**Appendix 2**



**Resource 1.3 Sample Adult Safeguarding Policy Statement**

A sample adult safeguarding policy statement is a statement of your intention to keep adults safe while in the care of your organisation.

It should be a simple statement, which reflects the nature and activities of your organisation such as:

**Our commitment to safeguard**

Abuse is a violation of an individual’s human and civil rights; it can take many forms. The staff and volunteers in (organisation name) are committed to practice which promotes the welfare of adults at risk and safeguards them from harm.

Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of the issues that cause adults harm, and to establish and maintain a safe environment for them. We will not tolerate any form of abuse wherever it occurs or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates, our staff and our volunteers with a view to how we may continuously improve our services/activities.

We will endeavour to safeguard the adults we work with and care for by:

* Adhering to our adult safeguarding policy and ensuring that it is supported by robust procedures;
* Carefully following the procedures laid down for the recruitment and selection of staff and volunteers;
* Providing effective management for staff and volunteers through supervision, support and training;
* Implementing clear procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving adults at risk and their carers appropriately;
* Ensuring general safety and risk management procedures are adhered to;
* Promoting full participation and having clear procedures for dealing with concerns and complaints;
* Managing personal information, confidentiality and information sharing; and
* Implementing a code of behaviour for staff and volunteers.

We will review our policy, procedures, code of behaviour and practice at regular intervals, at least once every three years.

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| **Author:** |  |
| **Publication date:** |  |
| **Approved by:** |  |
| **Effective from:** |  |
| **For attention of and action by:** | Members of the Senior Management Team, Management Committee/Group; managers and leaders; staff and volunteers, service users; carers and advocates; and visitors. |
| **Review date:** |  |
| **Adult Safeguarding Champion** | (Name and Contact details) |

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