**Scottish Attachment in Action.**

**Safeguarding Policy**

**Policy Statement**

Everyone has a right to be safe and treated with dignity and respect. Our Safeguarding Policy comes from rights-based approach to protect and support individuals who work with us and who come to us for advice and services.

We support those who work with some of the most vulnerable people in our society and who require the most protection. But for us safeguarding is not just the prevention of harm but ensuring that we create a safe physical and emotional space for everyone involved.

Our work brings us into contact with many vulnerable groups, but specifically those who work with children and young people. Therefore, for the purposes of this Policy, a child is defined in the UNCRC as someone who has not yet reached the age of 18. Adult support and protection can begin at 16 and 17 years old where appropriate. Young People ages 16-18 can be especially vulnerable and SAIA keeps this in focus to ensure no young person can fall through the gaps between adult and children’s services and policy.

SAIA also want to ensure the safety and wellbeing of those who work with and alongside us. Anyone who has concern that the impact of work undertaken feels unsafe for their health or wellbeing as a contributor, should speak in confidence to the responsible Trustee.

**Scope**

This policy applies to everyone at Scottish Attachment in Action (SAIA), those who work alongside, and those for whom we provide advice and services.

**Legal and Policy Context, includes** (this is not an exhaustive list)

* Principles that guide child and adult protection in Scotland
* Children and Young People’s Act 2014
* United Nation Conventions on the Rights of the Child
* Getting it Right for Every Child
* Human Rights Act 1998
* Adults Support and Protection Act 2007
* Equality Act 2010
* Data Protection Act 2018

**How We Ensure Safeguarding**

**Trustees**

Trustees are supported to be fully aware of their roles and responsibilities under the Charities and Trustee Investment (Scotland) Act, 2005. Specifically, Trustees are committed to promoting a safe environment and culture for all.

There is a Trustee with responsibility for safeguarding issues.

**Staff and Associates**

Robust recruitment, selection, induction and training which includes relevant PVG checks, references, and full work history underpins SAIA’s staff and Associates and their work.

**Assessing and Mitigating Risk: Advisory and Service Provision**  
  
To safeguard, SAIA assess and mitigates risks by

* ensuring that data and information it holds is kept securely, held only where legally appropriate, and confidentiality and proportionate use of evidence and examples used in our work, protect identity.
* understanding, as far as possible, the audience for our advice and services and ensuring these are provided in a way which is safe / appropriate for the recipient.
* ensure the content of our advice and services is reviewed to ensure no harm
* identifying when and in what way vulnerable groups or individuals directly access our advice and services and taking appropriate action (e.g. review register of participants).
* ensuring the safety of the environment or venue in which events take place.

**Procedure for Raising Concerns**

If anyone has safeguarding concerns about a young person, a young adult or vulnerable person, there is a procedure to follow for **recording and sharing** these concerns.

Such concerns may relate to the following (this is not an exhaustive list)

* Child Protection
* Adult Protection
* Domestic Violence
* Exploitation
* Risk Taking behaviour
* Drug and Alcohol misuse/abuse
* Underage Sexual Activity
* Mental Health Concerns
* Violence in the community
* Disclosures of Historical Abuse
* Prejudice or Hate Crime
* Radicalisation

**How to record and share concerns**

When you have a concern about the safety or wellbeing of a child, young person, or vulnerable adult, it is essential that this information is relayed to the responsible Trustee for both information, advice, and a decision on the necessary action.

The concern will also require to be recorded and shared appropriately by completion of the Shared Concerns Form (Appendix 1).

At all times, be aware of the wishes of the child, young person or adult involved and how much information they would like you to share with them during and after this process.

**Behaviour, Values and Conduct**

Providing a safe space is promoted by confidential, positive and respectful behaviours.

Social Media. Facebook, WhatsApp and Snap Chat are common and useful ways of staying in touch. However, the values that underpin what we do must underpin all our interactions, face to face and online.

Those working with or on behalf of SAIA must be mindful of the risks as well as the benefits of social media. You may see pictures or read posts that concern this should be discussed with the responsible Trustee.

**Information Sharing**

In line with confidentiality, sharing the right information at the right time improves outcomes for children, young people and their families and is a vital part of the early intervention approach that is at the heart of GIRFEC.

Privacy and confidentiality are governed by legal provisions that aim to safeguard personal information.

I have read and understood SAIA Safeguarding Policy

Print Name- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1**

**Scottish Attachment in Action: Shared Concern Form**

This form can be used to share a range of concerns in relation to the safety of a child, young person, or adult.

**Your Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Role | | |
|  | |  | |  |
| Address /Location of incident | | | | |
| Phone No |  | | Email |  |

**Names of the person you are concerned about (share only what you know)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Location of Incident /Concern | Age if under 18 |
|  | |  |  |
| Address /Location of incident | | | |
| Gender |  |  | |

**Any other relevant people involved**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Location of Incident /Concern | | Age if under 18 |
|  | |  | |  |
| Address | | | | |
| Gender |  | |  |  |

**Concern Shared with**

|  |  |  |
| --- | --- | --- |
| Name | Title | Date |
|  |  |  |

**Summary of Concerns** (please tick the relevant box)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Child Care and Protection |  | Exploitation |  | Underage Sexual Activity |  | Disclosure of Historical Abuse |  |
| Adult Protection |  | Risk Taking Behaviour |  | Mental Health Concerns |  | Prejudice/Hate Crime |  |
| Domestic Violence |  | Drug/alcohol use/abuse |  | Violence in the community |  | Radicalisation |  |
| Wellbeing |  | Other (please detail) |  |  | | | |

**Reasons for Shared concern** (please detail your concern here and any actions you have already taken)

|  |
| --- |
|  |

**Follow up actions agreed and/or outcome**

|  |
| --- |
|  |

**Consent and process**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Has the person involved given you consent to share this information? |  |  |
| Have you updated the form with follow up actions and an outcome? |  |  |

Send a copy to: Responsible Trustee, or Chair [edwinagrant@talktalk.net](mailto:edwinagrant@talktalk.net)

|  |  |
| --- | --- |
| **Date Sent** | **Date Received (for recording purposes** |
|  |  |