

SAFEGUARDING POLICY

1. The purpose of this policy statement is:
2. to protect our staff and candidates including and especially children, young people and vulnerable adults who receive SDConsultancy's services from harm. This includes the children of adults who benefit from our services.
3. To provide our staff, as well as our candidates and their families, with the overarching principles that guide our approach to child protection and safeguarding in general.

This policy applies to anyone working on behalf of SDConsultancy, including the directors, paid staff, volunteers, sessional workers, freelance professionals, apprentices and students.

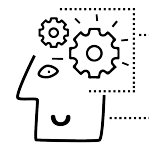
Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in Scotland. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios.



Reference # SDC1.11

Author

Michael Dalrymple 2023/11

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind,
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

We recognise that:

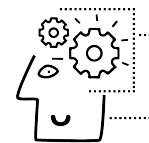
- the welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take,
- working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare,
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse,
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues, this may be even more likely with vulnerable adults,
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

➤ Find out more about:

- [safeguarding children who come from Black, Asian and minoritised ethnic communities](#)
- [safeguarding d/Deaf and disabled children and young people](#)
- [safeguarding LGBTQ+ children and young people](#)
- [safeguarding children with special educational needs and disabilities \(SEND\).](#)

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them,
- appointing a nominated deputy and a lead director for safeguarding,
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff,
- developing and implementing an effective online safety policy and related procedures,
- providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently,
- recruiting and selecting staff safely, ensuring all appropriate checks are made.



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- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for- organisations](https://ico.org.uk/for-organisations)]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions,
- making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern,
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately,
- using our procedures to manage any allegations against staff and volunteers appropriately,
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise,
- ensuring that we have effective complaints and whistleblowing measures in place,
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance,
- building a safeguarding culture where staff and volunteers, children, young people, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

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NSPCC Helpline

0808 800 5000