

# Adult and Child Safeguarding Assessments



<b>Lead Responsibility</b>	Chairperson	<b>Approved by</b>	Board of Trustees
<b>Version</b>	V3	<b>Reviewed</b>	April 2026
<b>Policy applicable to</b>	All stakeholders	<b>Date of next review</b>	April 2027

## Contents

1. Policy Statement .....	3
2. Scope of the Policy .....	3
3. Safeguarding Ethos and Organisational Commitment .....	4
4. Definitions of Abuse .....	4
5. Additional Safeguarding Concerns.....	5
6. Community Cohesion, Inclusion and Respect.....	5
7. Prevent Duty and Radicalisation.....	6
8. Reporting Safeguarding Concerns.....	6
9. Safer Recruitment and Safe Working Practices .....	7
10. E-Safety and Online Safeguarding .....	7
11. Safeguarding During Emergencies and Public Health Incidents .....	8
12. Record Keeping and Confidentiality.....	8
13. Working with External Agencies.....	8
14. Training and Awareness .....	8
15. Monitoring, Review and Governance.....	9
Policy Approval.....	<b>Error! Bookmark not defined.</b>
AppendixformA Safeguarding .....	11

## **1. Policy Statement**

It is the policy of SHAWIN to safeguard and promote the welfare, wellbeing, dignity, rights, and safety of all individuals engaging with the organisation. SHAWIN fully recognises its responsibility to provide safe, inclusive, respectful, accessible, and supportive environments for employees, volunteers, trustees, beneficiaries, community members, vulnerable individuals, visitors, contractors, and all persons accessing its services, outreach activities, wellbeing initiatives, community programmes, or support arrangements.

The organisation acknowledges that safeguarding is everyone's responsibility and is committed to ensuring that all individuals are protected from abuse, neglect, exploitation, discrimination, harassment, bullying, victimisation, radicalisation, avoidable harm, and unsafe practices. SHAWIN recognises that effective safeguarding arrangements form an essential part of good governance, public confidence, responsible charitable operations, and effective community engagement.

This policy sets out the organisation's safeguarding responsibilities and operational arrangements relating to safeguarding practice, reporting concerns, safer recruitment, online safety, partnership working, wellbeing support, equality, community engagement, and the prevention of abuse and exploitation. All employees, volunteers, trustees, authorised representatives, and individuals acting on behalf of SHAWIN are expected to demonstrate high standards of professional conduct, safeguarding awareness, accountability, and respect in protecting children, adults at risk, vulnerable individuals, and members of the community from harm.

As an independent community-based charity, SHAWIN may work collaboratively with external organisations and community stakeholders to support the needs of beneficiaries and local communities. The organisation recognises the importance of maintaining high standards of safeguarding, wellbeing, equality, health and safety, and operational practice across all activities connected to its work and will therefore seek appropriate assurance that organisations, venues, agencies, and stakeholders connected to its activities maintain suitable safeguarding arrangements and welfare protections where appropriate.

SHAWIN will fulfil its safeguarding responsibilities in accordance with relevant legislation, statutory guidance, and recognised best practice including the Children Act 1989 and 2004, the Care Act 2014, the Counter-Terrorism and Security Act 2015, the Equality Act 2010, the Human Rights Act 1998, the Safeguarding Vulnerable Groups Act 2006, the Data Protection Act 2018, UK GDPR requirements, and Charity Commission safeguarding guidance.

## **2. Scope of the Policy**

This policy applies to all trustees, employees, volunteers, sessional workers, contractors, authorised representatives, beneficiaries, community participants, and individuals acting on behalf of SHAWIN.

The policy applies across all organisational activities including:

- community outreach activities
- wellbeing initiatives
- advice and support services
- volunteer activities
- community events and engagement activities

- safeguarding interventions
- online engagement and communication
- partnership activities
- support arrangements delivered within community settings or external venues

This policy also applies where SHAWIN works collaboratively with external organisations, community groups, voluntary sector organisations, faith organisations, statutory agencies, or other stakeholders connected to activities involving beneficiaries, vulnerable individuals, or members of the public.

### **3. Safeguarding Ethos and Organisational Commitment**

SHAWIN recognises the importance of creating environments in which individuals feel safe, valued, respected, listened to, and supported. The organisation understands that individuals are more likely to disclose abuse, neglect, exploitation, discrimination, bullying, radicalisation, or safeguarding concerns where positive, trusted, and respectful relationships exist.

The organisation is committed to promoting safeguarding, equality, dignity, inclusion, community wellbeing, and respect throughout all areas of its work. SHAWIN seeks to create environments that support positive community engagement, social inclusion, emotional wellbeing, and community cohesion while protecting individuals from harm, discrimination, abuse, exploitation, or unsafe practices.

Particular consideration will be given to protecting vulnerable individuals who may face increased risks relating to:

- social exclusion
- poor mental health or emotional distress
- financial hardship
- discrimination or hate-based behaviour
- abuse or exploitation
- radicalisation
- limited access to support services

The organisation is committed to maintaining a safeguarding culture in which concerns are taken seriously, safeguarding responsibilities are understood clearly, and individuals feel able to report concerns without fear of intimidation, discrimination, victimisation, or harm.

