

TOP TIPS FOR WRITING A SAFEGUARDING POLICY

**Supporting a safer Voluntary, Community and
Social Enterprise Sector in Suffolk**



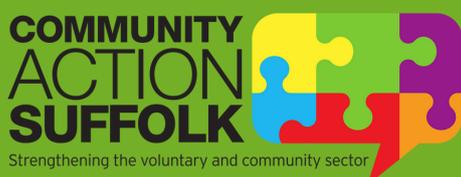
Safeguarding is everyone's responsibility

The safeguarding policy is your organisations public commitment to keeping children and adults at risk of abuse safe from harm.

It tells your staff, customers, funders et c. that you take safeguarding seriously and what you will do to protect people from harm.

TOP TIPS

- The policy only needs to be a couple of pages long. It will need to be accompanied by a longer, detailed operational Procedure that you can follow, if and when needed.
- Have a clear opening policy statement of your organisation's commitment to safeguarding and its safeguarding responsibilities including what action your organisation will take concerning safeguarding.
- Involve people across the organisation in its development. Then it belongs to everyone. 'Safeguarding is everyone's responsibility' not just those who have 'safeguarding' in their role title.
- Write a safeguarding policy that is fit for purpose.
- Reference relevant law and statutory guidance and reflect guidance from the Suffolk Safeguarding Partnership
- Be clear about who the policy applies to (paid staff, volunteers, contractors et c.)
- Use words to show the intent of the policy e.g. using 'should' or 'could' or 'must' or 'will' significantly changes the context and power of the policy. The former implies it is optional the later is directive.
- It is accessible and clear to the people your organisation supports e.g. is there a separate version that children or adults at risk who use your organisation can understand?
- The document identifies your named Designated Safeguarding Lead Deputy and Safeguarding Trustee, or equivalent. Name and contact details
- Have it approved, signed off and supported by your senior leadership team and Board of Trustees.
- Include a review date and history of amendments and updates



Community Action Suffolk provides support to the VCSE in Suffolk and can support with the review and development of your safeguarding policy and procedures. We also have a range of sample documents available on our website. Please visit;