

Evanton Wood Community Company

Charity Number SC042025

## **Safeguarding Policy**

### Statement

The Evanton Wood Community Company will safeguard the welfare of all individuals, including children and vulnerable adults, who take part in our organised activities. We are equally committed to safeguarding all children and protected adults regardless of their age, disability, gender, race, religion, or sexual orientation.

A Protected adult may include elderly individuals, disabled adults and individuals with cognitive or mental health issues.

Everyone in the organisation and those who act on our behalf have a responsibility to promote the welfare, and protect from harm, the people we work with; listening and respecting the people in our care.

We will ensure that all those who volunteer with us understand and follow the safeguarding procedures. We will ensure that volunteers, children, vulnerable adults and their families or carers know about our safeguarding policy and procedures and what to do if there is a concern.

This policy outlines our procedures to prevent harm and respond to any safeguarding issues in accordance with the relevant and current Scottish Legislation.

The Children and Young People (Scotland) Act 2014 includes all children and young people up to the age of 18.

Adult Support and Protection (Scotland) Act 2007

Implementing The Disclosure (Scotland) Act 2020

### Procedures for Reporting Concerns

All volunteers will be supported to recognise and report any Safeguarding concerns about the welfare of adults or children taking part in the activities in Evanton Community Woods, which could include emotional, sexual or physical abuse, discrimination, financial abuse or neglect.

If a child, vulnerable adult or volunteer is exhibiting signs of harm or reporting harm the following points should be adhered to.

1. They should be listened to without interruption and reassured.

2. They should be made aware that concerns will be reported to the relevant agencies if necessary while maintaining confidentiality as far as is possible.
3. Written notes should be taken including the date and time of the incident/ reported concern, the name of the child/ vulnerable adult, and brief notes on the circumstances including, if possible, the actual words reported.
4. Safeguarding concerns about any child, vulnerable adult or volunteers should be reported to the Safeguarding Lead.
5. The Safeguarding Lead will make referral to the relevant Statutory Agencies according to current legislation as necessary.
6. The Safeguarding Lead will keep and store safely the records of any reported incident while necessary. Information about any records kept will be shared with the children/ adults involved.

The Safeguarding Lead is responsible for receiving and recording any concerns and is responsible for referrals to Statutory Agencies. They also are responsible for keeping records secure and reporting any issues to the Management Board.

Our Safeguarding Lead is Deirdre James, Telephone Number 07828876642.

If Deirdre James is unavailable then the Deputy Safeguarding lead is Douglas Wilson, Telephone Number 07732424941.

### Prevention of Harm

Prevention is the most important aspect of safeguarding which is the process of protecting people from harm and abuse. The Evanton Wood Community Company will raise awareness with our volunteers of our safeguarding procedures.

In order to ensure that children and Protected adults are kept safe from harm the Evanton Wood Community Company will ensure that all our volunteers in Regulated Roles have joined the Protecting Vulnerable Groups (PVG) scheme managed by Disclosure Scotland currently under the Adult Support and Protection (Scotland) Act 2007 and from April 2025 under the 'Implementing the Disclosure (Scotland) Act 2020'.

The Safeguarding Policy will be reviewed after each Annual General Meeting at the next meeting of the Board.

*DW/DJ 18.2.25*