



Charity No. 1141886

Co No. 07480160

## **1 Voice Safeguarding**

### **Safeguarding Policy**

**The Trustees of 1 Voice – Communicating Together**

## **Our safeguarding policy**

This policy applies to all staff, including the board of trustees, paid staff, volunteers, agency staff, students or anyone working on behalf of 1 Voice – Communicating Together.

The purpose of this policy:

- To protect children, young people and adults at risk who receive the services of 1 Voice – Communicating Together
- To provide trustees, staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

1 Voice believes that a child, young person or adult at risk should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk and to keep them safe. We are committed to practise in a way that protects them.

This policy has been drawn up on the basis of guidance documents from the NSPCC, which in turn are supported by legislation and government guidance. (Please see <https://safeguardingtool.nspcc.org.uk/resource-library> for a full listing)

This policy should be read alongside our policies and procedures on:

- Recruitment and training
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child, young person or vulnerable adult
- Managing allegations against trustees, staff and volunteers
- Recording and information sharing
- Code of conduct for trustees, staff and volunteers
- Photography and use of social media
- Whistleblowing
- Health and Safety

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, young people and adults at risk, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children, young people and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, young people and adults at risk safe by:

- valuing them, listening to and respecting them
- promoting a culture of listening to, and engaging in dialogue with them – seeking their views in ways that are appropriate to their age, understanding, and means of communication and taking account of those views in individual decisions and in the establishment or development of services

- appointing a Designated Safeguarding Officer (DSO) and a lead for safeguarding on the Board of Trustees
- adopting child protection and safeguarding practices through procedures and a code of conduct for trustees, staff and volunteers
- providing effective management in relation to safeguarding for trustees, staff and volunteers through training, support and clear guidance on our policies and procedures
- recruiting trustees, staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, adults at risk, their families, staff and volunteers via leaflets, posters, one-to-one discussions using appropriate and accessible communication methods
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, adults at risk, parents, families and carers appropriately
- using our procedures to manage any allegations against trustees, staff and volunteers 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 we have effective complaints and whistleblowing measures in place
- ensuring that we have a safe physical environment for our children, young people, adults at risk, trustees, staff and volunteers, by applying appropriate health and safety measures

#### Contact details

Designated Safeguarding Officer (DSO): Jo Cope 07943 618525 1voice-admin@1voice.info

Safeguarding Lead - Board of Trustees: Nicola McIndoe 07943 618525 nicola.mcindoe@1voice.info

CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)

NSPCC Helpline: 0800 800 5000 help@nspcc.org.uk

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: (date)

Signed

Nicola McIndoe

(Safeguarding Lead – Board of Trustees)

Jo Cope

(Company Secretary and DSO)