

# ASOC Safeguarding Policy

## Purpose

The purpose of this policy is to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with ASOC. This includes harm arising from:

- The conduct of staff or personnel associated with ASOC
- The design and implementation of ASOC's programmes and activities

The policy lays out the commitments made by ASOC, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by ASOC or associated personnel

## What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>1</sup>

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff, volunteers or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

## Scope

- All staff contracted by ASOC
- Associated personnel whilst engaged with work or visits related to ASOC, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians
- All members of ASOC

## Policy Statement

ASOC believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. ASOC will not tolerate abuse and exploitation by staff or associated personnel.

This policy covers the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

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<sup>1</sup> NHS 'What is Safeguarding? Easy Read' 2011

ASOC commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### **ASOC responsibilities**

ASOC will:

- Ensure all staff are familiar with and know their responsibilities with regard to safeguarding
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with ASOC. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

ASOC will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

ASOC will also accept complaints from external sources such as members of the public, partners and official bodies.

### **How to report a safeguarding concern**

ASOC members, staff or associates who have a complaint or concern relating to safeguarding should report it immediately to the company Chairman or line manager. If the individual does not feel comfortable reporting to the Chairman or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other company director.

## Response

ASOC will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

ASOC will apply appropriate (disciplinary) measures to staff and/or individuals found in breach of policy.

ASOC will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.