



Coulter Community Trust Safeguarding Policy

Date: 29/01/2025

1 Document history

Date	Author	Summary of changes
14/05/2024	Roger Duerden	Initial version
29/01/2025	Roger Duerden	Section 2.3 updated with details of additional applicable legislation; section 2.5 added with details of related policies; section 5.3 amended to include safeguarding contact details.

2 Purpose of the policy

2.1 What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from coming into contact with our service and our volunteers.

Safeguarding applies consistently and without exception across everything we do. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse, and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. These systems must be centred on those at risk of exploitation and abuse, but must also protect those accused until proven guilty.

2.2 Aim

Coulter Community Trust (CCT) aims to ensure that all children and at-risk (protected) adults are kept safe from harm while they are interacting with our volunteers. This includes harm arising from:

- The conduct of CCT volunteers.
- The manner in which the services provided by CCT are designed and delivered.

This policy lays out the commitments made by CCT and informs our volunteers of their responsibilities in relation to safeguarding.

2.3 Scope

This policy relates to regulated work with children and protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 and the Children and Young People (Scotland) Act 2014, and applies to all our volunteers. CCT will ensure that all volunteers are aware of this policy and have received appropriate training and support to ensure its full implementation.

This policy does not cover safeguarding concerns in the wider community not perpetrated by CCT or our volunteers.

2.4 Definitions

2.4.1 For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

2.4.2 In this document, the term “volunteers” includes all CCT members and Trustees.

2.5 Related documents

This policy should be read in conjunction with the CCT Equality, Diversity and Inclusion Policy, Data Protection Policy, Whistleblowing Policy, Code of Conduct, Trustees’ Code of Conduct, and Complaints Procedure.

3 Policy statement

3.1 CCT believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin, has the right to be protected from all forms of harm, abuse, neglect and exploitation. CCT will not tolerate abuse and exploitation by our volunteers.

3.2 This policy will address the following areas of safeguarding:

- Safeguarding of children
- Safeguarding of protected adults
- Protection from exploitation and abuse

3.3 CCT commits to addressing safeguarding throughout its work, through the three pillars of Prevention, Reporting and Response.

4 Prevention

4.1 CCT will:

- 4.1.1 Ensure all volunteers have access to, are familiar with, and know their responsibilities within this policy.
- 4.1.2 Design and deliver its services in a way that protects people from any risk of harm that may arise from their coming into contact with CCT. This includes the way in which personal information about individuals is recorded and communicated.
- 4.1.3 Implement stringent safeguarding procedures when recruiting, managing and deploying volunteers.
- 4.1.4 Ensure volunteers receive training on safeguarding at a level commensurate with their role in the organisation.
- 4.1.5 Follow up on reports of safeguarding concerns promptly and according to due process.

4.2 In relation to children, CCT volunteers must not:

- 4.2.1 Engage in sexual activity with anyone under the age of 18
- 4.2.2 Sexually abuse or exploit children
- 4.2.3 Subject a child to physical, emotional or psychological abuse or neglect
- 4.2.4 Engage in any commercially exploitative activities with children including child labour or trafficking

4.3 In relation to protected adults, CCT volunteers must not:

- 4.3.1 Sexually abuse or exploit at risk adults
- 4.3.2 Subject an at-risk adult to physical, emotional or psychological abuse, or neglect

4.4 In relation to sexual exploitation and abuse, CCT volunteers must not:

- 4.4.1 Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of CCT's service.
- 4.4.2 Engage in any sexual relationships with beneficiaries of CCT's service, since they are based on inherently unequal power dynamics.

4.5 Additionally, all CCT volunteers are obliged to:

- 4.5.1 Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- 4.5.2 Report any concerns or suspicions regarding safeguarding violations by a CCT volunteer or associated personnel (as detailed below).

5 Reporting

- 5.1 CCT will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to volunteers, beneficiaries, official bodies and members of the public.

5.2 CCT understands that in addition to making a referral (a written report) to Disclosure Scotland, child protection issues must always be referred to the appropriate child protection agencies (ie. social work and/or police) for investigation. Any issues of a criminal nature will be reported to the police.

5.3 How to report a safeguarding concern

If you have a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Officer:

Jen Meikle

jen.meikle@coultercommunitytrust.org

07748 473735

If you do not feel comfortable reporting to the Safeguarding Officer (for example if you feel that your report will not be taken seriously, or if the Safeguarding Officer is implicated in the concern) you may report to any CCT Trustee.

6 Response

CCT will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations, and will apply appropriate disciplinary measures to volunteers found in breach of policy.

7 Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

8 Ownership and review

This policy is owned by the Chair, who is responsible for updating it when required. The Board of Trustees shall review the contents of, and compliance with this policy periodically.

9 Notes and additional information

9.1 In the event that any element of this policy appears to conflict with the Constitution of Coulter Community Trust, the latter shall take precedence as the definitive document.

9.2 In this document, the term *member* refers to ordinary and associate members, and trustees of CCT.