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## Safeguarding Policy Children and Young People

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Therapy and Well-being  
Pause · Process · Progress

## **Policy Statement**

dot dot dot Wellbeing CIC is committed to safeguarding and promoting the welfare, wellbeing, safety and rights of all children and young people who engage with our organisation, services, programmes, workshops, sessions or activities.

We recognise that all children and young people, regardless of age, disability, race, ethnicity, religion or belief, gender identity, sex, sexual orientation, neurodiversity, culture, language, socio-economic background or lived experience, have the right to feel safe, listened to, respected and protected from harm.

This policy outlines how dot dot dot Wellbeing CIC will prevent, recognise, respond to, record and report safeguarding concerns within educational settings, sporting environments, community settings, online environments and all services delivered by the organisation.

The organisation adopts a trauma-informed, person-centred and safeguarding-led approach across all areas of practice.

## **Scope of this Policy**

This policy applies to:

- All staff, volunteers, consultants, associates and sessional workers.
- Any person representing dot dot dot Wellbeing CIC.
- All work delivered within schools, colleges, universities, sports clubs, academies, community settings, online platforms and partner organisations.
- One-to-one sessions, workshops, group delivery, mentoring, wellbeing support and outreach activity.

For the purpose of this policy, a child or young person is anyone under the age of 18.

## **Legal Framework**

This policy is informed by and aligned with the following legislation and guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024

- The Children and Social Work Act 2017
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- UN Convention on the Rights of the Child
- Working Together to Safeguard People (Wales)
- Relevant safeguarding guidance within sporting and educational governing bodies.
- ICO GDPR Registration Reference: ZC117848
- Registered: 08 April 2026
- Registration Expiry: 07 April 2027

## **What is Safeguarding?**

Safeguarding means protecting children and young people from abuse, neglect, exploitation and harm, whilst promoting their welfare, wellbeing, development and human rights.

Safeguarding includes:

- Prevention of harm
- Safer working practices
- Recognising concerns and indicators of abuse
- Listening to children and young people
- Reporting and recording concerns appropriately
- Information sharing where necessary
- Whistleblowing
- Managing allegations against adults
- Online safety and digital safeguarding
- Creating safe and inclusive environments
- Promoting emotional wellbeing and psychological safety

## **Types of Abuse**

dot dot dot Wellbeing CIC recognises the following categories of abuse:

- Physical abuse
- Emotional abuse

- Sexual abuse
- Neglect
- Child criminal exploitation
- Child sexual exploitation
- Domestic abuse
- Bullying and cyberbullying
- Online abuse and grooming
- Radicalisation and extremism
- Honour-based abuse
- Female genital mutilation (FGM)
- Forced marriage
- Peer-on-peer abuse
- County lines exploitation
- Harm linked to mental health or self-harm risks

We recognise that abuse can occur within families, peer groups, organisations, online environments and positions of trust.

## **Safeguarding Principles**

dot dot dot Wellbeing CIC will:

- Place the welfare of the child at the centre of all decision-making.
- Work in partnership with schools, parents/carers, clubs and agencies where appropriate.
- Maintain clear professional boundaries at all times.
- Promote inclusion, dignity, equality and voice.
- Respond to concerns proportionately and without delay.
- Ensure all safeguarding concerns are taken seriously.
- Provide safe, respectful and supportive environments.
- Maintain confidentiality appropriately whilst recognising safeguarding duties override confidentiality where there is risk of harm.
- Encourage children and young people to speak openly and safely.

## **Safer Recruitment and Vetting**

dot dot dot Wellbeing CIC is committed to safer recruitment practices.

This includes:

- Enhanced DBS checks for relevant roles involving children and young people.
- Verification of identity and references.
- Suitability checks where appropriate.
- Clear safeguarding expectations within induction.
- Ongoing safeguarding training and awareness.
- Appropriate supervision and accountability structures.

Any concerns regarding the conduct or suitability of an adult working with children will be addressed immediately.

The Director of dot dot dot Wellbeing CIC holds an Enhanced DBS Certificate covering both Children and Adults Barred Lists. All staff, associates, volunteers and sessional workers delivering services on behalf of dot dot dot Wellbeing CIC will be subject to the same safer recruitment and vetting processes, including Enhanced DBS clearance where applicable.

