

Safeguarding Policy

Policy Statement

This policy lays out the commitments made by UKPIPS in terms of safeguarding and informs all employees, volunteers, Trustees and any person undertaking activities on behalf of UKPIPS (Staff) of their responsibilities. It is the expectation that all Staff will follow this policy.

UKPIPS believes that everyone we come into contact with has the right to be protected from all forms of harm, abuse, neglect and exploitation. UKPIPS will not tolerate abuse and exploitation by staff, volunteers or any who represents the charity.

Aims

UKPIPS is a charity whose aim is to provide support to individuals, families and carers who have a primary immune deficiency or primary antibody deficiency. The organisation is committed to safeguarding and supporting those who require assistance or support.

Scope

This policy applies to all UKPIPS' Staff.

What is Safeguarding?

In terms of safeguarding this is defined as protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect¹

The organisation understands it to mean protecting persons including those from vulnerable groups ¹, from harm that may arise from contact with representatives of UKPIPS.

This definition draws from our values and principles and pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability.

Commitment

UKPIPS is committed to addressing safeguarding throughout its work, through the three pillars of Prevention, Reporting and Response.

¹ Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Prevention

UKPIPS will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake its programmes and activities in a way that protects people from any risk of harm that may arise from their encounter with UKPIPS. This includes the way in which information about individuals requiring advice or support is gathered and communicated.
- Implement safeguarding procedures when recruiting, managing and deploying staff, volunteers and associated personnel.
- Provide effective and appropriate safeguarding training where this is appropriate to its activities.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Reporting

UKPIPS will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to Staff, the communities we work with; and external sources such as members of the public, partners, and official bodies.

How to report a Concern

Anyone who has a complaint or concern relating to safeguarding should report it immediately to the Safeguarding Lead. If the person does not feel comfortable reporting to that person (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report it to the Administrative Officer, who will forward it to trustees not involved in the complaint or concern.

Safeguarding Lead: trustees@ukpips.org.uk

Administrative Officer: admin@ukpips.org.uk

Response

UKPIPS will follow up safeguarding reports and concerns as soon as possible after the report is received, and generally on the next available working day where this is practicable. The concern will be acknowledged and the person investigating the concern will make themselves known to the person raising the concern, again as soon as practicable.

The nominated Safeguarding lead will investigate the circumstances leading to the complaint or concern, deciding whether it is an internal matter or whether legal advice should be sought.

Unless, of course, the Safeguarding Lead is involved in the concern, in which case the other Trustees will agree who will investigate the concern or complaint.

UKPIPS will apply appropriate disciplinary measures to staff or volunteers found in breach of policy, which (depending on the nature outcome of the investigation and the nature and severity of the concern) would normally require the individual to be removed from post.

The level of support to individuals involved in safeguarding incidents will be provided on a case-by-case basis, and UKPIPS will signpost individuals to the appropriate support services.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should always be stored securely.

Related Policies

- Complaints Policy
 - Volunteering Policy
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