



# **ONCHAN DISTRICT COMMISSIONERS**

## SAFEGUARDING POLICY AND PROCEDURES

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## Contents

1.	<b>PURPOSE</b> .....	3
2.	<b>SCOPE</b> .....	3
3.	<b>AIMS</b> .....	3
4.	<b>DEFINITIONS</b> .....	4
5.	<b>ROLES and RESPONSIBILITIES</b> .....	5
5.1	Onchan District Commissioners .....	5
5.2	Chief Executive/Clerk .....	5
5.3	Staff .....	5
5.4	Individuals .....	5
5.5	External Agencies .....	5
6.	<b>SAFEGUARDING PROCEDURE</b> .....	5
7.	<b>AUDIT TRAIL AND DOCUMENTATION</b> .....	6
8.	<b>CONFIDENTIALITY</b> .....	6
9.	<b>DATA PROTECTION and PRIVACY</b> .....	6
10.	<b>RISK MANAGEMENT</b> .....	6
11.	<b>FURTHER GUIDANCE</b> .....	7
12.	<b>LEGAL AND REGULATORY FRAMEWORK</b> .....	7

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

<b>Effective from:</b>	<b>Replaces:</b>	<b>Originator:</b>	<b>Page X of Y</b>
November 2025	New Policy	Chief Executive/Clerk	1 of 7
<b>Board Ratification:</b>			

<b>History or Most Recent Policy Changes – MUST BE COMPLETED</b>		
Version:	Date:	Change:
1	23/10/25	New Document

## **1. PURPOSE**

Onchan District Commissioners (the “Authority”), will come in to contact with people who may be at risk and need extra support to stay safe and well.

This policy seeks to provide awareness and guidance regarding safeguarding in relation to the services provided by the Authority.

The Authority will refer concerns to appropriate external agencies, and will not undertake investigations.

## **2. SCOPE**

This policy defines:

1. The Authority’s aims
2. What key words mean
3. Roles and responsibilities
4. How to report concerns
5. Training requirements
6. How the Authority records and keeps information private
7. Where to get more help
8. Which laws apply

## **3. AIMS**

- To protect vulnerable individuals from abuse, neglect and exploitation;
- To promote awareness of safeguarding practices within the Authority;
- To create a safe, supportive environment where individuals can report concerns without fear of judgement or retribution;
- To follow recognised good practices;
- Help people make informed choices about their own safety, in line with Making Safeguarding Personal;
- To identify and respond to safeguarding concerns; and
- Work with the right agencies to get people the support they need.

## 4. DEFINITIONS

### 4.1 Safeguarding:

The protection of individuals from harm, abuse, neglect, and exploitation, and promotion of their health and well-being.

### 4.2 Vulnerable Individuals:

Individuals who may be at risk of harm, abuse, neglect, and exploitation, due to factors such as age, disability, mental health issues, social isolation or other personal circumstances.

### 4.3 Abuse:

Any act, intentional or unintentional, that causes harm or distress to an individual. Types of abuse but are not limited to:

- **Physical abuse** – hitting, slapping, pushing, or other forms of physical harm.
- **Sexual abuse** – unwanted sexual contact or exploitation.
- **Emotional or psychological abuse** – threats, intimidation, or humiliation.
- **Financial abuse** – illegal or unauthorised use of a person's financial resources.
- **Neglect** – failure to meet an individual's basic needs, including food, shelter, and healthcare.
- **Discriminatory abuse** – treating someone unfairly based on their race, gender, disability, etc.

### 4.4 Making Safeguarding Personal:

Making Safeguarding Personal means putting the person first, focusing on what matters to them and improving their quality of life, choice and control. The six principles of safeguarding are:

1. **Empowerment** – An individual being supported and encouraged to make their own decisions and informed consent.
2. **Prevention** – It is better to take action before harm occurs.
3. **Proportionality** – The least intrusive response appropriate to the risk presented.
4. **Protection** – Support and representation for those in greatest need.
5. **Partnership** – Communities have a role to play in preventing, detecting and reporting.
6. **Accountability** – accountability and transparency in delivering safeguarding.

