

creative ✦ active ✦ lives

SAFEGUARDING AND PROTECTION OF VULNERABLE ADULTS PROCEDURES

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Safeguarding Procedures

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.

These procedures apply to anyone working on behalf of Creative Active Lives, including senior managers and the board of trustees and staff (paid staff, volunteers, sessional workers, self employed contractors, staff and students)

For the purposes of this policy, an adult with care and support needs refers to any person aged 18 or over who has needs relating to physical or mental health, disability, illness, age, neurodivergence, trauma, or other circumstances that may increase their vulnerability to abuse, neglect, exploitation, or harm. This includes adults who may be unable to protect themselves or fully safeguard their own wellbeing without additional support.

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.

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.

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.

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 vulnerable adult safeguarding.

The Safeguarding Lead will discharge their safeguarding functions in a way that ensures that vulnerable adults 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.

Mental Capacity Act 2005 and Informed Consent

Creative Active Lives CIC recognises that adults have the right to make their own decisions and to be involved in safeguarding decisions that affect them.

Safeguarding practice will be guided by the principles of the Mental Capacity Act 2005. Staff and volunteers will assume that an adult has capacity to make decisions unless there is reason to believe otherwise.

Where safeguarding concerns arise, staff will seek the adult's views, wishes, feelings, and consent wherever possible. Adults will be supported to understand information, consider options, and make informed decisions.

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

Information may be shared without consent where there is a risk of serious harm, abuse, neglect, exploitation, a criminal offence, or where there is another legal basis for doing so.

Staff and volunteers receive training on safeguarding responsibilities, consent, information sharing, and recognising when additional advice may be required regarding mental capacity.

Referral Process for Safeguarding Concerns

If a member of staff, volunteer, contractor, board member, or individual associated with Creative Active Lives CIC has concerns about the safety, welfare, or wellbeing of an adult with care and support needs, the following referral process must be followed:

1. Recognise and Respond

- If an adult is at immediate risk of serious harm, contact emergency services (999) without delay.
- For non-urgent concerns, listen carefully to the individual, avoid leading questions, and document the facts as stated by the individual or observed.
- Do not investigate concerns yourself. Your role is to recognise, record, and report.

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 adult's details
- Any observations made
- Any conversations or disclosures
- Dates, times, and locations where relevant
- Any immediate actions taken

3. Decision and Action by the DSL

The DSL will assess the information in line with the Care Act 2014, local safeguarding partnership procedures, and relevant safeguarding guidance.

Where appropriate, the DSL will:

- Seek consent from the adult where safe and appropriate to do so
- Make a referral to Adult Social Care
- Contact the police where a crime may have been committed
- Liaise with other agencies involved in supporting the adult
- Take any immediate safeguarding actions required to reduce risk

Creative Active Lives CIC aims to make safeguarding referrals within 24 hours where a referral is deemed necessary.

4. Follow-Up

The DSL will ensure appropriate follow-up action is taken and that safeguarding concerns are monitored and reviewed as required.

Staff, volunteers, contractors, and board members retain the right to contact Adult Social Care, the police, or other appropriate safeguarding agencies directly if they believe a safeguarding concern has not been addressed appropriately or if the DSL is unavailable and immediate action is required.

5. Confidentiality and Record Keeping

All safeguarding concerns, actions, decisions, and referrals must be recorded accurately and stored securely.

Information will only be shared with relevant individuals and agencies on a need-to-know basis and in accordance with GDPR, the Data Protection Act 2018, the Care Act 2014, and safeguarding information-sharing guidance.

Where possible, adults will be involved in decisions affecting them and their wishes will be respected unless there is a legal or safeguarding reason that requires information to be shared without consent.

Safeguarding Procedures

- Safeguarding is everybody's responsibility
- Creative Active Lives' commitment to keeping vulnerable adults 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, volunteers, self employed sub-contractors, Agency Workers 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.

Abuse can take many forms and may involve a single incident, repeated incidents, deliberate harm, neglect, exploitation, coercion, or failure to act. Staff and volunteers must remain alert to signs of abuse, exploitation, harm, and changes in behaviour or presentation that may indicate safeguarding concerns.

