Vulnerable Adult Safeguarding Policy

Effective Date: 28.01.2026
Review Cycle: Annually

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DEFINITION

An adult at risk is a person aged 18 or over who may be unable to protect themselves from harm, abuse, or exploitation because of their circumstances.
This may include adults who need care and support, or who are made more vulnerable due to factors such as illness, disability, mental health needs, older age, learning difficulties, homelessness, addiction, domestic abuse, poverty, or social isolation.

1. OUR POLICY STATEMENT

1.1. **Saffron Kitchen Project (SKP)** is committed to our duty of care for the people who use our services and for our staff and volunteers. We strive to create a safe and secure environment where vulnerable adults, volunteers, and staff can work

together confidently in mutual respect. To ensure this, the organisation adheres to the procedures within this vulnerable adult safeguarding policy.

1.2 This policy applies to paid and voluntary workers and people who use the services of SKP and relate to all vulnerable adults.

1.3 In the context of Greek legislation, specific adult safeguarding duties apply to any adult who has care and support needs, and is experiencing, or is at risk of, abuse or neglect, and is unable to protect themselves from either the risk of, or the experience of abuse or neglect, because of those needs (HAPC, 2016).

Many of SKP's team members and students have experienced trauma, and are dealing with the ongoing psychological effects of this. Many are unable to protect themselves from abuse because of isolation, poverty, and homelessness. As such, many of our participants will be considered as vulnerable for the purposes of safeguarding.

2. DESIGNATED PERSON TO OVERSEE POLICY IMPLEMENTATION

2.1 SKP's Project Manager shall be assigned as the Protection Lead (PL) to oversee all aspects of our vulnerable adult safeguarding awareness and implementation of this policy, alongside and reporting to the SKP Director and Trustees

2.2 The PL will receive appropriate training and be aware of relevant contact numbers and addresses of local statutory agencies and other agencies responsible for the protection of vulnerable adults.

2.3. As the PL, the Project Manager will be the main contact person for managing protection issues within SKP. The role and responsibilities of the PL are detailed below (Appendix 1) The SKP PL:

a) will implement and promote SKP's Vulnerable Adult Safeguarding Policy;
b) undertake training on vulnerable adults protection and ensure that the organisation is updated on vulnerable adult protection issues;
c) communicate with staff and volunteers on issues of the protection of vulnerable adults;
d) encourage good practice and support of procedures to protect vulnerable adults;
e) be the first point of contact for advice and support if a vulnerable adult protection issue arises;
f) ensure that reporting procedures are in place for incidents if they occur;

g) ensure that all necessary vulnerable adult protection-related enquiries, procedures, and investigations are carried out;
h) report results of screening enquiries and preserve a "need to know" level of confidentiality and access to secure records;
i) ensure that supervising staff are aware of, and implement, procedures for the secure and confidential storage of records relating to vulnerable adult protection matters;
j) liaise with staff members to ensure implementation of the policy by all staff and volunteers;
k) liaise with social services at a formal and informal level on all vulnerable adults protection matters, and with the police / public prosecutor as necessary;
l) report to the Director on the implementation of this policy;
m) report allegations and suspicion of abuse to the appropriate authorities;
n) liaise with staff members and volunteers to ensure that the activities they plan and carry out on behalf of SKP are sound in terms of vulnerable adults' protection as regards personnel, practices, activities and premises.
o) regularly monitor and review the SKP Vulnerable Adult Safeguarding Policy.

2.4. The SKP Director and Trustees shall ensure active compliance with this policy by all those working in SKP, and shall work closely with the PL to ensure this, providing the PL with assistance to this end. All other staff and voluntary workers of SKP will actively endeavour to implement this policy.

2.5. Contact details:
Director, Evelina Eskenazi - evelina@saffronkitchenproject.org
Project Manager, Stella Elmatzoglou - stella@saffronkitchenproject.org

3. SAFER RECRUITMENT PROCEDURES

3.1 Our aim is to implement recruitment procedures which ensure that, as far as possible, those who seek to work with young people and vulnerable adults through SKP's activities are suitable to do so and do not pose a risk to the client group.

