

TEMPLATE FOR SAFEGUARDING POLICY AND PROCEDURE

Template for Safeguarding Policy and Procedure (voluntary organisations, commissioned services and contracted service providers are free to use all or any sections of Dacorum Borough Council's Safeguarding Policy. Below is the minimum acceptable for any organisation receiving funding, contracts or commissioned services from Dacorum Borough Council)

Policy Statement

Children and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them.

(Name of organisation) is committed to safeguarding children and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by **(name of organisation)**. We will endeavour to keep children and vulnerable adults safe from abuse and suspicions of abuse will be responded to promptly and appropriately. We will act in the best interest of the child or vulnerable adult at all times.

We will actively seek to promote the welfare and protection of all children and vulnerable adults permanent residing or temporarily living in the community at all times.

(Name of Organisation) will ensure that unsuitable people are prevented from working with children, young people and vulnerable adults through using safe recruitment and selection processes.

(Name of organisation) will take any concern made by a service user, employee, volunteer or child/vulnerable adult seriously and sensitively. Concerns cannot be anonymous and should be made in the knowledge that, during the course of any enquiries, the agency that made that referral will be made clear.

(Name of organisation) will not tolerate harassment of any service user, employee, volunteer or child/young person/vulnerable adult who raises concerns of abuse.

Procedure

Any concerns will be brought to the attention of **(named senior person in relevant organisation)** who will report the concern to Herts County Council Children's Services or Adult care services departments notifying the DBC designated safeguarding officer for the service area working with the relevant voluntary organisation, commissioned services or contracted service provider.

The service area designated safeguarding officer will copy community safety and safeguarding mailbox into any concerns received.

Those raising the concern must be made aware that the concern will be shared with appropriate people but will be treated in confidence as far as possible.

Officers, employees and volunteers must not discuss the concern except with the designated officer and any agent of the organisation responsible for investigating the concern.