SUNNY GOVAN COMMUNITY RADIO

# SAFEGUARDING POLICY

Charity No. SC031526

Reviewed September 2025

## Introduction

Sunny Govan Community Radio is committed to ensuring the safety and welfare of all participants and staff working within the organisation. We recognise that children, young people with disabilities, and vulnerable adults are at higher risk of abuse and exploitation. This policy aims to protect both those we work with and our staff and volunteers.

As a charitable organisation, we adhere to the advice and guidance on safeguarding issued by the Scottish Charity Regulator (OSCR) and follow the Scottish Government's National Guidance for Child Protection in Scotland 2021.

## Safeguarding Roles

Safeguarding Coordinator: Steven Gilfoyle (Development Manager)

Chairperson, Board of Trustees: Prof Geoffrey Whittam

## What to do if you think a vulnerable beneficiary is at risk

If you believe a vulnerable beneficiary may be at risk of abuse, follow these steps:

1. Be supportive and listen carefully without asking unnecessary questions.
2. Take what they say seriously, and explain that you will need to pass the information on.
3. Write down your concerns and, where possible, use the beneficiary’s own words.
4. Immediately report your concerns to the Safeguarding Coordinator (on the same day).
5. Complete a ‘Record of Concern Alert’ form (Appendix 2), sign and date it.
6. If unsatisfied with the response, contact the local Social Work Services Office directly.
7. In an emergency, if a child or vulnerable adult is at immediate risk of harm, contact the Police by calling 999.

## Confidentiality

If a vulnerable beneficiary may be at risk of harm, safeguarding responsibilities override any requirement to keep information confidential. All staff and volunteers must act to ensure protection.

## Staff Training & Development

All staff and volunteers will receive safeguarding induction training as soon as possible after starting. Annual safeguarding training will cover recognising and responding to abuse, online safety, anti-bullying, domestic violence, FGM, racism, and other safeguarding topics.

## Safe Recruitment & Selection

Sunny Govan Community Radio fully complies with the Protection of Vulnerable Groups (PVG) Scheme. All staff and volunteers working with vulnerable beneficiaries must be members of the PVG Scheme before commencing engagement with the organisation.

## Monitoring, Supervision & Review

The Development Manager will ensure continuous monitoring and supervision of all staff and volunteers. This policy will be reviewed annually by the Board of Trustees.

## Whistleblowing

Sunny Govan Community Radio encourages a culture of openness and accountability. If staff or volunteers believe that safeguarding concerns are not being handled properly, they should raise their concerns with the Safeguarding Coordinator or Chairperson. If they feel unable to do so, they may contact Social Work Services, Police, or the Scottish Charity Regulator (OSCR) directly. No individual will suffer any detriment as a result of raising genuine concerns in good faith.

## Staff and Volunteer Code of Conduct

All staff and volunteers are expected to adhere to the following principles when working with children, young people, and vulnerable adults:

* Always prioritise the welfare of vulnerable beneficiaries.
* Treat all individuals with dignity, respect, and fairness.
* Maintain professional boundaries at all times.
* Avoid being alone in one-to-one situations wherever possible.
* Do not use inappropriate language, behaviour, or physical contact.
* Report any safeguarding concerns immediately in line with this policy.

Staff and volunteers will be provided with the full Code of Conduct document as part of their induction and training.

## Appendix 4 – Emergency Contact Numbers

| Agency / Organisation | Contact Details |
| --- | --- |
| Sunny Govan - Safeguarding Coordinator |  Steven Gilfoyle (Development Manager) |
| Local Social Work Services (Govan) | 0141 276 8700 |
| Local Social Work Services (Pollok) | 0141 276 2900 |
| Local Social Work Services (Gorbals/Govanhill) | 0141 420 8000 |
| Social Work Services – Out of Hours | 0800 811 505 |
| Police – General Switchboard | 0141 532 2000 |
| Police – Family Protection Unit (Central & West) | 0141 532 3031 |
| Chairperson, Board of Trustees (Prof Geoffrey Whittam) | Contact number available via Sunny Govan Community Radio - 0141 445 3741 |

## Appendix 5 – Guidance for Online Music Sessions

As a result of the Covid-19 epidemic, Sunny Govan Community Radio has increased the use of online delivery. Online engagement carries the same safeguarding responsibilities as face-to-face work. The following guidance applies:

### Before the session:

* Ensure relevant consent forms are completed, including specific consent for recording or photography.
* Communicate with parents/carers beforehand to provide session details (date, time, duration, and content).
* Ensure 2 staff are present at each session (1 facilitator, 1 observer).
* Parents/carers should ensure they or another adult are nearby during sessions.
* Do not share personal details of participants.
* Check background and settings (neutral camera background, restricted profiles, no public sharing of links).

### During the session:

* Introduce all participants, including the observer.
* Dress and act professionally.
* Use appropriate tone and manner as in face-to-face teaching.
* Close the session by acknowledging all present, including the observer.

### After the session:

* Store recordings securely in line with GDPR policy.
* Recordings must not be shared without signed consent from the participant or their authorised representative.