

# Safeguarding and asking for help



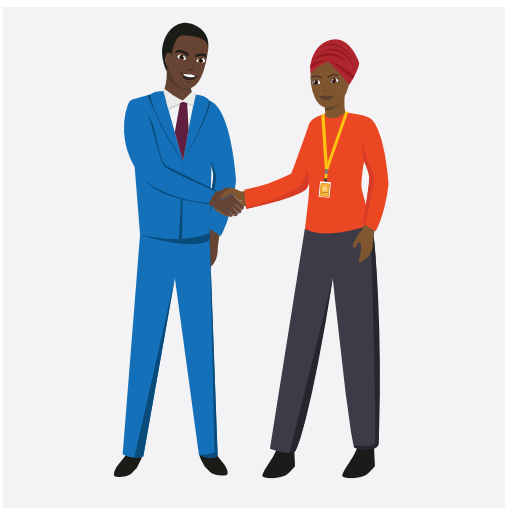
Easy read





# About this leaflet

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We are called Sightsavers.

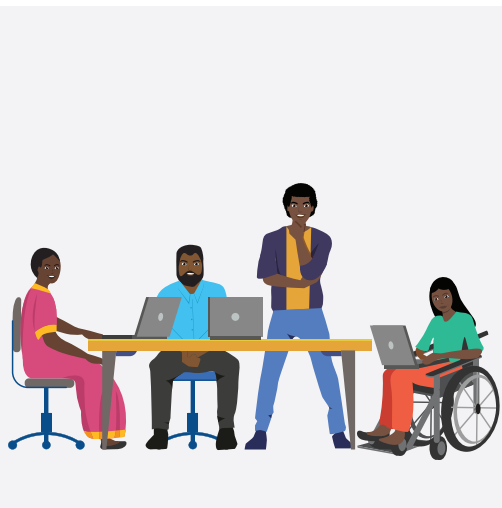


The information in this leaflet is for you and your organisation.



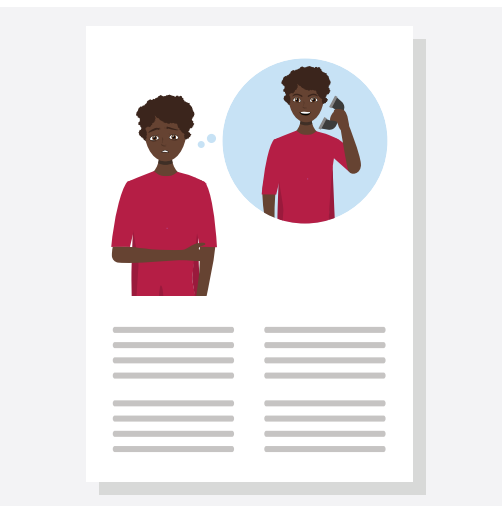
The information will help you to decide what your organisation will do if someone feels worried or unsafe.

That means they feel worried or unsafe about what someone else is doing.



You can include the information in this leaflet in your plan about keeping people you work with safe.

The plan to keep people safe is called a **safeguarding policy**.



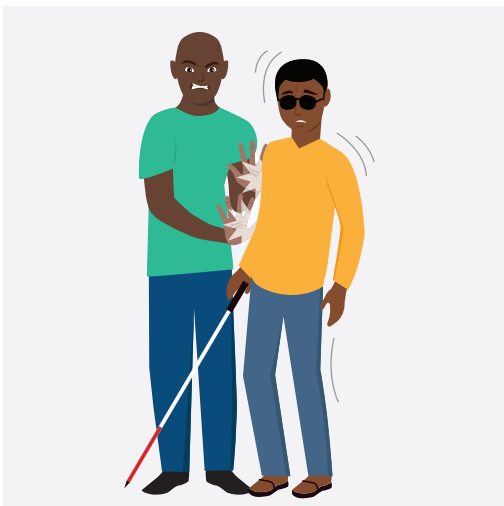
You might also want to make posters, leaflets or videos to tell people what they can do if they feel unsafe.

# What you need to tell people



1. You should tell people what bad things they can tell your organisation about.

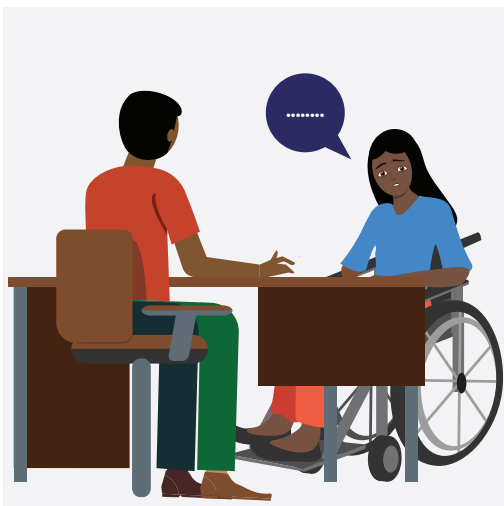
That means bad things someone might be doing to them or someone else.



