

creative ✦ active ✦ lives

SAFEGUARDING AND CHILD PROTECTION POLICY

Version No. 7
Dated: 2nd June 2026
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The purpose and scope of this policy statement

Creative Active Lives CIC is a non-profit organisation that invests profits into providing inclusive, accessible entertainment and educational activities to people of all ages and abilities who face barriers to accessing opportunities to improve physical and mental wellbeing.

The purpose of this policy statement is:

- To protect children and young people who receive Creative Active Live's services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Creative Active Lives, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

We take a preventative approach to safeguarding by building safety, consistency, and clear boundaries into all areas of delivery. Safeguarding is embedded throughout recruitment, training, session planning, communication, online moderation, supervision, and partnership working.

Preventative measures include safer recruitment processes, enhanced DBS checks, identity verification, references, safeguarding induction, and ongoing safeguarding training for staff and volunteers. Staff are made aware of professional boundaries, codes of conduct, whistleblowing procedures, and safeguarding reporting responsibilities from the start of their involvement with the organisation.

Risk assessments are completed and reviewed for activities, online delivery, venues, equipment, and individual needs where appropriate. We use structured safeguarding procedures for online work, including moderated platforms, invitation-only access, controlled permissions, monitored communication channels, and clear participant agreements.

We create safe and inclusive environments through consistent staffing, predictable routines, clear behaviour expectations, and low-pressure approaches that reduce anxiety and support regulation. This helps staff identify concerns early and enables children, young people, and adults at risk to build trusted relationships with staff.

Safeguarding information and reporting routes are shared clearly with staff, volunteers, participants, parents, and carers so concerns can be raised quickly and safely. We encourage a culture where concerns are listened to, recorded, and acted upon promptly.

We work closely with families, schools, local authorities, and partner organisations to identify risks early, share concerns appropriately, and support early intervention where needed. Safeguarding practice is reviewed regularly through team meetings, supervision, incident review, policy updates, and ongoing learning from safeguarding guidance and best practice.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Key references include:

- [The Children Act 1989 and 2004](#), which establish the framework for the care and protection of children.
- [Working Together to Safeguard Children 2023](#), providing guidelines for multi-agency cooperation to safeguard children effectively.
- [Keeping Children Safe in Education \(KCSIE\) 2025](#), statutory guidance for schools and colleges outlining safeguarding responsibilities. This includes updated definitions of safeguarding, a focus on early help, and expanded recognition of exploitation as a form of abuse

These frameworks ensure that our organisation complies with its duty to safeguard children and promote their welfare.

Supporting documents

This policy statement should be read alongside our organisational procedures for Safeguarding and Child Protection.

This policy applies to all children and young people up to the age of 18 years, whether living with their families, in state care, or living independently, in line with the Working Together to Safeguard Children 2023 document.

Our safeguarding responsibilities apply regardless of gender, ethnicity, disability, sexuality, religion, communication needs, background, or whether an individual accesses services online, in person, formally, or informally.

We promote safeguarding awareness openly with children, young people, adults at risk, parents, carers, staff, volunteers, and partner organisations to help ensure everyone understands how to recognise concerns and report them safely.

Safeguarding information is shared through induction information, registration processes, consent forms, participant agreements, online community rules, signage, websites, policies, and direct communication with families and service users. Information is provided in clear and accessible language appropriate to the age, needs, and communication style of the individuals accessing services.

Children, young people, adults at risk, parents, and carers are informed about who they can speak to if they feel unsafe, uncomfortable, worried, or concerned about the behaviour of a staff member, volunteer, participant, or any other person connected to the organisation. Contact details for safeguarding leads are made available where appropriate.

We encourage a culture where concerns can be raised without fear of blame or negative consequences. All safeguarding concerns, disclosures, allegations, or complaints are taken seriously and responded to promptly in line with organisational safeguarding and reporting procedures.

Where concerns involve a member of staff, volunteer, or contractor, the matter is escalated appropriately and managed in accordance with safeguarding, disciplinary, allegations management, and reporting procedures. Where required, concerns are referred to external safeguarding agencies, local authority safeguarding teams, the police, or other relevant organisations.

