



# Safeguarding Policy



Our organisation wants to be a safe place for everyone.





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 **people with vulnerabilities**.



The law says a person with vulnerabilities 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 **people with vulnerabilities.**



We will follow the law about making sure people with vulnerabilities get extra protection.

This means we will:



- make sure people with vulnerabilities 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 people with vulnerabilities safety and their freedom to take risks.



- keep records of decisions taken about safeguarding people with vulnerabilities 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 people with vulnerabilities safe. Ours is Newport Social Services  
telephone: 01 633 656656,  
email: [pova.team@newport.gov.uk](mailto:pova.team@newport.gov.uk)



- a Safeguarding Policy and Procedures that **everyone** must follow for anyone under 18 and people with vulnerabilities. You can get a copy from The Business and Finance Manager



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.