



LET'S KEEP EVERYONE SAFE

safeguarding for volunteers

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For more information please contact info@placesofwelcome.org.uk

WHAT IS SAFEGUARDING?

‘Safeguarding’ is, as it sounds, all about keeping people safe – safe from abuse, exploitation and neglect. Abuse can take all kinds of forms, from financial abuse to physical, sexual and psychological abuse. Nobody likes to consider that any of these forms of abuse might be happening within our communities, but sadly, it remains our collective duty to be vigilant to these happening and take the proper measures to make sure that everyone is kept safe, through good safeguarding practice. Safeguarding can also include being aware of extremism and the radicalisation of vulnerable people.

Your organisation should have a safeguarding policy that is compliant with national and local safeguarding policies. This should consider things like:

- **Risks:** what are the potential risks of your activities for children or adults at risk of abuse?
- **Responsibilities:** who is responsible for safeguarding in your organisation and making any reports which might need to be made?
- **Vigilance:** what are the signs of vulnerability or abuse of which volunteers and staff need to be aware?
- **Reporting:** how are potential safeguarding concerns recorded, reported and communicated?

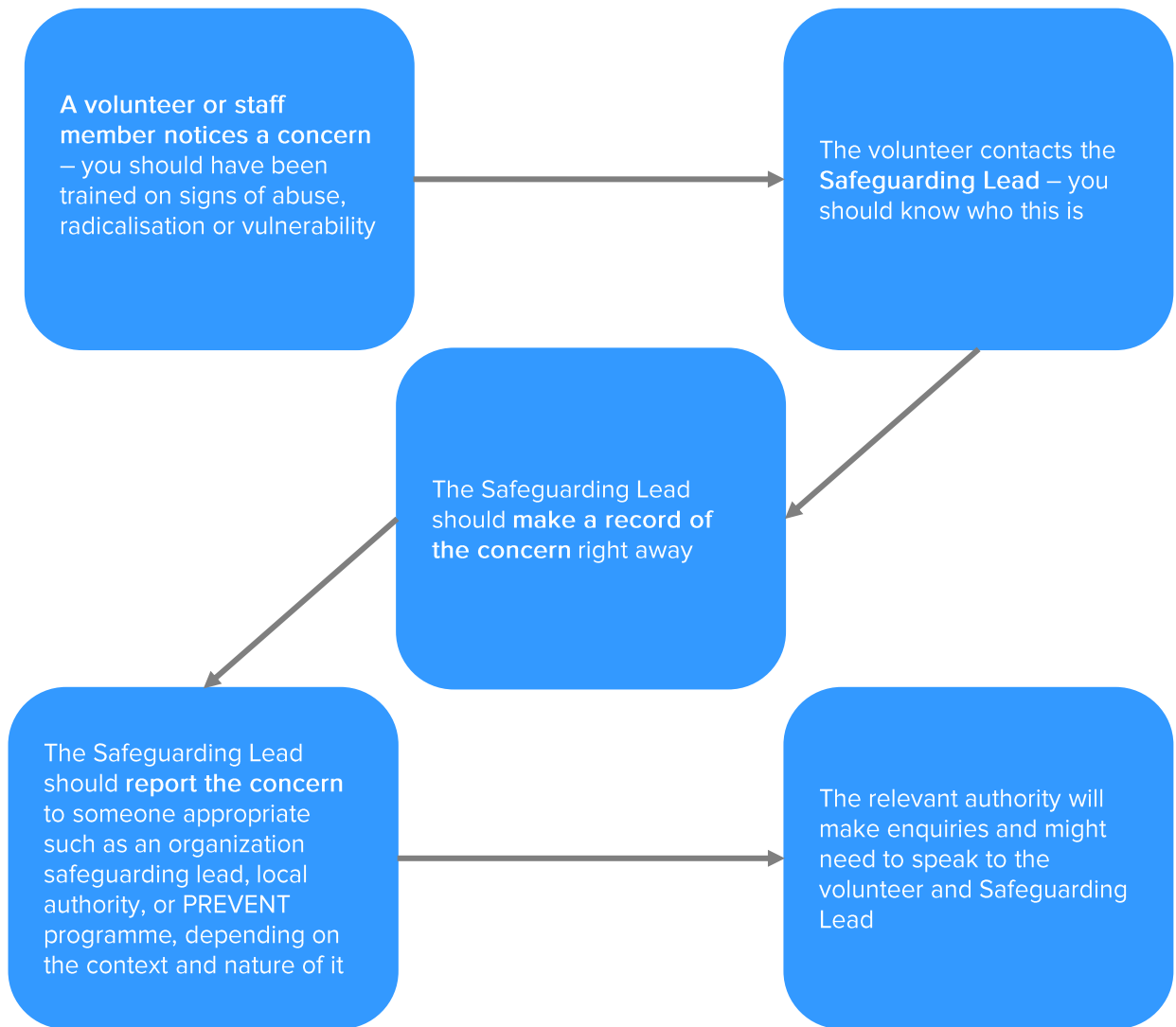
CHECKLIST:

Do you know:

- Who the Safeguarding Lead for your Place of Welcome is?
- How to record and report safeguarding concerns?
- How to identify signs of abuse, radicalisation and vulnerability?
- When to call the police?

If not then please seek out suitable training.

HOW DOES IT WORK?



FINAL THOUGHTS

Make sure to raise any concerns which you might have with your organisation's safeguarding lead and consider contacting your local authority's safeguarding teams if prompt and appropriate action is not taken.

If you see something that worries you, or you are given information about possible abuse, follow the three R's:

- **Recognise** it as possible abuse or something to be aware of
- **Record** (write down) what you see or are told
- **Report** it to someone else with expertise in safeguarding such as the safeguarding lead in your organisation.

It is best to follow the procedures your organisation establishes rather than interfering directly in a situation you may not understand, or investigating yourself. **Do not investigate:** simply record your concerns and report them. Do not promise that you won't tell anyone; rather, say that you need to seek advice about this. Be clear that if someone tells you something concerning you cannot keep it to yourself.

If someone is in immediate danger, you should always ring 999.

If in any doubt about whether your safeguarding policies are appropriate, please contact your organisation's safeguarding lead.

WHERE CAN I FIND OUT MORE?

If you need to design a policy and a procedure, because you are **not** covered by your host organisation, there are plenty of example policies from reputable organisations to consider, such as:

[Keeping children safe in the voluntary and community sector | NSPCC Learning](#)

[Safeguarding: Example policy and procedures - Community Action Suffolk](#)

Other resources include:

[National Council of Voluntary Organisations](#) – this guidance is ideal for those creating or updating safeguarding policies for their organisations

[Charity Commission Guidance](#) – this is a good overview for all those involved in safeguarding

[Social Care Institute for Excellence](#) – this is directed at care homes, but provides a number of useful examples for organisations working with older people, and answers some questions which volunteers might have about safeguarding

Faith groups can check out the support available around child safeguarding, much of it free, from [SFI Together - Strengthening Faith Institutions \(SFI\)](#)