



Policy Title: Vulnerable Persons Protection & Safeguarding	Policy Category: Operations	Policy No.: OP 2025-01
Issue Date: 09/04/2025	Latest Revision Date: n/a	Next Review Date: December 2025

Applies to: All staff, volunteers, and contractors engaged with Hughes Wellness Solutions.

Vulnerable Persons/People: Refers to individuals who are more susceptible to harm, exploitation, or disadvantage due to various factors like age, disability, socioeconomic status, or other circumstances, requiring care and protection¹. This includes, but is not limited to, children, young people, older adults, dependant adults, people experiencing disability, unhoused people, displaced people, and underrepresented people.

Purpose

Hughes Wellness Solutions is committed to creating a safe and supportive environment for all vulnerable persons who participate in our programs. This policy outlines our approach to preventing harm, responding to concerns, and upholding the rights and dignity of vulnerable persons in our care.

Scope

This policy applies to:

- All employees and freelance contractors.
- All volunteers engaged with Hughes Wellness Solutions.
- Any person acting on behalf of the organization during activities attended by vulnerable persons.

Our Commitment

We will:

- Prioritize the welfare, safety, and dignity of vulnerable persons.
- Promote a culture of openness, accountability, and respect.
- Ensure all personnel understand their responsibilities in relation to safeguarding.
- Take all concerns or allegations of abuse seriously and act on them promptly.

Code of Conduct

All personnel must:

- Treat all vulnerable people with dignity and respect.
- Avoid any behaviour that could be perceived as exploitative, abusive, or harmful.
- Providing open and observable program environments (avoiding 1-on-1s in closed, private spaces).
- Use appropriate language, tone, and interactions.
- Report any concerns, suspicions, or disclosures immediately to the Child Protection Officer. Failure to report safeguarding concerns will result in corrective action which may include dismissal.

¹ Links: [European Commission](#), [ACNC](#) & [INEE](#)



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Reporting Concerns

Any suspicion or disclosure of harm, neglect, or abuse must be reported immediately to the designated Child Protection Officer.

Child Protection Officer:

Brady Hughes, Owner & Program Lead

Email: brady@hughesws.com

WhatsApp/Phone/Text: +49 1573 3926204

In case of emergency or immediate danger to a child, contact emergency services by dialing **112**.

Recruitment and Screening

All staff and volunteers working directly with children and young people must:

- Complete an application and submit a resume/CV.
- Complete the interview process.
- Provide professional and character references.
- Submit an **Erweitertes Führungszeugnis**.
 - Extended Police Clearance Certificate – Private (N)
- Sign a declaration confirming they read and understood the policy and have no history of offenses against children or vulnerable persons.
- Complete basic safeguarding training.

Responding to Concerns

Upon receiving a report or concern:

- The Child Protection Officer will assess the situation and determine next steps.
- Where appropriate, the matter may be reported to the local **Jugendamt** (Youth Welfare Office).
 - [Heidelberg](#), [Rhein-Neckar-Kreis](#), [Mannheim](#)
- Records will be kept confidentially and securely

Confidentiality

All safeguarding concerns are handled with discretion. Information will only be shared on a need-to-know basis with appropriate individuals or agencies.

Child Protection Associations

Baden-Württemberg - <https://www.kinderschutzbund-bw.de/>

Heidelberg - <https://www.dksb-hd.de/>

Policy Review

This policy will be reviewed annually or in the event of significant changes in legislation or safeguarding practices.