



## Safeguarding Policy (and other related policies)

2023-24

For adults, young people and children

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### **1. Introduction**

For over 50 years Cyrenians has worked with individuals who are excluded from family, home, work or community on their life journey. Safeguarding is the action we take to protect children and vulnerable adults from harm, including physical, emotional, psychological, sexual, and financial harm, and neglect. This means making sure we have appropriate policies, practices, training and procedures in place, and that they are adhered to and regularly monitored.

### **2. Scope of this document**

This policy and other policies included under this document apply to all members of Cyrenians, including Trustees (see also Section 5); staff (full-time, part-time and sessional); volunteers; ambassadors; independent advisors; contractors; and staff and representatives of partner agencies with whom Cyrenians' has a formal contractual agreement – hereafter all referred to as Cyrenians' staff, representatives and volunteers. This policy provides a statement of our intent and values-led way of working. It also provides context to ensure we are aware of our responsibilities to the welfare and protection of children, young people and adults at risk of harm, both individually and collectively. Everyone in Scotland is responsible for the wellbeing and safety of children, young people and adults at risk of harm.

The United Convention on the Rights of the Child (UNCRC) protects the rights of all children under the age of 18. The Adult Support and Protection (Scotland) Act 2007 defines adults at risk of harm as someone *"aged (16 or over) who is unable to safeguard his or her own personal wellbeing, property, rights or other interests; is at risk of harm; and because they are affected by disability, mental disorder, illness or physical infirmity, are more vulnerable than adults who are not so affected"*.

Safeguarding includes child and adult protection but goes further and extends protection to all vulnerable individuals, whatever their circumstances, age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Cyrenians further recognise that some individuals are particularly vulnerable because of their previous life experiences, their additional communication or language needs, and other factors. Through the relationship-based nature of our services, we strive to ensure that there are no barriers to being safeguarded. This applies to all Cyrenians' work whether in person or through online / digital engagement.

### **3. Safeguarding Statement**

Cyrenians works with some of the most vulnerable individuals in our communities. We recognise that individuals have the right to live in safety, with dignity, free from neglect and abuse of any kind. We adopt a rights-based approach to protecting adults, young people and children and this is at the heart of everything we do. We have embedded the principles of the UNCRC in our working practices and recognise our responsibilities to protect the welfare and wellbeing of all children, young people and vulnerable adults so that they are not only safe from harm, but also able to achieve the best possible outcomes.

Abuse can take many forms; we are committed to working in a way which safeguards individuals from all forms of abuse, including but not restricted to, physical, online, emotional, psychological, digital, sexual, mental, financial and neglect.

Cyrenians' staff, volunteers and representatives are expected to demonstrate the highest standards of behaviour and professionalism in their interactions with vulnerable adults and children and young people, and must never abuse their position of trust.

We have a duty to respond to all safeguarding concerns including where this relates to incidents of abuse that occurred some time ago. There is no time limit to our accountability to vulnerable adults and children.

Cyrenians' staff, representatives and volunteers must always prioritise the welfare of vulnerable adults and children and young people above all other considerations, and must do all they can to prevent, report and respond appropriately to abuse and seek advice whenever action is required. By keeping individuals safe, we can improve more lives, protect their rights and assist them to fulfil their potential now and in the longer term.

Any safeguarding issue notified to the Child Protection Lead or Deputy, the Senior Staff Lead for Safeguarding or the Trustee Safeguarding Lead (as detailed in Section 7) will be addressed in line with the appropriate policy / procedure listed in Section 6.

#### **4. Safeguarding Breaches**

If an allegation, suspicion of abuse, or a breach of safeguarding involves Cyrenians' staff, representatives or volunteers that person may be subject to our Disciplinary Procedure and suspension from work / duties may be required in order to allow an investigation to be carried out. Allegations that are upheld may result in dismissal. Depending on the nature of the concerns raised, a referral may be made to the police or local authority social work department. It may also be necessary for information to be passed to Disclosure Scotland.

#### **5. Cyrenians' Board of Trustees**

Cyrenians' Board of Trustees is responsible for the governance of the whole organisation, including safeguarding. The Board of Trustees must always act in the best interests of the charity; this includes making sure the charity has appropriate safeguarding measures in place to prevent and protect individuals from harm. As a charity working with vulnerable people, Cyrenians' trustees have a collective responsibility to create and monitor an organisational culture that has safeguarding at its core, even where day-to-day operations are delegated to staff. They furthermore acknowledge that they will be held to account by OSCR for the management and monitoring of safeguarding policies.

The legal duty of all trustees is to act in the interests of the charity, and in particular, to act with care and diligence – safeguarding is a key governance priority for Cyrenians' Board and is a standing item at board meetings. A designated trustee has lead responsibility for safeguarding and it is their responsibility to ensure that the safeguarding policy, statement, procedures, and other related policies and training is reviewed on an annual basis along with the Senior Staff Lead for Safeguarding, Child Protection Lead and the People team.

All trustees receive mandatory annual safeguarding training from the Trustee Safeguarding Lead and Cyrenians' Child Protection Lead. The Trustee Safeguarding Lead and / or an appropriately qualified facilitator provide an induction safeguarding session for new trustees and a refresher session with the whole Board at least every 3 years.

#### **6. Other policies included under this Safeguarding Policy**

Cyrenians recognises that safeguarding is much wider than children protection and adults at risk. The following Cyrenians' policies are in place to ensure the prevention of abuse:

- Acceptance and refusal of Gifts
- Adult support and protection
- Alcohol
- Anti-social behaviour
- Bullying and Harassment
- Child Protection
- Complaints

- Confidentiality
- Customer care
- Date Breach
- Data Protection
- Disciplinary
- Disclosures
- Drugs
- Equal Opportunities
- Grievance
- Lone-working
- Recruitment
- Recruitment of ex-offenders
- Risk assessment
- Social Media
- Volunteer
- Whistleblowing

## **Contact details**

### **Senior Staff Lead for Safeguarding:**

Euan MacLean, Director of Finance & Corporate Services  
0131 475 2495 or [euanmaclean@cyrenians.scot](mailto:euanmaclean@cyrenians.scot)

### **Nominated Child Protection Lead:**

Alan Jeffrey  
0131 475 2431, 07855 229831 or [alanjeffrey@cyrenians.scot](mailto:alanjeffrey@cyrenians.scot)

### **Deputy Child Protection Lead:**

Tess Hamilton  
07590047554 or [tesshamilton@cyrenians.scot](mailto:tesshamilton@cyrenians.scot)

### **Trustee Safeguarding Lead:**

Isobel Wylie (contact details available from Euan MacLean, Senior Staff Lead for Safeguarding)

**NSPCC**      **Helpline 0808 800 5000**

## **7. Review**

This policy and linked policies are subject to change and review when necessitated by changes in Cyrenians' policy and / or Scottish or UK legislation and national guidance. A full review of this policy and good practice is to be completed annually.

This policy was last reviewed on 7<sup>th</sup> November 2023

Date of next review: November 2024

## **CEO's Statement**

I confirm that this Safeguarding Policy and Cyrenians' policies listed in Section 6 are current and effective.

A handwritten signature in black ink, appearing to read 'Ewan Aitken', with a long horizontal flourish extending to the right.

**Ewan Aitken**  
**CEO**

**November 2023**