

Safeguarding Children and Adults at Risk

Version	1.0	Adopted	25 September 2026
Review	September 2027	Status	Public

Sahaad Empowerment Foundation is committed to creating safe, respectful and inclusive environments for children and adults at risk who come into contact with our programmes, outreach, communications and partnerships.

1. Purpose and scope

This public policy explains the safeguarding standards that guide Sahaad's work. It applies to trustees, team members, volunteers, practitioners, consultants, contractors and media personnel acting on behalf of the Foundation.

2. Our safeguarding commitments

- Treat every person with dignity, respect and without discrimination.
- Put the safety and welfare of children and adults at risk ahead of organisational reputation or convenience.
- Use communication approaches that recognise disability, autism, neurodivergence and different communication needs.
- Take concerns seriously, record them appropriately and escalate them where necessary.
- Avoid conduct that is exploitative, humiliating, intimidating, abusive or unnecessarily intrusive.
- Use appropriate consent and, where relevant, assent for participation, photography, video and storytelling.

3. Safe programme delivery

Before activities such as school visits, vocational sessions or community programmes, Sahaad considers foreseeable risks, supervision, accessibility, the suitability of practitioners and any equipment or materials being used.

- Volunteers and practitioners receive appropriate information about expected conduct and safeguarding responsibilities.
- Physical contact must be appropriate to the activity, respectful and never used to punish, intimidate or exploit.
- Personal information and safeguarding records are shared only with people who need the information to protect the person or respond appropriately.
- Where immediate danger or a serious protection concern exists, Sahaad will prioritise safety and contact appropriate emergency, protection or statutory services as required.

4. Raising a safeguarding concern

The Chairman acts as Safeguarding Lead. The Trustee provides safeguarding oversight and an alternative route where a concern involves the Chairman. A person who is the subject of an allegation or conflict of interest must not control the response to that matter.

Concerns should be reported as soon as reasonably possible through Sahaad's published contact route. People raising genuine concerns in good faith will be treated respectfully.

5. Confidentiality and records

Safeguarding information is handled carefully. Records should be factual, dated and limited to relevant information. Confidentiality cannot be promised where sharing information is necessary to protect someone from harm.

6. Review

This policy is reviewed periodically and may be updated sooner where programme experience, organisational change or safeguarding learning indicates that improvement is needed.

Public version. Sahaad maintains additional internal safeguarding procedures and reporting records that are not published online.