3.2 The organisation will ensure that the following checks are carried out on all prospective staff and longer-term volunteers (those working with SKP for 2+ weeks) whose work involves contact with vulnerable adults.

a) Asking prospective applicants (in the application form) to confirm details of any criminal convictions and to confirm that they are not barred from work with vulnerable adults;
b) undertaking an interview and induction with the applicant;
c) subjecting all prospective workers to a relevant criminal background check, and/or in the case of international applicants, checking a recent criminal background check from their country of origin (no older than 6 months);
d) taking up two references, nominated by the applicant – one of whom must be a person who is not related to the applicant and who preferably has/had a working relationship with the client (employer/tutor) and can comment on their character and trustworthiness and any previous experience of working with young people and vulnerable adults.

3.3 In the interests of ensuring all possible steps have been taken to safeguard vulnerable adults accessing the service, criminal background checks must be as comprehensive as possible. For Greek residents and/or anyone who has currently lived in Greece for more than three months, this means applying for an up-to-date Greek criminal record certificate. Applicants who have previously lived in Greece for more than three months also need to apply for an up-to-date Greek criminal record certificate.

3.4 Prospective staff and volunteers applying from outside of Greece, and/or those who have lived in Greece for less than two years, must provide evidence of a recent criminal background check from their country of residence/origin. This check must have been completed within the last six months. For British applicants this must be an enhanced Disclosure and Barring Service (DBS) check – a basic DBS check is not adequate; wherever possible, criminal background checks from other jurisdictions must be at an equivalent level (i.e. comprehensive not basic).

3.5 The combined effect of paragraphs 3.3 and 3.4 is that applicants who have lived in Greece for more than three months but less than two years will need to produce two criminal background checks – one from Greece and one from their previous country of residence.

3.6 SKP recognises that applicants from refugee and migrant backgrounds may not be able to apply for/produce criminal background checks from their countries of origin. Reasons for this include: an absence of relevant bureaucratic systems, lack of identity documents, risks associated with contacting state agencies in the country of origin, and statelessness. Where this applies to applicants who have been in Greece for more than three months, an up-to-date Greek criminal record certificate will be considered sufficient.

3.6 Volunteers who will be working with SKP for under two weeks are not required to undergo/produce a copy of a criminal background check, provided that:
i) their role will not require any unsupervised contact with vulnerable adults, and;
ii) there will be capacity within the permanent staff team to ensure adequate supervision of the volunteer.

3.7 No applicant may start work unsupervised without the above enquiries being completed and satisfactory references being received, but the Director may, in consultation with the PL, authorise an applicant to commence supervised work where references have been received and the organisation is awaiting the results of a Greek criminal background check. In such circumstances risk reduction measures must be put in place by the supervising staff member.

3.8 Under any circumstances where SKP is directly responsible for conducting any criminal background checks, we will seek the consent of the applicant before initiating this. Where checks are undertaken and the results are in any way questionable (previous criminal offences highlighted/references refused), the supervising staff member will consult with the PL to risk assess the individual and reconsider their suitability for the role. SKP will uphold its commitment to equal opportunities at all times during this process and regard will be given to data which is directly relevant to the applicant's suitability to the role and the safeguarding of clients.

3.9 Applicants who have a criminal offense history related to child abuse or neglect, sexual violence, trafficking, domestic abuse or stalking will not be eligible to work or volunteer for SKP. Other criminal offences will not automatically preclude applicants from working with SKP but consideration will be given to whether these might indicate ongoing safeguarding risks, with particular attention given to any violent offences or behaviour that put others at risk (e.g. driving under the influence of alcohol), and especially such offences that occurred within the last two years.

3.10 The PL is responsible for informing all staff of methods of data and confidentiality protection. Supervisory, and where relevant, administration staff are responsible for ensuring that enquiries are conducted confidentially, and records stored securely.

3.11 SKP requires staff and volunteers to provide a fresh criminal background check every two years.

4. INDUCTION, TRAINING AND SUPPORT

4.1. SKP will ensure that appropriate induction, training and information is available to all employed staff and volunteer workers concerning vulnerable adults' safeguarding matters. This is the responsibility of the PL to devise and implement, in consultation and liaison with the Director.

4.2. All employees working in roles with vulnerable adults are required upon recruitment to attend or undertake an in depth briefing and/or training on vulnerable adult protection, as organised by SKP, and will be able to recognise signs of abuse and know the appropriate reporting procedures for this. Refresher training will be provided to all staff and volunteers at least every 2 years. Suitable online training and discussion may stand in place of this if necessary.

