

# Safeguarding Policy and Procedure Support

## Why you need a Safeguarding Policy and Procedure:

- Anyone working with children and young people and/or vulnerable adults have a legal duty to ensure the safety and welfare of participants, staff and volunteers. This includes keeping them safe from neglect or abuse.
- Your policy outlines your commitment to safeguarding children, young people and/or vulnerable adults who come into contact with you/your organisation during the course of your work.
- Your procedure outlines the steps you will take to enact your policy and ensure the safety of all participants, staff and volunteers.
- Your policy and procedure apply to all your activities that involve interactions with children and young people and/or vulnerable adults, including workshops, performances, commissions, exhibitions, community projects, marketing materials and online interactions.
- Children are people under the age of 18, or up to the age of 25 if they have a disability or vulnerability.
- A vulnerable adult is someone who, due to mental or physical disability, age, or illness, may be unable to protect themselves from abuse or neglect.

## Where to Start

If you are an **individual**, we recommend you begin by following the NSPCC's Information about Lone Working guide to work through what policy and procedures you need: [Safeguarding children for lone workers | NSPCC Learning](#)

If you are an **organisation**, we recommend you begin with NSPCC's [Writing safeguarding policies and procedures | NSPCC Learning](#)

In either case, you may also find the following links useful:

- A guide to ensuring your activities and events are safe: [Safer activities and events | NSPCC Learning](#)
- A resource Library including Code of Conduct templates, safeguarding reporting flowcharts, safeguarding policy statements examples and template: [Resource library for safeguarding children in sport | CPSU](#)
- A guide taking you through developing an adult's safeguarding policy: [A guide to developing a Safeguarding Adults policy](#)
- Arts Council England also outline what is expected in a safeguarding policy as well as provide links to relevant legal frameworks. [Safeguarding Policy for Grant Holders | Arts Council England](#)

## Training

In order to comply with your safeguarding policy and procedures, and to deliver safe activity, you and anyone working with you need to have completed relevant training.

Online options for introductory training include:

- NSPCC offers online training beginning at £30 per person
  - [Introduction to safeguarding and child protection training | NSPCC Learning](#)
- Croydon Safeguarding Children Partnership (CSCP) offers free safeguarding training for people working or volunteering in Croydon. You will need to register as a member via the website or email [cscptraining@croydon.gov.uk](mailto:cscptraining@croydon.gov.uk) for help.
  - [eLearning : CSCP-Safeguarding-Children-Level-1](#)
- Online providers offer Safeguarding Vulnerable Adult training for a small fee:
  - [Safeguarding Adults \(Level 1\) – ART Skills Centre](#)

## Safeguarding Policy and Procedure: Mandatory Items

Your safeguarding policy and procedure should be adapted for the activities, locations and people you work with. As a minimum, we would expect to see the following addressed:

- **Commitment to Safeguarding:** Your policy statement about who and why you safeguard. If you work with groups at particular risk, it would be good to identify that. You might find the following further information helpful.
  - [Safeguarding children from Black, Asian and minoritised ethnic communities | NSPCC Learning](#)
  - [Safeguarding d/Deaf and disabled children and young people | NSPCC Learning](#)
  - [Safeguarding LGBTQ+ children and young people | NSPCC Learning](#)
  - [Children with special educational needs and disabilities \(SEND\) | NSPCC Learning](#)
- **Staff information:** explain the types of staff and/or volunteers who work on your projects.
  - **Safe recruitment:** Outline what processes are in place for recruiting staff and volunteers to ensure they do not pose a risk to participants, such as checking references and/or carrying out Disclosure and Barring Service (DBS) checks if appropriate for your work.
    - Find out more about DBS checks and who requires them here: [About us - Disclosure and Barring Service - GOV.UK](#)
  - **Safeguarding Training:** Outline what and how frequently any staff and/or volunteers undertake training in safeguarding adults and/or children.

- **Codes of Conduct:** Outline the Code of Conduct that all staff and volunteers agree to abide by. If you are working online, ensure you include sections relevant to additional risks of online working.
- **Safe Staffing Ratios:** Indicate what your minimum staff to child ratio will be, if not already included in your Code of Conduct.
  - [Recommended adult to child ratios for working with children | NSPCC Learning](#)
- **Media Consent:** If relevant, outline your policies for collecting, storing and using photographs, videos, or audio materials, including how you will ensure you have informed consent to do so. Find out more here:
  - [Photographing and filming children | Images guidance | NSPCC Learning](#)
- **Responding to Safeguarding Concerns:** Outline what procedures you will follow if you have any safeguarding concerns. If you are working online, ensure you consider relevant risks.
  - **Disclosure:** List what you will do if a child, young person or vulnerable adult discloses abuse or neglect to a member of staff or volunteer: how you will respond to disclosures in the moment; how you will record information; where records will be kept; who you will report to.
    - [Recognising and responding to child abuse and neglect | NSPCC Learning](#)
  - **Concern:** List the steps you will take if someone shares a concern about a child or vulnerable adult.
    - [Recognising and responding to child abuse and neglect | NSPCC Learning](#)
  - **Allegation against a child:** List the steps you will take if someone makes a complaint or allegation referencing a child committing abuse.
    - [Managing allegations of abuse made against a child | NSPCC Learning](#)
  - **Allegation against a staff member:** List the steps you will take if someone makes an allegation against a member of staff or volunteer.
    - [Managing allegations against or concerns about people who work or volunteer with children | NSPCC Learning](#)
- **Contacts:** Give details of who people within and outside your organisation should contact about safeguarding concerns
  - **Named Safeguarding Lead:** If you are an individual, this will be you. If you are an organisation, please list the Designated Safeguarding Lead. This is the person staff and external parties should reach out to with safeguarding concerns related to your work.

- **Croydon Council's safeguarding procedure and contact details:** You should report concerns to the Council's children's safeguarding and/or vulnerable adult safeguarding as appropriate. Share relevant phone numbers and contact details here, so they are easy to access in an emergency.
  - [Concerned about a child? | Croydon Council](#)
  - [Report abuse of an adult | Croydon Council](#)
- **NSPCC:** Anyone is welcome to contact the [NSPCC Helpline](#) at any time with concerns about a child, or to receive advice, support or reassurance about child protection matters. Share relevant phone numbers and contact details here, so they are easy to access in an emergency.
- **Childline contact information:** Anyone is welcome to contact [Childline](#) at any time with concerns about a child, or for child protection advice, support or reassurance. Share relevant phone numbers and contact details here, so they are easy to access in an emergency.

\*\*Please note, it is important that Safeguarding Policies and Procedures are bespoke to the specific circumstances of your work. Therefore, this list should not be considered exhaustive and should be used as a guide only. Please refer to the relevant information and organisations signposted above if you have any questions, concerns or need more advice about your specific circumstances.