For adults with care and support needs, safeguarding concerns may include:

- Physical abuse – assault, hitting, pushing, misuse of medication, restraint, or causing physical harm
 - Domestic violence or abuse – controlling, coercive, threatening, violent, or abusive behaviour between family members, partners, or ex-partners
 - Sexual abuse – rape, sexual assault, inappropriate touching, sexual harassment, exploitation, grooming, or non-consensual sexual activity
 - Psychological or emotional abuse – intimidation, humiliation, threats, bullying, coercion, isolation, verbal abuse, or controlling behaviour
 - Financial or material abuse – theft, fraud, exploitation, misuse of money, property, benefits, or possessions
 - Modern slavery – human trafficking, forced labour, servitude, exploitation, or coercion
 - Discriminatory abuse – harassment, abuse, or unequal treatment linked to disability, race, religion, gender, sexuality, age, or other protected characteristics
 - Organisational abuse – poor practice, neglect, unsafe cultures, or inappropriate treatment within organisations or care settings
 - Neglect and acts of omission – ignoring medical, emotional, physical, or care needs, including withholding support, food, medication, or access to services
 - Self-neglect – failure to care for personal health, hygiene, wellbeing, living conditions, or personal safety

Reporting of Safeguarding Concerns

If you are worried about a vulnerable adult, talk to Creative Active Lives' Safeguarding Lead (who has overall responsibility for safeguarding and protection of vulnerable adults) to discuss your concerns at the earliest opportunity.

Safeguarding Lead

Name: Rachel Conlisk

Email: rachel@creativeactivelives.org.uk

Phone: 07790 443007

The role of the Safeguarding Lead is to ensure all staff, volunteers, self-employed subcontractors and agency workers:

- Are aware how to raise safeguarding concerns
- Understand the symptoms of abuse and neglect.
- Maintain accurate and secure vulnerable protection of vulnerable adult records

All board members, staff, volunteers, self employed sub-contractors, and agency workers should:

- Be familiar with and follow the policy and procedures for safeguarding and protection of vulnerable adults.
- Know who to contact to express concerns about a vulnerable adults welfare

- Remember that an allegation of abuse or neglect may lead to a criminal investigation and therefore practitioners should not do anything that may jeopardise a police investigation, such as asking leading questions or attempting to investigate the allegations of abuse

What to do if you have a safeguarding concern about a vulnerable adult

In an emergency or If you think that an adult is at risk of immediate harm, please contact the police immediately on 999.

If you are concerned that a **member of staff or any other person** is harming or abusing a vulnerable adult, you must report your concerns immediately to the Designated Safeguarding Lead, Rachel Conlisk,

If you have urgent concerns about the safety of a vulnerable adult and are unable to contact the designated Safeguarding Lead, do not hesitate to contact social services or the police. These external agencies will be in a position to determine an appropriate course of action.

In all situations, you will be asked to provide an outline of your concerns in writing. If the matter is referred to Social Services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

If you are approached by an adult, with a disclosure that s/he is being, or has been harmed or abused, or you are informed of such a disclosure by a staff member or member of the public,

Do:

- Stay calm
- Listen to what is said, allowing the adult to proceed at his or her own pace
- Explain to the adult that this information will probably need to be shared with others and never promise to keep a secret. See below section on confidentiality.
- Ask questions for clarification only, and not to elicit a particular answer.
- At the earliest opportunity, and within a maximum of 24 hours of the incident taking place, write a report of exactly what was said, not an interpretation (e.g. "Then X said "P touched my bum" NOT "Then X told me his friend had touched him inappropriately") and ensure this report is signed and dated. (Use incident report form Appendix 3)

Don't:

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than your line manager, a Safeguarding Officer or an appropriate external agency.

If concerns about a vulnerable adult have arisen over a period of time from observations of their behaviour or through observation of someone's behaviour towards the adult, the CREATIVE ACTIVE LIVES CIC worker should write a detailed report with dates, about what has caused him/her to suspect a reason for concern. As with a verbal disclosure this report must be objective, with descriptions of specific and observable incidences and should distinguish fact from opinion.

Where there is a concern about the welfare of an adult, but no immediate risk, it should be discussed as soon as possible with the Safeguarding Lead of CREATIVE ACTIVE LIVES CIC.

The Safeguarding Lead will respond as quickly as possible and will assess the concerns to determine whether an external referral to Social Services or the police should take place. CREATIVE ACTIVE LIVES CIC aims to make external referrals within a maximum of 24 hours of initial report.

The CREATIVE ACTIVE LIVES CIC Director is responsible for ensuring that incident reports, referrals and all information regarding safeguarding individual children is securely stored in a locked filing cabinet in the Director's office.

Any carer who has a concern about safeguarding should raise their concerns with the Safeguarding Lead.

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.

Definitions and Signs of Abuse

Creative Active Lives CIC recognises that safeguarding concerns involving adults with care and support needs often develop gradually and may initially present as low-level welfare concerns, changes in behaviour, declining wellbeing, increased vulnerability, self-neglect, exploitation, 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, signs of self-neglect, concerns regarding capacity, financial concerns, online incidents, or other matters that cause concern, regardless of whether they meet the threshold for an immediate 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 emerging patterns of behaviour. This enables the Designated Safeguarding Lead to identify developing concerns, monitor cumulative risk, recognise patterns over time, and take preventative action or seek additional support 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, neglect, exploitation, or harm. Early reporting supports prevention, early intervention, and the protection of adults with care and support needs.