4.3. All employees and volunteers who will be working with vulnerable adults will be given details of this policy when joining SKP.

4.4. All employees and volunteers who will be working with vulnerable adults will be given SKP's Code of Conduct, which all staff and volunteers are required to read and sign before they have any contact with vulnerable adults.

4.5. Our policy will be accessible to all those involved with the work of SKP, such as young people/vulnerable adults, parents/carers, and external agencies.

4.6. Bi-monthly supervision meetings will be used as a means to support workers through the sharing of any concerns about safeguarding within their work.

5. DEFINITIONS AND SIGNS OF ABUSE

5.1 Adults can be subjected to physical, sexual and emotional abuse but this generally holds a different significance within Greek law and social services processes. Not all forms of abuse against adults constitute a criminal offense, disclosures regarding abuse against adults do not generally warrant a breach of confidentiality (i.e. SKP cannot generally report concerns about abuse against adults without the consent of the victim/survivor).

5.2 Definitions that are relevant to safeguarding vulnerable adults:

a) Domestic Violence/Abuse

Within the Greek legal system, domestic violence refers to any of the following offences against a family member: physical injury; illegal violence and threat; sexual abuse, including rape; sexual harassment ("abuse in lewdness"); manslaughter by intention; fatal injury. This definition includes violence and abuse towards minors within the family.

While it is important to keep this domestic legal framework in mind, it should be noted that it defines domestic violence in quite narrow terms, and it does not enable a distinction between domestic abuse and child abuse. Therefore, SKPalso recognises the following (non-legally binding) definition, which should underpin our recognition and response to domestic violence:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 18 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- *psychological*
- *physical*
- *sexual*
- *financial*
- *emotional*

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

*Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim." **

This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

b) Forced Marriage

There is no internationally agreed definition of forced marriage but it can be understood as a marriage where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse used.[1] A forced marriage is different to an arranged marriage where families take a leading role in choosing the marriage partner, but both parties are free to choose whether to enter into the marriage or not.

Forced marriage does not constitute a specific criminal offence under Greek Law but the issue may fall under other criminal offences such as coercion through violence or the threat of force.[2]

c) Female Genital Mutilation (FGM)

[1] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/325920/FCO_FM2014_A6_web.pdf

[2] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/157829/forced-marriage-response.pdf

Female genital mutilation comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons.[3] It is sometimes referred to as female circumcision, or female genital cutting. FGM practices may have a cultural basis but are medically unnecessary, extremely painful and have serious health consequences, both at the time when the mutilation is carried out, and later in life.

FGM does not constitute a specific criminal offence in Greece, but can be criminally prosecuted under the offences of bodily injury, dangerous bodily harm and bodily harm against a minor.[4]

d) Trafficking

Article 3, paragraph (a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons (2000, 55/25), defines Trafficking in Persons as the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

5.3 Disclosure or evidence for concern may occur in many different ways. Workers should be aware of these signs and try to recognise them. In addition to the above listed signs and definitions, staff and volunteers should also be aware of the additional risks associated with the improper use of new media including photography, videos and the internet in the abuse and exploitation of vulnerable adults. Staff and volunteers should follow the steps outlined in the SKP Social Media Policy and SKP Photography Policy to limit the opportunities for exploitation using these means whilst vulnerable adults are using SKP services.

6. GUIDANCE ON HOW TO RESPOND TO SAFEGUARDING CONCERNS AND DISCLOSURES OF ABUSE

6.1 It is imperative that all staff and volunteers working to safeguard young people and vulnerable adults fully understand their responsibilities and duties. Those working

[3] Joint Statement on Female Genital Mutilation (WHO, UNICEF, UNFPA, 1997)
[4] Current Situation and Trends of FGM in Greece (EIGE, 2013)

on SKP's activities have a duty to ensure that any suspicion, incident, allegation or other manifestation relating to vulnerable adults protection is reported. These responsibilities and duties will be covered in SKP's Safeguarding induction.

