

SAFEGUARDING POLICY

Template

All communities should have this in place. Members should know it exists and have been given the chance to read it. Members do **NOT** need to sign this document; they are for their information only.

Please amend to fit your communities' needs and return to communities@stamma.org

SAFEGUARDING POLICY

Safeguarding means the measures you have in place to protect people within the community, or those who come into contact with it as part of the activities, from abuse and mistreatment. This extends beyond stammering and means you have a responsibility to plan ahead to protect members from harm and take action if you have concerns about the mental/physical health or safety of anyone in the community.

This policy is to ensure the safety of all people attending meetings and events and that concerns are acted on, recorded, kept securely, and referred to the appropriate authorities if required.

Safeguarding for children & potentially vulnerable adults

Decide together whether under 18s/16s can attend your meetings and events. We recommend that children should only be allowed to attend at the discretion of the group.

They must attend with a parent or guardian.

If organising an event for under 18s, you need to make sure you have safeguarding policy in place, and that activities are led by appropriately qualified adults with in-date, enhanced DBS checks. Inform STAMMA's safeguarding leads if this is the case or if any of the following people are or will be regularly attending your group so that we can support your safeguarding work:

- under 18s (Wales, Northern Ireland, England) or under 16s (Scotland),
- adults who receive regular care, or seem at greater risk of abuse or neglect

Emergency safeguarding concerns

If you believe that someone is at **immediate risk** to themselves or others, you need to act. Immediate risk includes a serious intent to commit suicide or to physically harm themselves or someone else.

In these cases, you will need to call 999. Alternatively, you can text 999. Note that this will take longer, so it is suggested you use this to contact the emergency services only if you have no other option. Find instructions how to register for this [here](#).

Ask for consent to share their information unless it is unsafe or inappropriate to do so. If you cannot get consent it is okay to make the call provided there is a threat of imminent risk. **You will need to provide the emergency services with sufficient information to allow them to identify and get to the individual concerned.** This would include their location as well as identifying details about the person.

Report any safeguarding concerns or incidents within 24 hours via this [form](#). Situations involving immediate risks should be reported by phone immediately after 999 has been called if appropriate. Contact numbers below.

Non-immediate safeguarding concerns

If you hear or see something that concerns you or makes you believe that a member or someone they are connected with is in danger of physical or mental harm (but is not at immediate risk), report it to STAMMA within 24 hours via this [form](#). STAMMA's Safeguarding leads will then decide *if* further action is necessary and lead on *taking* that further action where appropriate.

If you're not sure whether to say something or not, report it. You will not be in trouble for expressing a concern, and the information will not be shared further unless it is deemed necessary for the individual's mental and physical safety.

STAMMA Safeguarding Contacts

Office Phone 0208 983 1003

Kirsten Howells 07450 067 233

Name of your community: _____

Signature of community organiser: _____

Date of signature: _____