**Introduction to safeguarding**

If your organisation will be working with children or vulnerable adults, it is essential that you develop a safeguarding policy that sets out your organisation’s commitment to keeping children and/or vulnerable adults safe. Your policy should also outline responsibilities around safeguarding and procedures for dealing with safeguarding incidents or concerns.

If you have organisations using your space who are working with children or vulnerable adults, they will need their own separate safeguarding policy. You should make this clear in the terms and conditions that you ask organisations to sign when they hire space in your building.

There is lots of guidance online and example safeguarding templates you can adapt to fit the needs of your organisation:

* <https://learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy-statement>
* <https://www.anncrafttrust.org/resources/tips-safeguarding-adults-policy-procedure/>
* <https://www.safeguardingmatters.co.uk/writing-safeguarding-policies/>