

## Outdoors For You: Safeguarding Policy

### What is Safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand the need to protect all people, including children and at-risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners, volunteers and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

As children attend events accompanied by parents or carers, OFY does not work directly with children but will ensure that all staff and volunteers are adequately trained in recognising signs of child abuse and fully understand procedures to report these concerns.

### Adults at Risk

“(1) “Adults at risk” are adults who—

- (a) are unable to safeguard their own well-being, property, rights or other interests,
- (b) are at risk of harm, and
- (c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

(2) An adult is at risk of harm for the purposes of subsection (1) if—

- (a) another person's conduct is causing (or is likely to cause) the adult to be harmed, or
- (b) the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.”<sup>1</sup>

## **Relevant Legislation**

The Adult Support and Protection (Scotland) Act 2007 is designed to protect those adults who are unable to safeguard their own interests and are at risk of harm because they are affected by: disability, mental disorder, illness.

The Human Trafficking and Exploitation (Scotland) Act 2015 includes measures to impose tougher penalties on perpetrators of human trafficking and a higher standard of care to victims of human trafficking.

The Equality Act 2010 protects disabled people and their carers from unfair treatment. This includes many people with a mental illness.

The Equality Act 2010 explains what a disability is. If you match this definition, you could be protected from discrimination, harassment and victimisation by the Act.

You may have the right to get your employer to make changes to your job due to your disability. These changes are 'reasonable adjustments'.

The Equality Act protects you from discrimination at work. It also protects you when you are applying for jobs.

The Equality Act also protects you when you use services. This includes when you try to get housing, education or any other services

The Adults with Incapacity (Scotland) Act 2000 creates provisions for protecting the welfare of adults who are unable to make decisions for themselves because of a mental disorder or an inability to communicate.

It allows other people to make decisions on behalf of these adults about things like:

- arranging services
- managing finances
- property and medical treatment

People who are most likely to use the provisions of the act include those with a learning disability, dementia, mental ill health, head injury or a physical disability that prevents them from communicating.

## **Recruitment and Selection Process – Staff and Volunteers**

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<sup>1</sup> <http://www.legislation.gov.uk/asp/2007/10/section/3>

OFY is committed to protecting Adults at Risk through a careful recruitment and selection process, a whistle blowing policy and guidance on appropriate behavior. Our rigorous procedures ensure that any candidate found to have a history of unacceptable conduct or practice will not be placed. OFY conducts the following safeguarding checks and takes sight of all original documents before recruiting a candidate.

- Proof of identify (Passport/Driving License)
- Proof of address ( A current utility bill with name and address clearly shown)
- At least two written character references

## **POLICY STATEMENT**

Outdoors For You (OFY) believes that everyone we engage with, regardless of age, gender identity, disability, sexual orientation or ethnic origin, has the right to be protected from all forms of harm, abuse, neglect and exploitation. OFY will not and does not tolerate abuse and exploitation by staff or associated personnel.

OFY commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

### **1. Prevention**

OFY aims to;

- Ensure all staff and volunteers have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programs and activities in a way that protects people from any risk of harm that may arise from their coming into contact with OFY. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and volunteers.

### **2. Reporting**

OFY aims to;

- Follow up on reports of safeguarding concerns promptly (please use our reporting form)
- Conduct investigations professionally and in line with due process
- Allow for external involvement if independent opinions are necessary to the situation at hand

### **3. Response**

OFY aims to;



Outdoors For You, 42 Miller Street, Glasgow G1 1DT. [www.outdoorsforyou.co.uk](http://www.outdoorsforyou.co.uk)

- Provide a full written response to any concerns raised within 28 working days
- Facilitate any necessary action within the organization in line with the outcome of the issues raised

## **CONFIDENTIALITY**

All three pillars will be conducted in line with confidentiality. It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns.

To ensure the protection of any data and information of users of OFY, the parties to this safeguarding policy agree on the following;

- Information relating to the concern and subsequent case management should be shared on a need-to-know basis only.
- Information relating to the concern should be kept secure at all times.
- Any breach of information that is not in line with these guidelines will leave the guilty party open to disciplinary action.