Parents, carers, and service users are also encouraged to report concerns directly to statutory safeguarding services if they believe a child, young person, or adult at risk is in immediate danger or if they feel concerns have not been addressed appropriately.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behavior codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place

- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Responsibilities

Safeguarding is everyone's responsibility.

All members of staff and those working on behalf of Creative Active Lives are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding.

The Safeguarding Lead will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the Police or other appropriate external bodies.

The Board of Trustees is responsible for safeguarding governance.

Safeguarding Procedures

- Safeguarding is everybody's responsibility
- Creative Active Lives' commitment to keeping children and young people safe is regularly and consistently referenced in all our key policies, procedures, website and appropriate documents.
- Creative Active Lives' communicates its safeguarding policies and procedures to all staff, voluntary workers, volunteers, self employed sub-contractors, and relevant stakeholders.
- Creative Active Lives' communicates its safeguarding policies and procedures to its Board Members as part of a standing agenda item at Board meetings.

Definitions and Signs of Abuse

Creative Active Lives CIC recognises that abuse can take many forms and may happen in person, online, within families, peer groups, organisations, communities, or relationships of trust. Abuse may be a one-off incident or a pattern of behaviour over time.

Staff and volunteers are not expected to investigate abuse, but they are expected to recognise possible signs, listen carefully, record concerns accurately, and report concerns promptly to the Designated Safeguarding Lead.

Creative Active Lives CIC recognises that safeguarding concerns often develop over time and may initially present as low-level welfare concerns, changes in behaviour, or patterns of concern rather than a single significant incident.

Staff, volunteers, contractors, trustees, and agency workers are encouraged to report all safeguarding concerns, welfare concerns, observations, disclosures, behavioural changes, online incidents, or other matters that cause concern, regardless of whether they meet the threshold for a safeguarding referral.

The organisation maintains a safeguarding concern reporting form which can be used to record safeguarding concerns, low-level concerns, welfare concerns, observations, disclosures, incidents, and patterns of behaviour. This enables the Designated Safeguarding Lead to identify emerging themes, monitor patterns over time, assess cumulative risk, and take early preventative action where appropriate.

Staff are encouraged to adopt a culture of professional curiosity and to report concerns whenever something does not feel right, even where there is no immediate evidence of abuse or harm.

Mental Capacity Act 2005 and Informed Consent

Creative Active Lives CIC recognises that the Mental Capacity Act 2005 applies to young people aged 16 and over, as well as adults.

Where safeguarding concerns involve a young person aged 16 or 17, their views, wishes, feelings, and ability to make informed decisions will be considered wherever possible. Staff will seek to involve young people in decisions affecting them and will support them to understand the choices available.

Where there are concerns that a young person may lack capacity to make a specific decision, advice will be sought from appropriate professionals and decisions will be made in their best interests in accordance with the Mental Capacity Act 2005.

The safety and welfare of the young person will remain the primary consideration. Information may be shared without consent where there is a risk of significant harm, where a crime may have been committed, or where there is another legal basis for sharing information.

Identifying Safeguarding Concerns and Early Warning Signs

Creative Active Lives CIC recognises that children and young people may not always disclose abuse, neglect, exploitation, or harm directly. Staff and volunteers are therefore expected to remain alert to signs, indicators, triggers, and changes in presentation that may suggest a child requires support or protection.

Staff are trained to identify and respond appropriately to:

- Sudden changes in behaviour, mood, confidence, or emotional wellbeing
- Increased anxiety, distress, withdrawal, or isolation