6.2 Where concerns relate to an allegation of abuse, staff and volunteers should think of the three R's in relation to safeguarding; **Respond, Report and Record.**

a) Respond

When a participant makes a disclosure which raises safeguarding concerns:

- Be responsive, remain calm, listen and acknowledge the information you have been given. If you show anger, disgust, disbelief then the person may stop talking for fear of upsetting you or may feel that your negative feelings are being directed towards them.
- Ensure the person is in a space where they feel comfortable.
- Allow the person time to speak.
- Never interrupt or make suggestions. Avoid asking questions other than to clarify your understanding. ***You must never interview or investigate***, this is the job of municipality social workers and/or the police; any leading questions asked might affect the outcome of any criminal procedures.
- Be honest; tell the person that you are there to support them, and as such, cannot keep what has been disclosed a secret; you have a legal duty to talk to someone who can help. Make clear to the person that you are concerned and you will need to report this information to other professionals, in the first instance the Protection Lead (PL).
- You can reassure them that you will not share the disclosure with anyone that does not need to know.

b) Report

Staff should seek, in general, to discuss any concerns openly with the person who disclosed the abuse and seek their agreement to make a referral to the appropriate service. Under most circumstances, it will be the responsibility of the PL to have such a discussion and seek agreement to make a referral. The PL must consider whether such a discussion and agreement-seeking might place a vulnerable adult at increased risk of suffering significant harm. If in doubt, they should discuss this with the trustees and/or consult with a social worker in an external protection unit if appropriate. The PL will respond to the staff member within 24 hours.

c) Record

As soon as practical, using an Incident Report Form (Appendix 2), each member of staff who was privy to the incident should record**,** in writing, everything they have been told using the person's own words and include anything which gave cause for concern such as a drawing, painting, writing etc. Volunteers should be supported by the relevant staff member to provide any written reporting. These reports should be passed to the PL who should, following discussion with the worker, make a referral directly to the police / public prosecutor if appropriate

6.3 Once a referral has been made, the information should only be shared with those who need to know in order to protect the individual. This record of information must be signed and dated by the staff member and the SKP PL.

6.4 If external advice and guidance is required, the SKP PL should contact an appropriate social work service. It is important that staff and volunteers remember that they may not be the only one to have concerns i.e. the information they have may fit into a wider picture.

Remember it is not the job of staff members and volunteers to decide if a vulnerable adult has been abused. **It is the responsibility of all staff and volunteers to report concerns.**

6.5 Key messages:

- **Respond to what you hear**
- **Report. DO NOT investigate.**
- **Record the information and send to/share with the PL within 24 hours. The PL in turn will contact the relevant agencies or authorities immediately.**

6.6 Once a referral has been made, all information received by the PL should be fully investigated and acted upon, or referred and followed up. This may include:

- Checking agency records and gathering information;
- Speaking to the family and assessing the situation; and
- Making sure that others in the family are safe.

Once enquiries have been completed one or more of the following might happen:

- No further action;
- Support or advice offered to the family;
- Referral to another agency for a service e.g. counselling; or
- Legal action initiated, if appropriate.

7. GUIDANCE ON HOW TO RESPOND TO OTHER WELFARE CONCERNS

7.1 If concerns are of a more general nature concerning a vulnerable adults welfare, they should initially be discussed with your line manager and the PL. There will sometimes be concerns for families, children and young people that may not constitute a protection issue, but for which the client could benefit from additional support. Where support needs cannot be fully met by the SKP the SKP director should consider what services to signpost or directly refer vulnerable adults and families to.

8. CONSENT OF ADULTS IN RELATION TO SAFEGUARDING

8.1 All of the young people that access SKP are over 18 and therefore legally adults. As discussed at 1.3, adults may also be subjected to various abuse and exploitation, and vulnerable adults are particularly at risk. SKP uses a person-centred approach which means that adults are encouraged to make their own decisions and are provided with support and information to empower them to do so. This approach recognises that adults have a general right to independence, choice and self-determination including control over information about themselves. Staff should ensure that the adult has accessible information so that the adult can make informed choices about safeguarding: what it means, risks and benefits and possible consequences. Staff will clearly explain the various options to help support them to make a decision about their safety.

8.2 Adults may not give their consent to the sharing of safeguarding information for a number of reasons. For example, they may be unduly influenced, coerced or intimidated by another person, they may be frightened of reprisals or about insecure immigration status, they may fear losing control, they may not trust social services, the police or other agencies, or they may fear that their relationship with the abuser will be damaged. Reassurance and appropriate support may help to change their views on whether it is best to share information.

