



## CLIFTON CARE SCHEME SAFEGUARDING POLICY

### Clifton Care Scheme (CCS) is committed to ensuring that we:

- Provide a safe and trusted environment. Safeguarding involves a duty of care to everyone who comes into contact with CCS and we must take reasonable steps to ensure they come to no harm. This is particularly important where the welfare of vulnerable adults may be at risk. See also our Health & Safety Policy and the Risk Assessment for CCS Afternoon Teas.
- Set an organisational culture that prioritises safeguarding, so that volunteers feel able to report incidents and/or raise concerns in the knowledge they will be dealt with appropriately.
- Have adequate safeguarding policies, procedures and measures which are appropriate for our particular circumstances and which reflect both the law and best practice.
- Handle incidents as they arise. If necessary, the Chair will report them to the relevant authorities including the police.

### Safeguards to protect CCS clients

- Make all volunteers aware that abuse can be discriminatory, emotional, financial, neglect, psychological, physical and sexual. It can take place anywhere and be perpetrated by anyone.
- Respond to abuse or allegations of abuse rapidly and confidentially.
- Reports concerns to the Chair or Secretary initially, who will create and maintain written records. The concern may be referred to BRCC.
- Make sure that all volunteers are suitable to work with vulnerable adults during the recruitment/interview process and request appropriate checks from the [Disclosure and Barring Service where applicable](#).
- Provide all new volunteers with a Safeguarding briefing when they will acknowledge their individual responsibilities to bring matters of concern to the attention of the Chair or Secretary.
- Ensure all those making a complaint, allegation or expressing concern are taken seriously and their comments treated confidentially but these may have to be shared with the appropriate authorities if there is significant risk to themselves or others.

CCS will monitor the progress, development and practice of this policy.

Chair's Signature: .....

Date: .....