**Safeguarding Policy**   
*[Organisation Name]*

1. **Introduction**

This policy outlines our commitment to safeguarding and protecting individuals from harm, abuse, and neglect. It applies to all volunteers, staff, trustees, and stakeholders engaged with our organisation.

2. **Purpose**

* To ensure a safe and supportive environment for all individuals, particularly vulnerable groups.
* To provide clear guidelines for identifying and reporting safeguarding concerns.
* To comply with UK safeguarding legislation and best practice.

3. **Scope**

This policy applies to all volunteers, employees, trustees, and any individuals working with or representing our organisation.

4. **Safeguarding Responsibilities**

* **Leadership & Governance**: Trustees and senior management are responsible for ensuring safeguarding measures are implemented and reviewed regularly.
* **Staff & Volunteers**: Everyone must adhere to safeguarding procedures and report concerns promptly.
* **Designated Safeguarding Lead (DSL)**: A nominated individual responsible for overseeing safeguarding practices and responding to concerns.

5. **Recognising & Reporting Concerns**

* Volunteers and staff must report any concerns about abuse, neglect, or exploitation immediately.
* Concerns should be documented and escalated to the safeguarding lead.
* If immediate risk is suspected, emergency services or local safeguarding authorities must be contacted.

6. **Safer Recruitment & Volunteer Training**

* All volunteers and staff working with vulnerable groups must undergo background checks (DBS/PVG Scheme where applicable).
* Regular safeguarding training will be provided to ensure awareness and compliance.

7. **Confidentiality & Data Protection**

* Safeguarding concerns will be handled with discretion and confidentiality.
* Personal data will be processed in line with GDPR and relevant UK data protection legislation.

8. **Policy Review & Updates**

This policy will be reviewed annually to ensure it remains effective and complies with current legislation.