



Safeguarding (Adult & Childred) Handbook

2024-2025

TABLE OF CONTENTS

SAFEGUARDING YOUNG PEOPLE POLICY

Policy statement	2
Responsibilities	3
How to report a safeguarding concern	4
Confidentiality	4

SAFEGUARDING VULNERABLE ADULTS POLICY

Policy statement	6
Responsibilities	6
How to report a safeguarding concern	7
Confidentiality	8





Safeguarding Young People Policy

Baba Yangu Foundation is a community focused charity dedicated to breaking the stigma around mental well-being. We empower our community to support one another, fostering resilience, and creating a foundation for a fulfilling life.

Policy Statement:

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

For the purposes of this policy, young people are defined as anyone who has not yet reached their 18th birthday.

Baba Yangu Foundation believes that young people should never experience abuse of any kind. We are committed to protecting young people, keeping them safe from all forms of harm, abuse, neglect and exploitation and will take all reasonable steps to do so.

Baba Yangu Foundation will seek to keep young people safe by: -

- Adopting child protection and safeguarding best practice through our policies and procedures.
- Ensuring all staff and volunteers are conducting themselves in a manner that keeps young people safe.
- Ensuring staff and volunteers can access support and training that can help them to better understand protection concerns for young people and respond to them.
- Following safe recruitment practices.
- Ensure that all staff and volunteers know where to access this policy.

This policy applies to anyone working on behalf of Baba Yangu Foundation, including the Board of Trustees, paid staff and volunteers. It seeks to provide them with the overarching principles that guide our approach to safeguarding young people. 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 Board of Trustees.

Baba Yangu Foundation commits to ensuring: -

- All concerns or suspicions of a safeguarding nature which arise in the course of the work being carried out by Baba Yangu Foundation will be taken seriously and responded to quickly and appropriately.
- All trustees, staff and volunteers are clear about what their responsibilities of safeguarding young people are.
- All trustees, staff and volunteers know how to respond to any concerns with respect to safeguarding young people appropriately.
- All personal information is stored and recorded professionally and securely.
- All young people have the right to protection from all types of harm and abuse.
- All young people have the right to be treated with respect and dignity.
- Staff receive appropriate training with regards to safeguarding young people at a level that corresponds with their role within the organisation.
- That all reports of safeguarding concerns for young people are followed up and investigated promptly.
- Effective complaints measures are in place.
- Our safeguarding young people policy is regularly reviewed by our Board of Trustees and are made available for young people and their families should they request to see a copy

All trustees, staff and volunteers have duties in relation to safeguarding young people 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 Baba Yangu Foundation's work.

All trustees, staff and volunteers must: -

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

All trustees, staff and volunteers must avoid any actions or behaviour that may constitute poor practice or (potentially) abusive behaviour or bring Baba Yangu Foundation into disrepute. This includes the following behaviours which are unacceptable (this list is not exhaustive): -

- Forming an abusive relationship with a young person.
- Using language or behaviour that is inappropriate, harassing, abusive, sexual, demeaning or culturally inappropriate towards a young person.
- Make private, non-work-related contact with any young person.
- Filming or taking photos of a young person without their consent and/or the consent of their guardians/carers.
- Subject a young person to any form of emotional abuse.

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 implicated in the concern) then they may report to another member.
- If working in an external location (such as another organisation or educational establishment) by reporting any concerns directly to their safeguarding lead officer as well as to inform a member of Baba Yangu Foundation'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 with respect to young people which are reported along with any outcomes.

Baba Yangu Foundation will also ensure that confidentiality is always maintained when dealing with safeguarding concerns around young people.

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.



Signature of the Chair: _____
Phina

Date of signature: _____21/01/2025_____

Date of next review of policy: __20/02/2026_____



Safeguarding Vulnerable Adults Policy

Baba Yangu Foundation is a community focused charity dedicated to breaking the stigma around mental well-being. We empower our community to support one another, fostering resilience, and creating a foundation for a fulfilling life.

Policy Statement:

In the United Kingdom, safeguarding means protecting a person's right to live in safety, free from abuse and neglect. At Baba Yangu Foundation, 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.

Baba Yangu Foundation believes that every person that we encounter has the right to be protected from all forms of harm, abuse, neglect and exploitation. [Organisation Name] 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 Baba Yangu Foundation. 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 Baba Yangu Foundation Board of Trustees.

Baba Yangu Foundation 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 Baba Yangu Foundation 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 Baba Yangu Foundation will receive appropriate training with regards to safeguarding at a level that corresponds with their role within Baba Yangu Foundation.
- All reports of safeguarding concerns are followed up promptly.
- Effective complaints measures are in place within Baba Yangu Foundation.

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 Baba Yangu Foundation'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 Baba Yangu Foundation.

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 Baba Yangu Foundation’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.

Baba Yangu Foundation 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.

Signature of the Chair: _____


Date of signature: _____07/02/2024_____

Date of next review of policy: __20/01/2025_____