That might be hitting or pushing someone.

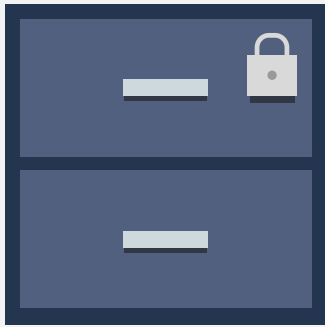
Or touching someone's body when they do not want to be touched.

There are more examples in the **What is safeguarding?** leaflet.



2. You should tell people that your organisation will listen to people.

And that you will do something about bad things that happen to people.



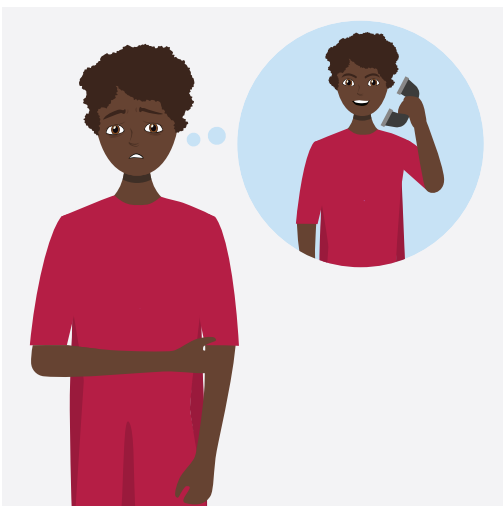
3. You should tell people that your organisation will keep their information private and safe.

That means your organisation will not share information about what happened unless they really need to.



4. You should tell people to speak up about something bad that has happened as soon as they feel ready.

That will help your organisation to stop the problem as soon as possible.

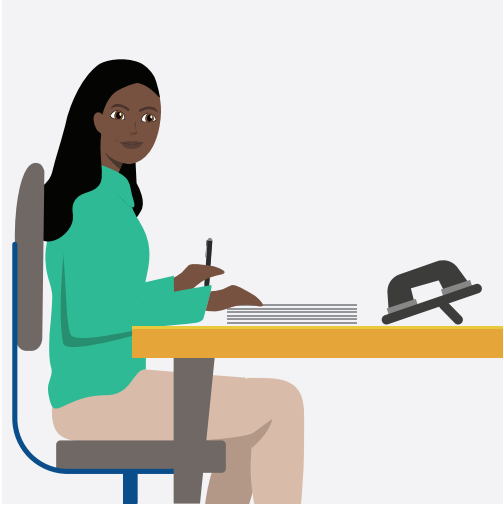


5. You should tell people how to speak up about bad things that happen to them or someone else.

It is best to have lots of ways for people to tell you.

Then people can choose what works for them.

# What your organisation needs to think about



Here are some things that your organisation needs to think about:

1. You should decide who will look into problems that people tell you about.

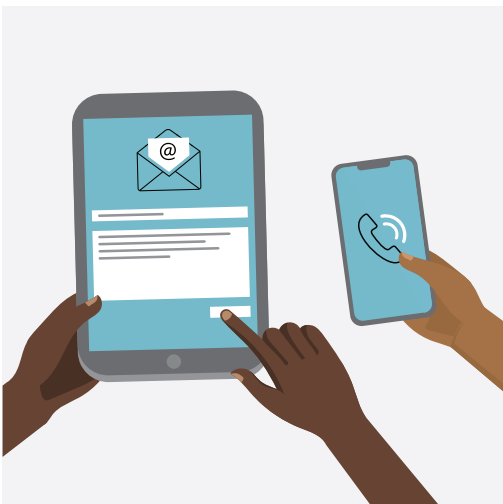
That means who someone should speak to if they feel worried or unsafe.



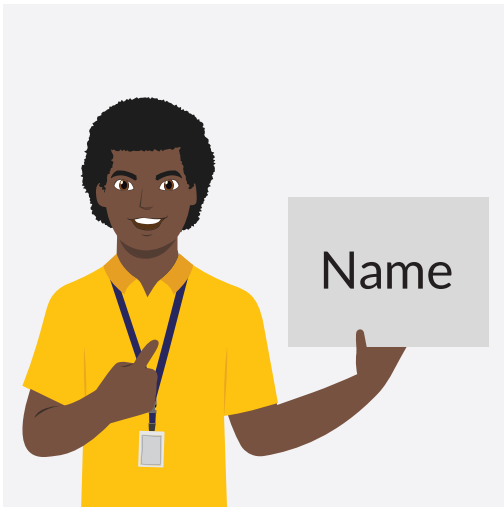
2. You should think about how people can tell you if they feel worried or unsafe.