Relevant safeguarding and vetting documentation can be provided to educational settings, sporting organisations and partner agencies in advance of delivery sessions upon request.

## **Training and Awareness**

All individuals representing dot dot dot Wellbeing CIC will receive safeguarding awareness appropriate to their role.

This may include:

- Child protection awareness
- Online safety
- Professional boundaries
- Recognising signs of abuse
- Responding to disclosures
- Record keeping
- Trauma-informed practice
- Mental health and suicide awareness
- Prevent awareness where appropriate

Safeguarding training will be reviewed regularly to ensure practice remains current and effective.

## **Professional Boundaries and Conduct**

All staff, volunteers and representatives must:

- Maintain appropriate professional boundaries.
- Avoid favouritism or dependency relationships.
- Never engage in inappropriate or exploitative behaviour.
- Avoid private communication with children outside agreed professional processes.
- Ensure transparency in all interactions.
- Follow safeguarding procedures within partner organisations when on site.
- Avoid transporting children unless formally agreed and risk assessed.
- Avoid exchanging personal gifts, money or inappropriate contact.

Any breach of professional boundaries may result in safeguarding action, removal from delivery or referral to relevant authorities.

## **Responding to a Disclosure**

If a child or young person discloses abuse or harm, dot dot dot Wellbeing CIC representatives will:

- Listen calmly and without judgement.
- Take the child seriously.
- Avoid asking leading questions.
- Reassure the child that they have done the right thing.
- Never promise secrecy.
- Explain that information may need to be shared to keep them safe.
- Record the disclosure factually as soon as possible.
- Report concerns to the relevant Designated Safeguarding Lead (DSL) within the setting or appropriate safeguarding authority.

If a child is in immediate danger, emergency services will be contacted immediately.

## **Educational and Sporting Settings**

When working within schools, colleges, academies or sporting environments, dot dot dot Wellbeing CIC will:

- Follow the safeguarding procedures of the host organisation.
- Liaise with the Designated Safeguarding Lead (DSL) where appropriate.
- Respect site-specific safeguarding procedures and codes of conduct.
- Share concerns promptly and proportionately.
- Maintain accurate safeguarding records.
- Support emotionally safe environments for children and young people.
- Recognise positional trust and power imbalance within professional relationships.

Where safeguarding procedures differ between organisations, the highest safeguarding standard will always apply.

## **Online and Digital Safeguarding**

dot dot dot Wellbeing CIC recognises the importance of safeguarding within online environments.

The organisation will:

- Use appropriate professional platforms.
- Avoid unsupervised or inappropriate online contact.
- Protect confidentiality and personal information.
- Promote safe online behaviour.
- Respond appropriately to online safeguarding concerns.
- Ensure appropriate consent for online participation.
- Maintain professional digital boundaries.

## **Confidentiality and Information Sharing**

Information will be handled sensitively and in line with UK GDPR and safeguarding legislation.

Confidentiality may be overridden where:

- A child is at risk of significant harm.
- There is a risk to another person.
- A criminal offence may have occurred.
- There is a legal safeguarding duty to share information.

Safeguarding information will only be shared with relevant professionals on a need-to-know basis.

## **Whistleblowing**

dot dot dot Wellbeing CIC encourages an open and accountable safeguarding culture.

Any staff member, volunteer or representative who has concerns about unsafe practice, misconduct or safeguarding failures has a duty to report concerns appropriately.

Concerns will be taken seriously and managed without fear of victimisation.

## **Record Keeping**

Safeguarding records will:

- Be factual, accurate and timely.
- Be stored securely.
- Include actions taken and decisions made.
- Be shared appropriately with relevant safeguarding professionals.
- Comply with GDPR and confidentiality requirements.

## **Partnership Working**

dot dot dot Wellbeing CIC works collaboratively with educational settings, sports organisations, safeguarding professionals, community services and statutory agencies where appropriate.

Clear safeguarding responsibilities and reporting arrangements should be agreed within partnership delivery arrangements.

## **Review**

This policy will be reviewed annually, or sooner in response to legislative changes, safeguarding incidents, organisational developments or updated statutory guidance.

Policy Owner: Jude Tree

Organisation: dot dot dot Wellbeing CIC

Review Cycle: Annual

Next Review Date: May 2027

*Enhanced DBS (Children & Adults) | Safeguarding & Wellbeing Led Practice*