

## SPECIMEN SAFEGUARDING POLICY: COMMUNITY GROUPS

### PURPOSE

This policy outlines how (**Organisation Name**) safeguards children and adults at risk of harm in order, acknowledging we have a duty of care for everyone who comes in to contact with our organisation. This policy is part of our governance responsibilities and Committee Members are committed to ensuring we provide a safe environment and protect everyone who comes into contact with us from harm of any kind.

Safeguarding is everyone's responsibility. For our policy to be effective everyone, whatever their role, must play their part in keeping people safe.

### 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.

### OUR COMMITMENTS

- We have a responsibility to promote the welfare of all children and adults at risk of harm, keeping them safe and to run our services in a way that protects them.
- While it is the responsibility of relevant statutory agencies to determine whether or not abuse has taken place, it is **everyone's responsibility to report any concerns** and all staff, volunteers, trustee and contractors will know how to recognise and report safeguarding concerns.
- We have a zero-tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect all children and adults at risk of abuse, exploitation, radicalisation and mistreatment, including cyber/virtual risk.
- We are committed to working with all agencies to safeguard children and adults at risk of harm, including sharing relevant information.

#### **We will keep people safe by;**

- Valuing, listening to and respecting them
- Providing induction and regular refresher training and support on safeguarding children and adults at risk
- Recruiting and selecting staff and volunteers safely; ensuring all necessary checks take place. Failure to maintain standards may be dealt with using our internal procedures.

- Ensuring a committee member takes the lead for safeguarding and that their details are made known.
- Report all safeguarding concerns to the relevant external authorities, swiftly and appropriately.

## **REVIEW**

This policy and related guidance will be monitored by the committee on a regular basis for compliance and will be reviewed at least annually.

Signed:

Date:

Review Date:

