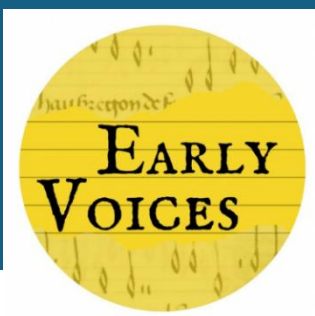




SAFEGUARDING POLICY

Jennifer Doolan

EARLY VOICES WALES

Draft Safeguarding Policy, July 2024

This draft is based on the Bond templates for safeguarding recommended by the National Council for Voluntary Organisations: <https://www.ncvo.org.uk/help-and-guidance/safeguarding/steps-safer-organisation/policies-and-procedures/#related-documents-policies-and-procedures>

Safeguarding Policy

Purpose

The purpose of this policy is to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with Early Voices Wales. This includes harm arising from:

- The conduct of staff or personnel associated with Early Voices Wales.
- The design and implementation of Early Voices Wales's programmes and activities.

The policy lays out the commitments made by Early Voices Wales, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- safeguarding concerns in the wider community not perpetrated by Early Voices Wales or associated personnel.
- Internal welfare, anti-bullying or harassment concerns which are covered in the Personnel 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 the charitable sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Scope

- All staff contracted by Early Voices Wales.
- Board members.
- Associated personnel whilst engaged with work or visits related to Early Voices Wales, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities, and politicians.

Policy Statement

Early Voices Wales believes that everyone we come into contact 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. Early Voices Wales will not tolerate abuse and exploitation by staff or associated personnel.

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

Prevention

Early Voices Wales will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Early Voices Wales. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement safeguarding procedures when recruiting, managing, and deploying staff and associated personnel
- Follow up on reports of safeguarding concerns promptly and according to due process

Early Voices Wales staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an Early Voices Wales staff member or associated personnel, as detailed in the procedure below.

Enabling reports

Early Voices Wales will ensure that safe, appropriate, and accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Early Voices Wales commits to protecting the rights of any staff member or associated personnel who reports concerns or complaints.

Early Voices Wales will also accept complaints from external sources such as members of the public, partners, and official bodies.

How to report a safeguarding concern

Staff and associated personnel should raise their concern as soon as it is possible to do so, especially if it is possible to prevent a continuation of any possible ongoing safeguarding breach. In this case, they should first raise their concern with any available Early Voices Wales personnel or user-group leader. In all cases, the concern should then be raised with the Early Voices Wales Board of Trustees via the Secretary:

The Secretary, Jennifer Doolan, 07834775815, jenniedoolan@gmail.com

Members of the public should report concerns directly to the Early Voices Wales Board of Trustees via the Secretary, using the contact details given above:

In the case that any person wishing to raise a concern does not feel comfortable contacting the Secretary, they may contact the Early Voices Wales Artistic Director using the details available here: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5238425/contact-information>

The Artistic Director or Secretary, (whoever is the initial point of contact in each case) is responsible for quickly escalating the concern to the Board of Trustees in writing, via usual email circulation methods. “Quickly” is taken to mean within 48 hours of learning of the concern.

In the event that the concern relates directly to a possible breach by a member or members of the Board of Trustees, the Artistic Director or Secretary (as relevant) will initially inform only those members of the Board who are not named in the complaint, in order to ensure that correct steps are taken.

Where the concern relates to a third-party user setting such as a school or community group, the relevant safeguarding contact or leader of this organisation must be informed by the Board as soon as possible.

Response

Early Voices Wales will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. In any case where there is a possibility that unlawful or criminal behaviour may be involved, the relevant authorities should be notified immediately that this becomes apparent.

Early Voices Wales will apply appropriate disciplinary measures to staff and associated personnel found in breach of policy.

Early Voices Wales will offer any person and/or organisation who may have suffered a breach of safeguarding policy the following:

While any case is being managed:

- Clear communication that action is being taken, a realistic timeframe, and a point of contact.
- Access to this policy.
- An invitation to state what action they would like to see taken.

Following the outcome:

- An explanation of what action has been taken, including to prevent future safeguarding breaches.
- An apology, as appropriate.
- An invitation to help improve this policy and its implementation to prevent future safeguarding breaches.

In the case of children, it will be appropriate for these to be communicated to the relevant school, parent or other guardian instead of to the child themselves.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only, and should be kept secure at all times.

Jennie Doolan, July 2024

Jennie Doolan, Secretary EVW

First approved 10 September 2024. Last revised 13 October 2025