



CHSS SAFEGUARDING POLICY

This policy applies to all colleagues, volunteers, board of trustees, agency workers and anyone working on behalf of Chest Heart & Stroke Scotland.

In addition, this policy is in compliance with the CHSS No Life Half Lived Strategy goal: *“To be effective and accountable in all that we do”*. The Strategy outlines:

“Keeping our people safe and well is not only a statutory obligation, it is central to our ethos and values as a charity. The understanding and knowledge of the importance of safeguarding is growing and the trust and confidence that the public and our stakeholders have in us is something we value and respect.”

In line with our commitment to equity, diversity and inclusion, this policy can be made available in a variety of formats, including large print, translated into another language or other media. Reasonable adjustments will also be made to assist individuals who have a disability.

1. Our Values

1.1 Our values are at the heart of what we do. We have developed six values to guide us in delivering our No Life Half Lived strategic goals. Our Safeguarding Policy integrates these values in the following ways:

- Agile – safeguarding will remain a priority as we adapt to the needs of our people and the environment we work in.
- Innovative – we will look to continuously improve our safeguarding processes and procedures.
- Inclusive – we will adopt a human rights based approach to safeguarding.
- Accountable – we will audit our safeguarding processes and ensure decision-makers follow clear and fair processes.
- Collective – we will work together and learn from each other to promote a safeguarding culture across the organisation.
- Courageous – we will encourage our staff and volunteers to report safeguarding concerns.

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 1 of 9

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2. Definitions and Principles

- 2.1 Safeguarding means providing a safe environment which actively prevents harm, respecting the wishes of individuals and responding promptly and effectively to incidents.
- 2.2 Safeguarding vulnerable adults is defined in the care and support statutory guidance issued under the Care Act 2014 as:
- Protecting the rights of adults to live in safety, free from abuse and neglect.
 - People and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
 - People and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
 - Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.
- 2.3 The Care Act sets out six principles that underpin the safeguarding of adults:
- Empowerment – people are supported and encouraged to make their own decisions and informed consent.
 - Prevention – taking action before abuse or harm occurs.
 - Proportionality – the least intrusive response appropriate to the risk presented.
 - Protection – support and representation for those in greatest need.
 - Partnership – communities and services working closely together.
 - Accountability – transparency in delivering safeguarding.
- 2.4 Safeguarding children is defined by the NSPCC (2020) as:
- Protecting children from abuse and maltreatment
 - Preventing harm to children’s health or development
 - Ensuring children grow up with the provision of safe and effective care
 - Taking action to enable all children and young people to have the best outcomes
- 2.5 Adults have a right to make unwise decisions, whereas a child’s safety must always be acted upon. However, it is important to ensure their views are still listened to.

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 2 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.



3. Statement of Intent

3.1 The purpose of this policy:

- To protect vulnerable individuals who, directly or indirectly, receive Chest Heart & Stroke Scotland's services or support our activities from harm, abuse and neglect.
- To support the health, safety and wellbeing of our colleagues and volunteers in line with our Duty of Care.
- To provide colleagues and volunteers with the overarching principles that guide our approach to safeguarding.
- To provide colleagues and volunteers with the support, guidance and training to report safeguarding concerns.
- To embed a safeguarding culture within the organisation whereby everybody supporting CHSS takes responsibility for the protection of vulnerable individuals.

3.2 In addition, we will respond as a priority and at the earliest opportunity should we suspect, or should a vulnerable individual disclose, that they are suffering harm in relation to our activities. This will be in line with our Reporting Concern Procedure.

4. Legal & Internal Policy Framework

4.1 This policy has been drawn up on the basis of law and guidance that seeks to protect vulnerable individuals, namely:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Vulnerable Groups (Scotland) Act 2007
- Children and Families Act 2014
- Human Rights Act 1998
- Sexual Offences Act 2003
- Data Protection Act 1998/General Data Protection Register Regulations 2018
- The Duty of Candour Procedure (Scotland) Regulations 2018
- Rehabilitation of Offenders Act 1974 (as amended)
- Management of Offenders (Scotland) Act 2019
- Age of Criminal Responsibility (Scotland) Act 2019
- Disclosure (Scotland) Act 2020

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 3 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.



4.2 This policy should be read alongside our policies and procedures on:

- Protection of Vulnerable Individuals Policy
- Digital Safeguarding Policy
- Domestic Abuse Policy
- Reporting Safeguarding Concern Procedure
- Code of Conduct
- Duty of Candour Policy
- Volunteer Policy
- Learning & Development Policy
- Recruitment of ex-offenders
- Dignity at Work
- Equality and Diversity
- Grievance Policy
- Volunteer Complaint Policy
- Gifts and Hospitality
- Health and Safety
- Lone Working
- Whistleblowing

5. Safeguarding Responsibilities

5.1 The Scottish Charity Regulator (OSCR) outlines CHSS' responsibilities with regards to safeguarding:

- To understand legal duties and ensuring compliance with charity law.
- To understand statutory duties specific to the organisation, including Disclosure Scotland checks and professional registrations.
- To ensure the trustees are appropriately trained in safeguarding to make informed decisions that affect vulnerable beneficiaries.
- To be alert to the possibility of the charity being targeted as an access point to children or vulnerable adults and the ways CHSS can manage those risks.
- To have adequate safeguarding policies and procedures appropriate for the charity's activities that reflect both the law and best practice.
- Make sure safeguarding policies and procedures are properly implemented through effective training.
- To make sure the principal themes of safeguarding are embedded in the culture of the charity encouraging a safe environment so that anyone who has a concern feels able to report it as soon as abuse is identified or suspected.
- To have in place procedures for staff, volunteers and beneficiaries to raise concerns with clear lines of accountability, systems of reporting and actions to be taken.
- To make sure all concerns reported are appropriately and sensitively investigated and promptly acted on.
- If incidents do occur, to reflect and learn from them.

