

SAFEGUARDING YOUNG PERSON AND VULNERABLE ADULT PROCEDURE

All young people and adults have an absolute right to be safe from harm. The Right to Work acknowledges their duty of care and will take all necessary steps to ensure that everyone with whom it works are enabled to be emotionally and physically safe.

If anyone within the Right to Work team, volunteer or Supported Volunteer shows signs of physical or emotional harm please tell the Senior Staff member immediately.

If anyone within the Right to Work team, volunteer or Supported Volunteer tells you they want to tell you something serious, or you pick up that it might be of a sensitive nature – you must tell them that if you believe that what they tell you suggests they are at risk or are being harmed you WILL tell a senior staff member immediately, as it is your duty to do so.

If anyone within the Right to Work team, volunteer or Supported Volunteer tells you something that you believe suggests they are at risk or are being harmed you must tell a senior staff member immediately, as it is your duty to do so.

When you pass information of a serious nature on, you must ensure that this is done immediately and in private. This topic should not be discussed with anyone else inside or outside of work. It's vital that in these situations that you give the facts as

you know it only, you should not add information that has not been told to you, unless you think its relevant to the situation.

SENIOR STAFF MEMBERS – Sharron de Abreu Faria / Louise Macmillan – if neither of these are to hand, ring the Safeguarding Officer IMMEDIATELY

Senior Staff members should then assess the basic information, gaining additional information if necessary and contact The Safeguarding Officer.

No one person should ever make the decision to do nothing.

No one person other than the Safeguarding Officer (Founder) should contact the authorities, Parents, Support Worker or Carers unless you are specifically asked to do so by them.

Detailed written information should be kept of all incidents / concerns and kept filed within the appropriate individuals' files

Signed: Debbie Lyall
SAFEGUARDING OFFICER
July 2019

- If debbie Lyall is absent – Louise Macmillan assumes the Safeguarding Officer responsibilities