



Children • Families • Community

# 11. SAFEGUARDING POLICY

<b>Reviewed By:</b>	Heather McFadzean	
<b>Next Review by:</b>	25 <sup>th</sup> June 2026	

# **Safeguarding Policy Statement**

**Safeguarding is the action that an organisation takes to promote the welfare of children and vulnerable adults and to protect them from harm including physical, emotional, sexual, and financial harm and neglect. Safeguarding includes child protection but goes further and extends to all vulnerable people who Cheviot Youth come into contact with.**

**This safeguarding policy is designed to protect the adults and older young people who access our non-Youth Work services, namely our mental health service and our employability scheme. All those who attend our youth work services are covered by the Child Protection Policy. The Cheviot Youth Child Protection Policy should be read and referred to by staff and volunteers alongside the Safeguarding Policy and Procedures to ensure that the most suitable protection is afforded to any members accessing any Cheviot Youth service, whatever age they may be.**

## **Section 1 – Purpose and aims of the policy**

This policy provides the framework within which all Cheviot Youth staff, trustees and volunteers can understand their responsibilities in relation to safeguarding. All staff, trustees and volunteers are also required to have read the Cheviot Youth Child Protection Policy and Procedures, and use them in conjunction with this Safeguarding Policy.

Individuals have the right to live in safety, with dignity, and free from abuse and neglect. Safeguarding comes from a rights-based approach to protecting individuals and is at the heart of what Cheviot Youth aims to do. We work with a number of vulnerable people in society who require the most protection. It is in the interests of Cheviot Youth to promote a safe environment and culture for all. Public trust and confidence in Cheviot Youth and the reputation of the wider sector can be harmed if safeguarding concerns are not responded to appropriately. Our reputation is one of our most valuable assets and the public have the right to expect the highest standards, and complete confidence when they come into contact with Cheviot Youth.

## **Section 2 – Definitions used within this policy**

A number of words are used within this policy which may be understood differently by different individuals. For the purpose of this policy, please refer to the definitions below.

### **Child**

- The different legal definitions of the age of a 'child' can be confusing. The priority is to ensure that any vulnerable young person who is, or may be, at risk of harm is offered support and protection. References within this policy and the Child Protection policy to 'children' are intended to refer to children and young people up to the age of 18 years.

### **Protected adult**

- A protected adult is defined as an individual aged 16 or over who is provided with a type of care, support or welfare service, such as our mental health service or employability service. Protected adult is therefore a service based definition and avoids labelling adults on the basis of them having a specific condition or disability.

### **Child Protection**

- The processes involved in consideration, assessment and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm from abuse, neglect or exploitation.

### **Safeguarding**

- Safeguarding is a much wider concept than child protection and refers to promoting the welfare of all children, young people and protected adults. It encompasses protecting from maltreatment, preventing impairment of health or development, and taking action to enable all children, young people and protected adults to have the best outcomes.

If a member of staff, a volunteer or a trustee is uncertain of any other words, phrases or ideas used within this or any other Cheviot Youth policy then they should seek clarification from the Charity Safeguarding Officer or Designated Project Worker.

## **Section 3 – What is your responsibility?**

It is the responsibility of everyone in Cheviot Youth to look out for the welfare and rights of all children, young people and adults who they may come into contact with. Everyone we work with has the right to be treated as an individual; to be protected from all forms of abuse, neglect and exploitation; to express their views on matters affecting them. Any member of Cheviot Youth – whether they are staff, trustee or volunteer – who has a safeguarding concern is obligated to make their concern known to the Charity Safeguarding Officer.

The concern should be reported to the Safeguarding Officer immediately and in as much detail as possible. In order to protect people's privacy, concerns should only be disclosed to the Safeguarding Officer, not discussed with other staff, trustees, volunteers, friends or members of the public. It is the Safeguarding Officer's responsibility to pass concerns on to the relevant bodies, such as social work, police or other appropriate institutions.

## **Section 4 – Mitigation and implementation**

Cheviot Youth aims to promote a culture that prevents safeguarding incidents through the requirement of PVG checks for all staff and volunteers; adherence to the Code of Conduct by all staff and volunteers; and the use of risk assessments. If anyone has concerns about a staff member or volunteer working against this culture, complaints should be made to the Charity Manager. In the event that someone has concerns about the Charity Manager, then a complaint should be made to the Chair of the Board.