## **Reporting any Safeguarding concern**

Please use below form for reporting



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## **Safeguarding Report Form**

Name of person you have concerns about:

Address:

Telephone:

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Give details of what gives you concern (include times and dates):

Names and contact details of any witnesses:

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Your name:

Your signature:

Date you completed this form:

Safeguarding Officer responsible for investigation:

Date of Submission to Safeguarding Officer:

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To be completed by Safeguarding Officer

Action taken:

Signature of Safeguarding Officer:

Date:

## Contacts

**In an emergency, contact emergency services on 999**

### **Internal Reporting contacts.**

Complete a Safeguarding Report Form and take it to the Safeguarding Officer, or, in his absence Contact details below.

<b><u>Safeguarding Officer</u></b> (who has all the details for contacting Social Work Services/police)	Razgar Hassan Job title CEO Phone 07840985858 Email <a href="mailto:razgar@outdoorsforyou.co.uk">razgar@outdoorsforyou.co.uk</a>
<b><u>If the Safeguarding Officer is not available, contact</u></b>	Katie Biggart Activity Coordinator Mobile 0772 154 3217 <a href="mailto:Katie@outdoorsforyou.co.uk">Katie@outdoorsforyou.co.uk</a>
<b><u>Safe guarding lead Maureen Anderson</u></b>	< <a href="mailto:maureen.anderson@zen.co.uk">maureen.anderson@zen.co.uk</a> >

### **Contact details of non-emergency organisations**

<b>Police Scotland</b>	<b>101</b>
<b><u>Social Work Services</u></b> <a href="http://www.glasgow.gov.uk/index.aspx?articleid=17272">www.glasgow.gov.uk/index.aspx?articleid=17272</a>	<b>Ask to speak to a Duty Social Worker</b>

<b>North East Area Team</b>	<b>0141 276 4710</b>
<b>South Area Team</b>	<b>0141 276 5010</b>
<b>West Area Team</b>	<b>0141 276 5252</b>
<b>Social Care Direct (Office Hours)</b>	<b>0141 287 0555</b>
<b><u>Additional Resources</u></b>	
<b>Hourglass Scotland (previously Action on Elder Abuse)</b>	<b>07496 663 815</b> <a href="https://wearehourglass.scot/scotland">https://wearehourglass.scot/scotland</a>
<b>Act Against Harm</b>	<a href="http://www.actagainstharm.org">www.actagainstharm.org</a>
<b>Social Care institute for Excellence</b>	<a href="http://www.scie.org.uk/">www.scie.org.uk/</a>
<b>Scottish Women's Aid</b>	<b>0800 127 1234</b> <a href="https://womensaid.scot/contact/">https://womensaid.scot/contact/</a>
<b>Shakti Women's Aid</b> <b>Help for black minority ethnic (BME) women, children and young people who are experiencing, or who have experienced, domestic abuse.</b>	<b>0141 475 2399</b> <a href="http://shaktiedinburgh.co.uk/">http://shaktiedinburgh.co.uk/</a>
<b>Freedom From Torture</b> Fiona Crombie	<b>07545 439 117</b> <a href="https://www.freedomfromtorture.org/">https://www.freedomfromtorture.org/</a>
<b>Unseen</b> Provides safehouses and support in the community for survivors of trafficking and modern slavery. Also runs the UK Modern Slavery & Exploitation Helpline and works with individuals, communities, business, governments, other charities and statutory agencies to stamp out slavery for good.	<b>08000 121 700</b> <a href="https://www.unseenuk.org/">https://www.unseenuk.org/</a>
<b>Victim Support Scotland</b>	<b>0131 668 4486</b> <a href="http://www.victimsupportsco.org.uk">www.victimsupportsco.org.uk</a>

## AGREEMENT DECLARATION

I hereby declare that I have read the safeguarding policy in full, understand my responsibilities and aim to adhere by all guidelines in my work and duties with Outdoor For You:

Full Name:



Outdoors For You, 42 Miller Street, Glasgow G1 1DT. [www.outdoorsforyou.co.uk](http://www.outdoorsforyou.co.uk)

Signature:

Date:

Razgar Hassan – CEO

Charles – Gichago – Trustee

This policy will be reviewed in July 2025

Last training 24 July 2024