



Adi's Legacy CiC
Registered Company number 14334853
Safeguarding Policy

This policy applies to all volunteers, directors, trustees, employees and any individual or organisation working on behalf of ADI'S LEGACY CiC

Definitions

- **"Adi's Legacy"** means Adi's Legacy CiC Registered Company number 14334853
- **"Clients"** means recipients of services and goods provided by Adi's Legacy
- **"Staff"** means all volunteers, directors, trustees, employees and any individual working or carrying out activities on behalf of Adi's Legacy
- **"Workplace"** means any premises or location (including the Adi's Legacy shop) where Adi's Legacy activities are carried out by the staff

The purpose of this policy:

- to protect clients who receive and/or interact with Adi's Legacy services. This includes the children of adults who use our services.
- to protect staff when working for Adi's Legacy
- to provide staff with the overarching principles that guide our approach to safeguarding and child protection.

Adi's Legacy believes that a child, young person or adult should never experience abuse of any kind. We have a responsibility to promote the welfare of children, young people and adults and to keep them safe. We are committed to practice in a way that protects them.

Adi's Legacy will seek to keep clients and staff safe by:

- Valuing them, listening to and respecting them
- Appointing a director with specific responsibility for Safeguarding
- Adopting child protection and safeguarding practices through procedures and a code of conduct for volunteers, directors and employees
- Developing an effective data protection policy
- Providing effective management for volunteers and employees through supervision, support, training and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary applicable checks are made
- Recording and storing information professionally and securely
- Using safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against volunteers and employees appropriately



- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that a safe physical environment is provided for all staff and clients applying health and safety measures in accordance with the law and regulatory guidance.
- Ensure staff have DBS checks to the required level when required
- Staff will be issued with a documented role description which makes it clear what the boundaries and expectations are.
- Providing effective management to support this policy for staff through supervision, support, training and quality assurance measures
- Ensuring there are effective complaints and whistleblowing measures in place

Exceptions & Exemptions

- Adi's Legacy does not offer any online services to children.
- Adi's Legacy does not carry out any activities outside the UK
- The purpose and activities of Adi's Legacy does not include educational services
- At this time Adi's Legacy does not employ any staff

Legal Framework

The policy has been drawn up on the basis of law and guidance, applicable within the UK, that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 2018 (including General Data Protection Regulations (GDPR))
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2014
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

This policy should be read alongside all other policies of Adi's Legacy

This Policy when approved will be published on the Adi's Legacy website (www.adislegacy.com)

Contact Details



Safeguarding Lead

Name

Email

Adi's Legacy is committed to reviewing policies and good practice annually.

This policy was last reviewed on 25 March 2023

Signed : Paula Green
(Director)