

Tips on creating and updating Safeguarding Policy

Amy Elton- Safeguarding Co-Ordinator

What should your safeguarding policy have?

- A statement about your organisations commitment to safeguarding.
- A statement about your organisations commitment to safeguarding training.
- Information about confidentiality and information sharing.
- Information about your organisations safeguarding record keeping.
- Definitions of abuse.
- Relevance and connection to other policy- such as GDPR.
- Designated Safeguarding Lead contact details.
- Your organisations safeguarding procedure- you should be able to work from the policy.
- Local authority safeguarding referral details and process.

Policy Tips

- Ensure EVERYONE in your organisation/group has read and understood the policy- Offer a training session/Team discussion
- Ensure everyone has access to the policy.
- Involve other members in your organisation/group to read and give feedback on the policy.
- Ensure you have a separate policy for children and adults.
- Your policy should be reviewed at least every two years or following a significant safeguarding concern or change.
- Adapt and develop your policy over time to suit changing need and relevance.

Stay informed!

- Funders want to see that not only do you have a policy in place, but it's up to date and useful.
- Safeguarding is constantly changing and adapting.
- Keep updated;
 - NSPCC Updates
 - Access helpful websites NSPCC, Ann Craft Trust, Direct Gov, your local authority
 - Forum CIO newsletter

Support is Available

- Policy Templates
- Safeguarding checklist
- One to one support
- Training


SAFEGUARDING CO-ORDINATOR

Forum and Sector Connect are proud to offer bespoke safeguarding support for the VCSE (voluntary, charity and social enterprise) sector.

A completely free service tailored to your organisational needs.

- Safeguarding and related policy creation and reviews
- Safeguarding Training
- Supervision service and advice
- Tools and resources to aid best practice. Safer recruitment advice and training
- DBS information and advice

and more...

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To arrange a meeting or safeguarding support please contact Amy Elton



Further Support

- If you would like further information or access one to one support. Contact Amy Elton or grab a leaflet.

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