Safeguarding Policy

Owner: Director | Adopted by CIC: 11 October 2026 | Review: October 2027 | Version: 1.0

CH11MP Creative CIC — Connecting Communities through Creativity
Connecting Communities through Creativity

1. Purpose

CH11MP is committed to protecting children and adults at risk from abuse, neglect, exploitation and avoidable harm. Safeguarding takes priority over organisational reputation, programme delivery and confidentiality.

2. Scope

This policy applies to all CH11MP activity, including care-home workshops, community sessions, exhibitions, volunteering, online communications, photography and partnership delivery. It applies to directors, staff, freelance facilitators, volunteers and contractors.

3. Safeguarding lead

The Director is accountable for safeguarding and acts as Designated Safeguarding Lead unless another competent person is formally appointed. Delivery partners retain their own statutory and organisational safeguarding responsibilities.

4. Types of harm

- Physical, sexual, psychological or emotional abuse.
- Neglect and acts of omission.
- Financial or material abuse.
- Discriminatory, organisational or domestic abuse.
- Modern slavery, exploitation, coercion, harassment or self-neglect.
- Online abuse or misuse of images and personal information.

5. Expected conduct

- Maintain professional boundaries.
- Use respectful, person-centred communication.
- Never promise secrecy.
- Avoid being alone with a child or adult at risk where this has not been risk assessed and agreed.
- Do not exchange personal contact details with participants unless authorised for a clear business purpose.
- Follow venue rules, supervision arrangements and photography consent requirements.

6. Responding to a disclosure

- Listen calmly and take the person seriously.

- Do not investigate, interrogate or ask leading questions.
- Explain that the information must be shared with people who can help.
- Record facts, exact words, dates, times and witnesses as soon as possible.
- Report immediately to the safeguarding lead and the host organisation's responsible person.
- Call 999 where there is immediate danger or urgent medical need.

7. Reporting and referral

The safeguarding lead will consider immediate safety, the wishes and capacity of the person, partner procedures, local authority safeguarding routes, police involvement and preservation of evidence. Concerns about a child must be referred through the relevant local safeguarding arrangements. Adult safeguarding decisions will follow the Care Act principles and Making Safeguarding Personal approach.

8. Allegations against representatives

Any allegation about a director, facilitator, volunteer or contractor will be treated seriously. The person may be removed from direct activity while enquiries take place. Statutory authorities, the DBS, insurers or commissioning partners will be notified where required.

9. Safer recruitment and training

Roles will be risk assessed before recruitment or delivery. Identity and reference checks will be completed, and the legally appropriate level of DBS check will be obtained through an eligible registered or umbrella body where the duties qualify. Craig King will complete recognised child safeguarding training before direct youth delivery. Every worker and volunteer will receive role-specific safeguarding induction and proportionate refresher learning. No person will undertake unsupervised or regulated activity until all required checks, training and supervision arrangements are confirmed in writing.

10. Records and confidentiality

Safeguarding records will be factual, dated, access-controlled and retained in line with legal and operational requirements. Information will be shared on a need-to-know basis where lawful and necessary to protect a person.

11. Delivery involving children and young people

For Words We Wear and other youth activity, CH11MP Creative CIC will agree written safeguarding roles with the host venue; obtain parent or carer consent where required; record emergency contacts and access needs securely; use attendance and collection arrangements appropriate to age; maintain suitable adult supervision; avoid one-to-one closed-door activity; complete session-specific risk assessments; and use separate, optional consent for photography, publicity and exhibition of identifiable work. The host organisation's safeguarding procedure will operate alongside this policy, with the safer or more protective requirement followed where they differ.

References

Care Act 2014 and Care and Support Statutory Guidance; Children Acts 1989 and 2004; Safeguarding Vulnerable Groups Act 2006; Mental Capacity Act 2005; Working Together to Safeguard Children.

Approval

Approved by: Craig King, Director
Signature: _____ Date: _____
Next review due: October 2027