



SAFEGUARDING POLICY
Policy Agreed: November 2019
Policy Reviewed: November 2025

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1. INTRODUCTION

ELCAP is committed to ensuring the protection, safety and welfare of everyone who receives care and support from us. Safeguarding, as well as the prevention or early identification of abuse, exploitation or harm, is central to our commitment.

Safeguarding includes adult and child protection, but it is broader than that. In addition to protecting children and vulnerable adults from, it includes the promotion of their welfare.

Individuals have the right to live with dignity and in safety, free from abuse, exploitation and harm. ELCAP will seek to ensure that this right is upheld by providing an environment which promotes the welfare of the individuals we support and protects them from harm.

2. HEALTH AND SOCIAL CARE STANDARDS

The application of this policy is guided by the Health and Social Care Standards and by the following standards in particular:

- I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities. (3.20)

- I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing, that I may be unhappy or may be at risk of harm (3.21)
- I am listened to and taken seriously if I have a concern about the protection and safety of myself or others, with appropriate assessments and referrals made (3.22)
- If I go missing, people take urgent action, including looking for me and liaising with the police, other agencies and people who are important to me (3.23)
- If I might harm myself or others, I know that people have a duty to protect me and others, which may involve contacting relevant agencies (3.24)
- I am helped to feel safe and secure in my local community (3.25)

3. OBJECTIVES

The objectives of this policy are to ensure that:

- Everyone who receives care and support from ELCAP has their welfare promoted and is protected from harm.

4. SCOPE

This policy applies to all ELCAP staff and volunteers. It should be applied in conjunction with and reference to our:

- Adult and Child Protection Policy and Procedures
- Health and Safety Policy and Procedures
- Incidents, Accidents and Risk Assessments Policy and Procedure
- Whistleblowing Policy

5. WHAT IS SAFEGUARDING?

Safeguarding is an action that an organisation takes to promote the welfare of children and vulnerable adults and protects them from harm.

6. WHAT DOES SAFEGUARDING INVOLVE?

Safeguarding involves:

- Having policies and procedures that will help ensure that children and vulnerable adults are protected from harm
- Ensuring that those policies and procedures are implemented and understood by everyone at ELCAP
- Having clear lines of accountability and responsibility in relation to safeguarding issues
- Ensuring that staff and volunteers are trained to identify potential harm and know what action to take, including who to report concerns to

7. OUR APPROACH

Our approach to safeguarding involves:

- **Responsibility:** Everyone at ELCAP has a responsibility to promote the welfare of the individuals we support and protect them from abuse, exploitation or harm.
- **Prevention:** We will put measures in place to protect the individuals we support from abuse, exploitation or harm. These measures will include:
 - Ensuring safe recruitment
 - Promoting safe working practice
 - Raising awareness of adult and child protection and safeguarding
- **Protection:** We will provide policies, procedures, training and practical support to enable ELCAP staff and volunteers to identify and respond appropriately to incidents or suspicions of abuse, exploitation or harm.
- **Partnership:** We will work in partnership with regulatory, statutory and other relevant bodies to ensure that safeguarding concerns are responded to appropriately.
- **Empowerment:** We will empower everyone we support to keep themselves safe
- **Improvement:** We will learn from own experiences and those of others to assess and refine our approach to safeguarding.

8. ROLES AND RESPONSIBILITIES

Staff and volunteers

All ELCAP staff and volunteers have a responsibility to safeguard children and vulnerable adults. All staff and volunteers will receive appropriate training and ensure they are familiar with our Safeguarding Policy and Adult and Child Protection Policy and Procedures.

Leadership Team

Members of the Leadership Team are responsible for ensuring that their staff receive appropriate training and are familiar with our Safeguarding Policy and Adult and Child Protection Policy and Procedures. They should promote discussion on safeguarding at team meetings and one-to-one meetings with staff.

Members of the Leadership Team may be required to make decisions relating to safeguarding concerns, seeking guidance from the Registered Manager or Chief Executive as appropriate.

Registered Manager

The Registered Manager promotes the welfare of children and vulnerable adults supported by ELCAP and helps to protect them from harm by:

- Ensuring staff have a demonstrable commitment to ELCAP's values
- Ensuring the application of the Scottish Social Services Council (SSSC) Codes of Practice
- Ensuring the application of our Safeguarding Policy and Adult and Child Protection Policy and Procedures
- Working with regulatory, statutory and other relevant bodies to ensure that safeguarding concerns are responded to appropriately.

Chief Executive

The Chief Executive is responsible for:

- Ensuring that safeguarding is included, where appropriate, in ELCAP's strategic plans and quality assurance processes.
- Ensuring that ELCAP has appropriate policies, procedures, systems and processes in place and that they are implemented.
- Making decisions on serious or complex safeguarding concerns, in consultation with the Registered Manager and the appropriate Operational Lead.

Executive Board

The Executive Board approves ELCAP's Safeguarding Policy and other associated policies. The Board ensures ELCAP takes the steps necessary to promote the welfare of the individuals we support and protect them from harm.

9. FAILURE TO COMPLY WITH THE POLICY

Failure to comply with the Safeguarding Policy may result in a number of actions, depending on the nature and consequences of any incident. These include:

- Action under ELCAP's Disciplinary Policy and Procedures
- An internal or external review
- An investigation co-ordinated by the local authority
- A notifiable event report to the Office of the Scottish Charity Regulator
- A police investigation
- A report to the Care Inspectorate