

This safeguarding pack contains:

- Safeguarding and Protection Policy for Children and Vulnerable Adults
- Safeguarding Reporting Procedure
- Responding to Disclosures Guide
- Photography & Consent Guidelines
- DBS & Safer Recruitment Summary
- Safeguarding Checklist for Staff and Volunteers

Safeguarding and Protection Policy for Children and Vulnerable Adults

Bumble Creatives CIC is committed to providing safe, inclusive environments for all adults, young people and children involved in our creative, wellbeing, community and therapeutic work. This policy outlines our responsibilities and procedures for protecting children and vulnerable adults.

1. Introduction

Bumble Creatives CIC delivers creative workshops, counselling, arts-based wellbeing sessions and community programmes across Oxfordshire. We are committed to preventing harm, responding effectively to concerns, and promoting the wellbeing of every participant.

2. Scope of this Policy

This policy applies to all directors, staff, facilitators, volunteers, visiting artists, student practitioners and contractors working on behalf of Bumble Creatives CIC.

3. Principles of Safeguarding

- Protect all participants from harm, abuse, exploitation and neglect.
- Promote safe, inclusive environments.
- Respond promptly to safeguarding concerns.
- Share information safely and lawfully.
- Maintain professional boundaries at all times.

4. Types of Abuse and Risk Factors

- Physical, emotional or sexual abuse
- Neglect or self-neglect
- Financial exploitation
- Domestic abuse
- Bullying, harassment or discrimination
- Online abuse
- Modern slavery or trafficking
- Risk from unsafe environments or poor supervision



5. Staff Responsibilities

- Report concerns immediately to the Safeguarding Officer.
- Remain alert to signs of harm.
- Respect confidentiality but never promise secrecy.
- Maintain clear professional boundaries.
- Do not smoke, drink or use substances during sessions.
- Volunteers do not usually work alone with participants. Where one-to-one interaction naturally occurs within a session, volunteers follow our safeguarding guidance, remain within sight or hearing of others whenever possible, and can always request support from a staff member.

Safeguarding Officer

Name: Nicolette Glashan

Email: bcreatives@outlook.com

Phone: 07866 502 178

Responding to Safeguarding Concerns

If someone is in immediate danger: CALL 999.

Responding to Disclosure

- Stay calm and listen.
- Reassure the person they have done the right thing.
- Do not ask leading questions.
- Do not promise confidentiality.
- Record the facts as soon as possible.
- Share with the Safeguarding Officer the same day.

Working with Vulnerable Adults

- Respect autonomy unless capacity is impaired.
- Record concerns factually and report promptly.
- Look out for changes in mood or behaviour.
- Understand adults may decline intervention, you still must report concerns.

Photography and Consent

- No photographs without prior written consent.
- Images stored securely in line with GDPR.
- Participants may withdraw consent at any time.

DBS and Safer Recruitment

All staff, facilitators and volunteers working with children or vulnerable adults must hold an Enhanced DBS Certificate. Safer recruitment procedures include references, identity checks, and suitability assessments.



Safeguarding Checklist for Staff and Volunteers

- ☐ I understand the safeguarding policy and my responsibilities.
- ☐ I know who the Safeguarding Officer is and how to contact them.
- ☐ I maintain safe professional boundaries.
- ☐ I ensure that any one-to-one interaction takes place in an open, visible or low-risk environment.
- ☐ I report all concerns on the same day.
- ☐ I record disclosures factually and securely.
- ☐ I follow Bumble Creatives' Data Protection procedures.
- ☐ I keep my DBS certificate up to date.
- ☐ I follow venue-specific safeguarding requirements.

Approved by Bumble Creative CIC Safeguarding Officer

Signed:



Name: Nicolette Glashan

