



# Safeguarding Policy

## LAPIS Family Services (LFS)

*Connecting Families with Care*

### 1. Purpose and Scope

This policy outlines LAPIS Family Services' commitment to safeguarding the welfare of children, young people, and vulnerable adults. It applies to all staff, volunteers, consultants, and partners working on behalf of LFS, across all settings.

### 2. Our Commitment

We believe every individual has the right to live free from abuse, neglect, and exploitation. LAPIS Family Services is committed to:

- Promoting a culture of safety, transparency, and accountability.
- Ensuring safeguarding is embedded in all aspects of our work.
- Responding swiftly and appropriately to concerns or disclosures.

### 3. Definitions

- **Safeguarding:** Protecting individuals from harm and promoting their well-being.
- **Abuse:** Includes physical, emotional, sexual abuse, neglect, exploitation, and institutional harm.
- **Vulnerable Adult:** A person aged 18+ who may be unable to protect themselves due to age, illness, disability, or circumstances.

### 4. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Oversees policy implementation, training, and case management.
- **All Staff and Volunteers:** Must complete safeguarding training and report concerns immediately.
- **Leadership Team:** Ensures safeguarding is prioritised in governance, strategy, and partnerships.

### 5. Safer Recruitment

LAPIS Family Services will:

- Conduct enhanced DBS checks for all staff and volunteers.
- Use values-based interview questions to assess safeguarding awareness.
- Require references and verify employment history.

## **6. Training and Awareness**

- Mandatory induction and annual safeguarding refreshers for all personnel.
- Specialized training for DSLs and those in direct contact with families.
- Ongoing updates aligned with local and international safeguarding legislation.

## **7. Reporting and Responding**

- All concerns must be reported to the DSL or deputy immediately.
- Disclosures must be recorded factually, confidentially, and without judgment.
- LAPIS will work with statutory agencies and follow local safeguarding procedures.

## **8. Confidentiality and Data Protection**

- Information will be shared on a need-to-know basis, in line with GDPR and safeguarding protocols.
- Records will be securely stored and retained according to legal requirements.

## **9. Online and Digital Safety**

- Staff must follow LAPIS guidelines for safe digital communication.
- Online platforms used for family engagement must have appropriate privacy and moderation settings.
- Any online safeguarding concerns must be reported to the DSL.

## **10. Whistleblowing**

- LAPIS encourages a culture of openness.
- Staff can report concerns about malpractice or unsafe behaviour without fear of reprisal.
- Whistleblowing procedures are outlined in the Staff Handbook.

## **11. Policy Review**

This policy will be reviewed annually or in response to legislative changes, serious incidents, or feedback from stakeholders.