

Safeguarding and Child & Adult Protection Policy

Policy purpose

This policy sets out HerCommunity C.I.C.'s arrangements for safeguarding children, young people and adults at risk across workshops, one-to-one wellbeing support, community outreach, online delivery and off-site activities.

Organisation	HerCommunity C.I.C.
Designated Safeguarding Lead	Jodie Jasmin, Director
Deputy Safeguarding Lead	Jodie Jasmin
Policy approval date	1 st July 2026
Next review date	1st July 2027
Review frequency	Annually, or sooner following legislative, organisational or safeguarding changes

1. Policy Statement

HerCommunity C.I.C. is committed to creating a safe, supportive and inclusive environment for all children, young people and adults who access our services.

We recognise our responsibility to safeguard and promote the welfare of children, young people and adults at risk. We are committed to responding promptly and appropriately to concerns relating to abuse, neglect, exploitation, self-harm, criminal exploitation, domestic abuse, radicalisation or any other form of harm.

All staff, volunteers, directors, trustees and sessional workers share responsibility for safeguarding. Safeguarding is everyone's responsibility.

2. Purpose of this Policy

This policy aims to protect children, young people and adults at risk participating in HerCommunity activities; provide clear procedures for responding to safeguarding concerns; ensure staff, volunteers and directors understand their responsibilities; promote a culture of safety, prevention and early intervention; and support compliance with funder, commissioner and regulatory expectations.

3. Scope

This policy applies to all HerCommunity C.I.C. directors, staff, volunteers, trustees, sessional workers, contractors and anyone acting on behalf of the organisation.

It applies to all delivery contexts, including group programmes, one-to-one support, community outreach, online sessions, trips and visits, events, telephone contact and informal contact linked to HerCommunity activity.

4. Definitions of Abuse: Children and Young People

Abuse may occur through an action or a failure to act. Abuse can take place in families, communities, institutions, peer groups, online environments or through exploitation by adults or other young people.

Type of abuse	Definition
Physical abuse	Deliberately causing physical harm, such as hitting, shaking, burning, poisoning, inappropriate restraint or any other use of physical force.
Emotional abuse	Persistent emotional maltreatment affecting a child's emotional development, including humiliation, rejection, intimidation, threats, excessive criticism, coercion or exposure to domestic abuse.
Sexual abuse	Forcing, persuading, manipulating or encouraging a child or young person to participate in sexual activity, whether or not the child understands what is happening.
Neglect	Persistent failure to meet a child's basic physical or psychological needs, including food, shelter, clothing, medical care, supervision, warmth, emotional support or safety.

Child criminal exploitation	Where a child or young person is manipulated, coerced, threatened or groomed into criminal activity, including county lines, theft, violence or carrying weapons.
Child sexual exploitation	A form of sexual abuse where a child or young person is exploited through power, control, exchange, grooming or coercion.
Online abuse	Abuse facilitated through digital technology, including grooming, harassment, coercion, image-based abuse, exploitation, bullying or threats.
Radicalisation	Where a child, young person or adult is encouraged or groomed towards extremist views, violence or terrorism-related activity.

5. Signs and Indicators of Abuse

Indicators do not automatically mean abuse has occurred, but they must be taken seriously and reported through the safeguarding procedure.

Area	Possible signs
Physical indicators	Unexplained injuries; frequent injuries; untreated medical conditions; poor hygiene; inappropriate clothing; fear of going home; flinching or avoidance of touch.
Emotional and behavioural indicators	Sudden changes in behaviour; withdrawal; anxiety; depression; low self-esteem; aggression; self-harm; fearful presentation; difficulty trusting adults.
Sexual abuse indicators	Age-inappropriate sexual knowledge; sexualised behaviour; avoidance of particular people; sudden distress; secrecy; unexplained gifts or money; online risk concerns.
Neglect indicators	Hunger; tiredness; poor hygiene; lack of supervision; repeated non-attendance; untreated health needs; lack of suitable clothing.
Exploitation indicators	Going missing; new peer groups; unexplained money or items; fearfulness; carrying weapons; older associates; being controlled by others; sudden changes in phone use.

6. Vulnerable Adults / Adults at Risk Policy Statement

An adult at risk may be a person aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves from abuse, neglect or exploitation.

