**Promoting safe working practices**

Safeguarding is everybody’s responsibility. As a charity or a project, it is essential and also a legal requirement to protect the adults and children that use your service.

Your organisation’s responsibilities:

* Appoint a person who is responsible for adult protection in your organisation and ensure they have sufficient time and resources to carry out this important role.
* Ensure that you train all staff and volunteers on safeguarding generally, as well as on your own policy and code of conduct.
* Train all current staff retrospectively and include it in your induction training for new staff.
* Ensure all staff and volunteers sign the declaration of safeguarding procedures.
* Have a process in place for retraining/updating every few years.
* Organisations should be extremely vigilant when recruiting new staff or volunteers, ensuring that application forms are completed accurately, references are taken up and probationary periods are monitored effectively.
* If your organisation needs to comply with the Safeguarding Vulnerable Groups Act and the Protection of Freedoms Act, ensure that this is carried out before staff are offered a post.
* Have in place clear job descriptions for all staff and volunteers and implement a system of supervision and appraisal that checks on roles and relationships and observes practice.
* Foster a culture of safety within the workplace by adopting an ‘open door’ policy so that all adults (both staff and those who are cared for or use the services) are not fearful of making an approach.
* Ensure that staff and volunteers are actively encouraged to report any actual incidents or suspicions (whistleblowing).
* Ensure that procedures for reporting and responding to complaints and allegations about abuse are in place.
* Do not tolerate intimidation or discrimination of any description either from staff to clients or from clients to staff.
* Putting in a robust system of safeguarding will help to protect people and promote a culture of vigilance within your organisation.