

Care to Volunteer CIC – Safeguarding Policy

Effective Date: 13th August 2025

Review Date: August 2025

Version: 1.0

1. Policy Statement

Care to Volunteer CIC (“we”, “our”, “us”) is committed to creating a safe and supportive environment for all volunteers, staff, and the people they support. Safeguarding is everyone’s responsibility. We aim to protect children, young people, and adults at risk from harm, abuse, neglect, or exploitation.

2. Scope

This policy applies to:

- All volunteers registered through Care to Volunteer CIC
 - All staff and board members
 - Partner organisations hosting volunteering activities
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3. Legal Framework

We comply with relevant UK legislation, including:

- Children Act 1989 & 2004
 - Working Together to Safeguard Children 2018
 - Care Act 2014
 - Safeguarding Vulnerable Groups Act 2006
 - Data Protection Act 2018 / UK GDPR
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4. Definitions

Child: Anyone under 18 years old

Adult at risk: Someone aged 18+ who is or may be in need of care or support and unable to protect themselves from harm or exploitation

Abuse can include:

- Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Financial abuse
 - Discriminatory or institutional abuse
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5. Responsibilities

Care to Volunteer CIC will:

- Ensure all staff and volunteers receive safeguarding training and guidance
- Provide clear reporting procedures for any safeguarding concerns
- Take all allegations or concerns seriously and act promptly
- Work with partner organisations to ensure safe volunteering practices

Volunteers and partner organisations will:

- Treat all participants with respect and dignity
 - Follow safeguarding guidance and reporting procedures
 - Report any concerns immediately to the designated Safeguarding Officer
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6. Designated Safeguarding Officer

Name: Pat

Email: safeguarding@caretovolunteer.co.uk

Phone: 020 8460 9571

The Safeguarding Officer is responsible for:

- Managing safeguarding concerns and referrals
 - Supporting volunteers and staff with safeguarding issues
 - Maintaining safeguarding records securely
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7. Reporting Procedure

If you suspect abuse or harm:

1. **Act promptly:** Don't ignore the situation.
2. **Report:** Contact the Safeguarding Officer immediately.
3. **Record:** Note all relevant details, including names, dates, and actions taken.
4. **Do not investigate:** Leave investigations to the relevant authorities.

In emergencies: Contact local authorities or dial 999.

8. Recruitment and Training

- All volunteers and staff are required to complete appropriate checks (e.g., DBS where required)
 - We provide training and guidance to recognise and respond to safeguarding concerns
 - Partner organisations must have their own safeguarding policies and ensure volunteers are supervised
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9. Confidentiality

- All safeguarding concerns are treated confidentially.
 - Information is shared only with relevant authorities and on a need-to-know basis.
 - Records are stored securely in accordance with data protection laws.
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10. Monitoring and Review

- This policy is reviewed at least annually or after any significant safeguarding incident
 - Feedback from volunteers, staff, and partner organisations is used to improve practices
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11. Contact Information

Care to Volunteer CIC

STC House, 7 Elmfield Road, Bromley, Kent, BR1 1LT