



Safeguarding Policy

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Contents

1.	Introduction.....	3
2.	Scope	3
3.	Definitions.....	3
4.	Aims and Objectives.....	4
5.	Child Protection	4
6.	Perpetrators.....	5
7.	Responsibilities	5
8.	Equality and Diversity	6
9.	Data Sharing and Confidentiality	6
10.	Legislative and Regulatory Requirements	6
11.	Policy Review	7
	Policy Change History	8

1. Introduction

- 1.1. Safeguarding is the action that is taken to promote the welfare of children, young people, and vulnerable adults to protect them from harm and abuse.
- 1.2. Clyde Valley Housing Association recognises that safeguarding children and vulnerable adults is everyone's responsibility and that as a housing provider we have an important role in promoting the well-being of these individuals, safeguarding and protecting them from harm.
- 1.3. Safeguarding children and adults is a key priority to CVHA, and we are committed to ensuring that all tenants and their families can live in a safe environment. It is imperative that all employees are aware of the necessary action that must be taken in instances where they suspect or observe abuse, or any form of abuse has been reported to them.
- 1.4. The main aim of this policy is to ensure that CVHA staff members are equipped to support vulnerable individuals to keep them safe from harm and understand the actions that must be taken where there are concerns relating to an individual or a family's safety who are accessing our services.

2. Scope

- 2.1. This policy applies to all CVG staff where there are any concerns of potential or actual abuse of any individual whom they encounter whilst carrying out CVG services. It is important to note that this includes any situations where the abuse may not have been intentional, but the incident resulted in an abusive outcome.

3. Definitions

- 3.1. Child: The definition of a child is established in the Protection of Children (Scotland) Act 2003 and states that a child is any individual under the age of 16.
- 3.2. Vulnerable Adult: The Adult Support and Protection (Scotland) Act 2007 was enacted to provide additional protections for adults who may be at greater risk of harm and abuse. The act defines adults at risk as those aged 16 years and over who:
 - are unable to safeguard their own wellbeing, property, rights, or other interests.
 - are at risk of harm.
 - and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

It should be noted that this applies to young people (ages 16-18) where there is a requirement for consideration, especially in instances where a young person is considered vulnerable because of their circumstances such as being cared for and living within a care setting, being looked after at home, or a supervision order has been imposed.

- 3.3. An adult will be considered at risk of harm for the purpose of the above provided that;
 - the adult is being harmed (or is likely to be) by the behaviours of another person, or
 - the adult is participating in (or is likely to participate in) actions which results in (or is likely to result in) self-harm.

- 3.4. Harm: As per the Adult Support and Protection (Scotland) Act 2007, 'harm' includes all harmful conduct and includes:
- conduct which causes physical harm.
 - conduct which causes psychological harm (e.g., by causing fear, alarm or distress).
 - unlawful conduct which appropriates or adversely affects property, rights or interests (e.g., theft, fraud, embezzlement or extortion).
 - conduct which causes self-harm.
- 3.5. This list is not exhaustive and whilst the harm may not be explicitly stated above, no category of harm is excluded. Generally, actions that amount to harm can be physical, financial, sexual or psychological. The harm can be accidental or intentional, because of self-neglect, neglect by a carer or caused by self-harm and/or attempted suicide. The harm can take various other forms such as domestic abuse, gender-based violence, forced marriage, female genital mutilation (FGM), human trafficking, stalking, scam trading and hate crime.

4. Aims and Objectives

- 4.1. In reaching our overarching aim of ensuring all reasonable steps are taken to ensure children and vulnerable adults are protected from harm, abuse, and exploitation, CVHA have established key objectives to help guarantee this. These are as follows:
- Give careful consideration to individuals or families who access key services or projects to protect them from harm.
 - Facilitate everybody's right to safety and adequate physical, emotional, and social support by actively working to safeguard them.
 - Require all staff to report any suspicions or evidence of harm and abuse having taken place or be likely to take place to their line manager.
 - All contractors outsourced by CVHA will also have a duty to report any suspicions of harm and abuse to a member of the customer service or asset management team.
 - Ensure the protection of the individual is given priority and all necessary measures are taken to remove them from the harmful or abusive situation.
 - Ensure the relevant authorities, such as social work, are notified of the harm and abuse and provide any necessary assistance required to aid them in their work.

5. Child Protection

- 5.1. This policy was developed in line with the guidance from the National Child Protection Guidance published by the Scottish government in 2021, which outlines the responsibilities and expectations of everyone who comes into contact with children and young people.
- 5.2. The guidance is set within the framework of Getting it right for every child (GIRFEC). This is an approach to improving outcomes for children and young people, recognising that all children must receive the right help at the right time.
- 5.3. As a registered social landlord, CVHA recognises that it has an important role to play in helping to intervene early and positively in the lives of children and the organisation has adopted several principles to help achieve this:
- When signing up a family to a new tenancy or visiting the property for any other reason, Housing officers and all frontline staff will be vigilant to identify any possible

indications of family support needs, or evidence that actions are needed to protect children.

