



PCOS Relief – Safeguarding Vulnerable Adults Policy

Policy Statement

In the United Kingdom, safeguarding means protecting a person's right to live in safety, free from abuse and neglect. At PCOS Relief, we understand this to mean protecting vulnerable people from **any** potential harm that could arise from encountering our staff or activities.

This policy will address the following areas of safeguarding: -

- Vulnerable adult safeguarding
- Protection from sexual exploitation and abuse

PCOS Relief believes that every person that we encounter has the right to be protected from all forms of harm, abuse, neglect and exploitation. PCOS Relief is committed to ensuring that we as an organisation take all reasonable steps to do so.

This policy applies to anyone working on behalf of PCOS Relief. This includes our Board of Trustees, paid staff and volunteers. This policy seeks to provide them with the principles that guide our organisational approach to safeguarding. It also outlines the actions which are required to be taken when dealing with any safeguarding concerns.

Responsibilities

The ultimate responsibility for this policy rests with the PCOS Relief Board of Trustees.

PCOS Relief commits to ensuring: -

- Any and all concerns or suspicions of a safeguarding nature which arise in the course of any work being carried out by PCOS Relief will be taken seriously and responded to quickly and appropriately
- All trustees, staff and volunteers are clear about what their safeguarding responsibilities are
- All trustees, staff and volunteers know how to respond to any safeguarding concerns in an appropriate manner
- All personal information is stored and recorded professionally and securely with access of this information restricted to those that require it to carry out their roles within the organisation
- All vulnerable adults have the right to protection from all types of harm and abuse
- All vulnerable adults have the right to be treated with respect and dignity
- Staff of PCOS Relief will receive appropriate training with regards to safeguarding at a level that corresponds with their role within PCOS Relief



- All reports of safeguarding concerns are followed up promptly
- Effective complaints measures are in place within PCOS Relief

All trustees, staff and volunteers have duties in relation to safeguarding and must know what action to take if they believe an individual to be at risk as a result of issues which arise during the course of PCOS Relief's work.

All trustees, staff and volunteers must: -

- Report any concerns they may have with respect to safeguarding immediately to the Board of Trustees
- Consider any potential safeguarding issues when planning any activities. Any activities must be planned in a way that protects people from any risk of harm that could potentially arise
- Take all reasonable steps to ensure that they do not have unsupervised access to vulnerable adults during their work with PCOS Relief

How to report a safeguarding concern

All staff and volunteers are asked to raise any concerns they may have with regards to safeguarding through the following routes: -

- Raising any concerns with the Board of Trustees as quickly as possible. If the staff member or volunteer does not feel comfortable reporting to a specific member of the Board of Trustees (for example, if that person is involved in the concern) then they may report to another member.
- If working in an external location (such as another organisation) and a concern arises, they must report their concern directly to the external organisations safeguarding lead officer as well as informing a member of PCOS Relief's Board of Trustees
- If the situation is urgent or immediately dangerous, all staff and volunteers are encouraged to contact the police on 999

Confidentiality

The Board of Trustees will ensure that appropriate procedures are in place within the organisation to maintain a record of any safeguarding concerns which are reported along with any outcomes.

PCOS Relief will also ensure that confidentiality is always maintained when dealing with any safeguarding concerns.

Any information which relates to the concern (and any subsequent actions that have been taken as a result) will be shared on a need-to-know basis only, and the information will be kept secure at all times.