

# SAFEGUARDING POLICY

Document №: OWL-Po-03

OWLYPIA | LONDON, UK

*OWLYPIA PROPRIETARY INFORMATION*

Prior to use, ensure this document is the most recent revision.  
To request a change, please contact [info@owlypia.org](mailto:info@owlypia.org)

# SAFEGUARDING POLICY

Safeguarding Policy  
**Document No: OWL-Po03**

Published : 1/11/2017  
Revision No : 2.0  
Revision Date : 1/2/2023  
Approval Date : 1/11/2017

:

**CONTENTS**

- Safeguarding Policy: For Children and Vulnerable Adults ..... 1
- 1. Objective: ..... 1
- 2. Applicability: ..... 1
- 3. Terminology:..... 1
  - 3.1. General: ..... 1
  - 3.2. Child Maltreatment: ..... 1
  - 3.3. Abuse of Vulnerable Adults: ..... 1
- 4. Definitions: ..... 2
  - 4.1. Child: Anyone below 18 years of age.....2
  - 4.2. Vulnerable Adult: An individual aged 18 or over who may need community care services due to various conditions and may be unable to care for or protect themselves..... 2
- 5. Safeguarding Procedures: ..... 2
  - 5.1. Proactive Measures:..... 2
  - 5.2. Addressing Concerns:..... 2
- 6. Confidentiality: ..... 2
- 7. Policy Enforcement: ..... 2

# Safeguarding Policy: For Children and Vulnerable Adults

## Owlypia's Commitment

Owlypia is committed to the safety and well-being of all children and vulnerable adults in its care. This policy delineates our approach to ensure their welfare and to mitigate risks when they interact with our personnel, regardless of their role in the organization.

### 1. Objective

- Prioritize the safety and welfare of children and vulnerable adults.
- Offer reassurance to parents and guardians.
- Act proactively to identify and address potential risks or inappropriate behaviour.
- Respond swiftly and appropriately to any disclosures of maltreatment or abuse.
- Foster an environment of vigilance against potential abusers.
- Cultivate a secure environment for all participants.

### 2. Applicability

This policy pertains to all Owlypia board members, trustees, staff, and volunteers who engage directly with children and adults at risk in any capacity during Owlypia-related activities.

### 3. Terminology

#### 3.1. General

- Owlypia/Company/We/Our refers to Owlypia.
- Board is synonymous with Executive Board.

#### 3.2. Child Maltreatment

- Physical abuse: Deliberate infliction of physical harm.
- Emotional abuse: Prolonged emotional harm affecting emotional development.
- Neglect: Failing to meet basic physical or emotional needs, leading to potential harm.
- Sexual abuse: Coercing a child into sexual activities, both contact and non-contact.
- Bullying: Repeated hurtful behaviour over time, including physical, verbal, emotional, and online forms.

#### 3.3. Abuse of Vulnerable Adults

- Emotional/Psychological abuse: Encompasses threats, deprivation, humiliation, and more.
- Physical abuse: Physical harm or inappropriate sanctions.

- Sexual abuse: Any non-consensual sexual act.
- Financial abuse: Misuse or exploitation of an individual's finances.
- Discriminatory abuse: Harassment based on various personal attributes.

## 4. Definitions

- 4.1. Child: Anyone below 18 years of age.
- 4.2. Vulnerable Adult: An individual aged 18 or over who may need community care services due to various conditions and may be unable to care for or protect themselves.

## 5. Safeguarding Procedures

### 5.1. Proactive Measures

- Awareness: Ensure that all involved parties are familiar with this policy.
- Background Checks: Conduct DBS checks for all personnel.
- Recruitment: Owlypia's recruitment process considers ex-offenders judiciously, assessing risk factors.
- Roles: The Director of Owlypia is the designated safeguarding lead, with all members responsible for their actions and accountable to report misconduct.

### 5.2. Addressing Concerns

- Initial Response: The director will assess the situation, possibly consulting external agencies.
- Immediate Threat: In cases of immediate danger, personnel should contact police first.
- Internal Misconduct: Misdeeds by Owlypia members should be reported to external agencies promptly.
- Agency Contacts: Provide vital contacts for emergency reporting.

## 6. Confidentiality

Owlypia upholds strict confidentiality in line with the Data Protection Act 2018.

## 7. Policy Enforcement

The Director ensures the enforcement of this policy's provisions.

## Change Record

#	Date	Changed by	Comments
1.	1/2/2023	Ali Cifci	Data Protection Act year updated

*OWLYPIA does not discriminate against any member of its community based on gender, race, nationality, ancestry, creed, marital or parental status, or physical, mental, emotional, or learning disabilities in its activities.*

**Published by:**



**OWLYPIA**

330 High Holborn, London WC1V 7QH, United Kingdom

+44 207 406 1459

[www.owlypia.org](http://www.owlypia.org)

[info@owlypia.org](mailto:info@owlypia.org)