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|  | **Safeguarding Policy** |
| |  | | --- | | Agreed by on  Date for next check: | | | |
|  | Our organisation wants to be a safe place for everyone. |

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|  | We expect everyone to: |
|  | * think about keeping themselves safe |
|  | * think about keeping other people safe |
|  | * speak up if they see or hear anything that worries them |
|  | * speak up if they see or hear anything that makes them think someone might be unsafe |
|  | You can talk to The Business and Finance Manager if |
|  | * you feel unsafe or think someone may be abusing you |
|  | * you are worried about how someone is behaving |
|  | * you are worried someone is being treated badly |
|  | * you think our organisation could be safer |
|  | We will change things to make our organisation a safer place. |
|  | Everyone will be listened to with respect. |
|  | The law says all people under 18 and some adults need extra protection to be safe. Adults who need extra protection are called **vulnerable adults**. |
|  | The law says a vulnerable adult is someone who: |
|  | * gets help from any learning disability service or from Social Services **and** |
|  | * may not be able to take care of themselves without support **or** |
|  | * may not be able to keep themselves safe from abusers without support |
|  | This means some of our members, staff, volunteers and Board members may be **vulnerable adults.** |
|  | We will follow the law about making sure vulnerable adults get extra protection.  This means we will: |
|  | * make sure vulnerable adults are not supported in one to one ways outside the sight and knowledge of others |
|  | * help Staff, Volunteers, and Board Members to understand what their behaviour means and know their Safeguarding responsibilities |
|  | * make decisions about safeguarding that balance a vulnerable adult’s safety and their freedom to take risks. |
|  | * keep records of decisions taken about safeguarding a vulnerable adult that includes details of everyone who helped to make the decision. |
|  | As well as this, each part of Wales has |
|  | * a Local Safeguarding Board. Ours is Gwent-wide Adult Safeguarding Board. |
|  | * someone in Social Services to contact about keeping vulnerable adults safe. Ours is Newport Social Services  telephone: 01633 656656, email: pova.team@newport.gov.uk |
|  | * a Safeguarding Policy and Proceduresthat **everyone** must follow for anyone under 18 and vulnerable adults. You can get a copy from The Business and Finance Manager |
| t | We will make sure all staff, volunteers and Board members know what to do if someone tells them worries about abuse or being unsafe. |
|  | We will follow the advice of our Local Safeguarding Board if someone tells us about abuse, being unsafe or worrying that a person is unsafe. |
|  | We will follow the official Safeguarding Policies and Procedures. |
|  | We will train staff, volunteers and Board members about safeguarding. |
|  | All staff who need DBS checks have them in place. |