

# Safeguarding Policy and Procedures



## Purpose and Scope

The Well Centre Charity (WCC) is committed to ensuring the safety and well-being of all individuals it interacts with, particularly young people and vulnerable adults. This policy outlines our approach to safeguarding and provides procedures for preventing and responding to safeguarding concerns.

This policy applies to all trustees, staff, volunteers, and contractors engaged by WCC.

## Policy Statement

WCC aims to create a safe and supportive environment by:

- Promoting a culture of safeguarding within all its activities.
- Ensuring that safeguarding responsibilities are clearly understood and acted upon by all representatives of the charity.
- Acting promptly and appropriately to any safeguarding concerns, including referring concerns to relevant external authorities when necessary.

## Safeguarding Responsibilities

1. **Trustee Board:**
  - Ensure compliance with safeguarding legislation and best practices.
  - Review safeguarding practices annually.
  - Act as the final point of escalation for safeguarding concerns.
2. **Designated Safeguarding Lead (DSL): Dr Sadru Kheraj – Chair of Trustees**
  - Oversee implementation of the safeguarding policy.
  - Act as the primary point of contact for safeguarding concerns.
  - Liaise with external authorities (e.g., local safeguarding boards, police) as required.
3. **All Staff, Volunteers, and Contractors:**
  - Adhere to this safeguarding policy and procedures.
  - Report any safeguarding concerns promptly to the DSL.
  - Complete safeguarding training as required.

## Key Safeguarding Principles

1. **Prevention:**
  - All staff and trustees will complete safeguarding training within one month of joining WCC.
  - Clear communication of safeguarding standards and expectations.
2. **Protection:**
  - WCC will maintain a clear and confidential reporting mechanism for safeguarding concerns.

- DBS checks will be conducted for all trustees, staff, and volunteers working directly with young people or vulnerable groups.
- 3. **Partnership:**
  - WCC will collaborate with relevant agencies and stakeholders to ensure safeguarding practices align with statutory guidelines.
- 4. **Proportionality:**
  - Safeguarding measures will reflect the charity's role in scaling the Well Centre model, ensuring an intersectional approach to engaging communities without direct clinical delivery responsibilities.

## Safeguarding Procedures

1. **Reporting Concerns:**
  - All safeguarding concerns must be reported to the DSL within 24 hours.
  - The DSL will assess the concern and determine the appropriate action, including referrals to external authorities.
2. **Responding to Allegations:**
  - Allegations against WCC staff, trustees, or volunteers will be managed by the DSL and reported to the trustee board.
  - Serious incidents will be reported to the Charity Commission as per regulatory requirements.
3. **Records and Confidentiality:**
  - A secure system for recording safeguarding concerns will be maintained.
  - Confidentiality will be respected except where disclosure is necessary to protect individuals at risk.
4. **Training and Awareness:**
  - Regular safeguarding training will be provided to all staff and trustees.
  - Updates to safeguarding policies will be shared with all representatives.

## Monitoring and Compliance

- The trustee board will conduct an annual safeguarding audit.
- Feedback from stakeholders, including young people and partner organisations, will inform policy updates.

## Review and Revision

This policy will be reviewed annually or in response to significant changes in safeguarding legislation or WCC's operations.

Approved by the Trustee Board on 31st March 2025 at 1:00 PM

Signed on behalf of the Trustee Board:

Dr. Sadru Kheraj  
Chair of Trustees

Signature: S. Kheraj  
Date: 31 March 2025