Identifying Safeguarding Concerns and Early Warning Signs

Creative Active Lives CIC recognises that adults with care and support needs may not always disclose abuse, neglect, exploitation, self-neglect, coercion, or harm directly. Staff and volunteers are therefore expected to remain alert to signs, indicators, triggers, and changes in presentation that may suggest an adult requires support, protection, or additional safeguarding intervention.

Staff are trained to identify and respond appropriately to:

- Sudden changes in behaviour, mood, confidence, or emotional wellbeing
- Increased anxiety, distress, withdrawal, isolation, or fearfulness
- Persistent sadness, low mood, or signs of depression
- Self-harm, suicidal ideation, or concerning comments about personal safety
- Significant changes in attendance, participation, engagement, or daily routines
- Fear of particular people, places, situations, carers, family members, or partners
- Unexplained injuries, marks, bruises, burns, or repeated accidents
- Changes in appearance, hygiene, clothing, nutrition, or personal care
- Signs of self-neglect, hoarding, unsafe living conditions, or deterioration in wellbeing
- Unexplained financial difficulties, missing money, possessions, or sudden changes in financial arrangements
- Signs of coercion, controlling behaviour, domestic abuse, exploitation, or discrimination
- Possession of unexplained gifts, money, mobile phones, or expensive items

- Sudden changes in relationships, friendship groups, support networks, or dependency on particular individuals
- Signs of online harm, cyberbullying, grooming, scams, exploitation, or exposure to harmful content
- Indicators of modern slavery, human trafficking, criminal exploitation, radicalisation, or extremism
- Concerns regarding an individual's capacity to make informed decisions
- Any disclosure, allegation, observation, welfare concern, or pattern of behaviour that suggests an adult may be at risk of abuse, neglect, exploitation, or harm

Creative Active Lives CIC recognises that safeguarding concerns involving adults often develop gradually and may initially present as low-level welfare concerns, changes in behaviour, declining wellbeing, increased vulnerability, self-neglect, exploitation, 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, signs of self-neglect, concerns regarding capacity, financial concerns, online incidents, or other matters that cause concern, regardless of whether they meet the threshold for an immediate 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 emerging patterns of behaviour. This enables the Designated Safeguarding Lead to identify developing concerns, monitor cumulative risk, recognise patterns over time, and take preventative action or seek additional support where appropriate.

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 an adult's welfare.

Physical Abuse

Physical abuse may include assault, hitting, slapping, pushing, misuse of medication, inappropriate restraint, force-feeding, or any action that causes physical harm.

Possible signs may include:

- Unexplained injuries, bruises, burns, fractures, or marks
- Frequent accidents or injuries
- Fear of particular people or situations
- Reluctance to seek medical assistance
- Changes in behaviour following contact with specific individuals

Sexual Abuse

Sexual abuse includes rape, sexual assault, inappropriate touching, sexual harassment, exploitation, grooming, exposure to sexual activity, or any sexual activity without valid consent.

Possible signs may include:

- Unexplained changes in behaviour
- Withdrawal, anxiety, or depression
- Fear of certain people or places
- Injuries to intimate areas
- Sexualised behaviour or language that appears unusual
- Disclosure of unwanted sexual contact

Psychological or Emotional Abuse

Psychological abuse includes intimidation, threats, humiliation, bullying, coercion, isolation, verbal abuse, controlling behaviour, or behaviour intended to undermine an individual's confidence and wellbeing.

Possible signs may include:

- Low self-esteem
- Anxiety or depression
- Sudden loss of confidence
- Withdrawal from activities or relationships
- Fearfulness around specific individuals
- Changes in sleep or eating patterns

Financial or Material Abuse

Financial abuse involves theft, fraud, coercion relating to money or property, misuse of benefits, exploitation, or unauthorised control of financial affairs.

Possible signs may include:

- Missing money or possessions
- Unexplained financial difficulties
- Sudden changes to wills, accounts, or financial arrangements
- Inability to access personal funds
- Unpaid bills despite adequate income

Neglect and Acts of Omission

Neglect occurs when care, support, medical treatment, nutrition, hygiene, supervision, or emotional support are not provided appropriately.

Possible signs may include:

- Poor personal hygiene
- Malnutrition or dehydration

- Untreated medical conditions
- Unsafe living conditions
- Lack of appropriate clothing
- Social isolation

Discriminatory Abuse

Discriminatory abuse includes harassment, bullying, exclusion, unequal treatment, or abuse related to disability, race, religion, sexuality, gender, age, or other protected characteristics.

