

# **LOTUS CARING HANDS (LCH)**

## **Safeguarding Policy and Procedures**

Charity Registration Number: 1132258

Registered Address: 40 Pomeroy Close, Amersham, Buckinghamshire, HP7 9BW

### **1. Policy Statement**

Lotus Caring Hands (LCH) is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We recognise our duty of care and take all reasonable steps to protect individuals from harm, abuse, or neglect.

### **2. Scope**

This policy applies to all trustees, staff, volunteers, contractors, and partners working on behalf of LCH.

### **3. Principles**

- The welfare of vulnerable people is paramount.
- All individuals have the right to be safe and protected from harm.
- Safeguarding is everyone's responsibility.
- Concerns will be acted upon promptly and appropriately.

### **4. Types of Abuse**

LCH recognises the following forms of abuse:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Financial or material abuse
- Discriminatory abuse

### **5. Safeguarding Roles & Responsibilities**

Trustees:

- Ensure safeguarding policies are implemented and reviewed annually.

Designated Safeguarding Lead (DSL):

- Acts as the main contact for safeguarding concerns.
- Ensures concerns are recorded and reported appropriately.

All Staff & Volunteers:

- Must follow this policy and report concerns immediately.

## 6. Safer Recruitment

- Identity verification required
- References checked where appropriate
- DBS checks carried out for relevant roles
- Code of conduct signed by all staff and volunteers

## 7. Reporting Concerns

If there is a concern:

1. Record the concern immediately
2. Report to the Safeguarding Lead
3. If immediate danger exists, contact emergency services
4. Do not investigate independently

## 8. Confidentiality

Information will be shared only on a need-to-know basis in line with GDPR and safeguarding legislation.

## 9. Whistleblowing

Concerns about malpractice or misconduct can be raised confidentially without fear of reprisal.

## 10. Training & Awareness

Regular safeguarding training will be provided for trustees, staff, and volunteers.

## 11. Review of Policy

This policy will be reviewed annually or sooner if required.

Approved by: Board of Trustees

Date: 26/12/2025

Review Date: 26/12/2025