

# All Wheel Drive Response North East

## Safeguarding Policy

All Wheel Drive Response North East is committed to safeguarding the welfare of everybody involved with All Wheel Drive Response North East and everybody who encounters All Wheel Drive Response North East. We believe that everyone has the right to be safe from harm and abuse, and we have a responsibility to protect and promote their welfare. This policy outlines our approach to safeguarding and sets out our procedures for responding to any concerns or allegations of abuse.

### 1. Scope

This policy applies to all employees, volunteers, contractors, and members of All Wheel Drive Response North East, as well as anyone who may encounter All Wheel Drive Response North East, including beneficiaries, visitors, and partners. It covers all meetings, activities, events, programs, and services provided by All Wheel DRI Response North East, both in the UK and overseas.

### 2. Definitions

For the purposes of this policy, the following definitions apply:

- a) Child: A person under the age of 18 years.
- b) Young person: A person aged between 18 and 25 years.
- c) Vulnerable adult: Any person aged eighteen or over who is or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

### 3. Principles

Our safeguarding policy is based on the following principles:

- a) The welfare of children, young people, and vulnerable adults is paramount.
- b) All individuals have the right to be protected from harm and abuse.
- c) All individuals have the right to be treated with respect, dignity, and privacy.
- d) All individuals have the right to be listened to and taken seriously.
- e) All individuals have the right to be informed of their rights and to have access to support and advocacy.
- f) All individuals have the right to be involved in decisions that affect them.

## **Responsibilities**

### **4.1. Trustees**

The Trustees have overall responsibility for ensuring that All Wheel Drive Response North East has effective safeguarding policies and procedures in place, and for monitoring their implementation.

### **4.2. Trustees, Employees, Volunteers, Members and Contractors**

All trustees, employees, volunteers, members, and contractors have a responsibility to:

- a) Be aware of this policy and the procedures for reporting safeguarding concerns.
- b) Report any safeguarding concerns they have in accordance with the procedures outlined in this policy.
- c) Follow safe recruitment and selection procedures, including DBS checks where applicable.
- d) Ensure that their behaviour and conduct does not put children, young people, or vulnerable adults at risk of harm or abuse.
- e) Be aware of the signs and indicators of abuse and know how to respond appropriately if they suspect abuse is taking place.

## **4. Procedures**

### **5.1. Reporting Safeguarding Concerns**

If a trustee, employee, volunteer, member, or contractor has a safeguarding concern, they should report it immediately to their line manager or the designated safeguarding officer where available and where not available, an All Wheel Drive Response North East trustee. If the concern is about the designated safeguarding officer, the employee, volunteer, member, or contractor should report it to a trustee.

The person receiving the report should listen to the concerns, provide reassurance, and act in accordance with the procedures outlined in this policy. They should also complete a written record of the concern, which should include the date, time, nature of the concern, and any actions taken.

If there is an immediate risk of harm to a child, young person, or vulnerable adult, the concern should be reported to the relevant authorities, such as the police or social services.

### **5.2. Responding to Safeguarding Concerns**

If a safeguarding concern is reported, the designated safeguarding officer or trustee should take the following steps:

- a) Make an initial assessment of the concern to determine if there is a risk of harm or abuse.
- b) Take appropriate action to ensure the safety and welfare of the individual(s) involved, which may include contacting emergency services or social services.
- c) Record the concern and any action taken in writing.
- d) Notify the trustees of the concern and any action taken.
- e) Seek advice and support from relevant agencies or organisations, such as the NSPCC or local safeguarding partnerships.
- f) Cooperate fully with any investigations or inquiries conducted by external agencies.

## **5. Confidentiality**

All safeguarding concerns should be treated with sensitivity and confidentiality. Information should only be shared on a need-to-know basis, and in accordance with data protection legislation. The individual(s) involved should be informed of the information that is being shared, and why, unless doing so would put them at risk of harm.

## **6. Whistleblowing**

All trustees, employees, volunteers, members, and contractors have a duty to report any safeguarding concerns they have and should not be deterred from doing so by fear of retaliation or victimisation. Any concerns raised through whistleblowing procedures will be taken seriously and investigated thoroughly.

## **7. Training and Awareness**

All trustees, employees, volunteers, members, and contractors will receive regular training and awareness-raising activities to ensure that they are aware of their safeguarding responsibilities and are able to recognise the signs and indicators of abuse. New trustees, employees, volunteers, and contractors will receive specific safeguarding training as part of their induction.

## **8. Review**

This policy will be reviewed annually to ensure that it remains up-to-date and effective. Any changes to the policy will be communicated to all employees, volunteers, members, and contractors, and training and awareness-raising activities will be updated accordingly.

This policy has been approved by the trustees of All Wheel Drive Response North East and is effective from the 13th of February 2024.