

Creative Threads Cornwall CIC

Safeguarding Policy



1. Policy Statement

Creative Threads Cornwall CIC is committed to safeguarding the wellbeing of all participants, staff, and volunteers. Everyone has the right to take part in our activities in a safe, supportive, and inclusive environment, free from harm, neglect, or abuse.

We recognise our responsibility to protect children, young people, and adults at risk, and to promote their welfare through safe practices in all our craft workshops and community activities.

2. Scope

This policy applies to:

- All staff, volunteers, trustees, and contractors working with Creative Threads Cornwall CIC.
- All participants in our workshops and community programmes, including children, young people, and adults at risk.

3. Aims

- Create a safe and welcoming environment for all.
- Ensure staff and volunteers understand their safeguarding responsibilities.
- Provide clear procedures for reporting and responding to concerns.
- Work in partnership with statutory agencies and community organisations where necessary.

4. Roles and Responsibilities

Acting as the first point of contact for safeguarding concerns.

Designated Safeguarding Lead (DSL):

Angela Collins

aicollins@outlook.com Tel:

07523009969

- **All staff and volunteers:** Must complete safeguarding induction and follow this policy at all times.
 - **Trustees/Directors:** Hold overall responsibility for ensuring safeguarding is embedded in the organisation.
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5. Safe Practice

- All staff and volunteers working directly with children or adults at risk will undergo appropriate background checks (e.g. DBS).
 - Workshops will be delivered in safe, accessible community spaces.
 - A minimum of two adults will be present at sessions involving children or vulnerable adults.
 - Consent will be obtained for photography or sharing of participant work.
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6. Recognising and Responding to Concerns Concerns

may include:

- Physical, emotional, or sexual abuse
 - Neglect or self-neglect
 - Financial exploitation
 - Bullying or harassment **Procedure:**
1. Record the concern factually and promptly.
 2. Report immediately to the Designated Safeguarding Lead.
 3. The DSL will decide on next steps, including contacting statutory services if required.
 4. In an emergency, dial 999.
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7. Confidentiality

- Information will only be shared on a need-to-know basis.
- Records will be stored securely and in line with data protection requirements.

8. Training and Awareness

- All staff and volunteers will receive safeguarding training appropriate to their role.
- The policy will be reviewed annually and updated as needed.

9. Whistleblowing

Anyone with concerns about safeguarding practice within Creative Threads Cornwall CIC is encouraged to raise them with the DSL or a trustee. Concerns will be taken seriously and acted upon.

10. Safer Recruitment

All recruitment of staff and volunteers will follow safer recruitment practices.

This includes:

- Verification of identity and right to work/volunteer.
- Obtaining and checking references.
- Where appropriate, conducting criminal record disclosures (e.g., DBS checks).
- Assessing suitability through structured interviews and role-specific criteria.
- No individual will commence duties until all required checks have been satisfactorily completed

11. Recognising Signs of Abuse

All staff and volunteers are required to remain vigilant in recognising potential indicators of abuse. These may include, but are not limited to:

- Physical abuse: unexplained injuries, frequent absences due to illness, or inconsistent explanations.
- Emotional abuse: withdrawal, fearfulness, sudden changes in behaviour, low self-esteem.
- Sexual abuse: inappropriate knowledge or behaviour, reluctance to be alone with certain individuals, disclosures of harm.
- Neglect: poor hygiene, inadequate clothing, persistent hunger, lack of medical attention.

12. Responsibilities

- Every staff member and volunteer has a responsibility to act upon concerns.

- Concerns must be reported promptly in line with Creative Threads Cornwall safeguarding reporting procedures.
 - Failure to follow safeguarding procedures may result in disciplinary action and, where necessary, referral to statutory agencies.
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13. Policy Review

This policy will be reviewed annually by the Board of Directors/Trustees, or sooner if legislation or best practice guidance changes.

Date adopted: 02/11/2025 **Review**

date: 01/11/2026

Signed: 

Julie Vella Director