

HHCOS and Haddo Voices
Safeguarding of Children and Vulnerable Adults
Policy and Procedures Pack for DSOs and Lead Safeguarding Officer
February 2018

This pack contains

1. HHCOS Policy for the Protection and Safeguarding of Children and Vulnerable Adults

This is a statement of intent to follow the legal obligations and moral responsibilities for HHCOS and Haddo Voices.

Responsibility: Management Committee

Distribution:

HHCOS and Haddo Voices website for all.

Ensure copy given to volunteers, contractors, suppliers

2. HHCOS Safeguarding and Child Protection Policy: Supporting Procedures

This explains how we will carry out the policy to ensure systematic safeguarding and reporting.

Responsibility: Management Committee, Performance Committee, LSO, DSOs

Distribution:

HHCOS and Haddo Voices website for all.

Copy for volunteers, contractors, suppliers

3. HHCOS Code of Good Practice

These are good practice guidelines for all participants in HHCOS and Voices activities and events.

Responsibility: all members, volunteers, parents, contractors, suppliers and others to follow.

Distribution: website for all. Copy to all members, parents, volunteers, contractors, suppliers

4. HHCOS Promise to Children and Young People

For all under 18 years.

Responsibility: All, but signed by DSOs

Distribution: website, copy to all under 18s in HHCOS or Haddo Voices

5. Proforma: Report of concerns relating to Child/Vulnerable Adult Protection

For DSOs to record and report incidents. To be kept confidential and shared between DSOs, LSO and statutory agencies only (Social Work, Police)

**6. Reporting notifiable incidents to OSCR, the Scottish Charity Regulator
Guidance**

Information on how and what to report to OSCR. (For DSOs and LSO)