

Safeguarding Policy

Company Name: That ADHD Woman

Policy Author: Katherine Irvine

Date of Completion: 06.06.25

Review Date: 05.06.26

# 1. Purpose

The purpose of this policy is to ensure that [Company Name] provides a safe and supportive environment for all service users, particularly children, young people, and adults at risk. This policy sets out our commitment to safeguarding and protecting those at risk from harm, abuse, neglect, or exploitation.

# 2. Scope

This policy applies to all staff, directors, trustees, volunteers, contractors, and anyone working on behalf of [Company Name].

# 3. Key Principles

- Safeguarding is everyone's responsibility.
- We have a zero-tolerance approach to abuse, harm, or neglect.
- We commit to raising and reporting concerns without delay.
- We will work in partnership with local safeguarding boards and statutory agencies.

# 4. Legal Framework

- Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Data Protection Act 2018 and UK GDPR
- Counter-Terrorism and Security Act 2015 (Prevent Duty)

# 5. Roles and Responsibilities

- A Designated Safeguarding Lead (DSL) will oversee safeguarding practice.
- All staff and volunteers must report concerns to the DSL without delay.
- The DSL is responsible for referring concerns to the Local Authority Safeguarding Children Board or Safeguarding Adults Board.
- Directors are responsible for ensuring the policy is implemented and reviewed annually.

# 6. Recruitment and Vetting

All staff and volunteers working directly with children or vulnerable adults must have an enhanced DBS check, in line with legal requirements. [Company Name] commits to safe recruitment practices, including references and identity verification.

# 7. Reporting Concerns

Any safeguarding concerns must be reported to the DSL immediately. If the DSL is unavailable, concerns must be escalated to the local safeguarding board or relevant authority.

Contact details for local safeguarding boards will be displayed in all offices and provided to all staff and volunteers.

In an emergency or where there is an immediate risk of harm, staff should contact emergency services by dialling 999.

# 8. Confidentiality and Information Sharing

Safeguarding concerns will be handled with sensitivity and in line with data protection laws. Information will only be shared with those who need to know, and in accordance with legal requirements and multi-agency safeguarding procedures.

# 9. Training and Awareness

All staff and volunteers will receive safeguarding training upon induction and thereafter on an \*\*annual basis\*\*. The DSL will ensure all staff remain updated on safeguarding procedures and legislative changes.

# 10. Monitoring and Review

This policy will be reviewed annually or earlier if there are changes in legislation, safeguarding best practices, or organisational needs.