

**Policy: Keeping Vulnerable People Safe
(Safeguarding)**



POLICY STATEMENT:

The purpose of this policy is :-

To demonstrate Albyn Housing Society is committed to creating a safe environment for customers, staff and volunteers. We recognise that all people are entitled to a life without harm.

This safeguarding policy is primarily to prevent and protect where possible adults and children who reside in Albyn properties who maybe vulnerable from suspected forms of neglect and harm.

Reporting Safeguarding concerns is the responsibility of all Staff, Board Members and any Contractors or Sub-Contractors carrying out duties on behalf of the Albyn.

Our obligation is to only recruit and employ staff who are competent and safe to do so, who may come into contact with vulnerable people whilst working for or on behalf of Albyn.

Frontline Albyn staff will hold a current Protection of Vulnerable Adults Group – membership in respect of protected adults.

SCOPE:

- As a social landlord we are ideally placed to raise awareness of harm and safeguarding issues.
- We have a duty to do what is possible to prevent harm and to act on incidents of suspected or known harm. In particular, to be vigilant regarding the welfare of our customers, staff and volunteers.
- We will train our staff to recognise the signs of harm and provide clear procedures for dealing with suspected harm.
- Safeguarding is a multi-agency approach which depends on effective joint working. We recognise the Highland Inter-agency Procedures for the Implementation of the Adult Support and Protection (Scotland) Act 2007.

- We recognise the lead responsibility of The Highland Council, Police Scotland and NHS Highland in co-ordinating safeguarding work and our own role in alerting the network regarding concerns.
- We are committed to the highest ethical standards of business and will endeavour to ensure there is no slavery or human trafficking within our business and supply chain.

KEY STAFF RESPONSIBILITIES:

Overall Responsibility :

- **The Board**
The Board is responsible for ensuring the implementation of this policy and that adequate resources are made available to enable the objectives of this policy to be met.
- **Leadership Team**
The day to day responsibility for the operation of this policy lies with the Leadership Team. They are responsible for agreeing the policy and ensuring that the Board's decisions are implemented in accordance with legislative and regulatory requirements.
- **Staff**
All staff have a responsibility to ensure that this policy is applied as instructed.

APPROACH AND METHOD

- Respond promptly and proportionally when we become aware of incidents of harm, or when they are reported to us.
- Prevent harm from happening wherever possible.
- Develop a culture and awareness within the organisation that does not tolerate such harm and which encourages people to raise concerns.
- Any suspected crimes will be reported to Police Scotland.
- We value the work of the Multi-Agency approach and are committed to proactively attending meetings and conferences.
- Appropriate information sharing between organisations is essential to safeguard people at risk. Where possible we will seek consent to share information. We cannot guarantee full confidentiality when our duties to safeguard vulnerable children or adults dictate.
- Good record keeping is essential to safeguarding, enabling an appropriate and timely response to concerns. It can also be key to preventing harm.
- We will operate a victim-centered approach which treats people with dignity, respect and without prejudice.
- We will undertake effective preventative work including raising awareness of safeguarding with staff and contractors as well as offering regular training for staff and Board members.
- To ensure that all of our customers, staff and volunteers are treated equally within this scope of this policy.

Legislation
Adult Support and Protection (Scotland) Act 2007 The Protection of Vulnerable Groups (Scotland) Act 2007 Children and Young People (Scotland) Act 2014 Data Protection Act 1998 Human Rights Act 1998 Adults with Incapacity (Scotland) Act 2000 Mental Health (Scotland) Act 2003 OSCAR -Scottish Charity Regulator Modern Slavery Act 2015
Relevant Documents (not limited to)
Highland Inter-agency Procedures for the implementation of the Adult Support and Protection (Scotland) Act 2007 Adult Protection – reporting a concern form Child Protection – reporting a concern form Albyn’s Code of Conduct Lone Working Policy Equality Policy Whistleblowing Policy
EIA – EQUALITY IMPACT ASSESSMENT: As this policy will be implemented in a consistent manner in all cases, an initial assessment concluded there would be no disadvantage to any particular group. Therefore, there is no requirement for a full EIA.

Guidance Section				
This Policy supersedes Policy	Protection of Vulnerable People Policy Statement (including child protection)			
This Policy is linked to the relevant strategy/Values				
Service origin	Customer Services			
Policy Owner	Jenny Soley			
Version Control				
Version	Date	Author	Status	Comments
0.1	01 March 2019	Jennifer Soley	Draft	
0.2	15 April 2019	MMC	Final Draft	LT
0.3	21 st May 2019		Submitted to Board	Approved

Policy Name: Safeguarding Policy Latest Revision:	Policy No. SVA01	Revised by: Verified by:
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