8.3 SKP's Director should consider the following and:

- Explore the reasons for the adult's objections – what are they worried about?
- Explain the concern and why you think it is important to share the information
- Tell the adult whom you may wish to share their information with and why
- Explain the benefits to them or others, of sharing information – could they access better help and support?

- Discuss the consequences of not sharing the information – could someone come to harm?
- Reassure them that the information will not be shared with anyone who does not need to know
- Reassure them that they are not alone and that support is available to them. If, after this, the adult refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, in general, their wishes should be respected.

8.4 However, there are a number of circumstances where staff can reasonably override such a decision, including:

- The adult lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the relevant Greek legislation (HAPC, 2016).
- Emergency or life-threatening situations may warrant the sharing of relevant information with the emergency services without consent
- Other people are, or may be, at risk, including children
- Sharing the information could prevent a serious crime
- A serious crime has been committed
- The risk is unreasonably high
- Staff are implicated

In such circumstances, it is important to keep a careful record of the decision making process. Staff must seek advice from the PL except in emergency situations. Legal advice should be sought where appropriate by the PL. If the decision is to take action without the adult's consent, then unless it is unsafe to do so, the adult should be informed that this is being done and of the reasons why.

8.5 If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the adult then the PL should ensure that:

- The adult is supported to weigh up the risks and benefits of different options
- Is made aware of the level of risk and possible outcomes
- Is offered support to build confidence and self-esteem if necessary
- Agree on and record the level of risk the adult is taking
- Record the reasons for not intervening or sharing information
- The situation is regularly reviewed

8.6 It is important that the risk of sharing information is also considered. In some cases, such as domestic violence, it is possible that sharing information could

increase the risk to the adult. Safeguarding partners need to work jointly to provide advice, support and protection to the adult in order to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

9. ALLEGATIONS AGAINST WORKERS OR MANAGEMENT

9.1 Allegations made against SKP members staff and volunteers by fellow SKP staff and volunteers

It can be difficult to report concerns about a member of the team but everyone in SKP has a duty to do this. Any concern for the welfare of a child or vulnerable adult arising from suspected abuse or harassment by any member of SKP should be reported immediately to the PL, or where the allegation concerns the PL, to the SKP Director. SKP will fully support anyone who, in good faith, reports concern that a colleague may be abusing a child or adult. Staff members reporting abuse are witnesses not complainants. Allegations of abuse against a member of SKP staff by a member of the SKP team should be recorded and reported immediately. Every effort will be made to maintain confidentiality for all concerned and consideration will be given to what support may be appropriate to children, parents, and SKP team members.

The SKP Director is monitored by SKP's Trustees. If an allegation is made against the SKP Director then the Trustees will be contacted immediately. Team members can also raise concerns directly with the trustees. The board can be reached via Gabriella Herberstein gabriella.herberstein@hotmail.com

9.2 Allegations made by an adult accessing SKP against SKP team members

If allegations are made by a SKP beneficiary against any person working for SKP, whether paid or unpaid, the following procedure will come into force - incident reports (using the form in Appendix 2) will be made at all stages as appropriate:

a) The person receiving the allegation will immediately inform the Director(s) (or the PL if the allegation is related to the Director(s)
b) The Director(s) should inform the person against whom an allegation has been made as soon as possible, unless it is deemed that doing so would put the complainant at risk.
c) The SKP Director is monitored by SKP's Trustees. If an allegation is made against the SKP Director then the Trustees will be contacted immediately.

Team members can also raise concerns directly with the trustees. The board can be reached via Gabriella Herberstein (gabriella.herberstein@hotmail.com)

9.3 The course of action to be taken from thereon will be decided by the nature of the allegation(s).

a) If a criminal allegation is made e.g. of sexual harassment or abuse, or physical assault, the Trustees will immediately request an incident report (which will be treated as confidential) and will activate the Disciplinary Procedure and temporarily suspend the person from any activity in the organisation. The matter must then be reported immediately to the police. The suspension will remain in force unless and until the police and/or social services confirm there was no substance to the report.

