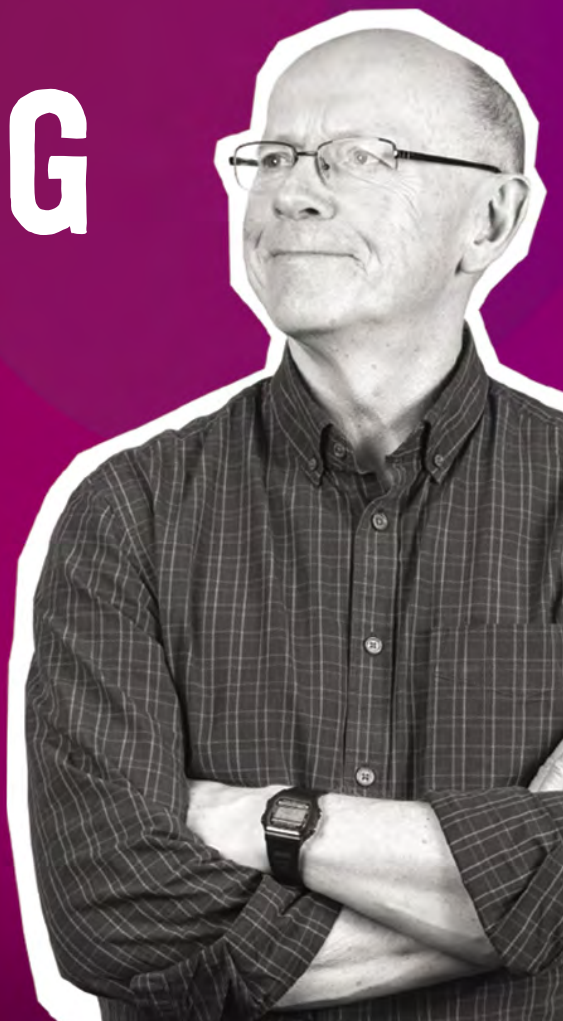


SAFEGUARDING VOLUNTEER GUIDE

Chest
Heart &
Stroke
Scotland



Key Contacts

Safeguarding Inbox

This inbox is accessed
by authorised personnel only.
safeguarding@chss.org.uk

Safeguarding Number

0131 609 0252
9am-4.30pm Monday-Friday

Designated Safeguarding Lead (DSL)

Name: Allan Cowie
E-mail: allan.cowie@chss.org.uk

Safeguarding Lead

Name: Katie Beeston
E-mail: katie.beeston@chss.org.uk

Safeguarding Officer

Name: Dean Elder
E-mail: dean.elder@chss.org.uk

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@CHSSScotland @CHSSScotland @chsscotland

www.chss.org.uk

Chest Heart & Stroke Scotland
2nd Floor, Hobart House, 80 Hanover Street, Edinburgh, EH2 1EL
Telephone 0131 225 6963 | Fax 0131 220 6313

What is Safeguarding?

Safeguarding is all about providing a safe environment which actively prevents harm.

Safeguarding is everybody's business and everyone at CHSS has a role to play.



“Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding”

The National Council
for Voluntary
Organisations (NCVO)

In order to create a safeguarding culture and environment, Chest Heart & Stroke Scotland (CHSS) is committed to:

- Building an open and honest culture.
- Providing training to our volunteers and employees.
- Encouraging people to report concerns.
- Having clear policies and procedures in place.
- Respecting the wishes of individuals.
- Responding promptly and effectively to incidents.
- Providing support to all parties involved in an incident.

Safeguarding at CHSS

With thousands of volunteers, over 200 colleagues and supporting thousands of service users every year, Safeguarding is vital to Chest Heart & Stroke Scotland, and we are committed to protecting people from harm.

We aim to ensure that, to the best of our ability, no individual from a vulnerable group (child or protected adult) will be harmed whilst in receipt of our services or supporting our activities.

We also aim to protect our volunteers, colleagues and anyone else involved in CHSS's activities - taking steps to protect their health, safety and wellbeing.

Safeguarding Policies

Please refer to our safeguarding policies for further information on how we keep people safe. These can be located on the Assemble or the CHSS Website, or you can ask your Volunteer Line Manager for a printed copy.

Keeping our people safe and well is not only a statutory obligation, it is central to our ethos and values as a charity.



Your Responsibilities

Safeguarding is everybody's business and everyone at CHSS has a role to play. As a CHSS volunteer, you share a responsibility to promote the safety and wellbeing of others.

If you are made aware of a safeguarding issue, you must report it. You should not ignore your suspicions and should not assume that someone else will take action.



You should:

- Treat others with respect and dignity.
- Conduct yourself appropriately
- Carry out your role within the boundaries of the task description.
- Adhere to our Safeguarding policies and procedures.
- Attend your Safeguarding training.
- Understand that it is not appropriate to give or receive personal gifts.
- Be alert to any signs that abuse or harm may be occurring.
- Report any concerns that you do have appropriately.

Signs of Abuse

It's not always easy to spot the signs of abuse. Someone being abused may make excuses for why they're bruised, may not want to go out or talk to people, or may be short of money.

It's important to know the signs of abuse and share your concerns following the Reporting Concern Procedure.

You should always report a safeguarding concern or incident and never promise to keep it a secret.



Signs of abuse can include:

- Becoming quiet and withdrawn.
- Being aggressive or angry.
- Looking unkempt, dirty, or thinner.
- Sudden changes in their behaviour or appearance.
- Physical signs – such as bruises.
- The same injuries happening more than once.
- Not wanting to be left by themselves, or alone with particular people.
- Their home being cold, or unusually dirty or untidy.

Reporting a Concern

RECOGNISE

Be alert to situations that don't feel right. **Remain calm**, listen, and reassure. **Be honest** - do not make false promises..

REPORT

If there is **immediate danger**, contact emergency services. Inform your **Line Manager** or the **Safeguarding Team**.

RECORD

Your Line Manager will help you to complete a **Reporting Safeguarding Concern Form**.

If you require a printed copy or alternative format, please contact

Dean Elder

Safeguarding Officer

Tel: 0131 609 0252

Email: Dean.Elder@chss.org.uk

NO LIFE HALF LIVED

Registered with and regulated by the Office of the Scottish Charity Regulator (no SC018761), Chest Heart & Stroke Scotland is a wholly Scottish charity. It also operates as CHSS and is registered in Scotland as a company limited by guarantee, no SC129114.