- Frequent emotional dysregulation, anger, or unexplained outbursts
- Persistent sadness, low mood, or signs of depression
- Self-harm, suicidal ideation, or concerning comments about personal safety
- Significant changes in attendance, participation, or engagement
- Fear of particular people, places, situations, or going home
- Unexplained injuries, marks, bruises, or repeated accidents
- Changes in appearance, hygiene, clothing, or presentation
- Signs of hunger, exhaustion, or unmet physical needs
- Sexualised behaviour or knowledge inappropriate for age
- Signs of bullying, peer-on-peer abuse, coercion, exploitation, or controlling behaviour
- Possession of unexplained money, gifts, mobile phones, or expensive items
- Sudden changes in friendship groups or association with concerning individuals
- Signs of online harm, cyberbullying, grooming, exploitation, or exposure to harmful content
- Indicators of criminal exploitation, county lines activity, or radicalisation
- Any disclosure, allegation, observation, or concern that suggests a child may be at risk of harm

Staff and volunteers are expected to report concerns promptly, even where there is uncertainty about the cause. Safeguarding concerns will be assessed by the Designated Safeguarding Lead and managed in accordance with safeguarding procedures.

Creative Active Lives CIC promotes a culture of professional curiosity, where staff are encouraged to notice changes, ask appropriate questions, record concerns, and seek advice whenever they are worried about a child's welfare.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, inappropriate restraint, or otherwise causing physical harm to a child or young person.

Possible signs may include:

- Unexplained bruises, burns, bites, fractures, or injuries
- Injuries that do not match the explanation given
- Frequent injuries or repeated accidents
- Fear of physical contact
- Flinching, withdrawal, or appearing frightened of particular adults or children
- Wearing clothing that may be intended to cover injuries

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or young person. It may include humiliation, rejection, intimidation, bullying, threats, isolation, exposure to domestic abuse, or making a child feel worthless, unloved, or inadequate.

Possible signs may include:

- Low self-esteem or lack of confidence
- Anxiety, withdrawal, or sudden changes in mood
- Extreme attention-seeking behaviour

- Self-harm or talk of self-harm
- Developmental delay or regression
- Reluctance to go home or be with particular people

Sexual Abuse

Sexual abuse involves forcing, enticing, or manipulating a child or young person to take part in sexual activities. This may happen in person or online and may include grooming, sexual exploitation, exposure to sexual content, or being pressured to share sexual images.

Possible signs may include:

- Sexual knowledge or behaviour that is not appropriate for the child's age or development
- Sudden changes in behaviour, mood, sleep, or confidence
- Fear of certain people, places, or situations
- Avoidance of changing clothes or physical activities
- Unexplained gifts, money, or possessions
- Signs of online grooming, secrecy, or distress after using devices

Neglect

Neglect is the persistent failure to meet a child or young person's basic physical, emotional, educational, medical, or supervisory needs.

Possible signs may include:

- Poor hygiene or consistently unsuitable clothing
- Persistent hunger or tiredness
- Untreated medical or dental needs
- Frequent absence from education or activities
- Lack of appropriate supervision
- Poor growth, development, or emotional wellbeing

Child Criminal Exploitation, including County Lines

Child Criminal Exploitation (CCE) occurs when an individual or group takes advantage of an imbalance of power to coerce, control, manipulate, or deceive a child into criminal activity in exchange for something the child needs or wants, such as money, gifts, status, affection, protection, drugs, or alcohol. Children may be exploited even if the activity appears consensual.

Possible signs may include:

- Unexplained money, gifts, clothing, mobile phones, or other possessions
- Regularly going missing from home, education, or activities
- Travelling to unfamiliar locations or being found in different areas
- Increased secrecy about friendships, activities, or whereabouts
- Association with older individuals or known offenders
- Carrying weapons or involvement in violence
- Significant changes in behaviour, mood, attendance, or engagement

- Possession of multiple mobile phones or SIM cards
- Evidence of drug-related activity, dealing, or transportation of drugs
- Fear, anxiety, intimidation, or signs of being controlled by others
- Frequent requests for transport or unexplained journeys
- Sudden decline in wellbeing, personal safety, or educational engagement

Additional Safeguarding Concerns

Creative Active Lives CIC also recognises that safeguarding concerns may include:

- Child Sexual Exploitation
- Online abuse
- Cyberbullying
- Peer-on-peer abuse
- Domestic abuse
- Radicalisation and extremism
- Forced marriage
- Honour-based abuse
- Modern slavery and trafficking
- Bullying, harassment, or discriminatory abuse

Any concern, disclosure, allegation, or pattern of behaviour that suggests a child or young person may be at risk of harm must be reported to the Designated Safeguarding Lead as soon as possible.

