



# **SAFEGUARDING AND CHILD PROTECTION POLICY**

Version No. 6  
Dated: 31st January 2026

# 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.

## 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.

## 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.

## **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](mailto: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

## **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 (Emma Richardson or Rachel Jones).

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

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 31st January 2026

Signed: ..... Rachel Conlisk

