

Safeguarding Policy for Step To Shelter Merseyside CIC

Date Reviewed: Friday 24th October 2025

1. Policy Statement

Step To Shelter Merseyside CIC is committed to safeguarding the welfare of all individuals who engage with our services, particularly children, young people, and adults at risk. We believe everyone has the right to live free from abuse, neglect, and exploitation. We will take all reasonable steps to protect people from harm and respond appropriately to concerns or disclosures.

2. Scope

This policy applies to:

- **All staff, volunteers, trustees, and contractors**
- **All activities and services provided by Step To Shelter Merseyside CIC**
- **All individuals who come into contact with our organisation, including service users, families, and partner agencies**

3. Legal Framework

This policy is based on and complies with:

- **Children Act 1989 & 2004**
- **Working Together to Safeguard Children (HM Government)**
- **Care Act 2014**
- **Safeguarding Vulnerable Groups Act 2006**
- **UK GDPR and Data Protection Act 2018**
- **Human Rights Act 1998**

4. Definitions

Safeguarding: Protecting people's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect.

Adult at Risk: A person aged 18 or over who may need care and support and is at risk of abuse or neglect.

Child: Anyone under the age of 18.

5. Types of Abuse

We recognise the following forms of abuse:

- **Physical**
- **Emotional or psychological**
- **Sexual**
- **Neglect**
- **Financial or material**
- **Discriminatory**
- **Organisational**
- **Domestic abuse**
- **Modern slavery**
- **Self-neglect**

6. Responsibilities

Designated Safeguarding Lead (DSL):

(Dylan Williams Head of Service) – Email: Dylan.Williams@Steptoshelter.co.uk

Responsible for overseeing safeguarding concerns, reporting, and training.

All Staff and Volunteers Must:

- **Be aware of the signs of abuse**
- **Report concerns immediately to the DSL**
- **Record concerns factually and securely**
- **Attend safeguarding training regularly**

7. Reporting Concerns

If you are worried about someone's safety:

- 1. Report it immediately to the DSL or Deputy DSL.**
- 2. Record the concern in writing, including dates, times, and observations.**
- 3. Do not investigate or confront the individual(s) involved.**

In an emergency, contact the police on 999.

8. Confidentiality and Information Sharing

We will only share information where it is lawful and necessary to protect individuals from harm. All records will be stored securely and in line with data protection laws.

9. Safer Recruitment

We are committed to safe recruitment practices, including:

- **Enhanced DBS checks for relevant roles**
- **References and identity checks**
- **Safeguarding training as part of induction**

10. Training and Awareness

All staff and volunteers will receive safeguarding training appropriate to their role and responsibilities. Refresher training will be provided at regular intervals.

11. Monitoring and Review

This policy will be reviewed annually or sooner if legislation or guidance changes. Feedback from staff, volunteers, and service users will inform updates.

12. Contact Information

Designated Safeguarding Lead (DSL):

(Dylan Williams – Head Of Service)

Email: Dylan.Williams@Steptoshelter.co.uk

Phone: 0151 332 5231

Local Authority Safeguarding Contacts:

- **Children's Services: Liverpool City Council Children's Services**
- **Adult Safeguarding Team: Liverpool City Council Adults Services**