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| **Inverkeithing Encore Safeguarding Policy**  Inverkeithing Encore is committed to creating a safe and supportive environment for all participants, especially children, young people, and vulnerable adults.  We have a duty of care to safeguard and promote the welfare of all involved in our activities, in line with:   * The Children (Scotland) Act 1995 * The Children and Young People (Scotland) Act 2014 * The Protection of Vulnerable Groups (Scotland) Act 2007 * Adult Support and Protection (Scotland) 2007 * UN Convention on the Rights of the Child (incorporated into Scots Law, 2024)   We will act promptly on concerns, ensuring that all actions are taken with the best interest of the individual at heart.  **Scope:**  This policy applies to:   * All staff, volunteers, members, and contractors. * All activities and events run by Inverkeithing Encore. * All venues and online spaces managed or used by us.  1. **Definitions:**  * **Child:** Anyone under the age of 18 * **Young Person:** A child aged between 12 and 17 (specific context within Scots Law) * **Vulnerable Adult:** A person aged 16 or over who may be unable to safeguard their own well-being, property, rights, or other interests. * **Harm:** Includes physical, emotional, sexual abuse, neglect or exploitation.  1. **Responsibilities**  * **Designated Safeguarding Officer (DSO):** Paula Dolan, Director.   Responsible for receiving and acting on safeguarding concerns.   * **All staff and volunteers:** Must report any concerns to the DSO and undertake safeguarding training as required. * **Committee/Board:** Responsible for oversight, regular review, and ensuring the organisations safeguarding practices remain compliant.  1. **Safe Recruitment**   We will:   * Undertake PVG Scheme membership checks for all eligible roles * Take up references and conduct interviews * Ensure all volunteers and staff receive safeguarding induction and training.  1. **Code of Conduct**   All staff and volunteers must:   * Treat all individuals with respect * Listen to and value contributions * Avoid situations where they are alone with a child or vulnerable adult unless absolutely necessary * Report any concerns immediately * Avoid any inappropriate contact or communication  1. **Recognising and Responding to Concerns**   We recognise that concerns may arise from:   * Direct disclosure * Observation of behaviour * Third-party reports * Electronic communications.   **Action if concerned:**   1. Stay calm and listen 2. Reassure the individual but do not promise confidentiality 3. Record facts immediately (date, time, what was said, who was present) 4. Report to the DSO as soon as possible. 5. The DSO will refer to Police Scotland, Social Work, or other appropriate agencies if necessary. 6. **Confidentiality**   Information will be shared only on a need-to-know basis, in line with GDPR and safeguarding best practices. Protection of the individual is always paramount.   1. **Online Safety**   We recognise the risks associated with online communication. All online activity must:   * Be conducted through official, approved channels. * Involve parental consent for participants under 18 * Adhere to appropriate behaviour standard.  1. **Training**   All staff and volunteers will undertake safeguarding training at induction and refresh every three years or sooner if legislation changes.  **Review:**  This policy will be reviewed annually or after any safeguarding incident, change in legislation, or organisational restructuring. |
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