



Charity Leadership Scotland Terms of Use .....	1
Safeguarding Policy: Protecting Children and Vulnerable Adults .....	5

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- business
- profits or contracts
- opportunity
- anticipated savings
- data
- goodwill or reputation
- tangible property
- intangible property, including loss, corruption or damage to data or any computer system
- wasted management or office time

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### **Information about you and your visits to the Charity Leadership Scotland website**

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# SAFEGUARDING POLICY: Protecting Children and Vulnerable Adults

## Introduction

Charity Leadership Scotland is committed to safeguarding the welfare of all individuals who come into contact with our organisation, including members, staff, volunteers, and trustees. We aim to create a safe and inclusive environment where everyone feels respected, protected, and empowered to speak up.

## Scope

This policy applies to trustees, staff, volunteers, and contractors or consultants working on behalf of the organisation, and anyone else when they are interacting with the organisation. It applies to both in-person and online activities, including events, communications and social media.

This policy should be read in conjunction with other Charity Leadership Scotland policies, particularly:

- Recruitment
- Induction
- Whistleblowing
- Anti-Bullying and Anti-Harassment
- Data Protection
- Health and Safety
- Grievance and Disciplinary
- Volunteer
- Intern

Safeguarding within Charity Leadership Scotland also includes preventing abuse of power, bullying, harassment, or exploitation in relationships between staff, Trustees, volunteers, members, and beneficiaries.

Charity Leadership Scotland welcomes complaints from external sources such as members of the public, partners and official bodies. These should be made using the Complaints Policy.

## Organisation context

Charity Leadership Scotland is a membership organisation supporting leaders across Scotland's voluntary sector.

We recognise that:

- we do not routinely work directly with children or adults at risk

- contact, where it occurs, is incidental and usually supervised
- our primary safeguarding role is:
  - ensuring safe organisational practice
  - responding appropriately to concerns
  - modelling and promoting good safeguarding practice across the sector

## Legal and regulatory framework

This policy is informed by Scottish legislation and guidance, including, but not limited to:

- Office of the Scottish Charity Regulator guidance
- Adult Support and Protection (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014
- Protection of Vulnerable Groups (Scotland) Act 2007
- Disclosure (Scotland) Act 2020
- Data Protection Act 2018

## Procedures and guidance

### Definitions

#### Child

- Any person under the age of 18.

#### Adult

- A protected adult is defined as **16 and Over**: The legislation focuses on adults at risk, which specifically includes people aged 16 or older.
- **16-18 Year Olds**: Young people aged 16 to 18 may be protected under either adult or child protection legislation depending on the circumstances.

#### Adults at risk of harm

The Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as any person aged 16 and over who is:

- unable to safeguard their own wellbeing, property, rights, or other interests;
- at risk of harm;
- affected by disability, mental disorder, illness, physical or mental infirmity such that they are more vulnerable to being harmed than adults not so affected.

We refer to the NHS information on abuse and neglect of adults at risk: [Abuse and neglect of adults at risk \(safeguarding\) - Social care and support guide - NHS](#)

We refer to the NSPCC information on abuse and neglect of children: [Child abuse and neglect | NSPCC Learning](#)

# Safeguarding Principles

Charity Leadership Scotland adopts a rights-based approach and is committed to dignity, equality, and inclusion. Safeguarding is everyone's responsibility and concerns will be responded to proportionately and without delay.

We act fairly and with compassion when we respond to reported disclosures, concerns or allegations. We treat all those involved with respect and sensitivity.

We will:

- Protect people from harm.
- Ensure concerns can be raised safely.
- Respond appropriately to allegations or incidents.
- Report concerns to relevant authorities if appropriate to do so.
- Promote a culture of safety and accountability.

## Responsibilities

All Trustees, staff, and volunteers have a personal responsibility for applying this **policy**. They should follow all relevant procedures and guidance, especially those relating to standards of behaviour and reporting of incidents, allegations, and concerns.

All concerns, regardless of perceived severity, should be reported.

All Trustees, staff and volunteers must:

- Act on any safeguarding concern without delay
- Prioritise the safety and wellbeing of the individual
- Follow reporting procedures set out in this policy

Some individuals have additional roles and responsibilities.

### **a) Trustees**

The overall responsibility for implementing this policy lies with the Board of Trustees, who may delegate responsibility to an appropriate member of staff.

Trustees will ensure safeguarding is incorporated into organisational risk management and reviewed regularly.

### **b) Designated Officer**

The CEO, Lucinda Godfrey, has designated responsibility for implementing, promoting and maintaining oversight of this.

In addition to the implementation, promotion and maintenance of this policy, the Designated Officer will also be responsible for:

- Ensuring that appropriate information, advice and training on handling children and protected adults is available;
- Being the contact point for allegations or concerns about the treatment of children or protected adults;
- Maintaining confidential records of allegations of abuse of children or protected adults and actions taken;
- Establishing and maintaining contacts with external organisations (e.g. the police, social services);
- Liaising with Chair/Office Bearers/Trustees if appropriate.

