

SPECIMEN SAFEGUARDING POLICY FOR CHILDREN AND PROTECTED ADULTS: THIRD SECTOR ORGANISATIONS

INTRODUCTION

This Safeguarding Policy outlines the commitment and procedures of **(Organisation Name)** in protecting children and protected adults. This policy is in accordance with relevant Scottish legislation and applies to all individuals and organisations affiliated with the organisation and involved in our activities. **(Organisation Name)** is committed to creating and maintaining a safe and secure environment for children and protected adults in all areas of our operations.

This policy will be readily available to all staff, volunteers, member organisations, service users, and relevant stakeholders. It will be communicated through training sessions, staff inductions, and prominently displayed within organisation premises and digital platforms.

DEFINITIONS

Children are defined as individuals under the age of 18 years.

Protected Adults are defined as adults at risk of harm due to disability, mental disorder, illness, or physical or mental infirmity and are unable to protect themselves from harm or exploitation.

RESPONSIBILITIES

Management: Our **(Manager/Chief Executive)** has the overall responsibility for implementing this policy. They will ensure the provision of adequate resources, training, and supervision to staff, volunteers and contractors engaged in activities involving children and protected adults.

Staff and Volunteers: All staff and volunteers are individually responsible for promoting the welfare and safeguarding of children and protected adults. They are responsible to familiarise themselves with this policy, promptly report any concerns or incidents, and participate in relevant training offered.

Lead Safeguarding Officer: **(Insert Name)** is the designated Lead Officer, overseeing the implementation of this policy, providing guidance and support, and acting as the primary point of contact for safeguarding concerns.

STAFF/VOLUNTEER RECRUITMENT AND SELECTION

All individuals engaging in regulated work involving children and protected adults must undergo thorough recruitment procedures, including Disclosure Scotland checks, in line with the requirement of Protection of Vulnerable Groups (Scotland) legislation.

References will be taken and verified for all prospective staff and volunteers involved in activities concerning children and protected adults.

(Organisation Name) expects all staff, volunteers, and relevant personnel to adhere to a code of conduct that clearly outlines acceptable behaviour when interacting with children and protected adults - including guidelines on appropriate language, physical contact, confidentiality, and maintaining professional boundaries.

REPORTING AND RESPONDING TO CONCERNS

Safeguarding concerns or incidents involving children or protected adults must be immediately reported to the appropriate Lead Safeguarding Officer. (See above)

All concerns will be treated seriously, promptly investigated, and appropriate action will be taken, following statutory guidelines and local procedures. In doing so, (Organisation Name) will cooperate fully with statutory agencies, such as the police or social work services, as required.

TRAINING AND SUPPORT

(Organisation Name) is committed to providing regular, appropriate safeguarding training to all staff, volunteers, and other relevant personnel, ensuring everyone is regularly updated around current legislation, best practices, and the identification of safeguarding concerns. Support will also be offered to staff, volunteers, and relevant personnel involved in handling safeguarding issues, including access to counselling and debriefing services, as appropriate.

CONFIDENTIALITY AND DATA PROTECTION

(Organisation Name) will handle all safeguarding concerns and records confidentially, and in compliance with all relevant data protection legislation. Consent will be obtained when appropriate and in accordance with legal requirements.

REVIEW AND MONITORING

This policy is subject to annual review to assess the implementation of safeguarding measures and identify areas for improvement.