



Company No: 07058666

Charity No: 1179433

## SIGBI LTD SAFEGUARDING PROCEDURE

***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 pages 2 and 3 of this document
Formally endorsed by	SIGBI Limited Board 8 January 2021
Endorsement date	January 2021
Review Date	December 2021

# Safeguarding Procedure

## 1. PURPOSE

The purpose of this Safeguarding Procedure is to ensure that all SIGBI members adopt a standardised approach to managing safeguarding concerns raised within the organisation.

## 2. RESPONSIBILITIES

Club members need to have awareness training on safeguarding (see YouTube SIGBI short video 'Safeguarding is Everyone's Responsibility').

All resources are on the SIGBI Website:

It is the responsibility of each Club to be familiar with and follow the requirements of this Safeguarding Procedure using the documents on the SIGBI website.

It is the responsibility of the Regional/National Association/Network Safeguarding Officer to monitor the effectiveness of this procedure and to escalate any concerns to the SIGBI Designated Safeguarding Officer.

It is not the responsibility of the Regional /National Association/Network Safeguarding Officer to investigate any reported incident or concern.

The Safeguarding Officer is responsible for following the 4 R'S:  
Recognise -Respond -Record-Refer

## 3. PROCEDURE

When a safeguarding issue is raised the person raising the concern must:

- i) **Remember that Information is confidential.**
- ii) Must follow the procedures detailed within this document and refer to supporting documents and/the Regional/National Association /Network Safeguarding Officer for further guidance.
- iii) Where the concern raised requires more than basic guidance then the Member must report the concern to the Regional/National Association/Network Safeguarding Officer using the Safeguarding Information Recording Form (see Appendix 1).
- iv) Where a Soroptimist reports a concern to a third-party e.g. a care home where the Soroptimist is a befriender, they must also provide anonymised information to the Regional/National Association/Network Safeguarding Officer for any learning that can be provided to clubs for awareness and training.
- v) Where a club does not feel the Regional/National Association/Network Safeguarding Officer has responded appropriately, the concern should be escalated to the SIGBI Designated Safeguarding Officer.
- vi) Under no circumstances should safeguarding issues be discussed with anyone other than the Region/National Association/Network Safeguarding Officer or the SIGBI Designated Safeguarding Officer.

#### 4. DOCUMENTS TO BE USED

All documents related to this Safeguarding Procedure are held on the Member section in the SIGBI Website. Please familiarise yourself with the available contents.

- [SIGBI Safeguarding Policy](#)
- [SIGBI Designated Safeguarding Officer](#) – Role Specification
- [SIGBI Region/NA Safeguarding Officer](#) – Role Specification
- [SIGBI Safeguarding Patterns of Abuse](#)
- [SIGBI Safeguarding Guidance Protection of Children and Vulnerable Adults](#)
- [SIGBI Safeguarding Club Meetings PowerPoint presentation](#)
- [SIGBI ‘Safeguarding is Everyone’s Responsibility’](#) – 2.5 minute short video
- [SIGBI Dispute Resolution Procedure](#)
- [Risk Assessment Guidance and Template](#)
- [SIGBI Safeguarding information Reporting Form](#) – WORD
- [Photographic release proforma](#) (WORD)