The Designated Officer will not conduct investigations into allegations where this is the responsibility of external statutory agencies but will make referrals as appropriate.

### **c) Managers**

The role of managers is to:

- Ensure that all staff are knowledgeable of their responsibilities under this policy;
- Ensure that staff undertake appropriate training;
- Advise the Designated Officer in advance of any special circumstances in which there will be contact with children or protected adults;
- Promptly report any incidents, allegations, or concerns

### **d) Head of Operations**

The role of the Head of Operations is to:

- Oversee the operation of the reporting and monitoring of incidents, allegations, and concerns raised under this policy;
- Provide advice and develop, implement, and monitor procedures and guidance relevant to this policy;
- Ensure that appropriate training is provided to those who require it;
- Monitor legislative and best practice developments and update the policy accordingly.

## **Training**

All Trustees, Staff, and Volunteers will be introduced to this policy during induction, including how to report incidents, allegations, and concerns.

Charity Leadership Scotland will ensure staff and volunteers are trained to identify potential harm and know what action to take.

## **Responding to a Disclosure**

**If a child or protected adult discloses abuse:**

Staff, Trustees or volunteers should:

- Listen carefully and remain calm
- Take the disclosure seriously
- Reassure the individual they have done the right thing
- Record what was said as soon as possible

They should not:

- Promise confidentiality
- Ask leading or investigative questions
- Attempt to investigate the matter themselves

All disclosures must be reported to the Designated Officer as soon as possible.

**If a child or protected adult is in immediate danger, staff or volunteers should contact emergency services e.g. the police or the relevant local authority social work department immediately before informing the Designated Officer.**

**Reporting procedures for disclosures, concerns or allegations made by Third Parties.**

It is highly unlikely given the nature of our role, that a disclosure, concern, or allegation regarding abuse/harm could come to the attention of staff /board member through direct observation. However, it is possible that this could be raised by a staff member or volunteer from a member organisation or a third party in the form of a phone call, online meeting, email, or face-to-face contact. Regardless of how this comes to the Staff/Board members attention they will immediately record the matter, outlining the details and any action that has already been taken and any other relevant information. The report should be recorded objectively, using the words of the person making the disclosure. This record should then be shared securely and confidentiality with the Designated Officer.

## Reporting and managing incidents, allegations, and concerns

Reports of incidents, allegations and concerns should be made to the Designated Officer. A report to the Designated Officer must be made where:

- A child or protected adult discloses abuse.
- A third party raises a concern or allegation of abuse
- A person makes an allegation of abuse about a Charity Leadership Scotland employee, trustee or volunteer.
- There are suspicions or indicators that a child or protected adult is being abused; for example, where there are observable changes in a child or protected adult's behaviour that may be related to abuse; or
- The behaviour of any person towards a child or protected adult causes concern or there is suspicion that a child or protected adult is being harmed.

If a concern involves the Designated Officer, it should be reported directly to the Convenor/Chair of the Board of Trustees.

## Investigating incidents, allegations, and concerns

Where a concern or allegation is reported, the Designated Officer will assess the information and determine whether it should be referred to the police, social work services, or another appropriate external agency.

Charity Leadership Scotland will not carry out internal investigations that could interfere with any external investigation.

Once an allegation has been assessed the Designated Officer may:

- Take no further action.
- Put in place measures to ensure the safety of the child(ren)/protected adult(s).
- Refer the matter to be dealt with under the relevant internal procedure, including but not limited to the Employee Disciplinary Procedures.
- Refer the matter to the Convenor/Office Bearers and/or wider Trustees
- Make a referral to a relevant external agency e.g. police/social service.
- Refer an individual to Disclosure Scotland for consideration for inclusion on the Children's List and/or Adults' List; or
- Take any such further action as is necessary in the circumstances.

The Designated Officer will keep records of complaints or allegations and their outcomes. Records shall be held securely in accordance with data protection regulations and in line with the Records Retention Schedule.

When Charity Leadership Scotland is asked to provide information about an allegation in respect of a child or protected adult any information must be shared in a manner consistent with the Data Protection Act 2018. The Designated Officer should be consulted before information is provided to an external organisation.

## Support

The Head of Operations will ensure that Trustees, staff, and volunteers are fully aware of this policy and the mechanisms by which they can raise concerns, or report incidents or allegations. This will include signposting to appropriate external support agencies.

The Head of Operations, in consultation with the Designated Officer, will also ensure that Trustees, staff, and volunteers are properly supported when reporting incidents, concerns, or allegations to ensure that all issues reported timeously.

## Safer Recruitment

Charity Leadership Scotland is committed to safer recruitment practices. This includes:

- Appropriate references
- Background checks
- PVG Scheme membership where regulated work is undertaken

## Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or following a safeguarding incident.