

## Company Statement

**The aim and underpinning principle of this policy is to actively safeguard and promote the welfare of children, young people and vulnerable adults. All employees and volunteers are required to share this commitment.**

## Objectives

- To safeguard children, young people and vulnerable adults
- To ensure the company meets statutory requirements

## Strategies

- Ensure that employees and volunteers are appropriately vetted
- Provide all employees and volunteers with appropriate training
- Ensure that all organisations with whom we contract are able to evidence their compliance and commitment to safeguarding
- Put in place effective Safeguarding Procedure and Guidelines which link Prevent and other policies and take account of vulnerable groups for example disabled children
- Monitor compliance against the Safeguarding Procedure and Guidelines and to foster a culture of continuous improvement

## Specific Actions

- Vetting checks completed prior to commencing delivery or role
- Safeguarding responsibilities and commitment included on all employee job descriptions and volunteer roles
- Online Safeguarding training completed prior to commencing any role and also mandatory for CSW Board. Formal training completed as part of induction and a refresher at a minimum every 3 years or sooner if there are significant changes in policy. Those in roles that have meaningful contact with children, young people and vulnerable adults will attend face-to-face training. Safeguarding training will be underpinned by confidentiality and information sharing training
- Policies and procedures will be accessible to all through an induction pack and/or the company Intranet
- Compliance will be monitored through the Operational Managers using regular audits. They will review findings and update Procedures and Guidelines as well as training, accordingly.
- Feedback and learning will be to the Executive Board, managers and local teams and will be disseminated across the organisation
- Feedback and learning from Serious Case Reviews and other situations cascaded to business

## Performance Indicators and outcomes

Measures used to monitor the success of the Safeguarding Procedures and Guidelines include:

- All Safeguarding Disclosure Reports are appropriate and accurate
- All appropriate cases are referred to relevant local authority safeguarding forum within 2 days
- All employees and volunteers complete their Safeguarding training and refreshers on time
- All employees and volunteers adequately safeguard children, young people, vulnerable adults and themselves
- CSW Group understand the outcomes being achieved through safeguarding activity

## Management Plans

The company lead for Safeguarding is the Development Director who will report to the Board of Directors to ensure adequate monitoring, management and compliance with legal duties. Management of safeguarding will be through the company's Safeguarding Procedures, Guidelines and Processes. These contain detailed instructions for staff and guidance including confidentiality, disclosures, and professional abuse, plus instructions upon escalation of concerns. The Intranet will also be maintained with up to date information and guidance on a thematic basis, for example, Prevent and by geographic area, for example, local authority threshold tools.

## Review

- Policies and procedures to be reviewed at least annually or sooner where appropriate
- Safeguarding training to be reviewed at least annually or sooner where appropriate