



Company No: 07058666

Charity No: 1179433

**SIGBI LTD SAFEGUARDING GUIDANCE  
PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

**Applicable to all Clubs and Regions in SIGBI**

***For the purpose of this document, references to SIGBI Limited and Soroptimist International will be written as "SIGBI" and "SI" only.***

Policy owner	Director of Governance
Policy lead	SIGBI Designated Safeguarding Officer
Audience	Members and volunteers
Legislation	See SIGBI Safeguarding Policy January 2021
Formally endorsed by	SIGBI Limited Board 8 January 2021
Endorsement date	January 2021
Review Date	December 2021

## **Policy Statement**

Clubs recognise that the beneficiaries of the services they provide may be children and adults who are vulnerable or may be vulnerable at certain times. In this document all references to children and vulnerable adults are to beneficiaries of our projects. Where this document refers to Clubs, this guidance also applies to Regions.

## **Children**

SIGBI believes that children have the right to be secure from abuse, and is committed to protecting all the children, with whom members and/or Club volunteers have contact, from harm.

Clubs have a duty to ensure the welfare of all children who may be at risk. This duty involves reporting suspected abuse to an appropriate agency and SIGBI and by promoting a safe project environment for beneficiaries.

## **Vulnerable Adults**

Clubs have a duty to ensure the welfare of vulnerable adults who may be at risk. This duty involves reporting suspected abuse to an appropriate agency and SIGBI, and by promoting a safe project environment for beneficiaries.

Clubs must ensure that vulnerable adults with whom members and/or Club volunteers have contact, are safeguarded from all forms of abuse. They recognise that they must, at all times, protect vulnerable adults from the risk of abuse and identify and deal with specific instances of abuse if they occur.

## **Children and Vulnerable Adults**

Clubs and Regions will take every possible action to prevent abuse and to deal with it as promptly and effectively as possible if it occurs.

## **Aim of the Policy**

The central aim of SIGBI's Safeguarding Policy is to inform all members of:

- SIGBI's approach to the Safeguarding of children and vulnerable adults
- Ways in which members do this
- The steps taken to avoid abuse taking place
- The actions that will be taken by clubs to deal with abuse if it occurs

## **Definitions of Abuse – Children and Vulnerable Adults**

Please refer to the Safeguarding Policy, which is available on the SIGBI website under Membership Resources: <https://sigbi.org/members/sigbi-policies-and-protocols/>

## **Responsibility**

SIGBI has a duty to ensure that all Clubs and Regions working with children and vulnerable adults adopt safe practices.

## **SIGBI will:**

- Set out and inform SIGBI members of the procedures for responding to suspicions or evidence of abuse
- Incorporate material relevant to issues of abuse on the SIGBI website
- Maintain vigilance concerning the possibility of abuse of children or vulnerable adults from whatever source

- Encourage a climate of openness which enables SIGBI members to pass on concerns about behaviour that might be abusive
- Produce and regularly revise policies and procedures to minimise the risk of abuse
- Ensure that all SIGBI members are aware of the main indicators of child abuse
- Ensure that any allegations of abuse are investigated quickly and thoroughly and reported to the appropriate agencies
- All documentation relating to issues concerning safeguarding will be sent by Special Delivery and records kept will be confidentially stored in accordance with General Data Protection Regulation (GDPR)
- Implement improvements to procedures if an investigation reveals deficiencies in the way in which SIGBI operates
- Collaborate with other relevant agencies in combating abuse and improving the protection of children and vulnerable adults.

**REGIONS will:**

Appoint a SIGBI member as the Safeguarding Children/Child and Vulnerable Adult(s) Protection Officer. This Officer will have suitable experience, training and expertise.

**Clubs expect their members to:**

- Refrain from any abusive action in relation to children and vulnerable adults
- Report to the appropriate authority anything they witness which is or might be abusive
- Co-operate in any investigation by an appropriate authority into alleged abuse

SIGBI members should be aware of who they may turn to for advice if they become aware or suspect that abuse is occurring without revealing any confidential information.

All Clubs should ensure that their members are familiar with guidance from SIGBI on safeguarding.