



# PAWS SAFEGUARDING POLICY

**September 2023**

## **Purpose**

The purpose of this Safeguarding Policy is to ensure that PAWS provides a safe and secure environment for all its members, volunteers, visitors and anyone else who may come into contact with the organisation. This policy outlines our commitment to safeguarding and protecting everyone who is involved with our charity.

## **Scope**

This policy applies to all members of our charity, including staff, volunteers and trustees, and covers all aspects of our work, including events, fundraising activities, and any other activities carried out under our name.

## **Policy Statement**

PAWS is committed to providing a safe and secure environment for all those who come into contact with our organisation. PAWS will take all necessary steps to prevent and respond to any concerns or allegations of abuse, harassment or neglect. PAWS will work with other agencies and organisations as required to safeguard those who are vulnerable or at risk.

Our policy includes the following measures:

1. **Code of Conduct:** PAWS expect all staff, volunteers, and trustees to behave in a professional and appropriate manner at all times, and to adhere to our code of conduct.
2. **Reporting Concerns:** PAWS will ensure that all staff, volunteers and trustees are aware of our reporting procedures and feel comfortable in reporting any concerns or incidents of abuse or neglect.
3. **Record-Keeping:** PAWS will keep appropriate records of any concerns, incidents, or allegations of abuse, harassment, or neglect.
4. **Information and Support:** PAWS will provide information and support to all staff, volunteers and trustees to enable them to recognise and respond appropriately to any concerns or allegations of abuse, harassment, or neglect.
5. **Review:** PAWS will review this policy on a regular basis to ensure that it remains up to date and relevant to the needs of our organisation.

PAWS will not tolerate any form of abuse, harassment, or neglect. PAWS are committed to taking appropriate action to prevent and respond to such behaviour, and to promoting the welfare and well-being of all those who come into contact with the organisation.



We recognise that:

- the welfare of young people and children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We seek to keep young people and vulnerable adults safe by:

- valuing, listening to and respecting them;
- appointing a nominated child protection lead for young people and a lead trustee/board member for safeguarding of young people and vulnerable adults;
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, volunteers and trustees;
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff, volunteers and trustees through supervision, support, training and quality assurance measures so that all staff, volunteers and trustees know about and follow our policies, procedures and behaviour codes confidently and competently;
- recruiting and selecting staff, volunteers and trustees safely, ensuring all necessary checks are made;
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance;
- sharing information about safeguarding and good practice with young people and vulnerable adults and their families via leaflets, posters, group work and one-to-one discussions;
- making sure that young people, vulnerable adults and their families know where to go for help if they have a concern.



**NOMINATED SAFEGUARDING LEAD**

Name: Susan Curran, Operations Manager & Trustee

Email & phone number: [susan2271@hotmail.com](mailto:susan2271@hotmail.com) 07833 736325

**TRUSTEE/SENIOR LEAD FOR SAFEGUARDING & CHILD PROTECTION:**

Name: Michele Way, Chair of Trustees

Email & phone number: [micheleanneway@gmail.com](mailto:micheleanneway@gmail.com) 07748 988242

**NSPCC HELPLINE:**

**0808 800 500**

**This policy was last reviewed on 20/09/2023**

A handwritten signature in black ink, appearing to read "M Way", is written over a horizontal line.

**Signed:**

*(This should be signed by the most senior person responsible for safeguarding)*