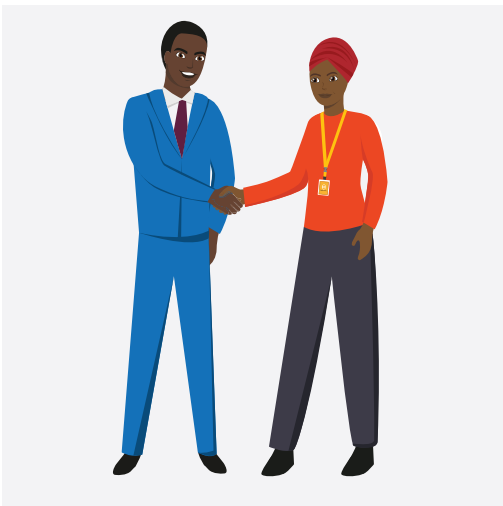


What is in a safeguarding policy?

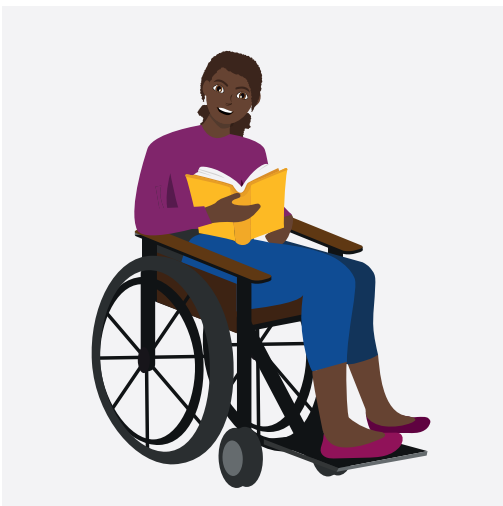
Easy read



About this leaflet



We are called Sightsavers.



The information in this leaflet is for you and your organisation.

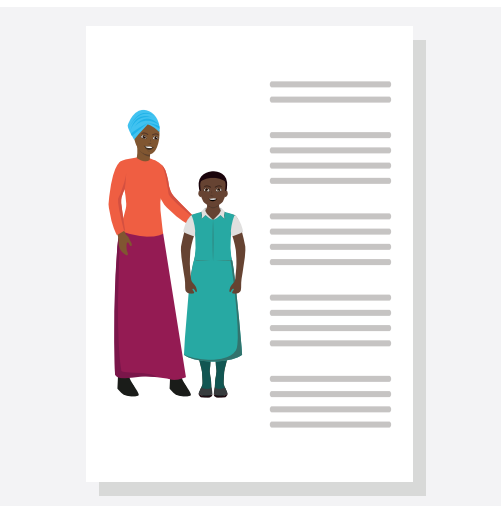


The information will help your organisation to make a plan about keeping people you work with safe.

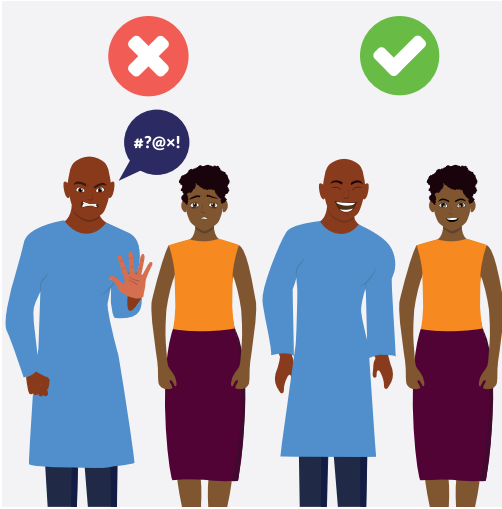
That means keeping people safe from bad things that other people might do.



When we keep people safe it is called **safeguarding**.

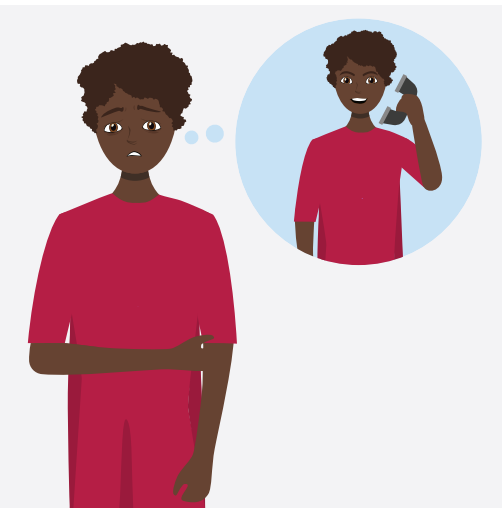


The plan you will make with your organisation is called a **safeguarding policy**.

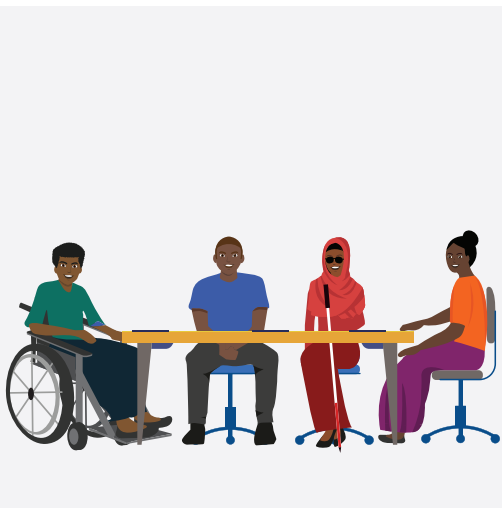


The plan is very important.

