

Safeguarding Policy

RefuAid seeks to provide a safe and trusted environment that safeguards anyone who comes into contact with our organisation, including staff, clients and volunteers. Although our work predominantly focuses on supporting vulnerable adults, this policy also reflects our commitment to safeguarding children, in the unlikely event we should ever come into contact with them through our work.

This Safeguarding Policy applies to all of RefuAid's staff, directors (where appropriate) and volunteers, who must comply with its requirements and understand the consequences for failing to adhere to the policy.

It is possible that RefuAid will become aware of actual or potential abuse when carrying out its work, and this Policy sets out RefuAid's commitments to protecting these groups from harm.

RefuAid as an organisation is therefore committed to:

- Having an appropriate staff and volunteer recruitment policy and procedure.
- Making individual responsibilities regarding safeguarding clear to staff and volunteers.
- Providing training to all staff and volunteers on how to share safeguarding concerns.
- Responding quickly and effectively to issues when they arise.
- Share information appropriately and on a need-to-know basis (see our data protection policy).
- Working in partnership with agencies tasked with protecting vulnerable adults and children from abuse or harm.
- Ensuring that all groups irrespective of age, gender, disability, race, sexual orientation, nationality or economic status have the right to be

protected from abuse.

- Regularly reviewing our policy, procedure, actions and training of safeguarding to ensure it is fulfilling its purpose.

RefuAid staff, directors (where appropriate) and volunteers are committed to:

- Remaining vigilant for any potential signs of abuse or neglect.
- Sharing any potential safeguarding concerns with the safeguarding lead or co-lead as soon as they become aware of potential abuse or neglect.
- Engaging in any training or refresher training regarding safeguarding.
- Making RefuAid aware immediately if they are convicted of any offence which may mean they are no longer suitable to work with vulnerable children or adults.

To implement this Safeguarding Policy, RefuAid as an organisation will:

- Ensure all staff and volunteers have been DBS (disclosure and barring service) checked before having any contact with our clients.
- Ensure all staff and volunteers have submitted at least one satisfactory reference before having any contact with our clients.
- Brief staff during their induction training on their safeguarding responsibilities, which they confirm they have understood and accepted by signing a training record.
- Brief volunteers during their induction on their safeguarding responsibilities, which they confirm they have understood and accepted by signing our volunteer agreement.
- Provide training to RefuAid staff and volunteers on how to spot signs of potential abuse.
- Brief all staff and volunteers on how to share any potential safeguarding concerns.

In the event of any breaches of the RefuAid Safeguarding Policy, RefuAid as an organisation will:

- Take appropriate disciplinary action; which may result in staff or volunteer termination.
- Re-train staff and volunteers.
- Report any breaches to the CEO and board of directors.
- Review all safeguarding policies, procedures, actions and training.

This Safeguarding Policy will be reviewed annually to ensure it complies with all legislative and regulatory requirements, changes and best practices.

Last review: February 2023

Next review: February 2024

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