They should be able to tell you in private.

You could make a form for people to fill in to tell you in private.

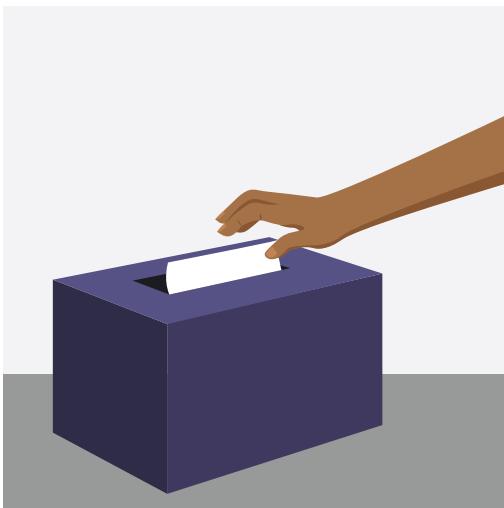


You could set up a new email address or phone number for people to tell you.

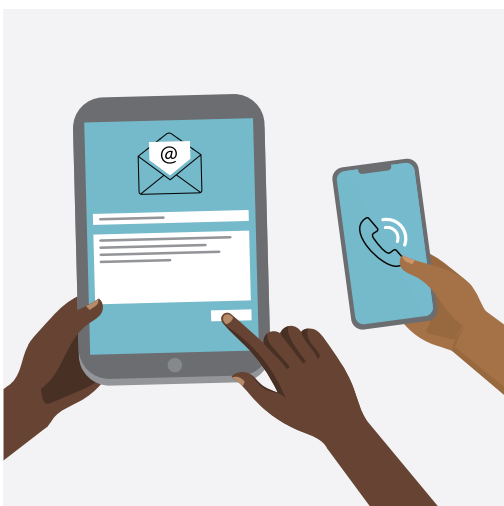


You should tell people:

- The name of someone in your organisation they can talk to.



- Where they can leave a note in private. For example, you might have a box.



- What phone number or email address they can use to ask for help if they feel worried or unsafe.
- Any other ways they can ask for help.





3. You need to decide how your organisation will look into problems that people tell you about.

You need to think about the following things:

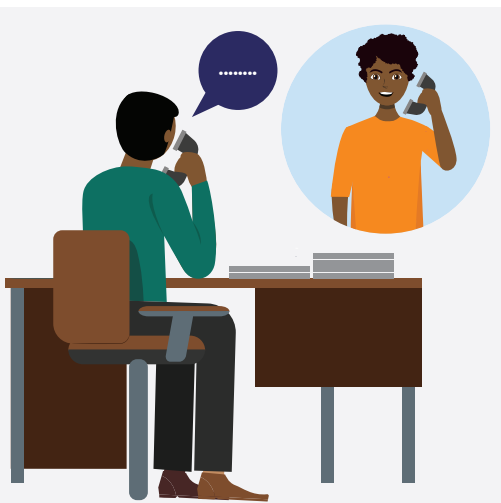
- Who do you need to talk to about the problem?



- What support can you give to the person who might be unsafe?

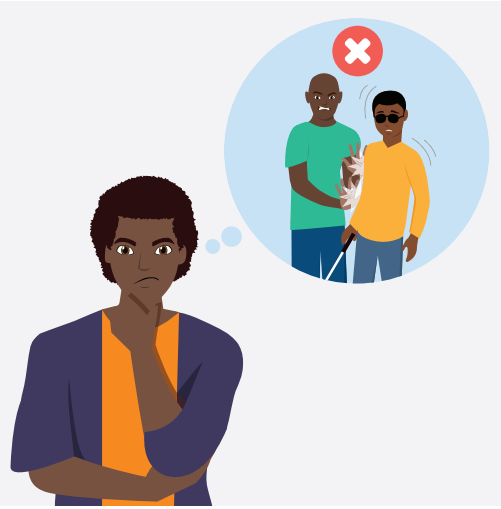
That might be medical support.

Or it might be helping the person to get support from the police or courts.



- How will you tell the person what you are doing to help?

And how will you keep the person up to date with what you are doing to help?



- What will you do if people in your organisation break the rules about keeping people safe?



We are Sightsavers.

We work to stop people losing their sight when they do not need to.

We also work to make life better for people with disabilities.

We work with organisations in different countries to do that.

Sightsavers plan to keep people safe

[www.sightsavers.org/safeguarding](http://www.sightsavers.org/safeguarding)

Tell Sightsavers about a problem

[www.sightsavers.org/speak-up](http://www.sightsavers.org/speak-up)

Our website is:

[www.sightsavers.org](http://www.sightsavers.org)

Our email is:

[info@sightsavers.org](mailto:info@sightsavers.org)

Our phone number is:

01444 446 600

Or +44 1444 446 600 from outside the UK.

@Sightsavers

