

Safeguarding Policy

1. Introduction

Friends of Portland Works is committed to creating a safe and inclusive environment for all members, volunteers, and beneficiaries. This Safeguarding Policy outlines our commitment to safeguarding adults involved in our activities and programs.

2. Policy Statement

Friends of Portland Works acknowledges its duty to safeguard and promote the welfare of adults who participate in our membership scheme, events, and activities. We are dedicated to ensuring that every individual involved in our charity is treated with dignity and respect, regardless of age, gender, race, disability, religion, or sexual orientation. We are committed to preventing and addressing any form of abuse, neglect, or harm that may occur within our organization.

3. Definitions

* Adult: Any person aged 18 or over participating in our charity's activities or membership scheme.
* Safeguarding: The process of protecting adults from harm or abuse, and ensuring their well-being.
* Abuse: Any form of physical, emotional, psychological, financial, or sexual mistreatment or neglect that may cause harm to an adult.
* Vulnerable Adult: Any adult who may be at risk of harm or abuse due to physical or mental health issues, disabilities, or other vulnerabilities.

4. Safeguarding Principles

Our safeguarding efforts are guided by the following principles:

4.1. Prevention: We will take proactive measures to minimize the risk of abuse or harm to adults within our organization.

4.2. Protection: We will respond promptly to concerns or allegations of abuse and take appropriate action to protect the adult involved.

4.3. Support: We will provide support to adults who have experienced harm or abuse, including access to appropriate resources and services.

4.4. Accountability: We will hold all staff, volunteers, and members accountable for their actions and behaviour towards others and for reporting any concerns.

5. Responsibilities

5.1. Trustees and Management: The trustees of Friends of Portland Works are responsible for ensuring that safeguarding is a top priority within the organization. They have appointed a designated Safeguarding Officer to oversee the implementation of this policy.

5.2. Safeguarding Officer: The Safeguarding Officer will be responsible for:

* Ensuring that all staff, volunteers, and members are aware of and trained in safeguarding procedures.
* Receiving and appropriately recording any safeguarding concerns or allegations.
* Reporting concerns to relevant authorities, such as the local Adult Social Care team or the police, when necessary.
* Maintaining confidentiality and sensitivity in all safeguarding matters.

5.3. Staff and Volunteers: All staff and volunteers must:

* Be familiar with this Safeguarding Policy.
* Report any concerns or allegations of abuse or harm to the Safeguarding Officer.
* Treat all adults with respect and dignity.
* Attend safeguarding training as required.

6. Reporting Concerns

If any member, volunteer, or staff member has a safeguarding concern or suspects abuse, they must report it to the Safeguarding Officer immediately. The Safeguarding Officer will follow the appropriate procedures for investigation, reporting, and support.

7. Training

Friends of Portland Works will provide training to staff and volunteers on safeguarding policies and procedures to ensure awareness and competence in safeguarding adults.

8. Review and Revision

This Safeguarding Policy will be reviewed annually and updated as needed to reflect changes in legislation, best practices, and the needs of our organization.

9. Contact Information

For any safeguarding concerns or questions, please contact our designated Safeguarding Officer in writing to The Chair, Friends of Portland Works, Randall Street, Sheffield S24SJ