



Activity Junction LTD

Safeguarding Vulnerable Adults and Children Policy

Activity Junction reviews all policies on a regular basis to demonstrate good practice, regulations and legislation changes as required.

1. Policy Statement

Activity Junction Ltd is committed to safeguarding the welfare of all children, young people, and vulnerable adults who engage with our services and activities. We recognize our responsibility to take all reasonable steps to promote safe practice and to protect them from harm, abuse, or exploitation.

We believe that:

- The welfare of children, young people, and vulnerable adults is paramount.
- All people, regardless of age, ability, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with vulnerable individuals, families, carers, and external agencies is essential in promoting their welfare.

2. Purpose of the Policy

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who receive services from Activity Junction Ltd.
- Provide staff, volunteers, and contractors with the overarching principles that guide our approach to safeguarding.

3. Legal Framework

This policy has been drawn up on the basis of legislation, policy, and guidance that seeks to protect children and vulnerable adults, including but not limited to:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (UK)
- Care Act 2014
- Keeping Children Safe in Education (where applicable)
- Protection of Freedoms Act 2012
- The Human Rights Act 1998
- The Equality Act 2010

4. Scope

This policy applies to:

- All staff, whether full-time, part-time, paid, or volunteers
- Contractors or freelance workers engaged by Activity Junction Ltd
- Anyone working on behalf of or representing the company in any capacity

5. Definitions

- Child: Anyone under the age of 18.
- Vulnerable Adult: A person aged 18 or over who is in need of community care services due to age, disability, illness, or other reasons and is unable to take care of or protect themselves.

6. Responsibilities

- Designated Safeguarding Lead (DSL): Emma Devine – Director, is responsible for overseeing safeguarding practice, reporting concerns, and liaising with external agencies.
- Staff and Volunteers: Must read and adhere to this policy, attend relevant training, and report any concerns immediately.

7. Safe Recruitment

Activity Junction Ltd follows a rigorous recruitment process to ensure all staff and volunteers are suitable to work with children and vulnerable adults, including:

- Enhanced DBS checks
- Verification of identity and qualifications
- Reference checks
- Safeguarding training as part of induction

8. Code of Conduct

All staff and volunteers must:

- Treat all individuals with respect
- Avoid any behaviour that could be perceived as abusive
- Never engage in or condone bullying, humiliating, or discriminatory behaviour
- Avoid being alone with a child or vulnerable adult where possible
- Use appropriate language and communication at all times

9. Recognizing and Responding to Abuse

Abuse may take the form of:

- Physical
- Emotional
- Sexual
- Neglect
- Financial (particularly in relation to vulnerable adults)

All concerns must be reported immediately to the DSL. If a child or adult is at immediate risk, emergency services must be contacted without delay.

10. Confidentiality and Information Sharing

All information regarding safeguarding concerns will be treated with sensitivity and shared only with those who need to know in order to protect the individual. Records will be kept securely and in line with GDPR.

11. Training and Supervision

All staff and volunteers will receive regular safeguarding training appropriate to their roles and will be supported through supervision and guidance by their line managers or the DSL.

12. Review

This policy will be reviewed annually or following any major incident or legislative change.

Date of last review: 24th April 2025

Next review due: 24th April 2026

Approved by:
Emma Devine – Director
Activity Junction Ltd