



SAFEGUARDING POLICY

1. Introduction

This Safeguarding Policy outlines the commitment of Jigsaw Conferences Ltd to protect and promote the welfare of children, young people, and vulnerable adults. We recognize our responsibility to ensure that all individuals, regardless of age, gender, ability, race, religion, or background, are safe from harm.

2. Purpose and Scope

This policy applies to all staff, volunteers, contractors, and partners working with or representing Jigsaw Conferences Ltd. It sets out procedures to prevent abuse, respond to concerns, and promote a culture of safeguarding within the organisation.

3. Legal Framework

This policy is in accordance with relevant legislation and guidance, including but not limited to:

- The Children Act 1989 and 2004
- The Care Act 2014
- The Working Together to Safeguard Children 2023
- The Safeguarding Vulnerable Groups Act 2006
- General Data Protection Regulation (GDPR)

4. Definitions

- **Safeguarding:** Protecting an individual's right to live safely, free from abuse and neglect.
- **Abuse:** A violation of an individual's human rights, which can be physical, emotional, sexual, financial, or neglect.
- **Vulnerable Adult:** A person aged 18 or over who may be at risk due to factors such as disability, illness, or mental health conditions.
- **Allegation Against Vulnerable Individuals:** Refers to a claim or accusation that a person considered vulnerable—such as a child, elderly person, or an individual with disabilities—has engaged in misconduct, abuse, or inappropriate behaviour.

5. Safeguarding Principles

We adhere to the following principles:

- The welfare of the individual is paramount.
- Everyone has a responsibility to safeguard and report concerns.
- All concerns and allegations will be taken seriously and responded to appropriately.
- Confidentiality will be maintained in line with legal obligations.

6. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Act as the main source of support, advice and expertise for safeguarding in the organisation. This includes making referrals to relevant organisations and managing safeguarding concerns/allegations.
- **All Staff and Volunteers:** Must report concerns and adhere to safeguarding procedures.

- **Senior Management:** Ensures safeguarding is embedded in organizational policies and culture.

7. Recognizing and Reporting Concerns

Signs of abuse may include physical injuries, withdrawal, behavioural changes, or disclosure of harm. If abuse is suspected or disclosed:

- Remain calm and listen carefully.
- Reassure the individual without making promises.
- Report concerns to the DSL immediately.
- Maintain confidentiality and document the concern accurately.

8. Recruitment

We ensure that all staff are suitable to work with vulnerable individuals by:

- Conducting background checks (DBS checks where applicable).
- Verifying references.
- Providing safeguarding training.

9. Training and Awareness

All staff and volunteers must undergo regular safeguarding training to stay informed on best practices and legal obligations.

10. Responding to Allegations against Venerable individuals

If an allegation is made against a staff member:

- It will be taken seriously and investigated promptly.
- Appropriate authorities (e.g., police, social services) will be notified if necessary.
- The individual involved may be suspended pending investigation in accordance with Jigsaw's Disciplinary Procedure

11. Confidentiality and Information Sharing

Information will be shared only on a need-to-know basis, in accordance with GDPR and safeguarding guidelines.

12. Monitoring and Review

This policy will be reviewed annually or as required to remain in compliance with legislation and best practices.

13. Contact Information

Designated Safeguarding Lead:

Jonny Scott

Telephone: 020 3336 6658

Email: jonny@jigsawconferences.co.uk

This policy reflects our commitment to safeguarding and ensuring a safe environment for all individuals involved with Jigsaw Conferences Ltd.