The safeguarding policy will be implemented through:

- A robust recruitment process which requires references and PVG checks to ensure that all members of staff and volunteers are of good character
- The induction and ongoing training of staff, volunteers and trustees on safeguarding awareness
- Immediate report of concerns to the Charity Safeguarding Officer or Chair of the Board once a safeguarding concern becomes evident
- Safeguarding as a standing item on the agenda for all team and board meetings

## **Section 5 – Recognising and reporting safeguarding concerns**

If you believe there is a safeguarding incident or concern you must follow the reporting procedure:

- Take emergency action if needed (police, medical, social services)
- Record what you have witnessed or been told using the reporting form in Appendix 1. Reports should include key facts such as dates, times and what the incident/concern is
- To avoid undue distress, reports should be written without requiring the young person or protected adult from going over the details multiple times
- Send the report to the Charity Safeguarding Officer or Chair of the Board immediately
- If the Safeguarding Officer does not act on concerns raised, then this should be taken to the Chair of the Board
- Do NOT investigate the incident or concern yourself

If you have concerns about a young person or vulnerable adult, ascertain whether urgent police or medical attention is needed. In this instance, police/medical/social services should be contacted immediately. In a non-emergency situation where you are concerned that there is a safeguarding issue you must report your concerns to the Charity Safeguarding Officer or Chair of the Board. The incident or concern must be documented immediately. If a disclosure is made or you have a concern that someone is at risk of being radicalised then Police Scotland should be contacted on 101 in line with their Prevent counter-terrorism strategy.

If a young person or vulnerable adult discloses the safeguarding concern to you, you must pay careful attention to their disclosure and be clear that it is taken seriously. Listen attentively, offer support and reassurance and be clear that you need to tell someone so that the incident/concern can be dealt with. Document the details using the form in Appendix 1. The report should be sent to the Charity Safeguarding Officer immediately for appropriate action.

If a member of staff is subject to a safeguarding allegation they should be relieved of their duties while an investigation takes place. In compliance with employment legislation they are entitled to full pay while the investigation takes place. If a volunteer or trustee is the subject of a safeguarding allegation they should be required to stop any work they are doing until an investigation has been completed. Importantly, while an investigation takes place

all those involved in the investigation should be supported, including the person whom the concern has been raised about.

If you bring a report of a safeguarding incident or concern you will not be victimised for having brought a complaint, even if it is found that the concern or incident is not upheld. However in the event that following a full and fair investigation, Cheviot Youth has grounds to believe that the complaint was brought with malicious intent, you will be subject to disciplinary action.

## **Section 6 – Monitoring, review and complementary policies**

The policy's effectiveness should be monitored by all staff, trustees and volunteers who make use of it. Anyone who has concerns about the implementation or effectiveness of the policy should report this to the Charity Safeguarding Officer at the first opportunity. If the concern relates to the Charity Safeguarding Officer, reports should be made to the Chair of the Board instead. If it is determined that the policy is not fit for use, it will be reviewed and rewritten to be the most robust policy possible.

The Safeguarding Policy and Procedures will be reviewed by the Charity Safeguarding Officer and Designated Project Worker on a yearly basis alongside Cheviot Youth's other policies and procedures.

All staff, trustees and volunteers should be familiar with the entire Cheviot Youth policy catalogue. The Child Protection, Code of Conduct and Lone Working policies are particularly relevant to those working within the safeguarding framework.

## **Section 7 – Safeguarding Officer contact details**

### **Ross Irvine**

Head of Psychological Services

**07394 562 715**

rossirvine@cheviotyouth.co.uk

### **Heather McFadzean**

Youth Work Services Manager

**07842 416 554**

heathermcfadzean@cheviotyouth.co.uk



# APPENDIX 1

## Safeguarding Report Form

- A report should be made by the person who has had the initial concerns about a young person or protected adult's welfare using this pro forma
- This report form can be filled out digitally. A blank form is available on OneDrive. DO NOT save the document, as the information enclosed is confidential. Print a copy and hand to the Safeguarding Officer (SO) in a sealed envelope, then delete from the laptop
- The report should be handed to the Safeguarding Officer in a sealed envelope
- The SO should contact the appropriate Social Work Department/Police

Name:

Date:

Who is putting the young person or protected adult at risk? (eg. Staff member, family member...)

Name and contact details of young person or protected adult your concern relates to:

Outline your reasons for concern:

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Brief outline of any action you have already taken to protect the child/young person:

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Signature:

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Designation:

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Date:

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Follow up action taken by the SO:

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Signature:

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Designation:

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Date:

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