



Keeping yourself and others safe

Safeguarding

Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. It's about making sure your organisation and its activities are run in a way that actively prevents harm, harassment, bullying, abuse and neglect. It's also about being ready to respond safely and well if there is a problem. Everyone in the organisation has a role to play in safeguarding. It should become part of your day-to-day activities.

Every organisation has a duty to safeguard volunteers, staff members, participants and donors.

There will be some extra things to think about if you work with children and adults who are at risk. Don't worry, there's some useful guidance that we'd like to signpost you to which will help you get started and people locally who can give you some support, so you won't be on your own.

Children

Anyone under 18 is considered a child.

Adults at risk

An adult at risk is anyone aged 18 or over who:

- Has needs for care and / or support
- As a result of care and support needs, is unable to protect themselves from abuse
- Is currently experiencing or is at risk of abuse

Adults at risk may have mental or physical illnesses, have a learning disability, have addiction problems or be frail.

You will find safeguarding guidance on the [NCVO website](#)

Locally [Dudley Safeguarding People Partnership](#) runs a range of e-learning to cover a wide range of child and adult safeguarding and has lots of useful resources on its website.

Finally, if you have safeguarding concerns, there are helplines you can call:

- For children. 0300 555 0050.
- For adults. 0300 555 0055.
- Out of office hours. 0300 555 8574 or in an emergency call 999