searchable platform grounded in anti-oppressive principles, where social change organisations can share and access alternative safeguarding policies and procedures.
- [NSUN: The Shape of Safety \(2024\)](#): A guide offering principles, reflective questions, and a practitioner's checklist to help groups develop trauma-informed, anti-oppressive safeguarding policies.

Training Resources

Finding Training: NCVO has a useful guide on where to find safeguarding training, including local options: [NCVO safeguarding training guide](#).

For Adults: Ann Craft Trust offers e-learning courses, including an introduction to safeguarding adults:

- [Ann Craft Trust safeguarding adults training](#)
- [Ann Craft Trust introduction to safeguarding adults elearning](#)

For Children: NSPCC offers various training options and e-learning courses for child protection:

- [NSPCC Safeguarding Children training](#)
- [NSPCC e-learning](#)

What to do if you have an immediate concern

NCVO has a great guide on what to do if you have an immediate concern, that you might want to incorporate into your own policy or guidance: [What To Do If You Have An Immediate Concern](#).

Any questions?

If you have any questions, feel free to contact us at hello@thesocialchangenest.org.

[TEMPLATE] Safeguarding Policy

1. Policy Statement

[Group Name] is committed to protecting the safety and wellbeing of everyone involved in our activities. We believe that no one should ever experience abuse of any kind. We have a responsibility to promote the welfare of all our participants and volunteers and to practise in a way that protects them.

Our Principles:

- The welfare of the individual (child or adult) is paramount.
- We are committed to acting in a way that is trauma-informed and anti-oppressive, ensuring that our safeguarding procedures do not cause further harm or distress.
- All participants, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from harm.

2. Key Safeguarding Contacts

This table must be accessible to all volunteers.

Role	Name	Contact Number	Email
Designated Safeguarding Lead (DSL)	[Name]	[Phone]	[Email]
Deputy Safeguarding Lead	[Name]	[Phone]	[Email]
Local Authority (Adult Services)	[Insert Council Name]	[Phone]	[Website]
Local Authority (Children's Services)	[Insert Council Name]	[Phone]	[Website]
Emergency Services	Police / Ambulance	999	

3. Definitions

3.1 Child / young person

- A child is anyone aged under 18.

- A young person is usually taken to mean someone aged 16–17, but they are still legally a child for safeguarding purposes.

3.2 Adult at risk

Note: The Care Act 2014 replaced the term "Vulnerable Adult" with "Adult at Risk".

An **Adult at Risk** is any person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or is at risk of, abuse or neglect; and
- As a result of those needs, they are unable to protect themselves against the abuse or neglect or the risk of it.

3.3 Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons. It can be a single act or repeated acts. It can be physical, verbal, psychological, sexual, or financial.

We recognise the following categories of abuse (Care Act 2014):

- **Physical:** Hitting, slapping, burning, restraining, or giving too much/wrong medication.
- **Sexual:** Rape, indecent exposure, sexual harassment, or looking at/making pornographic images.
- **Psychological/Emotional:** Threats of harm or abandonment, humiliation, controlling behaviour, or isolation.
- **Financial/Material:** Theft, fraud, internet scamming, coercion in relation to wills or property, or misuse of benefits.
- **Neglect:** Ignoring medical, emotional, or physical care needs; failure to provide access to appropriate health, care, or educational services; or withholding necessities like food, medication, and heating.
- **Discriminatory:** Harassment or slurs based on race, gender and gender identity, age, disability, sexual orientation, or religion.
- **Organisational:** Neglect and poor care practice within an institution or specific care setting (e.g., a care home), or in relation to care provided in one's own home.
- **Domestic Abuse:** Controlling, coercive, or threatening behaviour, violence, or abuse between those aged 16 or over who are or have been intimate partners or family members.
- **Modern Slavery:** Slavery, human trafficking, forced labour, and domestic servitude.

- **Self-Neglect:** Where a person neglects their own personal hygiene, health, or surroundings (e.g., hoarding).

4. Code of Conduct

To ensure a safe environment, all volunteers and group leaders must:

- Treat all people with respect and dignity.
- Avoid being alone with a child or vulnerable adult (aim for "two-person" supervision where possible). If this isn't possible, meet in a visible open, public space.
- Respect people's rights to privacy and personal space.
- Not engage in any inappropriate physical contact or relationships with participants.

5. Procedure: How to Respond to a Concern

If a volunteer is worried about someone's safety, or if someone discloses abuse, they must follow the "4 R's":

5.1. Recognise

- Be aware of signs of abuse (physical, emotional, financial, neglect, etc.).
- Listen actively. Do not promise absolute confidentiality - explain that you may need to share this information to keep them safe.