### **4. Definitions of Abuse**

SHAWIN recognises that abuse may take many forms and may affect children, vulnerable adults, and adults at risk, volunteers, beneficiaries, employees, or members of the community. Abuse may occur as a single incident or as a pattern of behaviour and may result in physical, emotional, psychological, sexual, financial, discriminatory, or environmental harm.

Physical abuse may involve assault, inappropriate restraint, hitting, shaking, pushing, burning, poisoning, and misuse of medication, or causing physical harm intentionally or through neglect or unsafe practice.

Emotional or psychological abuse may involve intimidation, humiliation, bullying, harassment, verbal abuse, coercion, controlling behaviour, discrimination, threats, isolation, or persistent treatment negatively affecting emotional wellbeing or mental health.

Sexual abuse includes sexual assault, rape, grooming, exploitation, inappropriate touching, coercion into sexual activities, online sexual abuse, or any sexual activity without informed consent.

Financial abuse may involve theft, fraud, coercion relating to money or possessions, exploitation, misuse of financial arrangements, or inappropriate control over finances or property.

Neglect may involve the persistent failure to meet physical, emotional, psychological, medical, educational, or social needs including failure to provide appropriate care, support, supervision, protection, treatment, nutrition, or emotional wellbeing.

Institutional or organisational abuse may arise through unsafe systems, neglect, poor safeguarding culture, operational failings, discriminatory practice, or inappropriate treatment within organisations or community environments.

## **5. Additional Safeguarding Concerns**

SHAWIN recognises that safeguarding concerns may arise in a wide variety of circumstances and may involve:

- online abuse or exploitation
- cyber bullying or harassment
- domestic abuse
- hate crime
- modern slavery and human trafficking
- forced marriage
- honor-based abuse
- female genital mutilation (FGM)
- county lines activity
- financial exploitation
- radicalisation and extremism
- substance misuse
- self-harm or suicidal behaviour
- exploitation through technology or social media
- neglect and social exclusion

The organisation recognises that safeguarding concerns may arise through digital communication, social media platforms, community relationships, family circumstances, peer relationships, or wider social and environmental factors. SHAWIN is committed to responding appropriately, proportionately, and sensitively where such concerns arise.

## **6. Community Cohesion, Inclusion and Respect**

SHAWIN recognises the important role charities and community organisations play in promoting equality, inclusion, community cohesion, mutual respect, and positive engagement within diverse communities.

The organisation is committed to creating environments in which individuals are treated with dignity, fairness, understanding, and respect regardless of faith, ethnicity, nationality, disability, gender, sexual orientation, age, language, socio-economic background, or protected characteristic.

SHAWIN actively promotes:

- democratic participation
- individual liberty
- mutual respect
- equality and inclusion
- tolerance of differing faiths and beliefs
- positive community relationships and engagement

The organisation does not tolerate discrimination, extremism, bullying, harassment, hate-based behaviour, intimidation, abuse, or victimisation in any form and will take appropriate action where concerns arise.

## **7. Prevent Duty and Radicalisation**

SHAWIN recognises its responsibilities under the Counter-Terrorism and Security Act 2015 and is committed to supporting the prevention of radicalisation, extremism, hate-based behaviour, and terrorism.

The organisation acknowledges that vulnerable individuals may be susceptible to extremist ideology, manipulation, exploitation, or online radicalisation and recognises the importance of early safeguarding intervention and community-based support.

Possible indicators of radicalisation may include:

- significant behavioural changes
- social isolation
- extremist language or intolerance
- accessing extremist material online
- expressions of support for extremist activity
- withdrawal from family, social, or community engagement

Any concerns relating to radicalisation or vulnerability to extremist influence will be managed in accordance with safeguarding procedures and may be referred to appropriate safeguarding agencies, Prevent teams, local authorities, or police services where necessary.

SHAWIN recognises that referrals made under the Channel process are safeguarding interventions intended to provide support and protection for vulnerable individuals before risks escalate further. Where there is immediate risk of harm, criminal activity, violence, or danger to individuals or the public, emergency services or police services will be contacted immediately.

## **8. Reporting Safeguarding Concerns**

All safeguarding concerns, disclosures, allegations, suspicions, incidents, or reports of abuse must be reported immediately to the Designated Safeguarding Lead or an appropriate senior representative within SHAWIN.

Individuals are not expected to investigate safeguarding concerns themselves and should instead report concerns promptly and appropriately in accordance with organisational procedures. Safeguarding concerns should be recorded accurately, factually, promptly, and confidentially.

Where serious safeguarding concerns arise, SHAWIN may involve:

- safeguarding authorities
- local authorities
- social care services
- emergency services
- police services
- Prevent teams
- health professionals or statutory agencies

The organisation will maintain appropriate wellbeing and safeguarding contact with vulnerable beneficiaries, volunteers, or individuals accessing support services where concerns arise.

