

POLICY FOR SAFEGUARDING VULNERABLE PEOPLE

1. Purpose & Scope

Sedbury Space is committed to ensuring that vulnerable people are safe in all respects when involved in associated activities. The aim of this policy is to outline the practice and procedures for employees and volunteers of Sedbury Space to contribute to the safeguarding of vulnerable people through raising awareness, putting in place safeguarding measures, and providing a clear framework for action when abuse is suspected.

It is aimed at protecting the vulnerable person and the employee/volunteer, whilst also recognising the risks involved in lone working. The policy covers all staff and volunteers with specific reference to those regularly in contact with vulnerable people.

2. Definitions

Vulnerable people fall into 2 categories:

- * Children under the age of 18
- * Vulnerable adult: a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited

This **may** include a person who:

- * Is elderly and frail
- * Has a mental illness including dementia
- * Has a physical or sensory disability
- * Has a learning disability
- * Has a severe physical illness
- * Is a substance misuser
- * Is homeless

supported by

Abuse is a violation of an individual's human and civil rights by any other person or persons, it can take a number of forms:

- * Physical
- * Sexual
- * Psychological/emotional/harassment
- * Neglect
- * Financial (or material)
- * Discrimination
- * Exploitation

3. Responsibilities

All employees and volunteers have a responsibility to be aware of this policy and to report any suspicions they might have concerning abuse.

The person within the organisation with overall responsibility for Safeguarding vulnerable people, and who will normally deal with any allegations or suspicions of abuse is:

Carol Clammer: Mob: 07712574471

The Sedbury Space Management Committee oversees this policy.

4. Policy Implementation

The scope of this Safeguarding Vulnerable People Policy is broad ranging and in practice will be implemented via a range of policies and procedures in the organisation. Links with other policies and procedures include:

Recruitment : During recruitment for any position which potentially involves contact with vulnerable people, interview questions will explore candidates' experience of the principles of safeguarding vulnerable people. DBS checks will be carried out for all staff and volunteers working with vulnerable people.

Training & Induction : the training of staff is a critical success factor for this policy. All employees and volunteers will be supported in their understanding & awareness of vulnerable people protection issues. This will include, as appropriate, lone working guidelines, reporting procedures for reporting abuse and professional boundaries.

5. Reporting Procedure

All allegations or suspicions are to be treated seriously, and no abuse is acceptable. Some abuse is a criminal offence and must be reported to the police as soon as possible.

In the event of a vulnerable person reporting abuse happening (at home or elsewhere), or where an incident is observed, the following process will apply:

Any employee or volunteer is required to report any concerns in the 1st instance to their line manager or safeguarding lead. A written record of the concern will be completed by the organisation.

The organisation will, where appropriate, contact the local authority for advice. In Gloucestershire this can be done via (for children) the Safeguarding Children Services Local Authority designated officer (LADO) 01452 426565, or (for adults) the Adult Helpdesk 01452 426994. The organisation will follow advice provided.

Consideration will be given to:

- * The scale of the abuse
- * The risk of harm to others
- * The capacity of the victim to understand the issues of abuse and consent to report

6. Record Keeping

Confidential information relating to any queries will be:

- * Kept secure against unauthorised or unlawful access or loss
- * Relevant and not excessive for purpose
- * Only kept as long as necessary

7. Approval and Review

This policy will be reviewed by the Sedbury Space committee annually or when legislative or practice changes occur.

Signed:  (Chair of Sedbury Space)

Date: September 2025

Date for Review: September 2026