

# Safeguarding Guidance



This guidance has been produced using the [Manchester Safeguarding Partnership](#) advice.

As part of the Manchester Safeguarding Standard, the Manchester Safeguarding Adults Board (MSAB) and Manchester Safeguarding Children's Board (MSCB) require all partners to have safeguarding policies and procedures that are compliant with MSAB and/or MSCB safeguarding procedures.

Guidelines for putting together a safeguarding policy for your organisation

A Safeguarding Policy should include:

- details of how the organisation will protect young people and adults at risk of harm
- links to relevant organisational policies
- details of the named safeguarding lead within the organisation
- provision for regular training for **all** staff and volunteers, scaled dependent on the level of contact with vulnerable people
- types of abuse, definitions and how to recognise the signs/symptoms, or signposting to the Care Act 2014 or Working Together 2018
- procedures to ensure accurate, secure recording mechanisms. This includes making a clear written record of all observations, actions and conversations; recording carefully what the adult or child says in their own words; and keeping sensitive information locked away or password protected
- procedures for staff recruitment and managing allegations against staff
- special provision for adults and children with impaired communication

- guidance on information-sharing
- guidance on considering Early Help, if additional needs have been identified but there are no immediate safeguarding concerns
- a timetable for regular audits to ensure that systems are working effectively and procedures are being followed.

A policy must detail the procedure for referral of safeguarding concerns to the local authority designated officer. Referrals must take place within 24 hours of an allegation being made. Organisations should not conduct any investigations without first speaking with the Designated Officer. For Manchester-based organisations, use the [Tell Manchester City Council about someone being abused or neglected](#) page.

Regular reviews should be undertaken to ensure the policy and systems in place are effective. This should be every one to two years, or more regularly if there is a change in legislation.

Further guidance on developing or refreshing your Safeguarding Policy can be found on the [Safeguarding Policy advice for partners](#) page and [the National Youth Agency Safeguarding and Risk Management Hub](#) page.