**Standard Operating Procedure (SOP)**

**Safeguarding**

**SAF-010-01**

**Purpose**

The purpose of this Standard Operating Procedure (SOP) is to outline protocols and procedures for safeguarding individuals at risk, including but not limited to children, young persons, and vulnerable adults interacting with Out There Exeter (the "charity").

**Scope**

This SOP applies to all staff, trustees, volunteers, and partners of Out There Exeter. It includes all aspects of the charity's work, including service delivery, governance, and resource management.

This SOP is to be adhered to in accordance with the Values and Principles, and the Behaviour and Conduct SOPs.

**Definition**

* **Safeguarding:** Protecting individuals at risk from abuse, neglect, and exploitation.
* **Children:** Individuals under 18.
* **Young persons:** Individuals between 16 and 25, potentially vulnerable due to transitioning from childhood to adulthood and facing new challenges.
* **Vulnerable adults:** Adults at risk of harm or exploitation due to age, physical or mental disability, or illness, often unable to protect themselves due to physical or mental limitations, social isolation, or fear of reporting abuse.

**Procedures**

1. **Raising Concerns**
   1. Any member of staff or volunteer who has concerns about the safety or well-being of an individual at risk should immediately report their concerns to a Designated Safeguarding Lead (DSL).
   2. Concerns should be reported in writing as soon as possible, using the charity's safeguarding incident reporting form.
   3. The DSL will assess the reported concern and take appropriate action, which may include:

* Making further enquiries
* Seeking advice from the local authority
* Taking action to protect the individual at risk

1. **Whistleblowing**
   1. The charity encourages whistleblowing and will protect any person who reports concerns about safeguarding in good faith.
   2. Whistleblowing can be done anonymously or by contacting the Designated Safeguarding Lead (DSL).
   3. The charity will investigate all reported concerns and take appropriate action.
   4. Whistleblowers will not be subject to any reprisals as a result of reporting their concerns.
2. **Referral to Local Authority**
   1. If the DSL considers that an individual may be suffering, or is likely to suffer, significant harm, they must make a referral to the local authority.
   2. Referrals should be made in writing and should include all relevant information about the individual and any necessary family, guardians, carers, or persons of interest.
3. **Record Keeping**
   1. The charity must keep accurate records of all safeguarding concerns and incidents.
   2. Records must be kept securely and confidentially in accordance with the charity's data protection policy.
4. **Training**
   1. The Designated Safeguarding Lead (DSL) must receive training on safeguarding individuals at risk.
   2. Training should be provided at induction and on an ongoing basis.
   3. Training should cover the following topics:

* The signs and indicators of abuse, neglect, and exploitation
* The charity's safeguarding procedures
* How to report concerns

1. **Contact Information**

Designated Safeguarding Lead (DSL):

Email: carysflain@onetoonegroup.co.uk

Phone Number: 07437843212

**Review and Revision**

This SOP will be reviewed and revised annually to ensure that it remains relevant and effective, or as needed to reflect changes in the charity's strategies or the regulatory environment.

**Compliance**

Failure to comply with this SOP may result in investigation and disciplinary action, up to and including dismissal for employees and termination of volunteer appointments and membership of the charity, and a vote on removal of trustee.

**Version Control**

| **Version:** | V1.1 FINAL |
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| **Date of approval:** | 01/12/2023 |
| **Date of next review is due:** | 01/12/2024 |