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Charity Number: SCO53634

Safeguarding Policy

The Wave Project

Date: 27th May 2025

Approved by: Board of Trustees

1. Policy Statement

The Women Against Violence Eastend Project (WAVE) is committed to safeguarding the welfare of all those who come into contact with our organisation, especially **adults at risk, survivors of domestic abuse, children, volunteers, and staff**. We believe that everyone has the right to live free from abuse, exploitation, and neglect. We recognise our duty of care and responsibility to promote a safe environment and to respond promptly and appropriately to safeguarding concerns.

This policy applies to all trustees, staff, volunteers, contractors, and anyone working on behalf of WAVE.

2. Purpose of the Policy

- To protect the people who use our services, particularly those at risk of abuse or harm.
- To provide staff and volunteers with guidance on how to recognise, report, and respond to safeguarding concerns.
- To ensure compliance with Scottish legislation and the requirements of the Office of the Scottish Charity Regulator (OSCR).

3. Legal and Regulatory Framework

This policy has been developed in accordance with relevant Scottish and UK legislation, including:

- **Children (Scotland) Act 1995 & 2020**
- **Adult Support and Protection (Scotland) Act 2007**
- **Protection of Vulnerable Groups (Scotland) Act 2007**
- **Domestic Abuse (Scotland) Act 2018**
- **Charity Trustee Duties under the Charities and Trustee Investment (Scotland) Act 2005**
- **OSCR Guidance: "Safeguarding Guidance: Keeping vulnerable beneficiaries safe"**

4. Definitions

4.1 Safeguarding

Safeguarding means protecting a person's right to live in safety, free from abuse and neglect.

4.2 Adults at Risk

Defined as individuals aged 16 or over who are unable to safeguard their own wellbeing, property, rights, or other interests and are at risk of harm due to disability, illness, mental disorder, or other factors.

4.3 Children

Anyone under the age of 18.

5. Roles and Responsibilities

5.1 Trustees

- Have ultimate responsibility for safeguarding in the organisation.
- Ensure safeguarding risks are identified and managed appropriately.
- Ensure appropriate policies, procedures, training, and reporting mechanisms are in place.

5.2 Safeguarding Lead

- Named individual responsible for overseeing safeguarding within the organisation.
- Point of contact for staff, volunteers, and service users with concerns.
- Coordinates referrals to statutory services where appropriate.

Safeguarding Lead: Kim Nicoll - kim.nicoll@hotmail.co.uk

Deputy Safeguarding Lead: Ann Dornan - Anndornan@hotmail.com

5.3 Staff and Volunteers

- Must read and understand this policy.
- Must attend safeguarding training relevant to their role.
- Must report any safeguarding concerns promptly.

6. Recruitment and Training

We are committed to safe recruitment practices. This includes:

- Carrying out **PVG checks** where appropriate.
- Taking up references for staff and volunteers.
- Including safeguarding responsibilities in job descriptions.
- Providing **induction and ongoing training** on safeguarding.

7. Identifying and Responding to Concerns

7.1 Types of Abuse

- Physical
- Emotional / Psychological
- Sexual
- Financial
- Neglect
- Coercive control (especially in domestic abuse situations)
- Discriminatory abuse
- Online abuse

7.2 Reporting Concerns

- Any safeguarding concern must be reported **immediately** to the Safeguarding Lead or Deputy.
- In an emergency, where someone is at immediate risk of harm, contact **Police Scotland: 999**.
- A **written record** of the concern should be made using the charity's safeguarding reporting form.

7.3 Responding to Disclosures

- Listen carefully and without judgment.
- Reassure the person that they are being taken seriously.
- Explain you cannot promise confidentiality and may need to share the information.
- Report the concern as outlined above.

8. Confidentiality and Information Sharing

Confidentiality will be maintained as far as possible. Information will only be shared on a **need-to-know basis** and in line with **GDPR** and **data protection legislation**. Safeguarding concerns may require information to be shared with statutory agencies, even without consent if necessary to protect someone from harm.

9. Recording and Record Keeping

All safeguarding concerns must be:

- Recorded accurately and promptly using the Safeguarding Concern Form.
- Stored securely, in line with data protection laws.
- Accessed only by designated safeguarding personnel.

10. Whistleblowing

We encourage a culture where staff and volunteers feel able to raise concerns about safeguarding practice within the organisation. Concerns can be raised confidentially and will be taken seriously.

Refer to WAVE's **Whistleblowing Policy** for more details.

11. Policy Review

We will aim to review this policy annually, or sooner if there are significant changes to legislation or safeguarding best practice. The review will be led by the Safeguarding Lead and approved by the Board of Trustees.

12. Related Policies and Procedures

- Whistleblowing Policy
- Complaints Policy
- Code of Conduct
- Data Protection Policy
- Recruitment Policy
- Lone Working Policy
- Equality, Diversity & Inclusion Policy

SAFEGUARDING CONCERN FORM

The Women Against Violence Eastend Project (WAVE)

1. Details of Person Reporting the Concern

- Name: _____
- Role/Relationship to Charity: _____
- Contact Number: _____
- Email: _____
- Date of Report: ____ / ____ / ____
- Signature: _____

2. Details of the Person at Risk

- Full Name: _____
- Date of Birth (if known): ____ / ____ / ____
- Address (if known): _____
- Contact Number (if known): _____
- Is this person a:
 - ☐ Adult at Risk
 - ☐ Child (under 18)
 - ☐ Service User
 - ☐ Volunteer
 - ☐ Staff Member
 - ☐ Other: _____

3. Details of the Concern

- Date and Time of Incident/Disclosure:
____ / ____ / ____ at ____ (am/pm)
- Location of Incident (if known): _____
- Description of Concern:

(Include as much detail as possible: what happened, who was involved, what was said or observed. Use the person's own words where applicable.)

- Is the person aware that this concern is being reported?

☐ Yes ☐ No

- Immediate actions taken:

- ☐ Reassured the person
- ☐ Contacted emergency services
- ☐ Reported to Safeguarding Lead
- ☐ Other: _____

4. Details of Alleged Perpetrator (if applicable and known)

- Full Name: _____
- Role/Relationship to Person at Risk: _____

5. Referral and Actions Taken

- Reported to Safeguarding Lead:

☐ Yes – Date: ____ / ____ / ____

☐ No – Reason: _____

● Has this been referred to external agencies?

☐ Police Scotland

☐ Social Work Services

☐ Other (e.g. NHS, School): _____

☐ Not yet referred

● Date/time of referral(s): _____

● Name of person making referral: _____

● Advice/Action from statutory agency (if known):

6. Safeguarding Lead Use Only

● Name of Safeguarding Lead reviewing: _____

● Follow-up actions required:

● Outcome/Case closed (date): ____ / ____ / ____

● File stored securely: ☐ Yes

● Added to Safeguarding Log: ☐ Yes

This form must be stored securely and access must be restricted to designated safeguarding personnel.