

The Grantown Society Safeguarding Policy and Procedure

1. Introduction

The Grantown Society is committed to safeguarding and promoting the welfare of all individuals who engage with the Society, especially children, young people, and vulnerable adults. This policy outlines the Society's approach to safeguarding, ensuring that all trustees, volunteers, and staff members are aware of their responsibilities and adhere to relevant Scottish legislation and best practices. It aligns with the Society's policies on inclusion, equality and data protection.

2. Policy Statement

The Grantown Society recognizes its duty of care to safeguard and promote the welfare of all individuals involved in its activities. This policy applies to all trustees, volunteers, and staff members, whether paid or unpaid. The Society is committed to creating a safe environment and ensuring that everyone understands their responsibilities in safeguarding matters.

3. Definitions

- **Safeguarding:** The action taken to promote the welfare of children, young people, and vulnerable adults and protect them from harm.
- **Child:** Anyone under the age of 18.
- **Vulnerable Adult:** Anyone over 16 who is or may be in need of community care services due to disability, age, or illness, and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

4. Responsibilities

- **Trustees:** Ensure that the Society complies with safeguarding legislation and follows best practices. The overall responsibility lies with the Society Chair.
- **Volunteers and Staff Members:** Understand and implement the safeguarding policy and procedures. Report any concerns regarding safeguarding to the designated Safeguarding Officer.
- **Safeguarding Officer:** Appointed by the Society to oversee and manage safeguarding issues. Ensures that safeguarding policies and procedures are followed and that concerns are appropriately addressed.

5. Procedures

5.1. Recruitment and Training

- **Recruitment:** All potential trustees, volunteers, and staff members will undergo thorough background checks, including PVG (Protecting Vulnerable Groups) checks where applicable.
- **Training:** All individuals working with the Society will receive safeguarding training appropriate to their role. Training will be updated regularly.

5.2. Reporting Concerns

- **Recognising Concerns:** Trustees, volunteers, and staff members should be vigilant and recognize signs of abuse or neglect.
- **Reporting Process:** Any safeguarding concerns should be reported to the Safeguarding Officer immediately. In their absence, concerns should be reported to the Society Chair.
- **Confidentiality:** Reports will be handled with confidentiality. Information will only be shared with relevant authorities on a need-to-know basis.

5.3. Responding to Concerns

- **Initial Response:** The Safeguarding Officer will assess the concern and determine the appropriate action.
- **Referral to Authorities:** If a concern is deemed to require external intervention, the Safeguarding Officer will refer the case to local safeguarding authorities, such as Social Work Scotland or the police.
- **Support for Individuals:** The Society will provide support to individuals involved in safeguarding incidents, including signposting to relevant support services.

6. Implementation and Review

- **Implementation:** The Society Chair is responsible for the implementation of this policy. All trustees, volunteers, and staff members are expected to adhere to it.
- **Review:** This policy will be reviewed annually by the trustees to ensure it remains up to date with legislation and best practices. Changes will be communicated to all members of the Society.

7. Contact Information

- **Safeguarding Officer:** Jenny Steven, jennysteven@icloud.com +44 7962035902

Tigh-na-Coille, Old Spey Bridge Grantown PH26 3NQ

- **Society Chair:** Bill Sadler, justbill2015@gmail.com +447709270044

Murree, 4 Woodside Avenue, Grantown PH26 3JN

8. Further Information

- [definitions-signs-child-abuse.pdf \(nspcc.org.uk\)](https://www.nspcc.org.uk/definitions-signs-child-abuse.pdf)
- [safeguarding-standards-and-guidance.pdf \(nspcc.org.uk\)](https://www.nspcc.org.uk/safeguarding-standards-and-guidance.pdf)
- [emergency-card-purple-card.pdf](https://www.nspcc.org.uk/emergency-card-purple-card.pdf)
- [103800-yellow-card_january-2024-version-8-16-nov-web-1.pdf](https://www.nspcc.org.uk/103800-yellow-card-january-2024-version-8-16-nov-web-1.pdf)
- Refer to the office file “Equality, Inclusion and Safeguarding”

9. Conclusion

The Grantown Society is dedicated to safeguarding all individuals involved in its activities. By following this policy and procedure, the Society aims to create a safe and supportive environment for its activities and in its premises.

Date of Review: August 10th 2024

Signature **of** **Society** **Chair:** _____

Date: _____