Abuse and exploitation can take place in person, online, within families, peer groups, organisations, communities, or relationships of trust. Staff and volunteers receive safeguarding guidance appropriate to their role and are expected to report concerns promptly in line with organisational safeguarding procedures.

Our organisation recognises that safeguarding includes protecting children, young people, and adults at risk from radicalisation, extremism, exploitation, and exposure to harmful ideologies, including online.

We support the principles of the Government's PREVENT strategy as part of our wider safeguarding responsibilities. Staff and volunteers are expected to remain alert to behaviours, communication, online activity, or changes in presentation that may indicate vulnerability to radicalisation or extremist influence.

Our delivery model reduces risk through trusted relationships, consistent supervision, positive peer environments, and safe moderated spaces both online and in person. We promote inclusion, respect, critical thinking, and safe discussion, and we challenge discriminatory, extremist, or harmful behaviour where appropriate.

Staff and volunteers receive safeguarding guidance appropriate to their role, including awareness of online risks, grooming, exploitation, and the PREVENT duty where relevant to the service being delivered. Online provision is moderated and monitored to reduce risks linked to harmful content, inappropriate communication, or extremist material.

Our approach focuses on early identification, safeguarding, and support rather than criminalisation, recognising that vulnerability to radicalisation may overlap with isolation, mental health difficulties, social exclusion, or unmet support needs.

PREVENT Referral Process

Creative Active Lives CIC recognises that radicalisation is a safeguarding issue and that children, young people, and adults at risk may be vulnerable to extremist influences, including online.

Staff, volunteers, contractors, agency workers, and trustees are expected to remain alert to indicators of radicalisation, extremist behaviour, or exposure to harmful ideologies.

Any concerns relating to radicalisation, extremism, or terrorism must be reported immediately to the Designated Safeguarding Lead (DSL).

The DSL will assess the concern and, where appropriate:

- Seek advice from local safeguarding partners
- Consult with Children's Social Care or Adult Social Care as appropriate
- Contact the Police if there is an immediate risk
- Make a referral to the Prevent programme through the local Prevent team or Channel Panel
- Record all actions taken in accordance with safeguarding procedures

Where there is an immediate risk of harm or a threat to public safety, emergency services should be contacted immediately by calling 999.

Concerns about radicalisation will be managed using the same safeguarding principles as all other safeguarding concerns, with a focus on early intervention, support, prevention, and partnership working.

Risk Assessment and Risk Management

Creative Active Lives CIC recognises that effective safeguarding includes identifying, assessing, and managing risks before harm occurs.

Risk assessments are completed for activities, venues, online provision, equipment, trips, events, transport arrangements, and individual participant needs where appropriate. Risk assessments consider physical safety, emotional wellbeing, safeguarding risks, accessibility requirements, online safety, and environmental hazards.

Risk assessments are reviewed before activities commence, following incidents or concerns, when activities change, and at least annually. Staff, volunteers, participants, parents, and carers may contribute to identifying risks where appropriate.

Where specific safeguarding risks are identified, appropriate control measures are implemented to reduce the likelihood of harm and promote the safety and wellbeing of children, young people, and adults at risk.

All staff and volunteers are expected to follow risk assessments and report any emerging risks, concerns, accidents, near misses, or safeguarding issues to the Designated Safeguarding Lead without delay.

Commitment to Safeguarding & Safer Recruitment

Creative Active Lives CIC is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. Safeguarding is considered throughout the recruitment process and forms an integral part of all employment, volunteer, trustee, contractor, and agency worker appointments through our Safer Recruitment Policy.

All recruitment advertisements, role descriptions, application packs, and recruitment materials include a safeguarding statement outlining the organisation's commitment to safeguarding and promoting welfare. This acts both as a clear statement of expectations and as a deterrent to individuals seeking to gain access to children, young people, or adults at risk for inappropriate purposes.

