

SAFEGUARDING STATEMENT

We may change this policy by updating this page. This policy is effective from 16 December 2025, but we ask you to check this page from time to time.

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Who are we?

Shared Care Scotland is a national charity (registered charity number SC005315), and a company limited by guarantee registered in Scotland (SC161033).

Our work

We engage in a range of activities and provide a variety of services. These include:

- Maintaining a national online short breaks directory with over 400 short breaks services across Scotland.
- Developing resources to help carers plan their short breaks and find funding to help pay for them.
- Managing a national Short Breaks Fund that offers grants to non-profit organisations. These funds are intended to help organisations support both carers and those they care for, allowing them to take a much-needed break from their caring responsibilities.
- Overseeing the development of a national Respite scheme, providing a unique way for carers' centres and the Scottish tourism and hospitality sectors to work together to provide breaks for unpaid carers.
- Providing opportunities to collaborate, exchange ideas, develop practice and share learning.
- Investigating effective approaches and evaluating the outcomes of short breaks policies and practices to gain a better understanding of their impact.



The purpose and scope of this statement

Shared Care Scotland are committed to promoting the welfare and safeguarding of disabled and/or vulnerable adults, young people, children and their carers. As part of our commitment, we expect applicants of the Short Breaks Fund to adhere to the highest standards of safeguarding practices. The safety and wellbeing of fund beneficiaries are paramount, and we expect all applicants to demonstrate they have created a secure and supportive environment.

What good safeguarding looks like

Safe recruitment practices:

- Implement rigorous recruitment processes, including PVG checks, to ensure that all staff and volunteers working with disabled and/or vulnerable people are suitable and safe.

Policy and procedures:

- Maintain and regularly update safeguarding policies that align with current legislation and best practices.

Safe environment:

- Create and maintain a safe physical and emotional environment for disabled and/or vulnerable people and their carers, as well as staff and/or volunteers.
- Implement risk assessments for all activities and take appropriate measures to mitigate any identified risks.

Reporting and responding to concerns:

- Establish clear procedures for reporting and responding to safeguarding concerns or incidents.
- Ensure that all concerns are taken seriously, investigated promptly, and actions are taken to address any issues.
- Grant holders should report safeguarding concerns or incidents to the fund as soon as reasonably possible.

Training and awareness:

- Provide ongoing safeguarding training for all staff and volunteers to ensure they are aware of their responsibilities and are equipped to identify and respond to potential safeguarding issues.
- Promote a culture of openness and awareness where safeguarding is everyone's responsibility.



Confidentiality and Data Protection:

- Handle all personal information and safeguarding concerns with confidentiality, in accordance with GDPR policies and procedures.

Applicant responsibilities

Applicants to the Short Breaks Fund must demonstrate:

1. A comprehensive understanding of safeguarding principles and practices. This may be checked during assessment of your application.
2. Evidence of existing safeguarding policies and procedures within their organisation.
3. A commitment to ongoing safeguarding training and development for all staff and volunteers.
4. A proactive approach to creating a safe environment for disabled and/or vulnerable people and their carers.

Monitoring and compliance if funded

Shared Care Scotland reserves the right to monitor and review the safeguarding practices of funded projects. This is to support our learning about your organisation and is good safeguarding practice. If a serious safeguarding incident takes place during the funding period, you must inform Shared Care Scotland as soon as possible.

Supporting documents

Shared Care Scotland cannot provide safeguarding advice but encourages organisations to access support from appropriate resources or your local Third Sector Interface.

- [OSCR | Safeguarding Guidance: Keeping vulnerable beneficiaries safe](#)
- [Safeguarding for charities and trustees - GOV.UK \(www.gov.uk\)](#)

Contact

For any questions or further guidance on safeguarding requirements, please contact sbf@sharedcarescotland.com