b) If there is no criminal allegation, the PL (or a different appointed individual in the case that the allegation is made against the PL) will gather as much detail from available sources of information as possible, by way of investigation.

c) A meeting should be conducted involving the person accused and a representative, the PL and a SKP Trustee. The meeting should be minuted. Prior to the meeting the accused person should be informed, in writing, of the purpose of the meeting. The accused person must be treated with respect at all times; their innocence is presumed until proven otherwise. The person accused should be allowed to see the meeting minutes and asked to confirm their accuracy.

d) The SKP Trustees with all the information resulting from the investigation and meeting must then decide on a course of action which could be either:

- **i.** to treat the matter as a disciplinary issue, either as misconduct or gross misconduct, with associated rights of appeal, or
- **ii.** to dismiss the allegations as unfounded or to make such other non-disciplinary recommendations as are appropriate.

e) The decision should be communicated to the person being investigated and to the person who made the original accusation.

10. SAFEGUARDING WITH PARTNERS

10.1 All partners operating inside SKP are expected to have their own comprehensive safeguarding policy, whilst adhering to, as a minimum, SKP's guidelines, practices and standards as laid out in the *SKP Vulnerable Adults Safeguarding Policy*. For partners whose services and activities are provided outside of SKP premises, the SKP director will review the partners own safeguarding policy, to ensure it meets

as a minimum, the guidelines, practices and standards required by SKP, for the activities proposed. This is reflected in signed Memorandums of Understanding with partners, prior to any activities taking place, in which all parties agree to follow the relevant safeguarding policy and inform all partners concerned if policies are to be amended.

11. COMMUNICATION

11.1 The PL should give verbal notification to any team member, regarding any report that refers to him/her. This feedback is provided on a need-to-know basis, so the level of detail may vary depending on the worker's role and the issues raised.

12. CONFIDENTIALITY

12.1 Any personal information gathered about a young person or vulnerable adult will be stored in a safe, locked cupboard or password protected electronic file. Only those who 'need to know' should have access to this information. Where a client is not at risk of serious harm, their consent will be required to pass on their information to other bodies who may be able to support them (including parents/carers, CAHMS, etc). Where there is a serious risk of harm, the vulnerable adult will be advised in advance that the information will be passed onto Social Services – they should be advised that whilst we would like their consent it is not required for this action.

12.2 Copies of all returned DBS checks and documentation pertaining to any protection issues will be kept confidentially and securely locked within the organisations administration office.

13. ORGANISATIONAL LEARNING

13.1 The PL will discuss any vulnerable adult protection issues at bi-monthly team meetings, including policy updates, training needs and opportunities, and themes emerging from practice.

14. REVIEW AND IMPLEMENTATION OF THIS POLICY

14.1 The Directors and PL will review this policy, its implementation, and its effectiveness annually and shall ensure that the views of all workers, paid and volunteer, are sought and reflected in such a review process, and that any external input is sought as appropriate.

In an emergency contact the Police.

Name: Evelina Eskenazi Signed:
Position: Director

Name: Gabriella Herberstein Signed:
Position: Trustee

Appendix One:

SKP Child Protection Lead Job Role

The Child Protection Lead has the main responsibility for managing child protection issues within SKP. The role and responsibilities of the Reporting Officer are detailed below. The PL: Marios Kotesis

a) will implement and promote SKP's Child Protection Policy and Procedures;
b) undertake training on child and vulnerable adults protection and ensure that the organisation is updated on child and vulnerable adult protection issues;
c) communicate with staff and volunteers on issues of the protection of children and vulnerable adults;
d) encourage good practice and support of procedures to protect children and vulnerable adults;
e) be the first point of contact for advice and support if a child or vulnerable adult protection issue arises;
f) ensure that reporting procedures are in place for incidents if they occur;
g) ensure that all necessary child and vulnerable adult protection-related enquiries, procedures and investigations are carried out;
h) report results of screening enquiries and preserve a "need to know" level of confidentiality and access to secure records;
i) ensure that supervising staff are aware of, and implement, procedures for the secure and confidential storage of records relating to child and vulnerable adult protection matters;
j) liaise with staff members to ensure implementation of the policy by all staff and volunteers;
k) liaise with social services at a formal and informal level on all child and vulnerable adults protection matters, and with the police / public prosecutor as necessary;
l) report to the CEO and Director on the implementation of this policy;
m) report allegations and suspicion of abuse to the appropriate authorities;
n) liaise with staff members and volunteers to ensure that the activities they plan and carry out on behalf of SKPare sound in terms of child and vulnerable adults' protection as regards personnel, practices, activities and premises.
o) regularly monitor and review the SKPChild Protection Policy and Procedures.