## 5. ROLES and RESPONSIBILITIES

### 5.1 Onchan District Commissioners:

The Authority does not have statutory duties under the Safeguarding Act 2018. The Authority will act as a referral body and work in collaboration with appropriate external agencies.

### 5.2 Chief Executive/Clerk:

- Promote a safeguarding culture.
- Advise management, staff and Board Members on safeguarding risks and policy implications.
- Develop, implement and review safeguarding policies and procedures.
- Collaborate with external agencies in referrals.
- Represent the Authority in safeguarding meetings.
- Give staff clear guidance on thresholds, referrals and processes.
- Provide training for staff.

### 5.3 Staff:

- Complete safeguarding training appropriate to their role.
- Follow safeguarding policies and procedures.
- Identify and report concerns.
- Treat concerns confidentially and with respect for privacy and dignity.
- Actively contribute to creating a safeguarding culture.
- Encourage individuals to raise concerns in a confidential and supportive manner, ensuring their wishes are respected.

### 5.4 Individuals:

- Individuals are encouraged to report any safeguarding concerns to any trusted member of staff or external agency.
- All concerns will be handled with confidentiality to protect the individual's privacy and ensure they feel safe to do so.

### 5.5 External Agencies:

- In cases where concern involves criminal activity or requires expert intervention, agencies such as the police, social services, or health professionals will be informed.

## 6. SAFEGUARDING PROCEDURE

Identification of Concerns	
Concerns	Concerns may arise from staff observations, individual disclosures, or reports from external sources.
Internal Reporting	Safeguarding concerns to be reported to: <ul style="list-style-type: none"><li>• Chief Executive/Clerk</li><li>• Deputy Clerk</li><li>• Housing Manager</li></ul>

External Agencies	To address safeguarding concerns, the Authority will refer and work with agencies such as the Police, Social Services, Eastern Wellbeing Partnership or Health Care Providers.
<b>Immediate Action (if necessary)</b>	
Immediate Danger	If there is immediate danger staff should act swiftly to ensure the person's safety.
Serious Concerns	Serious concerns should be escalated directly to external agencies, (e.g. Police, social services).
Recording	Document the action taken, including the reason for any emergency intervention.
<b>Support for the Individual</b>	
Collaboration	In collaboration with external agencies, offer ongoing support to keep the person safe and well.

## 7. AUDIT TRAIL AND DOCUMENTATION

Record all actions clearly so we can show what support we offered, what referrals are made and why.

## 8. CONFIDENTIALITY

- Handle all concerns in strict confidence.
- Share information only with those who need to know to protect the person and provide support.
- Personal data will be protected in accordance with data protection laws.

## 9. DATA PROTECTION and PRIVACY

### Data Protection:

The data provided will be treated with care and in compliance with the General Data Protection Regulations and the Data Protection Act 2018. Personal data will only not be shared with third parties without the individual's consent unless there is a lawful basis for doing so.

The Authority understands the sensitivity of special category data and the information individuals may share with them. Any personal data collected will be stored in line with the Authority's privacy policy<sup>1</sup>.

## 10. RISK MANAGEMENT

Employees have a right to work in an environment that is free from aggressive, threatening behaviour or abusive behaviour. The Authority is committed to maintain a safe and respectful workplace where all individuals can carry out their duties without fear of harm, intimidation or harassment.

In the event that an employee experiences such behaviour, they will receive immediate support. This may include access to counselling services, guidance from management and a clear process for reporting and addressing incidents.

<sup>1</sup> Privacy Policy 2022 – <https://www.onchan.org.im/your-commissioners/policies-procedures/board->

## **11. FURTHER GUIDANCE**

Due to the complexities of safeguarding further guidance and procedures are available through Isle of Man Safeguarding Board at [https://www.proceduresonline.com/iom/sb/contents\\_adult.html](https://www.proceduresonline.com/iom/sb/contents_adult.html)

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## **12. LEGAL AND REGULATORY FRAMEWORK**

This policy has been developed considering the Safeguarding Act 2018, IOM Safeguarding Multi-Agency Safeguarding Procedures, the General Data Protection Regulation (GDPR) and other relevant legislation.