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 4 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.



5.2 CHSS will seek to keep vulnerable groups safe by:

- Valuing them, listening to and respecting them
- Ensuring the responsibilities of the Designated Safeguarding Lead (DSL) and deputy DSL are met in line with Scottish Charity Regulator (OSCR) guidance
- Developing, maintaining, supporting and auditing CHSS' safeguarding responsibilities via the Safeguarding Team and Safeguarding Group
- Recognising the importance of safeguarding, including this on our Risk Register
- Taking an organisational approach to safeguarding, valuing consistency and cohesion in practices
- Embedding and amplifying a safeguarding culture within the organisation whereby everybody supporting CHSS takes responsibility for the protection of vulnerable individuals
- Adopting safeguarding practices through procedures and a code of conduct for staff and volunteers
- Providing ongoing training and support to staff and volunteers on their safeguarding responsibilities and procedures
- Following safe recruitment practices, including references and relevant disclosure checks
- Recording and storing information professionally and securely
- Encouraging staff and volunteers to raise any safeguarding concerns
- Using our safeguarding procedures to share concerns and relevant information with agencies, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we provide a safe physical environment for our service users, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

5.3 Trustees and directors are responsible for:

- Acting in the interests of the charity and with care and diligence.
- Ensuring Safeguarding vulnerable beneficiaries is a key governance priority.

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 5 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.



5.4 Heads of and Line Managers are responsible for:

- Ensuring compliance with safeguarding training, policies and practices within their team.
- Ensuring appropriate due diligence has been undertaken with regards to safeguarding when working with external partner organisations.
- Supporting members of their team where safeguarding incidents arise.
- Escalating concerns to the Safeguarding Team, as appropriate.
- Consulting with the Safeguarding Team where new projects or areas of work are developed to ensure safeguarding considerations are embedded throughout.

5.5 Colleagues and volunteers are responsible for:

- Completing and engaging with their safeguarding training.
- Reporting any safeguarding concerns to their line manager and the Safeguarding Team, following the Reporting Concern Procedure.

6. Policy Compliance

6.1 Compliance with this policy is the responsibility of all paid staff, volunteers, board of trustees, agency workers and anyone working on behalf of Chest Heart & Stroke Scotland.

6.2 Where an individual is charged with or found guilty of a criminal offence in connection with vulnerable groups, they must notify the Designated Safeguarding Lead – Director of People Driven Development immediately. The charge or criminal offence will be considered and whether there is in fact as a breach of policy that should be reported as a notifiable event.

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 6 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.



- 6.3 Should any individual breach this policy, it will be considered to be misconduct. The procedure to be applied will depend on whether they are:
- An employee – this will be dealt with under CHSS’s grievance policy and/or disciplinary policy and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. The use of CHSS’s employee complaints and/or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.
 - An agency worker or an individual on placement – this will be dealt with through the relevant agency/placement provider.
 - A Volunteer – this will be dealt with under CHSS’s Volunteer Complaints Policy. A potential consequence may be the removal of the Volunteer.
- 6.4 The Executive Team will be responsible for ensuring this policy is adhered to within their own department and across the services they provide.
- 6.5 The People Driven Development Directorate are responsible for providing support and promoting safeguarding, health, safety and wellbeing. This includes:
- Director of People Driven Development
 - Safeguarding Team
 - Volunteering Team
 - Human Resources Team
 - Health & Safety Lead
- 6.6 Information relating to this policy will be shared at People Governance Committee, Audit & Risk Committee and Board of Trustees meetings.
- 6.7 This policy has been reviewed by the CHSS Safeguarding Group who lead on creating, maintaining, supporting and auditing the safeguarding responsibilities of CHSS. They are available to give advice and interpretation on any aspect of this policy.

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 7 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.



7. Monitoring and Review

- 7.1 Any breaches of this policy will be reported to the CEO by the Designated Safeguarding Lead at their next available meeting as a notifiable event. Information reported will be anonymised but will confirm the relevant action CHSS has taken.
- 7.2 The Executive Team will discuss safeguarding breaches at their meetings and ensure any internal and external actions have been taken to safeguard individuals and the charity.
- 7.3 Any breach of this policy will be referred to OSCR by the Designated Safeguarding Lead.
- 7.4 The policy will be reviewed every 3 years or earlier if there is a change in legislation or if deemed appropriate. In the event that this policy is not reviewed within the above timescale, the latest approved policy will continue to apply.

CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 8 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.



Safeguarding 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: Eleanor Rooke (Director of Finance & Corporate Services)

E-mail: eleanor.rooke@chss.org.uk

Safeguarding Lead

Name: Katie Beeston

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Safeguarding Officer

Name: Dean Elder

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CHSS Safeguarding Policy	Issued: June 2023	Version 3.0
Created by Katie Beeston Reviewed by Safeguarding Group Approved by People Governance Committee	Review Due: June 2026	Page 9 of 9

This document is uncontrolled when printed. The current version is available on SharePoint.

