

July 2026

Safeguarding Policy

Version 1.0



Careers Springboard Gerrard Cross

REGISTERED CHARITY NUMBER: 1028040

Safeguarding Policy

Adopted: July 2026 | Review Date: July 2027 | Approved by the Trustee Board

Policy Owner	Lead Trustee for Safeguarding
Applies To	All trustees, volunteers, coaches, counsellors
Legal Basis	Care Act 2014; Charity Commission guidance

1. Our Commitment

Careers Springboard Gerrards Cross is committed to creating a safe and supportive environment for all individuals who use our services. We recognise that some of our members may be in a vulnerable position due to unemployment, financial hardship, anxiety, depression, or other personal difficulties. The welfare of every person who engages with us is our highest priority.

2. Scope

This policy applies to all trustees, volunteers, coaches, counsellors, and anyone acting on behalf of Careers Springboard, in all activities including virtual meetings, 1:1 sessions, webinars, and all other interactions with members.

3. Definition of a Vulnerable Adult

For the purposes of this policy, a vulnerable adult is any person aged 18 or over who may be at risk due to physical, mental, emotional or financial vulnerability, including those experiencing unemployment, mental health difficulties, domestic abuse, or social isolation.

4. Our Principles

- The welfare of individuals is paramount.
- All individuals have the right to be treated with dignity, respect and compassion.
- Safeguarding concerns will always be taken seriously and acted upon.
- Confidentiality is respected, but will never take precedence over someone's safety.
- We will not investigate concerns ourselves, we will refer to the appropriate statutory authorities.

5. Recognising a Concern

Possible indicators that a member may need safeguarding support include:

- Expressing suicidal thoughts or intent to self-harm
- Disclosures of domestic abuse, financial exploitation, or neglect
- Significant sudden deterioration in mental wellbeing
- Expressing homelessness or inability to meet basic needs
- Disclosures of abuse by another person

6. How to Report a Concern

Any volunteer or trustee who has a safeguarding concern should:

- Not attempt to investigate the concern themselves
- Record the concern in writing immediately (date, time, what was observed or disclosed, exact words used where possible)
- Report to the Lead Trustee for Safeguarding as soon as possible
- If there is immediate risk to life, call 999 without delay
- If the Lead Trustee is unavailable, contact Buckinghamshire Adult Social Care: 0300 131 6000

7. Responding to a Disclosure

If a member discloses abuse or risk to themselves, volunteers should:

- Listen calmly, without judgement
- Not promise to keep it secret
- Reassure the person that they did the right thing in sharing
- Not ask leading questions or press for detail
- Report as above without delay

8. Record Keeping & Confidentiality

All safeguarding concerns and actions taken will be recorded securely and kept confidentially in accordance with GDPR. Records will be retained for a minimum of 7 years. Only those who need to know will have access to safeguarding records.

9. Training

All volunteers who have direct 1:1 contact with members are expected to undertake basic safeguarding awareness training. The Lead Trustee for Safeguarding should hold Level 2 Safeguarding Adults training as a minimum.

10. Related Policies

- Privacy & Data Protection Policy
- Complaints Handling Policy
- Volunteer Policy (internal)

11. Useful Contacts

Organisation	Contact
Emergency services	999
Bucks Adult Social Care	0300 131 6000
Samaritans	116 123 (free, 24/7)
Mind Infoline	0300 123 3393
National Domestic Abuse Helpline	0808 2000 247