



Safeguarding Policy

The Recovery Tree Charity is committed to keeping adults and young people safe from harm and exploitation and to upholding their right and expects all staff and volunteers to share this commitment. This online policy provides details of the charities full Safeguarding Policy and Procedures, of which a full copy can be requested.

The Recovery Tree Charity commits to:

- Support the right of everyone to be protected from abuse;
- Ensure the safety of adults and young people in all the work we do and the decisions we take;
- Create a culture of zero tolerance of harm and ensuring an open, listening culture where people feel able to share concerns without fear of retribution
- Make sure all staff and volunteers work together and with other agencies, in line with Swindon's multi-agency Safeguarding Policy and procedures;
- Act promptly and proportionately when dealing with allegations or suspicions of abuse;
- Respect the voice of the adult or young person concerned.

At The Recovery Tree we firmly believe that:

- Everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status
- Safeguarding is the responsibility of everyone. We will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the vulnerable person comes before anything else – our organisation, other service users, our colleagues and the person's friends and family.
- Doing nothing is not an option. If we know or suspect that a vulnerable person is being abused, we will do something about it and ensure our work is properly recorded.

Prevention

We will seek to keep people safe by:

- Ensuring that all designated staff understand their role and responsibilities;
- Ensuring everyone involved with the Recovery Tree Charity understands safeguarding best practice through our policies, procedures and code of conduct and knows what to do and who to contact if they have a concern relating to the welfare of anyone;

- Using our safeguarding procedures to work with and share information concerning a risk to an adult or young person with the appropriate agencies. For example: Disclosure and Barring Service, Police, Local Authority/Social Services, other appropriate services;
- Using our procedures to manage any allegations against staff and volunteers appropriately;
- Our priority will be the wellbeing of those at risk of harm and the adult or young person actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to;
- Building a safeguarding culture where staff, volunteers and service users treat each other with respect and are comfortable about sharing concerns.

What to do if you have a Safeguarding concern

Anyone has the right to raise a Safeguarding concern and we take all concerns seriously. If you think abuse has or may have occurred, **act immediately** by:

- Take urgent action as appropriate to protect the individual from any immediate danger.
- Record what you have seen, heard and done. Preserve any evidence.
- Pass on information about the situation to the named safeguarding lead (see contact section below)

The Recovery Tree Charity's full safeguarding policy is reviewed each year by the board of trustees.

Safeguarding leads and contact information

Olive Tree Café Designated Safeguarding Lead:
Phyllida Richards (Mon – Thurs), 07889 943 950

TWIGS Designated Safeguarding Lead:
Alan Holland, 07789 128 206

Trustee Board Safeguarding Lead:
Chair of Trustees: Dick Millard, 07850 728 522

External contacts:

Adult Safeguarding Team, Swindon Borough Council:
Tel: 01793 463555

Email: adultsafeguarding@swindon.gov.uk

(During office hours - Monday to Friday inclusive, 8:30am to 5:00pm)

Children, Multi Agency Safeguarding Hub

E-mail: swindonmash@swindon.gov.uk

Telephone: 01793 466903, option 2 (during office hours Monday to Thursday 8.30am to 4.40pm, and Friday 8.30am to 4.00pm)

The Emergency Duty Service (EDS) is available outside office hours on 01793 436699