## **9. Safer Recruitment and Safe Working Practices**

SHAWIN is committed to safer recruitment and safe working practices to help protect children, vulnerable adults, volunteers, beneficiaries, and community members from harm.

Where appropriate, recruitment and volunteer arrangements may include:

- identity verification
- references
- DBS checks
- safeguarding declarations
- interviews
- induction procedures
- safeguarding awareness activities
- codes of conduct

All employees, volunteers, trustees, and authorised representatives are expected to maintain appropriate professional boundaries, conduct themselves responsibly, and comply with safeguarding expectations and organisational procedures at all times.

## **10. E-Safety and Online Safeguarding**

SHAWIN recognises that digital technology and online communication provide important opportunities for engagement, support services, wellbeing activities, and community participation. The organisation also recognises that online environments may present safeguarding risks including harassment, bullying, exploitation, fraud, radicalisation, grooming, abuse, hate-based behaviour, or breaches of confidentiality.

The organisation is committed to promoting safe, responsible, respectful, and lawful use of digital communication platforms and online environments connected to its activities.

Online safeguarding concerns may include:

- cyberbullying or online harassment
- online exploitation or grooming
- exposure to extremist material
- identity theft or online fraud
- misuse of digital communication platforms
- breaches of confidentiality or privacy

All safeguarding concerns relating to online activity or technology misuse must be reported promptly in accordance with organisational safeguarding procedures.

### **11. Safeguarding During Emergencies and Public Health Incidents**

SHAWIN recognises that safeguarding responsibilities continue during periods of emergency disruption, public health incidents, remote working arrangements, community emergencies, or operational disruption affecting normal service delivery.

The organisation will seek to ensure that safeguarding arrangements remain accessible and operational during such periods and that appropriate wellbeing support, safeguarding oversight, reporting arrangements, and communication channels remain available where reasonably practicable.

Where activities are delivered remotely, online, by telephone, or through outreach arrangements, SHAWIN will maintain appropriate safeguarding and wellbeing contact with vulnerable beneficiaries, volunteers, or individuals accessing support services where concerns arise.

### **12. Record Keeping and Confidentiality**

Safeguarding records, reports, disclosures, referrals, incident information, and safeguarding documentation will be maintained securely and confidentially in accordance with data protection legislation, UK GDPR requirements, and organisational procedures.

Information relating to safeguarding concerns will only be shared where lawful, proportionate, necessary, and appropriate to protect individuals from harm or fulfil safeguarding responsibilities. SHAWIN recognises the importance of balancing confidentiality with the duty to safeguard and protect vulnerable individuals.

### **13. Working with External Agencies**

SHAWIN recognises the importance of effective multi-agency safeguarding arrangements and collaborative working relationships with safeguarding authorities, local authorities, community organisations, health services, emergency services, voluntary sector organisations, and statutory agencies.

The organisation will cooperate appropriately with safeguarding enquiries, referrals, investigations, assessments, serious incident procedures, and safeguarding arrangements where required and will seek to promote positive partnership working that supports the welfare and protection of vulnerable individuals and local communities.

### **14. Training and Awareness**

SHAWIN is committed to ensuring that employees, volunteers, trustees, and authorised representatives receive appropriate safeguarding information, guidance, induction, awareness, and training relevant to their responsibilities within the organisation.

Training and awareness arrangements may include:

- safeguarding induction
- Prevent awareness
- online safety awareness
- equality and diversity awareness
- safer working practice guidance
- governance and trustee safeguarding responsibilities

Safeguarding awareness and organisational guidance will be reviewed regularly to ensure continued compliance with legislation, safeguarding expectations, Charity Commission guidance, and recognised best practice standards.

### **15. Monitoring, Review and Governance**

The organisation will monitor safeguarding arrangements regularly to ensure that safeguarding procedures remain effective, proportionate, responsive, and compliant with legal, regulatory, and operational requirements.

Monitoring activities may include:

- safeguarding reviews
- incident monitoring
- governance reporting
- policy reviews
- supervision arrangements
- safeguarding audits
- risk assessments
- feedback from beneficiaries and community stakeholders

Findings arising from safeguarding reviews, operational concerns, incidents, or serious safeguarding matters may be reported to the Board of Trustees as part of SHAWIN's governance, quality assurance, and safeguarding oversight arrangements.

This policy will be reviewed annually or sooner where legislative, safeguarding, operational, or organisational changes require amendment. The Board of Trustees retains overall responsibility for approving, monitoring, and reviewing safeguarding arrangements within SHAWIN to ensure continued compliance with safeguarding legislation, Charity Commission expectations, and recognised best practice.

**Policy Approval**

**Chairperson's Name:** Gertrude Logose

A handwritten signature in black ink, appearing to read "Logose", written over a circular stamp or mark.

**Chairperson's signature**

**Date:** 01/04/2026

**Appendix form A**

**Safeguarding**

**Initial cause for concern form**

Date:

Time:

Name of individual cause for concern is about.....

D.O.B/ age (if known).....

Address (if known).....

.....

.....

Describe your concern and action taken

Observations to support cause for concern