

**ANNIE WALSH MEMORIAL SCHOOL OLD GIRLS' ASSOCIATION
(AWOGA UK BRANCH)
Initiated in 1984**



*Non Sibi Sed Omnibus
(Not For Self But For All)*

UK Registered Charity No 1165222

www.awoga.org.uk

AWOGA Safeguarding Policy

What is Safeguarding?

Safeguarding is everybody's business. We are all responsible for the welfare of those around us and understanding the processes for safeguarding is a huge step in preventing abuse and neglect.

Safeguarding can be defined as being ready and prepared to protect others from abuse, neglect, harm, bullying and harassment in a safe manner.

What is our Policy?

- AWOGA (UK) will ensure that:
 - *We protect our members from any financial, emotional and physical abuse. Please refer to our **Code of Conduct, (Bye-Laws – 6.2)** which states: See extract below.*

Code of Conduct

- (i) Members should ensure that they practice fairness, respect, openness, dignity and always behave in an equitable manner.
- (ii) Members should not use offensive language at meetings, threaten, intimidate or bully other members or repeatedly shout during discussions.
- *Awareness is raised of safeguarding principles by discussing this subject at scheduled meetings.*
- *We have robust financial systems in place, and the appropriate mechanisms to enable this.*
- *Our members can raise any safeguarding concerns through the Executive Committee.*
- *The organisation will handle allegations or incidents.*

- *Any allegations or incidents will be investigated through the Grievance & Complaints Committee which will be set up for this purpose. (See Bye-Laws – Paragraph 24)*
- *We respond, including reporting the matter to the relevant authorities.*
- *Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult and address what has caused the abuse.*
- *We adhere to the Charity Commission’s guidelines which places great emphasis on action being taken by trustees to prevent abuse of vulnerable beneficiaries or failures to safeguard them from happening in the first place:*
 - (a) *This includes ensuring trustees know and are clear about their responsibilities.*
- *We abide by the Charity Commission’s rule which requires any registered charity to report 'serious incidents'.*
- *We report to the Charity Commission if any safeguarding concerns have resulted or could have resulted in harm. This includes some situations where our own policies or procedures have not been followed properly.*
- *In line with the Charity Commission’s policy which expects all charities to ensure that trustees, employees and volunteers know about safeguarding and best practice for all other groups we will ensure that:*
 - (a) *As an organisation we arrange training on Safeguarding that matches the needs of our organisation and our activities.*
- *We ensure that our members are informed of the importance of being DBS checked if they are undertaking any role of responsibility dealing with vulnerable adults.*
- *We abide by the six principles of safeguarding as detailed below:*

Six principles of safeguarding

- Empowerment.
- Prevention.
- Proportionality.
- Protection
- Partnership
- Accountability

When caring for and protecting others, it is crucial to understand the processes to follow should you be concerned about an individual and their well-being.

'The Five R's' of safeguarding are a useful and structured way to remember what to do should a safeguarding concern occur.

Recognise

Communities surrounding vulnerable adults should have a clear and definite understanding of the signs of potential abuse, harm and neglect. Symptoms of abuse are not always visible, and suspicious injuries or behaviours should not be dismissed.

Those surrounding individuals must adopt an understanding of suspicious and non-suspicious behaviour and injury when considering their safeguarding duty. Trusting your instinct and treating every concern as an issue is always best.

Respond

Safeguarding issue has been detected, responding to it in an appropriate manner is extremely vital.

Some vulnerable adults who have fallen victim to abuse and neglect will most likely need to be handled with great care and caution. You should approach these individuals in a calm fashion and foresee that they may not be willing to talk about their situation.

If they wish to discuss matters, ask open questions, which will encourage them to give just enough information to validate the claim. Once you have enough information to solidify it beyond suspicion, you should begin reporting.

Report

Each organisation should have a designated person or team responsible for safeguarding issues.

Another important factor in ensuring the safety and security of others is knowing who your closest safeguarding lead is. To this individual, you should report any concerns that may have arisen, and they will then take responsibility for dealing with the matter professionally.

Record

Recording the incident in the best detail is extremely important for the investigation. You should take precise and comprehensive notes of the situation to assist in your report and relay these where necessary.

Included in the notes should be the who, what, why, when and where of safeguarding. Details of who was involved are especially important, as well as dates and times. The recording of the events should take place as soon as possible.

Refer

After the previous steps, the report should be referred to the appropriate authorities to continue the investigation.

If you believe the safeguarding risk to be more urgent, such as a suspicion that somebody is under immediate or severe threat, you should contact the relevant authority immediately, whether this is the police, fire service or ambulance crew.

***AWOGA (UK) Safeguarding Policy
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