

Safeguarding and Welfare Policy Template

These templates provide a framework to develop a safeguarding policy tailored to your company's needs. Replace the highlighted bracketed sections with your relevant information to create a clear and concise safeguarding policy.

Template A (basic) provides a basic outline of a safeguarding policy statement, while **Template B (comprehensive)** includes a more detailed policy with information on training requirements and how the company will meet the requirements of the safeguarding regime.

If you select Template B, you are taking your safeguarding commitment further by incorporating training for your team, which strengthens the policy's impact. **If your policy references specific training, it is essential that these training programmes are in place and actively implemented to ensure the policy's effectiveness.**

We would always recommend that businesses take as many steps as reasonable to meet their obligations in this area and Template B is the preferred approach for companies to adopt. While this requires an investment, there are opportunities to participate in safeguarding training through WineGB or to arrange your own sessions. For more information, please contact emma@winegb.co.uk.

It's essential to inform all beneficiaries that this policy is in place, encourage internal discussions about safeguarding, and provide clear signposting to the policy. Make sure that your policy is easily accessible and is reviewed at least annually.

Regardless of whether you choose Template A or B, you can schedule a conversation with Emma Rix, WineGB's Sustainability Lead, to discuss how best to personalise, implement, and keep your safeguarding policy up to date (https://calendly.com/emma-winegb/swgb_call).

Our legal partners, Paris Smith LLP, would also be happy to arrange a 15-minute free call to discuss any other policies you require to support your safeguarding arrangements, including how your business complies with the new duty to prevent Sexual Harassment which was introduced in October 2024.

Safeguarding and Welfare Policy Statement Template A (basic)

Purpose

- [Company] is committed to preventing abuse and harm, ensuring the welfare of everyone we engage with.
- We protect all 'beneficiaries' - employees, members, partners, clients, and their families, including vulnerable individuals we encounter.
- This policy aligns with safeguarding laws in England, Wales, and Scotland; current laws take precedence over policy content.
- For queries, contact [Responsible Person's Name, Job Role, Email].

Scope

- This policy guides [company]'s safeguarding approach across all activities, particularly staff and public events.
- It applies to all representatives, including employees, consultants, members, and volunteers.
- This policy is not contractual and may be updated at [company]'s discretion.

Beliefs and Commitments

- Everyone has an equal right to protection from harm, regardless of personal characteristics.
- We commit to:
 - Protecting all service users, including vulnerable groups, from harm.
 - Safeguarding everyone working for or on behalf of [company].
 - Ensuring all activities adhere to safeguarding principles with appropriate checks and ongoing commitment.

Safeguarding Definition

- Safeguarding involves practices to prevent or respond to harm, promoting overall welfare.
- Abuse and neglect can take many forms. Organisations and individuals should not be constrained in their view of what constitutes abuse or neglect and should always consider the circumstances of the individual case. Some examples of abuse that can occur include: physical abuse, sexual abuse, psychological abuse, financial or material abuse, neglect and acts of omission, self – neglect, discriminatory abuse, and organisational abuse.
- This policy protects against harm caused by [company] activities or known external risks.
- A "safeguarding concern" is any risk to these commitments.



Recognising Vulnerabilities

- Some beneficiaries are more vulnerable due to past experiences or dependencies, making their welfare our priority.
- Partnering with beneficiaries and agencies is crucial in protecting against abuse.

Staff Responsibilities

- All staff must follow safeguarding policies and laws, actively ensuring beneficiary safety.
- Safeguarding training is mandatory; report concerns to [Responsible Person's Name, Job Role, Email].
- Report safeguarding concerns immediately, especially if involving serious harm or conflicts of interest.

Reporting and Investigation

- Report concerns to [Responsible Person's Name, Job Role, Email], or use a reasonable alternative if necessary.
- Reports will be promptly investigated under the appropriate policies, with appropriate actions taken.
- Reporters will be updated on progress, although some details may remain confidential and full responses may not be provided.
- Breaches may result in disciplinary action being taken. Serious safeguarding concerns may amount to gross misconduct and may potentially lead to dismissal
- External agencies will be contacted only when required and lawful.

Safeguarding and Welfare Policy Template B (comprehensive)

Purpose

- [company] is committed to ensuring that no one experiences abuse or harm of any kind. We believe in our responsibility to promote the welfare and best interests of all individuals we engage with, ensuring their safety in all our activities.
- We are dedicated to protecting all 'beneficiaries' including employees, members, partners, clients, and their families, from any type of abuse or harm. This also extends to any vulnerable individuals we encounter in our work.
- This policy is grounded in the safeguarding laws of England, Wales, and Scotland. In case of any inconsistencies, current laws will take precedence.
- For any questions, please contact [name of individual responsible for process – ideally most senior person in organisation] [their job role] [email]

Scope

- This policy outlines [company]'s approach to safeguarding and welfare during all activities, particularly member and public events, to protect our beneficiaries from harm.
- It applies to all [company] representatives, including employees, consultants, members, and volunteers.
- This policy is not part of any employment contract and may be updated at [company]'s discretion.