Abuse can be different for adults because it may involve issues of mental capacity, consent, coercive control, financial exploitation, self-neglect, organisational abuse, domestic abuse, or abuse by people in positions of trust. Adults may have the right to make choices that others consider risky, but HerCommunity will act where there is concern that an adult is unable to protect themselves, is being coerced, or where others may be at risk.

Adult safeguarding category	Description
Physical abuse	Assault, hitting, slapping, misuse of medication, inappropriate restraint or physical intimidation.
Domestic abuse	Physical, emotional, psychological, sexual, financial abuse, coercive control, honour-based abuse or forced marriage.
Financial or material abuse	Theft, fraud, scamming, pressure relating to money or property, misuse of benefits or financial coercion.
Psychological or emotional abuse	Threats, humiliation, intimidation, harassment, controlling behaviour, isolation or verbal abuse.
Discriminatory abuse	Abuse based on race, disability, faith, age, sexuality, gender identity, sex or other protected characteristics.
Organisational abuse	Poor practice, neglect or mistreatment within an organisation, service or care setting.
Self-neglect	Failure to care for personal health, hygiene, safety or living conditions where this creates significant risk.
Modern slavery	Human trafficking, forced labour, domestic servitude, criminal exploitation or sexual exploitation.
Neglect and acts of omission	Failure to provide necessary care, support, access to health care, medication, food, warmth or safety.
Sexual abuse	Sexual activity or contact without consent, sexual coercion, exploitation, harassment or image-based abuse.

7. Safeguarding Roles and Responsibilities

Named person responsible for child protection

Designated Safeguarding Lead: Jodie Jasmin, Director. Deputy Safeguarding Lead: Jodie Jasmin. If the DSL is unavailable and there is immediate risk, emergency services, Children's Services or Adult Social Care must be contacted without delay.

Role	Responsibility
Designated Safeguarding Lead	Receives and records concerns; supports staff and volunteers; makes referrals where necessary;

	maintains secure safeguarding records; ensures policies, training and risk assessments are up to date.
Deputy Safeguarding Lead	Acts in the DSL role when the DSL is unavailable and supports case recording, referrals and safeguarding decision-making.
Directors / Trustees	Ensure safeguarding governance, safer recruitment, training, DBS checks, risk management and annual review of the policy.
Staff and volunteers	Remain alert to signs of abuse; follow the code of conduct; report concerns immediately; maintain professional boundaries; attend safeguarding training.

8. Responding to a Disclosure or Concern

If a child, young person or adult discloses abuse or a safeguarding concern is observed, staff and volunteers must respond calmly, listen carefully and report the concern without delay.

Do • Remain calm and listen carefully. • Take the disclosure seriously. • Reassure the person that they have done the right thing by telling you. • Explain that information may need to be shared to keep them or others safe. • Record the concern using the person's own words where possible. • Report immediately to the DSL or, if urgent, emergency services / statutory services.	Do not • Do not promise confidentiality. • Do not ask leading questions. • Do not investigate the concern yourself. • Do not challenge the alleged abuser. • Do not discuss the concern with people who do not need to know. • Do not delay reporting.
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9. Reporting Procedure

Stage	Action
Step 1: Identify	A concern is observed, disclosed, reported by another person, or identified through behaviour, risk assessment or programme delivery.
Step 2: Respond safely	Listen, reassure, avoid leading questions and explain that information may need to be shared for safety.
Step 3: Record	Complete a Safeguarding Concern Form as soon as possible. Record facts, dates, times, names, direct words, observations and actions taken.
Step 4: Report internally	Share immediately with the DSL: Jodie Jasmin, Director, hercommunitywellbeing@outlook.com, telephone 07309090307

Step 5: Refer if needed	The DSL will decide whether to contact Children's Services, Adult Social Care, the Police, emergency services or other relevant agencies.
Step 6: Store securely	Safeguarding records must be stored securely with restricted access, separate from general participant records where practical.

Immediate danger

If someone is at immediate risk of serious harm, call 999. If a child or adult at risk requires urgent safeguarding intervention, contact the relevant local authority safeguarding service without waiting for the DSL if delay would increase risk.

