**Safeguarding policy template**

Using the information you have developed throughout the toolkit activities, enter relevant section information below to build your policy

**Contents page**

[Depending on the size of your policy, it may be helpful to include a contents page once you’ve transferred all the relevant information across and can record page numbers]

**Safeguarding policy introductory statement**

**Designated staff contact details**

**Safeguarding board contact links**

**Definitions of safeguarding re children / adults** [optional]

**Definitions of abuse** [relevant to your service re child/adults/both]

**Minimising risk**

**Recognising abuse**

**Procedures to respond to concerns and disclosures of abuse**

Confidentiality statement information or reference where this can be found [optional]

**Procedures to respond to allegations involving staff/volunteers**

**Safer recruitment**

**Online safety**

**Child protection records retention and storage** [IF you do not already have a separate record retention policy in place]

**Reference list to accompanying relevant policies and procedures** [as relevant to your group’s existing policies]

* Child protection records retention and storage policy *[if no separate policy is in place – include above as shown]*
* Photography and image sharing guidance
* Code of conduct for staff and volunteers
* Anti-bullying policy and procedures
* Whistleblowing policy