

# Safeguarding Policy (Adults & Children)

**Date:** 14/12/2025

**Next Review:** Annually

---

## 1. Purpose of the Policy

The purpose of this Safeguarding Policy is to:

- Protect children and adults at risk who come into contact with **Amelia's Light** from harm, abuse, or neglect.
- Provide a clear framework for all staff, volunteers, and trustees to ensure safe practice.
- Ensure the charity meets its legal obligations under UK law, including the Children Act 1989/2004, Working Together to Safeguard Children 2018, and the Care Act 2014.
- Promote a culture of vigilance, openness, and accountability in safeguarding matters.

## 2. Scope

This policy applies to:

- Trustees, staff, volunteers, and anyone representing **Amelia's Light**.
- All activities, services, and programmes provided by the charity, including:
  - Emergency financial grants
  - Emotional support to families
  - Distribution of wellbeing packs
  - Signposting to specialist services
- Children (under 18 years) and adults at risk (those aged 18 or over who are unable to protect themselves from harm or exploitation).

## 3. Responsibilities

- **Trustees:**
  - Ensure the charity complies with safeguarding legislation and best practice.
  - Review and approve safeguarding policies and procedures.
  - Support the designated safeguarding lead (DSL) and ensure sufficient resources are available.
- **Designated Safeguarding Lead (DSL):**
  - Usually the founder or a nominated senior staff member.
  - Acts as the main point of contact for safeguarding concerns.
  - Keeps up-to-date with relevant safeguarding legislation and guidance.
  - Maintains confidential safeguarding records.
- **Staff and Volunteers:**
  - Understand and follow this policy.
  - Report concerns about the safety or wellbeing of children or adults at risk to the DSL promptly.
  - Attend safeguarding training as required.

## 4. Procedures

### 4.1 Recognising Abuse

Abuse can take many forms, including:

- **Physical abuse:** Hitting, slapping, or inappropriate restraint.
- **Emotional abuse:** Threats, humiliation, or coercion.
- **Sexual abuse:** Any sexual activity without consent.
- **Neglect:** Failing to provide essential care or support.

- **Financial abuse:** Misuse of an adult's funds or resources.

Staff and volunteers should be alert to signs of abuse when:

- Visiting or supporting families in hospital.
- Receiving grant applications or referrals.
- Handling interactions via phone, email, or social media.

## 4.2 Reporting Concerns

- All concerns must be reported **immediately** to the DSL.
- The DSL will:
  - Assess the concern confidentially.
  - Contact the relevant statutory authority if necessary (e.g., local authority safeguarding team, police, or NSPCC).
  - Ensure urgent action is taken to protect the child or adult at risk.

## 4.3 Handling Allegations Against Staff or Volunteers

- If an allegation involves a staff member or volunteer, report it **immediately** to the DSL.
- The DSL will follow guidance from the Charity Commission and local safeguarding boards.
- The individual may be suspended from duties pending investigation, ensuring the safety of the person at risk.

## 4.4 Safe Recruitment Practices

- All staff and volunteers undergo:
  - Disclosure and Barring Service (DBS) checks where appropriate.
  - Reference checks from previous employers or volunteer organisations.
  - Safeguarding training before starting work or duties involving families.

## 4.5 Safe Working Practices

- Staff and volunteers should:
  - Avoid being alone with a child or adult at risk unless necessary and documented.
  - Keep all communications professional and logged.
  - Follow hospital guidelines when visiting or supporting families.

## 5. Record-Keeping and Documentation

- All safeguarding concerns, disclosures, and actions must be **documented in writing**.
- Records must include:
  - Date, time, and nature of concern or disclosure.
  - Actions taken and by whom.
  - Outcome of any investigations or referrals.
- Records are stored securely and confidentially, accessible only to authorised personnel.
- Ensure compliance with UK data protection law (GDPR).

## 6. Review and Update

- This policy will be reviewed **annually** by the trustees or sooner if:
  - There are changes in legislation or guidance.
  - The charity's activities change significantly.
  - A safeguarding incident occurs requiring policy revision.
- All staff and volunteers will be notified of updates.

## 7. Useful Contacts

- **Local Authority Children's Services:** 0345 603 7627
- **Local Authority Adult Safeguarding Team:** 0345 603 7630
- **NSPCC Helpline:** 0808 800 5000
- **Action on Elder Abuse:** 0808 808 8141
- **Police (Emergency):** 999