

## **SAFEGUARDING POLICY**

This applies to any IPCRG volunteer\*\*, delegate, presenter, contractor, supplier, directors, committee members, and anyone else in receipt of IPCRG services (in kind, or financial). Henceforward they are referred to as staff/contractors, beneficiaries and volunteers.

### **1. Purpose and aim of the policy**

The IPCRG is committed to safeguarding its staff/contractors, beneficiaries and volunteers. It expects all staff/contractors and volunteers will follow this policy.

### **2. The context and background of safeguarding**

IPCRG is a charity, registered in Scotland. The legal duty of all charity trustees is to act in the best interests of their charity and, in particular, to act with due care and diligence. For all charities, this means trustees should make sure that they create a safe environment for staff, beneficiaries and volunteers. Charities should have the appropriate policies, procedures and practices in place to make sure that everyone is kept safe.

### **3. The basics of safeguarding**

The basic message of safeguarding is that IPCRG must sustain, or develop if it is absent, a culture that enables any of our staff/contractors, beneficiaries and volunteers to report concerns, and it must then respond appropriately, and sensitively.

### **4. IPCRG's procedure (the 5 Rs)**

**AwaRe:** IPCRG should publicise how someone can report abuse or misuse of power or neglect. The policy is on the website.

#### **How to Raise a Complaint or Concern**

Anyone can raise a concern or make a complaint to IPCRG about something they have experienced or witnessed without fear of retribution and can expect support in this process. You can do this by email to either or both of the addresses recorded on this document.

**Respond:** if a concern is raised to the Executive Office (there will be two contact names and details made available in case one of the contacts is involved in the case, see below for details), a decision should be taken if any immediate action is required:

- Take immediate action if there is immediate risk of harm
- Decide if it should be reported to official authorities (eg police)

**Report:** if considered necessary i.e. if a crime has been committed or there is a health risk

**Refer:** to the appropriate team to take action to protect the individual from further harm if there are concerns

**Record:** Chief Executive documents the incident and any actions taken on an IPCRG Incident form stored in an online password protected location accessible to the directors, and provide an update to directors

**Support:** offer support to the individual who raised the concern.

### **5. Roles and responsibilities**

The IPCRG must inform all staff/contractors who should each take responsibility for knowing the policy and ensuring all volunteers and beneficiaries and anyone else in receipt of IPCRG services are aware of the policy in their projects and areas of work and build in appropriate safeguards where they judge there is a safeguarding risk. IPCRG directors should be aware of the policy, kept informed of any incidents and ensure OSCR is notified where necessary.

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\* Volunteers in IPCRG are those in the network, typically clinicians or patients, who donate their time to work on IPCRG activities.

## **6. Data confidentiality and privacy**

The General Data Protection Regulation came into force on 25 May 2018 replacing the Data Protection Act and is the regulation that should be followed (IPCRG is a small/medium-sized enterprise (SME) and the rules that apply to SMEs should be followed).

## **7. Training, awareness raising**

It is not judged necessary to run safeguarding training and learning, as the risks are low. However, the policy should be made publicly available on the IPCRG website and a news alert issued to the database and staff/contractors, beneficiaries and volunteers and anyone else in receipt of IPCRG services, which also provides contact details of two responsible IPCRG officers.

Once a year, unless a safeguarding concern is raised before that, safeguarding should be put on the agenda of both the Governance and Finance sub-committee and the Board and any learning shared.

## **8. Other Relevant policies/statements**

- data protection policies, privacy and consent, including taking photographs and videos. Note that where possible participants of small group/breakout group video conferences should be asked for permission to record as a safeguarding protection.
- complaints policies
- research standards

### **Contact Details**

Siân Williams, Chief Executive Officer [sian@ipcr.org](mailto:sian@ipcr.org)

Janwillem Kocks, Board Director [janwillem@gpri.nl](mailto:janwillem@gpri.nl)

Raising a safeguarding concern (adapted from <http://www.wakefield.gov.uk/Documents/health-care-advice/adult-services/safeguarding/safeguarding-adults-from-abuse/summary-guide-policy-procedures.pdf>)

**AWARE**

IPCRG is informed or becomes aware of possible abuse, misuse of power, or neglect

Chief Executive Officer or Conference Director is informed and gathers information,  
How does the reporter of the concern wish for the concern to proceed  
What changes/support would they like as a result of this concern being raised?

**RESPOND**

The Chief Executive Officer (or whoever received the concern eg Conference Director) takes action to ensure the immediate safety and welfare of the adult (and any other person/child at risk). Consider:

- Does medical attention need to be organised? (Dial 999. Or equivalent)
- Is urgent police presence required? (Dial 999. Or equivalent.)

**REPORT**

Has a crime been committed? If so, does it need to be reported?  
(Dial 101 unless there is an immediate risk, in which case dial 999 or equivalent) Preserve forensic evidence (if any)

**REFER**

Decide whether to raise a safeguarding concern, and if so, take action  
Do this:

- Immediately where the concern is urgent and serious
- Within the same working day for any other concerns

**RECORD**

Document the incident in the IPCRG Incident File and any actions or decisions taken.  
Provide this to the directors whenever a new incident is report.

**REFER**

Ensure key people are informed

**SUPPORT**

Provide support or feedback for the person identifying the safeguarding concern