

## **ADDPS Safeguarding Procedure**

### **1. Application**

1.1. This policy applies to all Society members.

### **2. Commitment**

2.1 There is an expectation that all members adhere to the Society's Safeguarding policy and Code of Conduct as we are committed to safeguard members, children, young people and vulnerable adults.

### **3. Safeguarding others**

Members should:

- 3.1 Treat members and guests with respect.
- 3.2 Extend courtesy to fellow members and guests.
- 3.3 Respect and keep safe all children, young people and all vulnerable adults.
- 3.4 Establish a safe and caring environment to establish a culture of 'informed vigilance' that is alert to the dangers of abuse.

Committee should:

- 3.5. Respond without delay to every complaint made which suggests that a child, young person or adult may have been harmed or abused sexually, emotionally or physically, been exploited or been subject to other actions and activities that may be considered harmful. Initially an immediate in-house process should happen before escalation unless it is a deed, such as an unlawful act, in which case, report immediately to the police and/or local authority and co-operate with in any investigation.
- 3.6. Have a clear complaints and reporting procedure. See flow chart below.
- 3.7. Ensure that the confidentiality of all is protected at all times.
- 3.8. Will have a named person (Safeguarding Officer), responsible for safeguarding to whom any concerns should be reported by mouth or in writing.

## ADDPS Safeguarding Procedure

Flowchart to demonstrate safeguarding complaints procedure ADDPS :

