



Recommended Safeguarding Policy Template for the Spoken Word Community

[Your Organisation Name] Safeguarding Policy

1. Introduction

Describe your organisation's commitment to safeguarding and the importance of inclusivity, accessibility, and anti-discrimination. Emphasise that safety is paramount for all participants.

2. Scope

Define the groups this policy applies to and who is expected to adhere to it.

3. Policy Principles

Protection from Harm: State your zero-tolerance policy towards abuse and how you ensure the safety of participants.

Inclusivity: Detail your commitment to promoting an inclusive environment. Encourage participation from diverse communities and outline specific initiatives to support this.

Accessibility: Outline your efforts to make your services accessible, these may include things like:

- Ensuring physical venues are equipped for individuals with mobility challenges.
- Offering materials and communications in various formats to meet diverse needs.
- Providing multi-language support or interpretation services.
- Providing a quiet space for those with sensory needs

Anti-Discrimination Policies: Include a statement clearly defining what constitutes discrimination and your organisation's stance on it. Outline measures in place to prevent, address, and report discrimination.

Training and Awareness: Explain the training programs in place to educate staff and volunteers about safeguarding, inclusivity, and anti-discrimination.



4. Safeguarding Practices

- Include procedures for conducting regular risk assessments and maintaining safe environments.
- Clearly outline the steps individuals need to take to report concerns, ensuring clarity on confidentiality and respect for all parties involved.

5. Reporting Concerns

Describe the process for reporting safeguarding concerns in detail. Highlight the importance of timely reporting and provide multiple channels for reporting, including anonymous options.

6. Review and Evaluation

State your commitment to reviewing the policy regularly and improving based on ongoing feedback. Highlight how you will ensure that individuals have a voice in this process.

7. Contact Information

Provide detailed contact information for the designated Safeguarding Lead or relevant personnel.

[End of Policy Template]

Notes:

- Customise sections to align with your organisation's specific practices and resources.
- Ensure that these documents are distributed widely and that staff are trained to implement the policies effectively.
- Regularly seeking feedback from participants regarding their experiences can help reinforce your commitment to these important principles.
- You can also refer to Safe Spoken's safeguarding policy for reference to ensure consistency and comprehensiveness.