Possible signs may include:

- Derogatory language
- Exclusion from activities
- Hate incidents
- Repeated unequal treatment
- Fear or distress linked to discrimination

Organisational Abuse

Organisational abuse occurs when poor practice, unsafe cultures, inappropriate policies, or institutional failures result in harm.

Possible signs may include:

- Lack of dignity or choice
- Inflexible routines
- Unsafe environments
- Repeated complaints
- Poor professional standards

Domestic Abuse

Domestic abuse includes controlling, coercive, threatening, violent, or abusive behaviour between family members, partners, or former partners.

Possible signs may include:

- Fear of a partner or family member
- Social isolation
- Visible injuries
- Anxiety or depression
- Restricted access to money, transport, or communication

Modern Slavery

Modern slavery includes human trafficking, forced labour, servitude, exploitation, and coercion.

Possible signs may include:

- Fearfulness and lack of freedom
- Poor living conditions

- Restricted movement
- Working excessive hours
- Signs of coercion or control

Self-Neglect

Self-neglect refers to a person's inability or unwillingness to care for their own health, hygiene, wellbeing, living conditions, or personal safety.

Possible signs may include:

- Poor personal care
- Unsafe home environment
- Refusal of essential services
- Hoarding
- Untreated health conditions
- Significant deterioration in wellbeing

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.

Allegations against staff members

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.

Whistleblowing and Concerns About Staff Practice

All staff, volunteers, contractors, agency workers, and trustees have a duty to raise safeguarding concerns where they believe a child, young person, or adult at risk may be experiencing abuse, neglect, exploitation, or harm.

Concerns should normally be reported through the organisation's safeguarding reporting procedures to the Designated Safeguarding Lead (DSL).

Where concerns relate to the conduct, behaviour, actions, or decisions of the Designated Safeguarding Lead, staff should report concerns directly to a member of the Board of Directors.

Where an individual believes concerns have not been taken seriously, have not been acted upon appropriately, or where normal reporting routes cannot be followed, they should use the organisation's Whistleblowing Policy.

The Whistleblowing Policy provides a safe mechanism for reporting concerns regarding safeguarding, professional conduct, unlawful activity, unsafe practice, abuse, neglect, or failures in organisational procedures without fear of victimisation or detriment.

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 arrangements, including safeguarding commitments, recruitment checks, professional boundaries, induction requirements, DBS requirements, references, and ongoing suitability assessments, are detailed within the organisation's Safer Recruitment Policy and should be read alongside this Safeguarding Policy.

Staff, volunteers, contractors, agency workers, and trustees are required to comply with all safeguarding, whistleblowing, and safer recruitment procedures at all times

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

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
- DBS checks where appropriate
- 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.

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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
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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.

Confidentiality

CREATIVE ACTIVE LIVES CIC will respect the privacy of the vulnerable adult, 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 adult. The Safeguarding Lead will disclose any information about an abused adult 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 vulnerable adults.

There are many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are overriding reasons for sharing information. When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

The circumstances when we need to share information without the adult's consent include those where:

- o It is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- o You believe they or someone else is at risk, including children.
- o You believe the adult is being coerced or is under duress.
- o It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- o The adult does not have mental capacity to consent to information being shared about them.
- o The person causing harm has care and support needs.

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

Recruitment

All Employed staff and volunteers and contractors are employed according to our Safer Recruitment Process found on our website. All are :

- Are required to complete the CREATIVE ACTIVE LIVES CIC Application Form, which includes a self-disclosure declaration of any criminal offenses, cautions or pending cases.
- Must attend a face-to-face interview.
- Are required to provide 2 referees including their current or most recent employer.
- Are required to undertake induction, including induction in Safeguarding Policy and Procedures, prior to starting work or volunteering, safeguarding training and an enhanced DBS check

All Self Employed Contractors & Agency workers:

- Must provide an enhanced DBS check where required by law, once every two years thereafter.
- Must provide a Health & Safety Risk Assessment for any activities being provided
- Must provide an up to date certificate of Public Liability Insurance for their business.
- Must be familiar with the Creative Active Lives Safeguarding and Protection of Vulnerable Adult Policies and Procedures in Place.

All Employed staff, volunteers, subcontractors, agency workers and Board Members are all given a copy of CREATIVE ACTIVE LIVES CIC 's Safeguarding Policy and Procedures.

All CREATIVE ACTIVE LIVES CIC staff and volunteers, subcontractors and agency workers need to be vigilant to possible indicators of abuse and neglect.

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