

# **SUTTON OLD PEOPLES' WELFARE COMMITTEE**

## **Safeguarding Policy**

### **1. Purpose of the Policy**

This policy is designed to ensure the safety and wellbeing of all employees, volunteers, trustees, users, and other individuals connected to SOPWC, particularly vulnerable adults.

### **2. Scope**

This policy applies to all employees, contractors, volunteers, and anyone representing SOPWC.

### **3. Key Principles**

- The welfare of vulnerable individuals is paramount.
- Everyone has the right to be protected from abuse, neglect, or exploitation.
- Safeguarding is a shared responsibility, and everyone associated with SOWPC has a role to play.

### **4. Definitions**

- Safeguarding: Protecting individuals' health, wellbeing, and human rights to live free from harm.
- Abuse: Includes physical, emotional, sexual, and financial abuse, as well as neglect.
- Vulnerable Individuals: Includes children under 18 and adults at risk due to circumstances such as disability, age, or dependency.

### **5. Responsibilities**

- The Trustees (Leadership Team): Ensure the implementation and regular review of the safeguarding policy and procedures.
- The Designated Safeguarding Lead (DSL) is the Sutton Lodge General Manager, who oversees safeguarding practices and responds to concerns.
- Employees and Volunteers: Must adhere to the policy and report concerns promptly.

### **6. Recognising Abuse**

- Signs of abuse may include unexplained injuries, changes in behavior, fearfulness, or withdrawal.
- Indicators of neglect include poor personal hygiene, malnutrition, or untreated medical issues.

### **7. Reporting Concerns**

- Any safeguarding concerns must be reported immediately to the DSL.
- The DSL will assess the situation and take appropriate action, including contacting local safeguarding authorities if necessary.
- Confidentiality will be maintained unless disclosure is required to protect the individual at risk.

### **8. Safe Recruitment**

- Implement robust recruitment procedures, including DBS checks where appropriate.
- Verify references and conduct interviews that assess safeguarding awareness.

**9. Training and Awareness**

- Provide safeguarding training for all employees and volunteers, tailored for any particular needs as appropriate.
- Regular updates to ensure awareness of changes in legislation and best practices.

**10. Handling Allegations**

- Allegations against employees, volunteers or representatives will be taken seriously and investigated promptly.
- Support will be provided to both the individual making the allegation and the person accused, ensuring fairness and confidentiality.

**11. Record Keeping**

- SOPWC keep accurate records of safeguarding concerns, actions taken, and outcomes.
- Records will be stored securely and only accessed by authorised staff.

**12. Contact Information**

- Designated Safeguarding Lead (DSL): [Name, phone number, email]
- Local Safeguarding Authorities: [Contact details for local adult safeguarding nominee at LBS]
- Emergency Services: Dial 999 in an emergency.

**13. Monitoring and Review**

This policy will be reviewed annually or sooner if there are changes to relevant legislation, guidance or organisational needs. Any updates will be communicated to all staff and volunteers.

Approved by: *R. Barai*  
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 [Name] Chair, SOPWC

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