

## **Safeguarding Policy**

### **1. Purpose**

Our charitable activities include working with vulnerable people. The purpose of this policy is to protect children and vulnerable adults and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

It should be noted that ADHDadultUK is a charity that supports adults over 18 predominantly and so interaction with those under 18 years of age is expected to be minimal.

### **2. Safeguarding Principles**

We believe that:

- Nobody involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

### **3. Safeguarding Policy Applicability**

This safeguarding policy and associated procedure apply to anyone working on our behalf, including our charity trustees and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below and include any additional legal or regulatory requirements specific to their work.

These may, but are not limited to:

- Other [UK regulators](#), if applicable.
- Other authorities, such as the [NHS](#).

There may be other requirements or frameworks for those working overseas.

- Charity Commission guidance - [working overseas](#).

Safeguarding should be appropriately reflected in other relevant policies and procedures.

### **4. Types of Abuse**

Abuse can take many forms, such as:

- Physical
- Psychological or emotional
- Financial
- Sexual or institutional abuse, including neglect and exploitation.

### **5. Operating Online**

Operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information. We must make sure these are managed and reflected in our policies and practices.

- Content: our charity must have adequate control over its website and social media accounts, including who can post information and whether content is suitable for our charity.
- Contact: how do people talk to each other when using our online services, and how do we keep users safe.
- Conduct: how do we monitor what people do, say and share when using your services

We must be satisfied that our charity identifies and manages risks, including:

- Being confident volunteers and trustees understand how to keep themselves safe online (such as use of high privacy settings and password access to meetings to support this).
- Being sure the online services provided are suitable for our users.
- Knowing the services our charity uses and provides are safe and in line with our charity's code of conduct.
- Protecting people's personal data according to our Data Protection Policy and following [GDPR legislation](#).
- Making sure we have appropriate permission to display any images on our website or social media accounts.
- Clearly explaining how users can report online concerns.

## 6. Reporting Safeguarding Concerns

If a crime is in progress, or an individual in immediate danger, call the police (999), as in any other circumstances.

For Trustees of the charity, make your concerns known to the Chair of Board of Trustees or Safeguarding Lead immediately.

The Board of Trustees are mindful of its reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) . We are aware of the Government [guidance on handling safeguarding allegations](#).

## 7. Trustee Safeguarding Responsibilities

The responsibilities of Trustees are to ensure the charity complies with the safeguarding policy and to undertake any required training (at the cost of the charity).

This safeguarding policy will be reviewed and approved by the Board annually.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

A Safeguarding Lead (a member of the Board of Trustees) is given responsibility for the oversight of all aspects of safety, including whistleblowing. This will include:

- Creating a culture of respect in which everyone feels safe and able to speak up.
- An annual review of safety, with recommendations to the Board.
- Receiving regular reports to ensure this and related policies are being applied consistently.

- Providing oversight of any lapses in safeguarding and ensuring that any issues are properly investigated and dealt with quickly, fairly, and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring that all trustees and staff understand the principles of the UK government's Prevent duty in relation to education and training that the charity may undertake
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to consider potential safeguarding risks to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up to date.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making staff, volunteers and others aware of:
  - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  - The signs of potential abuse and how to report these, including radicalisation.

## **8. Safeguarding and Fundraising**

We will ensure that:

- We comply with the [Code of Fundraising Practice](#).
- Staff and volunteers are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.