All successful applicants are expected to share this commitment and will be required to comply with safeguarding policies, codes of conduct, professional boundaries guidance, and safer working practices at all times.

Safe Recruitment

Creative Active Lives CIC is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. Safe recruitment arrangements are detailed within the organisation's Safer Recruitment Policy and apply to all employees, volunteers, trustees, contractors, agency workers, sessional staff, and self-employed subcontractors.

The Safer Recruitment Policy outlines the organisation's arrangements for:

- Recruitment advertising
- Application and interview processes
- Verification of identity
- References and employment history checks

- Enhanced DBS checks
- Right to work checks
- Safeguarding induction and training
- Professional boundaries and codes of conduct
- Ongoing supervision and monitoring of suitability

All recruitment advertisements, role descriptions, application packs, and recruitment materials include a statement confirming Creative Active Lives CIC's commitment to safeguarding and promoting the welfare of children, young people, and adults at risk. Successful applicants are expected to share this commitment.

The organisation's safeguarding commitment forms part of every stage of the recruitment process and acts as a deterrent to individuals who may seek access to children, young people, or adults at risk for inappropriate purposes.

This policy should be read alongside the Safer Recruitment Policy, Whistleblowing Policy, Code of Conduct, and relevant safeguarding procedures.

Staff Induction and Professional Boundaries

All staff, volunteers, trustees, contractors, agency workers, and self-employed subcontractors receive an induction appropriate to their role before undertaking unsupervised duties.

Induction includes safeguarding procedures, professional boundaries, online safety, behaviour management, whistleblowing procedures, reporting concerns, codes of conduct, and safer working practices.

Creative Active Lives CIC provides a Staff and Volunteer Handbook which sets out expected standards of behaviour, communication, professional boundaries, safeguarding practice, and approaches to working with children, young people, and adults at risk.

Staff and volunteers are required to read and understand the handbook, safeguarding policies, code of conduct, and reporting procedures as part of their induction.

Understanding of professional boundaries and safeguarding responsibilities is reinforced through supervision, team meetings, safeguarding training updates, observation of practice, reflective discussions, and annual policy reviews.

Referral Process for Safeguarding Concerns

If a member of staff, volunteer, or individual associated with Creative Active Lives CIC has concerns about a child's safety or welfare, the following referral process must be followed:

1. **Recognise and Respond:**
 - If a child is at immediate risk, contact emergency services (999) without delay.

- For non-urgent concerns, listen carefully to the child, avoid leading questions, and document the facts as stated by the child or observed.
- 2. Report to the Designated Safeguarding Lead (DSL):**
 - Contact the DSL, **Rachel Conlisk**, on 07790 443 007 or email rachel@creativeactivelives.org.uk
 - Provide a clear, written report of your concerns, including the child's details, any observations, and conversations, as accurately as possible.
- 3. Decision and Action by the DSL:**
 - The DSL will assess the information, following KCSIE and local safeguarding partnership (LSP) procedures.
 - If necessary, the DSL will refer the case to the local authority's Children's Social Care Services within 24 hours and confirm this referral in writing.
- 4. Follow-Up:**
 - The DSL will ensure appropriate follow-up actions are taken, including further communication with the referring staff and support for the child involved.
 - If no action is taken by the DSL, staff retain the right to refer directly to local authorities or use the NSPCC whistleblowing helpline.
- 5. Confidentiality and Record-Keeping:**
 - All concerns and actions must be recorded securely and shared only with relevant parties, ensuring compliance with GDPR and the Data Protection Act 2018

Safeguarding Reporting and Record Keeping

Staff, volunteers, contractors, trustees, and agency workers can report safeguarding concerns directly to the Designated Safeguarding Lead using the organisation's safeguarding reporting process, including the designated online safeguarding concern form on our Intranet.

Creative Active Lives CIC maintains a dedicated Safeguarding Concern, Incident and Near Miss Reporting Form, This form should be completed as soon as possible after any safeguarding concern, incident, disclosure, near miss, observation, accident, behavioural incident, or welfare concern involving a child, young person, adult at risk, volunteer, staff member, or visitor.