5.2. Respond

- Stay calm and reassuring.
- Do not ask leading questions (e.g., "*Did he hit you?*" or "*Was it your dad?*"). This can confuse the person or contaminate evidence.
- Do ask open questions: (e.g., "*Can you tell me what happened?*" or "*How did you get that hurt?*") to allow them to explain in their own words.
- **Immediate Danger:** If someone is in immediate danger, call 999.

5.3. Record

- Write down exactly what happened or what was said, using the person's own words where possible.
- Include the date, time, and people present.
- Keep this record secure and confidential.

- Digital Records: Must be stored in a password-protected folder (e.g., on a secure cloud drive like Google Drive/OneDrive) accessible *only* to the DSL. Never share details via WhatsApp or public email threads.
- Paper Records: Must be kept in a locked drawer or filing cabinet.

5.4. Report

- Pass your concerns and the written record to the Designated Safeguarding Lead (DSL) immediately.
- The DSL will decide whether to refer the matter to the Local Authority or Police.

6. Safer Recruitment and DBS Checks

[Group Name] uses a "Safer Recruitment" approach. This means we do not rely solely on criminal record checks but view safety as an ongoing process.

6.1. Who needs a DBS Check?

We will only request a DBS check where the role is legally eligible. We use the following framework:

Role Type	Examples	DBS Level Required
Regulated Activity	Unsupervised work with children/adults at risk (e.g., teaching, providing personal care) occurring 4+ times in 30 days or overnight.	Enhanced + Barred List
Supervised Role	Helping at a youth club but always supervised by a Leader; One-off events.	Enhanced (No Barred List) or None
Trustee / Finance	Roles with access to sensitive data or finance but no contact with vulnerable people.	Basic or Standard
General Volunteer	Admin support, gardening, stewarding events.	None

6.2. Self-Disclosure

For roles where a DBS check is not eligible or proportionate, we may ask volunteers to sign a Self-Disclosure Form, confirming they have no relevant convictions that would bar them from volunteering.

6.3. People with Criminal Records

We are an inclusive group. Having a criminal record does not automatically bar you from volunteering. We will discuss any convictions confidentially and assess if they are relevant to the specific role.

7. Confidentiality and Data Storage

- Records of concerns and DBS information will be stored securely [e.g., in a password-protected folder] and separate from general records.
- DBS Certificates are never kept on file. We record the Certificate Number and Issue Date only, then return the original to the volunteer.

8. Training

[Group Name] will ensure that the Designated Safeguarding Lead undertakes relevant training. We encourage the use of free or low-cost online resources (such as the introductory e-learning from the NSPCC or Ann Craft Trust) where the budget is limited, ensuring our team is equipped with basic safeguarding knowledge.

9. Policy Review

This policy will be reviewed annually or following any significant safeguarding incident.

Signed:

[Group Organiser's Name]

[Position/Role]

[Date]

[CONFIDENTIAL] Safeguarding Incident Report Form

This Safeguarding Incident Report Form is designed to be printed and kept in a secure place (e.g., with the Group Leader or Safety Officer). It guides the volunteer to record facts rather than opinions, which is crucial for legal and safety reasons.

Please note: Storage Instructions

This form contains sensitive personal data. It must be stored in a locked cabinet or a password-protected digital folder. Do not leave this form lying around on a desk or shared in a general WhatsApp group.

Instruction: Use this form to record any safeguarding concern, disclosure, or incident. Do not interpret or investigate. Record exactly what was said or seen. **Urgent:** If a child or adult is in immediate danger, call **999** immediately.

1. Details of the Person Recording the Concern

- **Name:** _____
- **Role/Position:** _____
- **Date of Report:** _____ **Time:** _____

2. Details of the Child or Adult at Risk

- **Name (if known):** _____
- **Approximate Age / DOB:** _____
- **Parent/Carer Name (if applicable):** _____

3. Nature of the Incident / Concern

(Please tick relevant boxes)

- Disclosure (someone told me something)
- Observation (I saw something worrying)
- Third Party (Someone else told me)
- Physical Signs (Bruising, neglect, etc.)

4. Factual Account of What Happened

Write down exactly what happened. Use the person's own words if they spoke to you. Stick to the facts (Who, What, Where, When). (Continue on a separate sheet if necessary)

5. Action Taken So Far

Did you call 999? Did you speak to the Designated Safeguarding Lead? Did you apply First Aid?

6. Body Map (Optional)

If you observed physical injuries, please describe the location clearly below (e.g., "Small bruise on left forearm").

[OFFICE USE ONLY - To be completed by Safeguarding Lead]

Date Received: _____

Time: _____

Received By: _____

Action Taken by Lead:

- No further action required (concern logged only).
- Internal follow-up (monitoring situation).
- Referred to Children's Social Care / MASH.
- Referred to Adult Social Care.
- Contacted the police.

Reason for Decision:

Signed (Safeguarding Lead): _____

Date: _____