Appendix Two:
Incident Report Form

Appendix Three:
SKP Safeguarding Concern Reporting Form

Appendix Four:
Safeguarding Vulnerable Adults - Emergency Contacts

If you are worried that a child/young person is at risk of being abused or neglected you should contact one of the following people:

SKP Director:

Evelina Eskenazi (evelina@saffronkitchenproject.org)

SKP Trustee:

Gabriella Herberstein

(gabriella.herberstein@hotmail.com)

SKP Project Manager:

Stella Elmatzoglou

(stella@saffronkitchenproject.org)

Appendix Five:

SKP General Code of Conduct

This code of conduct applies to all team members and partners operating inside SKP premises and all team members working or volunteering in association with SKP, regardless of the location.

- I understand that as a team member of SKPI, I represent SKP inside and outside of normal operating hours. I understand that my actions outside of SKP can have a negative impact on the reputation of the organisation and on the young people the organisation exists to serve and that such actions may have consequences.
- I understand that all team members are to be treated equally regardless of race, age, nationality, gender, sexual orientation, disability, cultural background or religious affiliation.
- I will be conscious that I am part of a professional environment and should dress accordingly.
- I will comply with all relevant Greek laws and regulations (if you are unclear on any of these then you must consult a member of staff).
- I will observe all of SKPs' aims, objectives, and health and safety guidelines set by SKP, taking care to not undermine or damage the work SKPdoes.
- I agree not to post any comments or posts on social media that could in any way harm SKP's work.
- I will provide SKPwith complete and accurate information about myself and my medical history, including any physical or mental conditions that may make me unable to perform or safely complete the placement.
- All temporary team members should be accompanied by a second team member if they are in a private space with one young person.
- I am responsible for my own health and safety in and around Athens, with the guidance and advice of SKP.
- I understand that SKP is an open centre where many people come in every day. Therefore I understand that SKP is not responsible for the loss of any personal items.
- I will not consume alcohol or illegal substances in SKPspaces.
- I understand that SKPhas the right to terminate or cancel my placement if I am found to be in breach of any of the terms of this agreement.
- I understand that SKPhas an open-door policy and that if I am experiencing issues at SKP, I can speak to a Director openly about it.

Regarding Young People and Vulnerable Adults:

- I will respect young people and the experiences that they have had
- I will not ask sensitive questions about young people's past.
- If a young person shares information that suggests that they are being harmed or at risk of being harmed, I understand I am obliged to share this with core staff and youth workers.

I will never:

- Share personal information/ sensitive information about young people at SKP, including names, identifiable information and personal stories and experiences

with anyone who is not involved in the case management system and the formal care and support of the young person.
- Share my personal contact information.
- Receive the personal contact information of people, unless involved in the case management system.
- Make inappropriate physical or verbal contact with young people.
- Form intimate or sexual relationships with service users.
- Allow bullying or racism to go unchecked.
- Make suggestive or derogatory remarks or gestures in the presence of young people.
- Display any favouritism for any young person.
- Let any allegations made by a young person go unrecorded.
- Offer young people gifts or money.
- Receive gifts or money from young people.
- Arrange to meet young people outside of the SKP space for non SKP related activities, and outside SKP working hours.
- Allow young people to stay overnight in my place of residence.
- Take a young person alone in a vehicle on journeys, however short.
- Become friends with or communicate with young people via any form of virtual, digital or social media.

Photography:

- I will follow the rules laid out in the SKPPhotography Policy.
- All camera equipment should be kept concealed and off until it is discussed with young people and they understand the purpose and how the pictures will be used.
- It is not permitted to put pictures that will give away a young person's identity in/on any public space. This includes all forms of social media. This is to protect the individual's privacy and prevent any negative impact on an asylum claim in a third country.
- The individual will be required to remove internet postings which are deemed to breach the SKP Child and Vulnerable Adult Safeguarding Policy, or SKP Social Media Policy.