- Frontline staff will work to identify and coordinate a response to vulnerable families and young people, which could aid in preventing their circumstances from deteriorating further.
- To promote early support for vulnerable families, all housing staff will have a good working knowledge of local services for children and families, and a thorough knowledge of child and adult protection procedures.
- CVHA understands that it has a key role in reintegrating people from prison into the community where they live in their tenancies, and the organisation will therefore work to manage the risk posed by individuals to others through MAPPA (Multi-Agency Public Protection Arrangements), for example.

6. Perpetrators

6.1. Children and vulnerable adults can be harmed and abused by various types of people, including:

- A spouse, relative, friend or family member
- A member of staff
- A member of a recognised professional group
- A volunteer or member of a community group such as a place of worship or social club
- A service user
- A paid care worker or carer
- A neighbour, member of the public or stranger
- An individual who intentionally preys on vulnerable individuals with an aim to exploit them.

6.2. Whilst all safeguarding cases will be given upmost priority, particular attention should be given to cases where the perpetrator is in a position of power and authority and has used their position to the detriment of a vulnerable person's wellbeing.

6.3. CVHA has a responsibility to all victims of harm and abuse but in certain cases they may also have a responsibility and duty of care towards the agency/employer of which the perpetrator is employed.

7. Responsibilities

7.1. Through the induction process and regular training, staff (and contractors) who encounter children and adults in their everyday role, will recognise the individual responsibilities they have in safeguarding children and adults.

All staff have a duty and responsibility to:

- Listen to and correctly report any safeguarding concerns that they have been made aware of.
- Take immediate action if the person concerned is at risk of danger or a crime has been committed as per policy.
- Ensure all allegations, initial enquiries, and action taken is appropriately recorded.
- Act in accordance with this policy and processes and procedures implemented, as well as attending all mandatory training sessions organised.

- 7.2. A part of our role as a service provider to safeguard children and adults, CVHA will be mindful of this requirement in the delivery of housing management, maintenance and adaptations services and housing related support.
- 7.3. A disclosure check will be undertaken in the recruitment of all new employees at either a basic or enhanced level where it has been identified that the post will involve the interaction of children or vulnerable adults in any capacity.

8. Equality, Diversity and Inclusion

- 8.1. Our Safeguarding policy complies with CVG's Equality, Diversity and Inclusion Policy to ensure equality of treatment for all tenants without discrimination or prejudice.
- 8.2. The Association aims to promote equality and diversity and operate equal opportunities policies across all areas of the business. A sign or language interpreter can be made available. Tenants can have a family member, friend or other representative with them at all times, if they so wish.
- 8.3. The Association adheres to the Equality Act 2010 by being committed to equal and fair treatment for all and opposed to any form of unlawful discrimination. We will not treat anyone differently or less favourably than others because of any of the protected characteristics as listed in the Equality Act 2010:
- Age,
 - Disability,
 - Gender reassignment,
 - Marriage and civil partnership,
 - Pregnancy and maternity,
 - Race,
 - Religion or belief,
 - Sex,
 - Sexual orientation
 - or because of any other condition or characteristic which could place someone at a disadvantage were it to be considered unless this can be objectively justified in terms of the legislation.
- 8.4. To support our commitment to equality of opportunity an equality impact assessment has been carried out on this policy.

9. Data Sharing and Confidentiality

- 9.1. CVHA will share information appropriately with services that have a statutory obligation to investigate safeguarding concerns, including services such as the police and local social care teams.
- 9.2. CVHA will ensure that all staff are aware that the sharing of information in instances where it would protect the welfare of children and vulnerable adults does not breach data protection laws.

10. Legislative and Regulatory Requirements

- 10.1. This policy has been developed in line with the relevant legislation and regulations governing Registered Social Landlords (RSLs). This includes:

- Human Rights Act 1998
- Adults with Incapacity (Scotland) Act 2000
- Mental Health (Care and Treatment) (Scotland) Act 2003
- Protection of Vulnerable Groups (Scotland) Act 2007
- Adult Support and Protection (Scotland) Act 2007
- Sexual Offences (Scotland) Act 2009
- Equality Act 2010

10.2. CVG's safeguarding policy is also linked to a number of strategic documents and policies, including:

- Gender based violence policy
- Domestic abuse policy
- Anti-Social Behaviour Policy
- Complaints Policy
- Equality, Diversity and Inclusion Policy
- GDPR Privacy Policy
- Code of Conduct
- Lone Working Policy
- Health and Safety policy

11. Policy Review

11.1. This policy will be reviewed on a three-yearly basis or sooner if required by statutory, regulatory, or best practice requirements. The purpose of the review is to assess the policy's effectiveness in adhering to current legislation and good practice and identify any changes which may be required.

Policy Change History

Version No:	Substantive Change	Author of Change	Approval	Date	Website
1.0	Front cover & change history applied	A Cavinue	28/08/23	14/08/23	Y