

TIPS FOR WRITING AND IMPLEMENTING YOUR SAFEGUARDING ADULTS POLICY AND PROCEDURE DOCUMENT

The Ann Craft Trust also provides sample safeguarding templates which will provide you with a good basis for your document. You do not have to follow them word for word but it provides a useful framework to start from.

- Write a safeguarding adults at risk policy and procedure separate from the safeguarding children policy and procedure
- Ensure that the definitions and legislation are up to date and relevant
- Include some case examples that are relevant to your sport or activity. You can adapt the examples in the template or use concerns that you have encountered in your organisation.
- Reference your organisation's policies and procedures that link to the document
- For local policies and procedures include the details of local authority safeguarding adult teams
- Include the details of any support organisations relevant to your sport or activity
- Outline the roles, responsibilities and accountability of staff and volunteers, and in particular the lead officer for safeguarding.
- Ensure that the Board of your organisation is signed up to the policy and procedures
- Consider how you will ensure that the policy and procedures will become working documents that are referenced and followed by everyone within the organisation – staff, volunteers and participants
- Think about any training needs that arise from introducing and implementing the document.
- Include discussions about adult safeguarding within team meetings and supervision sessions
- Consider including a complaints procedure or right to appeal within this policy and procedures. An individual should have the right to complain if their concern is not followed up or is ignored by the organisation, whether the concern is regarding themselves or another person.
- Contact the Ann Craft Trust for advice and support