

SAFEGUARDING POLICY



APPROVED BY HHP BOARD:
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EFFECTIVE DATE:
November 2025



hebridean housing
partnership

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INTRODUCTION

- 1.1 HHP is committed to safeguarding and promoting the welfare of all tenants, staff and visitors.
- 1.2 We recognise our duty of care to protect vulnerable adults and children from abuse, neglect, exploitation and harm.
- 1.3 This Policy applies to:
- All staff, Board Members, contractors and volunteers;
 - Tenants and service users, including children and vulnerable adults; and
 - All activities and services delivered by or on behalf of the organisation.
- 1.4 All contractors on our frameworks will be required to confirm they have appropriate safeguarding policies and procedures in place.

AIMS

- 2.1 The Policy sets out guidance on safeguarding and the requirement for reporting safeguarding concerns.
- 2.2 We recognise that individuals may experience different risks and barriers to safeguarding related to age, disability, gender, race, religion or sexual orientation. Our goal is to ensure that safeguarding is effective, fair and responsive to individual circumstances by providing information and reporting mechanisms which are accessible and sensitive to the needs of all individuals.

SAFEGUARDING RISKS

- 3.1 OSCR guidance requires charities working with vulnerable beneficiaries to implement safeguarding measures. While risks cannot be entirely removed, having effective policies, clear responsibilities, and staff training helps reduce potential harm to children and vulnerable adults.

From

3.2 There are various safeguarding risks associated with housing. Some examples of these risks include:

- Domestic Abuse
- Cuckooing
- Mental Health crises
- Anti-Social Behaviour
- Unfit Living Conditions (e.g. damp, overcrowding)
- Financial Abuse or Neglect
- Modern Slavery

REPORTING SAFEGUARDING CONCERNS

4.1 It is the responsibility of all staff to report any safeguarding concerns to the Safeguarding Officer or Deputy Safeguarding Officer immediately.

4.2 Information regarding reports of safeguarding concerns will be shared on a need to know basis only.

4.3 We will co-operate fully with the following agencies on safeguarding concerns:

- CNES Social Work Department
- Police Scotland
- NHS and mental health services
- MAPPA

RECRUITMENT & TRAINING

5.1 PVG Checks will be required for relevant roles e.g. Housing Officers.

5.2 All staff will undertake regular safeguarding and equality, diversity, and inclusion training to identify and address concerns for individuals from all backgrounds.

RELATED POLICIES

- 6.1 We have several policies which contain elements of safeguarding. A list of these policies can be found at Appendix 1.

MONITORING AND REVIEW OF POLICY

- 7.1 The Policy will be reviewed every 3 years in accordance with our Policy Review Schedule or following any significant safeguarding incidents.

INTERPRETATIONS & ABBREVIATIONS

The following interpretation and abbreviations are used in this policy:

WORD	INTERPRETATION
<i>HHP or Partnership</i>	Hebridean Housing Partnership
<i>Board</i>	Means the Board of the Hebridean Housing Partnership
<i>Board Members</i>	All Members of the Board including co-opted Members
<i>Child</i>	Anyone under 18 years of age
<i>OSCR</i>	The Office of the Scottish Charity Regulator
<i>Vulnerable Adult</i>	A person aged 18 or over who may be unable to protect themselves from harm or exploitation due to age, disability, illness or life circumstances
<i>MAPP</i>	Multi Agency Public Protection Arrangements
<i>Cuckooing</i>	Criminal practice where someone takes over the home of a vulnerable person to use it for illegal activities such as drug dealing or storing illegal items
<i>Modern Slavery</i>	The exploitation of individuals by others for personal or commercial gain where victims are coerced into situations they cannot escape
<i>Safeguarding Officer</i>	Director of Operations or their named Deputy
All references to the masculine gender in this policy shall read as equally applicable to the feminine gender	



APPENDIX 1 – POLICIES WITH SAFEGUARDING ELEMENTS

Alcohol & Substance Misuse
Codes of Conduct
Comments, Compliments & Complaints
Debt Management
Disclosure of Interest
Domestic Abuse
Entitlements, Payments & Benefits
Equality & Diversity
Fire Safety (Office)
Fraud
Gas Safety Management
Health & Safety
Landlord Health & Safety Policies
Lone Working
Managing Violence and Aggression at Work
Maternity Leave
New & Expectant Mothers
Openness & Confidentiality
Parental Leave
Particular Housing Needs
Paternity Leave
Personal Relationships at Work
Repair & Maintenance
Risk Management
Shared Parental Leave
Smoking at Work
Special Leave
Stress Management
Tenant Participation
Engagement (Previously Unacceptable Actions by Complainants)
Vulnerable Consumers
Whistleblowing
Young Workers

APPENDIX 2 – DISCLOSURE CHECKS

The following roles will require Disclosure or PVG Checks

Chief Executive	Dislcosure
Directors	Disclosure
Investment Manager	Disclosure
Assets & Contracts Manager	Disclosure
Clerk of Works	Disclosure
Housing Officers	PVG
Development Manager	PVG
Handyman	PVG
Housing Admin Officers	PVG
Tenant Engagement Officer	PVG