



Safe Spoken Safeguarding Policy

1. Purpose:

The purpose of this Safeguarding Policy is to protect individuals from harm, abuse, and exploitation within Safe Spoken's activities. This policy provides guidelines and procedures that ensure a safe and supportive environment for all, particularly those who are vulnerable.

2. Scope

This policy applies to all individuals involved in Safe Spoken, including:

- Staff and volunteers
- Members and participants
- Audience members and attendees
- Service users
- Stakeholders engaged in activities organised by Safe Spoken

Please Note This policy will only address issues directly related to Safe Spoken events, spaces, staff, and service users. While we are developing a broader community-wide reporting system, at this time we can only record disclosures, offer advice, and signpost to appropriate resources. Individual events and promoters are accountable for the safeguarding arrangements at their respective events. Safe Spoken cannot assume responsibility for community-wide safeguarding at this point.

3. Introduction and Commitment:

Safe Spoken is fully committed to ensuring the safety, well-being, and dignity of all individuals who engage with our services. Our safeguarding policy outlines our essential commitment to creating an inclusive, accessible, and non-discriminatory environment. We recognise that everyone, regardless of identity, background, or ability, has the right to participate fully and safely in our initiatives.

We have a Duty of Care towards our volunteers and participants and are committed to preventing and responding to abuse.

All individuals in the UK have rights protected by the Human Rights Act 1998, and additional safeguarding measures are established by legislation such as the Care Act 2014.

Safeguarding is everyone's responsibility. For this policy to be effective, all individuals must contribute to creating a safe environment.



4. Terminology:

Concern and Types of Abuse:

Concerns may revolve around various forms of abuse, including:

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Neglect or acts of omission
- Self-neglect

5. Policy Principles

Protection from Harm: Every individual has the fundamental right to a safe and supportive environment. We adopt a zero-tolerance approach to all forms of abuse, neglect, and exploitation.

Inclusivity: Safe Spoken is dedicated to fostering an inclusive environment that values diversity. All participants, regardless of their race, ethnicity, nationality, gender identity, sexual orientation, age, religion, or disability status, are encouraged to engage with our services.

Accessibility: We strive to ensure that all Safe Spoken activities and venues are accessible to individuals with disabilities and those who require accommodations. This includes:

- Providing materials in accessible formats (e.g., large print, audio).
- Ensuring physical spaces are wheelchair-accessible and equipped with necessary supports.
- Where possible offering language assistance/translated materials for non-native speakers.
- Providing a quiet space for those with sensory needs

Anti-Discrimination: Safe Spoken explicitly prohibits discrimination and harassment in any form. This is reflected in our hiring, training, and programming practices. We are committed to promoting equality and respect for all individuals.

Training and Awareness: We will implement ongoing training for all staff and volunteers on safeguarding, inclusivity, and anti-discrimination. This training will include:

- Understanding diverse identities and experiences.
- Recognising and addressing biased behaviours.
- Implementing inclusive practices and communication techniques.

6. Safeguarding Practices



Risk Assessments: Regular assessments will be conducted to identify potential safeguarding hazards related to activities and environments. Action plans will be developed to address identified risks.

Clear Reporting Procedures: Concerns about safeguarding will be reported to the designated Safeguarding Lead. We will ensure that reporting processes are accessible, confidential, and sensitive to individuals' needs, including options for anonymous reporting.

Support Systems: We will provide resources for individuals who may have experienced harm, which might include:

- Access to counselling services.
- Support groups and peer-led initiatives.
- Training for staff on trauma-informed care.

7. Reporting Allegations

If you have concerns about the safety or well-being of an individual related to Safe Spoken activities, you should report it to the designated safeguarding lead immediately.

8. Reporting Procedure

Any safeguarding concern, including those experienced by or regarding staff, volunteers, or service users, should be reported as promptly as possible.

1. Initial Report: Notify the designated person or team promptly.

- Email: safespoken@gmail.com
- [Online Form](#)

2. Gathering Information: The designated person/team will collect relevant information, including:

- Nature of the concern.
- Details of the incident
- Names of individuals involved, if known.
- Details regarding witnesses or other relevant information.
- Location and timing of the incident

3. Investigation: The designated team will carry out an investigation, involving interviews, evidence gathering, and document reviews.

4. Response: Based on findings, appropriate actions will be taken, including support for affected individuals and necessary reporting to authorities.



Important Note Until the community-wide reporting system is fully established, Safe Spoken is not able to handle reports unrelated to our specific events or any allegations that occur outside of our direct activities.

9. Confidentiality and Data Protection:

Personal data will be handled according to data protection laws. Confidentiality will be maintained during all investigations.

10. Training and Awareness:

All staff and volunteers must undergo training on safeguarding practices, including recognising signs of abuse and reporting procedures.

11. Review and Revision:

This policy will be reviewed annually or as necessary, with stakeholder engagement and feedback from community members assessed.

12. Responsibilities:

Every individual involved with Safe Spoken is responsible for reporting any safeguarding concerns related to our activities.

13. Designated Person/Team:

The designated safeguarding lead is Esi Yankey. They can be contacted at safespoken@gmail.com

14. Whistleblowing

For significant concerns within Safe Spoken, anonymous reports can be made through our whistleblowing procedure by contacting safespoken@gmail.com or completing our [online form](#)

15. Grievance Procedure

Safeguarding concerns should be reported using the relevant procedures. Non-safeguarding issues should be directed to safespoken@gmail.com