



6VT Edinburgh City Youth Café

Safeguarding Policy

Policy Lead: Designated Safeguarding Officer (DSO): C.E.O (Dot Horne)

1. Introduction

6VT Edinburgh City Youth Café is committed to creating a safe, welcoming, and inclusive environment for all young people and vulnerable adults who engage with our services. This safeguarding policy outlines our commitment to preventing harm, abuse, and neglect, and to responding effectively to any concerns or disclosures.

This policy applies to all staff, volunteers, trustees, contractors, and visitors.

2. Legal Framework

This policy is based on and compliant with the following legislation and guidance:

- Children (Scotland) Act 1995 & 2020
- Adult Support and Protection (Scotland) Act 2007
- Protection of Vulnerable Groups (Scotland) Act 2007
- The Disclosure (Scotland) Act 2020
- National Guidance for Child Protection in Scotland 2023
- United Nations Convention on the Rights of the Child (UNCRC)
- Data Protection Act 2018 (GDPR compliant)

3. Definitions

- **Child:** Anyone under the age of 18.
- **Vulnerable Adult:** A person aged 18 or over who may be at risk of harm due to age, disability, illness, or personal circumstances.
- **Abuse:** Can be physical, emotional, sexual, financial, neglectful, discriminatory, or exploitative in nature.
- **Harm:** The ill-treatment or impairment of the health or development of a child or adult at risk.

4. Aims and Objectives

- To safeguard and protect the welfare of children and vulnerable adults using our services.
- To provide staff and volunteers with clear guidelines on their safeguarding responsibilities.
- To ensure robust procedures for responding to concerns, allegations, or disclosures.
- To promote an environment where individuals feel safe, respected, and valued.

5. Roles and Responsibilities

Designated Safeguarding Officer (DSO)

- Responsible for overseeing implementation of this policy.
- Main point of contact for safeguarding concerns.
- Ensures all staff and volunteers are trained in safeguarding procedures.

Staff and Volunteers

- Must read and adhere to the safeguarding policy.
- Must attend regular safeguarding training.
- Must report any concerns immediately to the DSO.

6. Safer Recruitment and Disclosure Checks

6VT ensures that:

- All staff, Board members and volunteers working with children or vulnerable adults undergo PVG (Protecting Vulnerable Groups) scheme membership through Disclosure Scotland.
- Roles are clearly defined with safeguarding responsibilities.
- References and identity checks are completed as part of recruitment.

7. Code of Conduct

All staff, volunteers and representatives must:

- Treat all service users with dignity and respect.

- Avoid any behaviour that could be interpreted as abusive, exploitative, or inappropriate.
- Report concerns or incidents without delay.

8. Responding to Safeguarding Concerns

If a child or vulnerable adult is at risk of harm:

1. Listen carefully – do not interrupt or question extensively.
2. Record the disclosure accurately using the language of the individual.
3. Report immediately to the Designated Safeguarding Officer.
4. Refer – the DSO will refer to Social Work, Police Scotland, or appropriate agencies as required.

Emergency: If someone is in immediate danger, call 999.

9. Confidentiality and Information Sharing

- Information will only be shared with appropriate agencies on a need-to-know basis in line with data protection laws.
- All safeguarding records will be stored securely and separately from other records.

10. Training and Awareness

- Induction training includes safeguarding responsibilities.
- Regular safeguarding refresher training is mandatory.
- Trustees will also receive appropriate safeguarding oversight training.

11. Whistleblowing

Staff and volunteers must raise concerns if they suspect wrongdoing or safeguarding failures. 6VT supports whistleblowing in good faith and ensures protection from retaliation.

12. Monitoring and Review

- This policy is reviewed annually or in response to legislative or organisational changes.

- Feedback from staff, service users, and safeguarding partners will inform improvements.

13. Contacts

Designated Safeguarding Officer (DSO):

Name: Dot Horne

Email: Dothorne@6vt.info Phone: 07708179357

Local Authority Contact:

Edinburgh City Council – Social Care Direct: Tel: 0131 200 2324

East Lothian Children's Tel 01875 824090

East Lothian Adult Tel 01875 824309

Midlothian Adult Tel 0131 271 3900

Midlothian Children Tel 0131 271 3413

West Lothian Children Tel 01506 284440 (option 2)

West Lothian Adults Tel 01506 284848

Out of Hours: Edinburgh – Midlothian – East Lothian 0800 731 6969

Out of Hours: West Lothian Tel. 01506 281028 or 01506 281029

Police Scotland (Non-Emergency): 101 Emergency: 999

NHS 24(non-emergency): 111 Emergency: 999