Safeguarding Policy

Effective Date: 28.01.2026

Review Cycle: Annually

Our commitment to prevention, reporting, and response

Saffron Kitchen Project (hereinafter SKP) believes that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation.

We are fully committed to ensuring that our policies and procedures comply with our principles and duties and reflect current guidance and best practice in safeguarding children and vulnerable adults. We are taking all necessary steps to prevent harm and to respond appropriately if it should occur.

Our safeguarding policy applies equally to the Board of Trustees, all staff contracted by SKP, all local/international volunteers joining our team and associated personnel whilst engaged with work or visits related to SKP. We commit to addressing safeguarding throughout our work using the three pillars of prevention, reporting, and response. All steps below are currently being implemented by SKP.

If you have a safeguarding concern related to SKP please report it to Gabriella Herberstein

(gabriella.herberstein@hotmail.com)

Prevention:

- Ensure all staff and volunteers have access to, are familiar with and know their responsibilities concerning our Safeguarding policy
- Implement appropriate safeguarding procedures when recruiting, managing, and deploying staff and volunteers through criminal background checks;
- Ensure staff members and volunteers receive orientation on safeguarding at a level commensurate with their role in the organization;
- Appoint a Designated Person (the director) to ensure that safeguarding is given a high priority within SKP;

- Follow up on reports of safeguarding concerns promptly and according to due process.

Reporting:

- SKP will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and volunteers;
- To enable this, SKP has appointed the named safeguarding Designated Person within its Board of Trustees who is responsible for ensuring that safeguarding is given high priority within SKP and that all safeguarding reports are dealt with in a timely manner.

Response:

- Follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations;
- Apply appropriate disciplinary measures to staff found in breach of policy or of the Code of Conduct. It is SKP's policy to report all crimes to the relevant law enforcement or authorities unless doing so may pose a risk to anyone involved in the case.
- Within its means, SKP will offer support to survivors of harm caused by staff or volunteers, regardless of whether a formal internal response is carried out (such as an internal investigation).