Safeguarding and Welfare Beliefs and Commitments

- We believe that everyone has an equal right to protection from harm, regardless of race, colour, ethnic origin, age, sex, sexual orientation, gender identity, marital status, disability, religion, or belief.
- We are committed to:
 - Protecting all service users, including children, young people, and vulnerable adults, from abuse or harm.
 - Protecting everyone working for or on behalf of [company] from any type of abuse or harm.
 - Ensuring that all our activities follow protective principles, with appropriate checks for those working with us and ongoing adherence to safeguarding and welfare commitments.

Safeguarding Definition

- Safeguarding involves practices that prevent harm or respond to risks to vulnerable individuals, promoting their overall welfare.
- Abuse and neglect can take many forms. Organisations and individuals should not be constrained in their view of what constitutes abuse or neglect and should always consider the circumstances of the individual case. Some examples of abuse that can occur include: physical abuse,



sexual abuse, psychological abuse, financial or material abuse, neglect and acts of omission, self – neglect, discriminatory abuse, and organisational abuse.

- This policy aims to protect beneficiaries from harm caused by [company]'s activities or external factors, when such risks are known or suspected by [company] staff.
- A "safeguarding/welfare concern" is any situation or behaviour that risks violating these commitments.

Recognising Vulnerabilities

- We recognise that some beneficiaries may be more vulnerable due to previous experiences, dependency, communication needs, or other factors. Their welfare is paramount in all our decisions.
- We believe in working in partnership with beneficiaries and other agencies to protect against abuse or harm.

Key Measures

- [company] ensures staff are internally trained to identify, report, and respond to safeguarding/welfare concerns through clear procedures.
- Reported concerns will be addressed promptly and fairly by the appropriate personnel, following established procedures.
- [name of individual responsible for process – ideally most senior person in organisation] [their job role], is responsible for managing and overseeing safeguarding and welfare policies.
- Recruitment processes include appropriate checks (e.g., DBS and references from previous employers [add any other checks done in your company]) and mandatory safeguarding training for new staff. [list training]
- Staff will be advised of their obligations to report any changes in their personal circumstances to the company which may affect their position within the business or have affected the checks undertaken when they commenced employment.
- Regular and relevant safeguarding and welfare training will be provided to all staff, tailored to their roles.
- [company] communicates its approach to safeguarding and protection from harassment to third parties it engages with in the course of business.
- [company] displays clear signs showing its commitment to safeguarding and preventing harassment in the workplace.
- [add any other steps the company takes]
- Safeguarding-related information will be handled securely, in line with UK data protection laws.
- Beneficiaries will be informed about our safeguarding and welfare procedures, and staff will be kept updated on relevant laws and responsibilities. All policies and procedures relating to safeguarding and employee protection will be accessible by [company] website [website URL].



- This policy will be regularly reviewed to ensure compliance with current laws and relevance to [company]'s operations.

Staff Responsibilities

- All staff must uphold [company]'s safeguarding and welfare policies and UK laws, actively contributing to the safety and well-being of beneficiaries.
- Participation in safeguarding training is mandatory, and staff must report any concerns to [name of individual responsible for process – ideally most senior person in organisation] [their job role] [email]
- Safeguarding and welfare concerns should be reported immediately, especially if they involve risks of serious harm or conflicts of interest.

Reporting and Investigation

- Safeguarding and welfare concerns should be reported to [name of individual responsible for process – ideally most senior person in organisation] [their job role] [email]. If this is not possible, an alternative, reasonable method should be used. [insert 'next best option' for your team]
- Reports will be investigated promptly, with appropriate action taken in line with [company] procedures. The appropriate procedure will depend on the nature of the concern raised. It may be addressed through an independent investigation, under the grievance process or whistleblowing procedures, or as a disciplinary issue.
- Staff who report concerns will be informed of the investigation's progress, though some details may remain confidential.

Breaches of this policy or safeguarding laws may result in disciplinary action being taken. Serious safeguarding and welfare concerns may amount to gross misconduct and may potentially lead to dismissal.

External agencies such as local authorities or Police will only be contacted if the person is at serious risk of harm, otherwise confidentiality will be maintained.