It will help people to know what is okay and what is not okay for someone to do.



It will help people to know what to do if they are scared or unsafe.



The information in this leaflet will help you to make a new plan about keeping people safe.

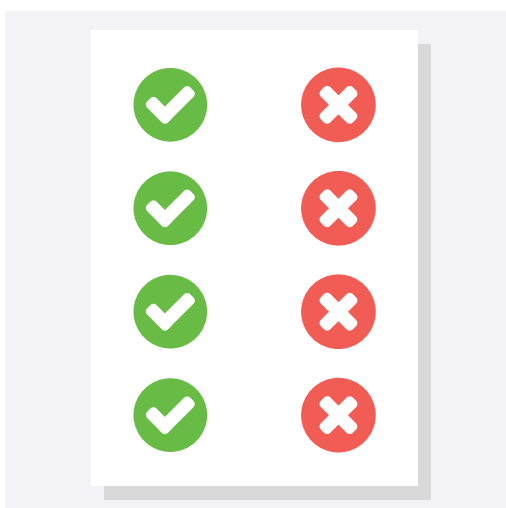
Or it will help you to check a plan that you already have to see if it is right.

We can also help your organisation to make a plan or to check a plan.

What should be in your plan about keeping people safe



The things below should be in your plan.



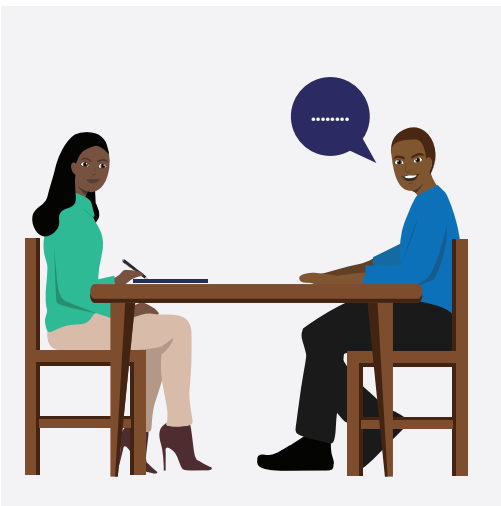
1. A list of things that are okay and not okay for people to do.

This is called a **Code of Conduct**.

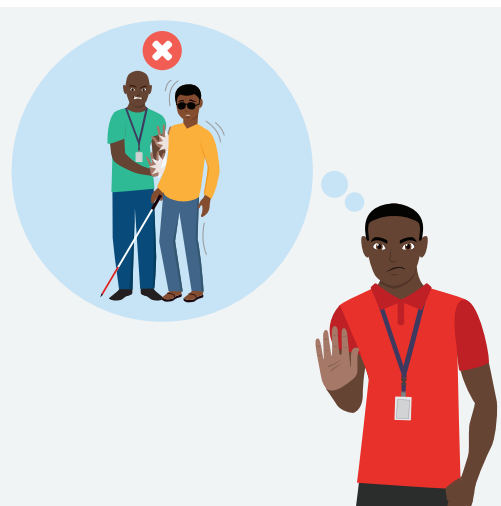
People must agree to this before they work with your organisation.



2. Who your organisation works with and how you will keep them safe.



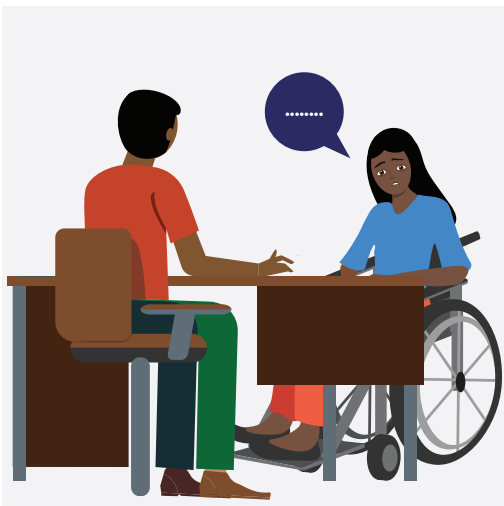
3. How you will check that someone is safe to work for your organisation.



4. How people could be hurt or treated badly by your organisation.



5. What training you will give people in your organisation about how to keep people safe.



6. What people can do if they feel worried or unsafe.

You must tell people what sort of things they can speak up about.

You must tell people how to speak up if they feel worried or unsafe. And you must tell them who they should speak to.



7. Who will make sure that the plan about keeping people safe happens.

8. What your organisation will do to make sure the plan is working.

We are Sightsavers.

We work to stop people losing their sight when they do not need to.

We also work to make life better for people with disabilities.

We work with organisations in different countries to do that.

Sightsavers plan to keep people safe

www.sightsavers.org/safeguarding

Tell Sightsavers about a problem

www.sightsavers.org/speak-up

Our website is:

www.sightsavers.org

Our email is:

info@sightsavers.org

Our phone number is:

01444 446 600

Or +44 1444 446 600 from outside the UK.

@Sightsavers



Sightsavers