10. Confidentiality, Consent and Information Sharing

HerCommunity C.I.C. respects confidentiality and privacy. However, confidentiality cannot be guaranteed where there is a safeguarding concern, risk of harm, serious crime, risk to others, or legal requirement to share information.

Information will be shared on a need-to-know basis, proportionately, and in line with safeguarding duties and UK GDPR. The welfare and safety of the child, young person or adult at risk will be the priority.

11. Safer Recruitment, DBS Checks and Suitability

HerCommunity C.I.C. is committed to safer recruitment and will take reasonable steps to ensure that those working with children, young people and adults at risk are suitable for their role.

Role / group	Safeguarding requirement
Staff, volunteers, directors and trustees working directly with children, young people or vulnerable adults	Appropriate level DBS check where eligible; identity checks; references; role description; safeguarding induction; code of conduct; supervision arrangements.
Staff, volunteers, directors and trustees not working directly with children, young people or vulnerable adults	Safeguarding awareness training is expected as good practice so that everyone understands signs of abuse, reporting procedures and professional responsibilities.
Sessional workers or contractors	Must provide evidence of relevant checks, insurance, qualifications and safeguarding awareness where relevant to the activity.

12. Safeguarding Training

All staff, volunteers, directors and trustees will receive safeguarding information at induction and will be made aware of this policy, the code of conduct, how to report concerns and who the DSL is.

The DSL will complete safeguarding training appropriate to the role and keep knowledge up to date. Refresher training should be completed at least every two years, or sooner if required by changes in legislation, guidance, roles or risks.

13. Risk Assessment and Safe Delivery

Risk assessments must be completed for programmes, workshops, community activities, online sessions, trips, events and one-to-one support where relevant. Risk assessments should be proportionate to the activity and reviewed if circumstances change.

- ☐ Venue safety, fire exits, accessibility and first aid.
- ☐ Staff-to-participant ratios and supervision arrangements.
- ☐ Consent forms, emergency contacts and medical information.
- ☐ Emotional safety, sensitive discussion topics and participant distress.
- ☐ Online safety, confidentiality and secure platforms.
- ☐ Trips, transport, missing person procedures and external providers.
- ☐ Lone working, remote delivery and staff safety.
- ☐ Safeguarding risks linked to disclosure, self-harm, exploitation or domestic abuse.

14. Professional Boundaries and Code of Conduct

All adults acting on behalf of HerCommunity must maintain appropriate professional boundaries. They must not form inappropriate personal relationships with participants, communicate through personal social media, meet participants outside agreed delivery arrangements, or share personal information in a way that creates dependency or risk.

Any breach of professional boundaries must be reported to the DSL or a director immediately.

15. Allegations Against Staff, Volunteers, Directors or Trustees

Any allegation that a staff member, volunteer, director, trustee, sessional worker or contractor has harmed, may have harmed, or poses a risk to a child, young person or adult at risk must be treated seriously and reported immediately to the DSL or another director if the allegation concerns the DSL.

Where required, HerCommunity will seek advice from the relevant Local Authority Designated Officer for child safeguarding matters and/or Adult Safeguarding services for adult concerns. Internal investigation will not take place where it could compromise statutory processes.

16. Online and Remote Delivery

Where support is delivered online or remotely, HerCommunity will use appropriate platforms, clarify expectations at the start of sessions, protect confidentiality, avoid recording without consent, and ensure participants know how to raise concerns.

For young people, additional consideration must be given to age, consent, privacy, safe spaces, camera use, emergency contact arrangements and escalation procedures if distress or safeguarding risk emerges during a remote session.

17. Recording and Record Keeping

Safeguarding records must be factual, accurate, timely and stored securely. Records should include the date, time, person involved, nature of the concern, direct words used where relevant, actions taken, referrals made and follow-up actions.

Records must be shared only with those who need the information to protect the person or fulfil safeguarding responsibilities.

18. Monitoring and Review

This policy will be reviewed annually and sooner if there are significant safeguarding incidents, changes to law or guidance, changes to HerCommunity’s delivery model, changes in organisational structure, or learning from practice reviews.

Policy approved	03 July 2026
Next review date	03 July 2027
Review frequency	Yearly
Approved by	Jodie Jasmin (director) Robyn Cummings (director)

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