If someone is in immediate danger, contact emergency services first and then notify the Designated Safeguarding Lead (DSL).

The form allows concerns, observations, disclosures, incidents, allegations, and welfare concerns to be recorded consistently and securely. Reports are reviewed by the Designated Safeguarding Lead and acted upon in accordance with safeguarding procedures.

Safeguarding records are stored securely and retained in accordance with GDPR, the Data Protection Act 2018, and organisational record retention procedures.

The use of a reporting form does not replace the requirement to immediately contact emergency services or the Designated Safeguarding Lead where there is an urgent safeguarding risk.

Allegations against staff members

Local Authority Designated Officer (LADO)

Where an allegation is made that a member of staff, volunteer, trustee, contractor, agency worker, or any adult working on behalf of Creative Active Lives CIC has:

- Behaved in a way that has harmed, or may have harmed, a child or young person
- Possibly committed a criminal offence against or related to a child or young person
- Behaved towards a child or young person in a way that indicates they may pose a risk of harm
- Behaved in a way that indicates they may not be suitable to work with children

The Designated Safeguarding Lead (or a Director where the concern relates to the DSL) will consider whether the allegation meets the threshold for referral to the Local Authority Designated Officer (LADO).

Concerns that meet the threshold will be referred to the relevant LADO without delay and, wherever possible, within 24 hours of the allegation or concern coming to the organisation's attention.

Staff, volunteers, trustees, contractors, and agency workers must not investigate allegations themselves and must report concerns immediately through safeguarding procedures.

Where appropriate, advice will be sought from the LADO before any internal investigation takes place. Creative Active Lives CIC will cooperate fully with the LADO, Children's Social Care, the Police, and any other relevant agencies.

The relevant local authority LADO contact details and procedures will be followed according to the geographical area in which services are being delivered and the requirements of the relevant safeguarding partnership.

Where there is an immediate risk to a child, a referral to Children's Social Care and/or the Police will be made without delay. The safety and welfare of the child will always be the primary consideration.

If you share a concern that a person may have behaved inappropriately or you have received information that may constitute an allegation:

You should:

- report it to the CREATIVE ACTIVE LIVES CIC Safeguarding Lead as soon as possible, however trivial it may seem;
- make a signed and dated written record of your concerns, observations or the information you have received to pass on to the Safeguarding Lead;

- maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols

If the allegation concerns a member of staff or a volunteer the Safeguarding Lead must be informed immediately and this also confirmed in writing. If the allegation concerns the Safeguarding Lead of CREATIVE ACTIVE LIVES CIC , this can be reported to any other member of the board (Dan Noble, Emma Richardson or Rachel Jones) or to an external body PROTECT detailed in our Whistleblowing Policy found on our website.

Failure to comply with Safeguarding procedures is identified as potential grounds for misconduct and gross misconduct under CREATIVE ACTIVE LIVES CIC 's Disciplinary Policy

Confidentiality

CREATIVE ACTIVE LIVES CIC will respect the privacy of the child and family, by recognising that all information regarding possible or actual abuse within a setting should be kept confidential to the Safeguarding Lead and the staff immediately involved with the child. The Safeguarding Lead will disclose any information about a child on a need to know basis only. All staff, volunteers and Board Members must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children, e.g. the police and social care.

CREATIVE ACTIVE LIVES CIC will also respect the privacy of staff members, and by keeping HR information confidential and secure.

CREATIVE ACTIVE LIVES CIC will take a balanced approach to confidentiality, based on the seven golden rules for information sharing set out in *Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers*, published by the Government in 2015 and the principles that information sharing must be: necessary and proportionate, relevant, adequate, accurate, timely, secure and recorded.

Contact details

Nominated child protection lead:

Name: Rachel Conlisk

Phone: 07790 443007

Email: rachel@creativeactivelives.org.uk

Policy Review

This policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance, safeguarding requirements, recruitment practices, or organisational structure.

Last reviewed: 2nd June 2026

Next review date: 2nd June 2027

Approved by: Rachel Conlisk
Director
Creative Active Lives CIC