

Safeguarding Policy for Lil' Leo CIC

Adopted: September 2025

Next review due: September 2026

Approved by: Board of Directors, Lil' Leo CIC

1. Statement of commitment

Lil' Leo CIC is committed to safeguarding the welfare of all people and animals involved in its activities, including children, adults, adults at risk, and pets.

We will take all reasonable steps to prevent harm, abuse, neglect or exploitation and to respond promptly and appropriately when concerns arise.

2. Purpose and scope

This policy explains how Lil' Leo CIC will keep people and pets safe when involved in our work.

It applies to:

- All directors of Lil' Leo CIC
- All staff (paid or unpaid), volunteers, sessional workers and contractors
- Anyone working on behalf of Lil' Leo CIC

It covers all settings and activities, including sessions, events, home or community visits, and online contact.

3. Who we safeguard

Lil' Leo CIC works with, or may come into contact with:

- Children and young people: Anyone under 18
- Adults: Anyone using or involved in our services
- Adults at risk: Adults with care and support needs who may not be able to protect themselves
- Pets and animals: Any animals involved in activities, outreach or therapeutic work

Safeguarding includes responding to physical, emotional, sexual and financial abuse, neglect, discrimination, bullying, harassment, exploitation, and cruelty towards animals.

4. Roles and responsibilities

4.1 Board of Directors

The Board is responsible for safeguarding. The Board will:

- Approve and review this policy annually
- Ensure procedures, risk assessments and training are in place
- Escalate serious concerns to appropriate agencies

Director names will be published separately on the Lil' Leo CIC website in Dec 2025.

4.2 Safeguarding Lead

Lil' Leo CIC will appoint one director or senior staff member as Safeguarding Lead.

The Safeguarding Lead will:

- Receive and log safeguarding concerns
- Decide when to seek advice or refer to external agencies
- Ensure staff and volunteers know how to report concerns
- Oversee training and annual reviews

Safeguarding Lead details:

Name: Parnita Senjit

Role: Founder & Director

Email: lilleo@wechoseleo.com

The policy will be updated if the Safeguarding Lead changes.

4.3 All staff and volunteers

Everyone must:

- Read and follow this policy
 - Attend safeguarding induction and refresher training
 - Maintain appropriate professional boundaries
 - Report safeguarding concerns immediately
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5. Recognising and reporting concerns

A safeguarding concern is any worry about the safety or welfare of a child, adult, adult at risk, or pet.

Immediate risk of serious harm:

1. Call 999
2. Ensure your own safety
3. Inform the Safeguarding Lead as soon as possible

Concern but no immediate danger:

- Record what you saw, heard or were told
- Use the person's own words
- Note date, time, place, people present, and what happened
- Report it to the Safeguarding Lead promptly

Safeguarding Lead contact:

Email: lilleo@wechoseleo.com

Do not investigate yourself or promise secrecy.

For animal concerns, Lil' Leo CIC may also contact an animal welfare organisation such as the RSPCA.

If the concern involves the Safeguarding Lead, report to another director or directly to statutory services.

6. How Lil' Leo CIC will respond

When a concern is reported, the Safeguarding Lead (or another director/manager):

- Assesses risk and urgency
- Decides whether advice or referral is needed
- Records decisions and actions securely
- Keeps the person who raised the concern informed where appropriate

Parents, carers or pet owners will be informed if appropriate, unless this increases risk.

Allegations about staff or volunteers will be taken seriously. Temporary reassignment may be used while concerns are explored.

7. Safe practice in our activities

Lil' Leo CIC will promote safe practice by:

- Completing risk assessments
- Ensuring appropriate supervision ratios
- Obtaining consent forms where required
- Handling and housing animals safely and humanely
- Setting clear behaviour expectations
- Managing online communication, images and social media safely

Further procedures may be detailed in separate documents.

8. Training and checks

Lil' Leo CIC will:

- Provide safeguarding induction for all new staff and volunteers
 - Offer refresher training
 - Use DBS checks for relevant roles
 - Provide role-specific guidance
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9. Confidentiality, information sharing and records

Lil' Leo CIC will:

- Share information only with those who need to know
 - Store safeguarding records securely
 - Retain records appropriately
 - Share information with external agencies when needed
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10. Complaints and whistleblowing

Concerns about poor practice should follow the complaints procedure.

Safeguarding concerns can be raised with the Safeguarding Lead or another director. No one will be victimised for raising concerns in good faith.

11. Review of this policy

This policy will be:

- Reviewed at least annually
- Updated if the Safeguarding Lead changes
- Available on request and, where possible, on the website