



DG Unlimited – Safeguarding Policy for Children, Young People and Vulnerable Adults

Effective and valid from: January 2025, as approved by the DG Unlimited Board of Trustees.

1. Introduction

DG Unlimited (DGU) is committed to ensuring the safety and wellbeing of children, young people and vulnerable adults who may come into contact with our organisation. We recognise our duty of care and responsibility under Scottish law to safeguard those at risk of harm or exploitation.

This policy aligns with the Adult Support and Protection (Scotland) Act 2007, the Children and Young People (Scotland) Act 2014, and the National Guidance for Child Protection in Scotland (2021).

2. Scope

This policy applies to all DGU board members, staff, freelancers, volunteers and members. It applies to all settings where DGU activity or representation occurs, including digital platforms.

3. Definitions

- A child is anyone under the age of 18.
- A young person is someone aged 14 - 25.
- A vulnerable adult is someone aged 18 or over who may be unable to safeguard themselves from harm, exploitation or abuse, due to disability, age, illness or mental health needs.

4. Policy Principles

- DGU does not routinely work directly with children or vulnerable adults. If a project involves such work, DGU will ensure appropriate safeguarding measures and PVG Scheme checks are in place.
- DGU representatives must not work alone with a child or vulnerable adult without prior agreement and arrangement with DGU senior management.
- Young people and vulnerable adults should not be excluded from participation, but additional safeguards will apply.

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- Organisations applying for DGU funding or support must have their own safeguarding policies.
- DGU can signpost to appropriate safeguarding resources but does not offer legal advice.

5. Working with Grant Applicants

- Any organisation applying for funding and working with vulnerable groups must have a safeguarding policy in place.
- Applicants under 16 must have a responsible adult involved in all communications.
- Applicants aged 16 or over may apply independently but may require additional support.

6. Responsibilities of DGU Representatives

- Never work alone with a child or vulnerable adult without appropriate management authority, and safeguarding procedures in place.
- Ensure appropriate supervision in all in-person and digital interactions.
- Provide clear information, induction and support where young people or vulnerable adults are involved in any DGU activities.

7. Safe Recruitment

DGU follows safe recruitment practices, including reference checks and PVG Scheme checks where appropriate.

8. Responding to Concerns

- All concerns about abuse must be reported promptly to the DGU Designated Safeguarding Officer (DSO). *This is the Finance Officer, David Wright if a male is required, and Tabi Mudaliar, Creative Director if a female is required.*
- Abuse includes physical, emotional, sexual and financial abuse, neglect and exploitation or bullying in any form.
- If someone discloses abuse, listen carefully, offer reassurance, and explain you cannot keep the information confidential.
- In urgent cases, call 999 or contact local social services directly.
- The DSO will assess and determine next steps, including contact with Police Scotland or the local authority as needed.

9. Record-Keeping

All safeguarding concerns will be recorded securely and retained in line with GDPR and data protection regulations.

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10. Training

All staff, board members and volunteers will receive basic safeguarding training, with additional training provided as needed.

11. Review

This policy will be reviewed every year or in response to changes in legislation or best practice guidance.