

Safeguarding Policy

1.0 Policy Statement

Safeguarding is a fundamental part of Camberley Care's service to the community and this commitment is reflected in the Camberley Care Quality Standards and the values of our organisation, which inform and support all our safeguarding activity:

- We are respectful
- We treat others as they would want to be treated
- We are inclusive
- We work together, we involve, and we consult
- We ensure that what we do makes a real difference
- We strive to be the best at what we do
- We support those elderly, disabled and vulnerable people in the area to assist independent living

2.0 Guiding Principles

Everyone's responsibility - Everyone at Camberley Care has a responsibility to keep children and adults who need care and support safe from abuse and neglect.

Prevention – We will put sensible measures in place to prevent abuse, including the use of safe recruitment practices, promoting safe working practice and raising awareness of safeguarding.

Protection – We will provide policy, procedures, information to Camberley Care staff to identify and respond appropriately to concerns about abuse.

Partnership - Camberley Care will work in Partnership with statutory, regulatory and other relevant organisations to ensure that safeguarding concerns are responded to appropriately.

Empowerment – We will be person-centred and uphold rights in our safeguarding work.

Accountability - We aim to be transparent in our approaches and recognise the need for continuous learning and improvement.

Roles and Responsibilities:

3.0 All staff and volunteers

Every individual working for Camberley Care, irrespective of their role, has a part to play in safeguarding children and adults who need care and support. Everyone has responsibility to familiarise themselves with our Safeguarding Policy and Procedures and accessing the information via the Links at the end of this policy document.

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4.0 Trustees

Camberley Care trustees approve the Safeguarding Policy and have a duty of care to their charity, which includes taking the necessary steps to safeguard those at risk from abuse, managing risk and protecting the reputation of the charity.

5.0 Office Management

All Managers are responsible for ensuring that they, and the volunteers that they supervise, are aware of Camberley Care's safeguarding policy and procedures and access relevant information. They should promote the discussion of safeguarding at team meetings and as part of supervision or one-to-one meetings. They may be required to make decisions relating to complex or serious safeguarding concerns and can seek advice from the Head of Safeguarding where required.

6.0 Head of Safeguarding

The Office Manager is the Designated Person for Safeguarding at Camberley Care. The Office Manager is thus responsible for developing and quality assuring safeguarding activity across Camberley Care and supporting best practice for external stakeholders.

7.0 Breaches of Policy

Should there be a failure to comply with the Camberley Care safeguarding policy, this may be managed in several ways, depending on the nature and consequences of any incident. In some cases, a combination of responses may be required.

- Local authority co-ordinated safeguarding investigation
- Police investigation
- Referral to the Disclosure and Barring Service (DBS)
- Camberley Care disciplinary process
- Serious incident reporting to The Charity Commission
- Internal review or co-operation with an external review

8.0 Associated documents

- Camberley Care Complaints Policy and Procedure
- Camberley Care Recruitment and Selection Procedure
- Camberley Care Volunteering Policy
- Camberley Care Health and Safety Policy
- Camberley Care Equality and Diversity Policy

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9.0 Equality Statement

Camberley Care is committed to providing services which embrace diversity and that promote equality of opportunity. Everyone who accesses our services or works for us in a paid or voluntary capacity should be safe, empowered to play a part in promoting their own welfare and that of others and able to live a life free from abuse. This applies to all, regardless of age, gender, ethnicity, disability, sexuality or belief.

10.0 Other Useful Links & Information on Safeguarding

[Age Concern Safeguarding policy position](#)
[Surrey County Council – Safeguarding Adults at Risk](#)
[Patient Info Safeguarding Adults](#)
[Surrey Adult Safeguarding Booklet](#)

	Name	Job Title
Created by	Sue Collett	Trustee
Consulted for Comments		Board of Trustees
Approved by	Board of Trustees	
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Version/Review No	Review Date	Individual Responsible for Policy Review	for	Individuals Responsible for Audit of Policy	Summary of Changes
Version 1	February 2027	Sue Collett		Board of Trustees	