

## SAFEGUARDING AND CHILD PROTECTION POLICY V2.1

### APPEER COMMUNITY INTEREST COMPANY (CIC)

**THIS POLICY MUST BE READ IN CONJUNCTION WITH APPEER’S SAFEGUARDING AND CHILD PROTECTION GUIDANCE AND PROCEDURES** AND ALL APPEER POLICIES, WHICH ARE AVAILABLE ON OUR WEBSITE.

IF YOU CANNOT ACCESS OUR WEBSITE, PLEASE TELEPHONE US ON **07861 696542** OR EMAIL OUR OPERATIONS ADMINISTRATOR AT: [HR@APPEER.ORG.UK](mailto:HR@APPEER.ORG.UK) TO REQUEST COPIES TO BE SENT TO YOU.

In this policy, the following definitions apply:

“Appeer”	Appeer Community Interest Company (“We, our, us”)
“Session”	An activity session, talk or other event, run either by Appeer or a third-party service provider contracted by Appeer, whether one-off or as part of a Programme
“Online Session”	Activity Sessions, talks or group meetings utilising the Zoom or other remote online meeting platform, either delivered by Appeer or a third party service provider contracted by Appeer.
“Programme”	A package of Activity Sessions delivered during a set period (including online Sessions), taking place at predetermined times and locations, and run either by Appeer or a third-party service provider contracted by Appeer.
“Participant” and “Adult Participant”	A person registered with Appeer and/or who has, is or will attend an Appeer Session, talk or other event
“Representative”	A parent or carer (legal guardian) of the Participant
“Child”	A person under the age of 18
“Adult”	A person aged 18 or over
“Safeguarding”	Protecting children or adults at risk from maltreatment; preventing impairment of children's or adults' at risk health or development; ensuring that children or adults at risk are in circumstances consistent with the provision of safe and effective care; and taking action to enable all children or adults at risk to have the best life chances. Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or adults at risk wherever possible.
“Child protection”	Preventing and responding to circumstances that may arise including violence, exploitation and abuse against children.
“Abuse”	“Cruelty or wilfully assault, ill-treatment (whether physical or otherwise), neglect, abandonment” or causing any of those things to occur “in a manner likely to cause unnecessary suffering or injury to health (whether the suffering or injury is of a physical or psychological nature).” ( <a href="http://www.bond.org.uk">www.bond.org.uk</a> )

## 1. Policy Statement

At Appeer, the safety and well-being of children, young people, and adults with care and support needs is our highest priority. We are committed to creating a safe environment in which everyone can participate in activities, programmes, and sessions free from abuse, neglect, or harm. We believe that safeguarding is a shared responsibility, and every member of our organisation has a role to play in preventing harm.

## 2. Policy Purpose

The purpose of this policy is to ensure that Appeer provides a safe and supportive environment for all children and young people with care and support needs.

### It sets out how we will:

- ✓ Protect individuals from harm, abuse, neglect, and exploitation.
- ✓ Promote their welfare, health, and well-being.
- ✓ Establish clear procedures for reporting and responding to safeguarding concerns.
- ✓ Ensure all staff, volunteers, trustees, and contractors understand their safeguarding responsibilities.
- ✓ Comply with relevant UK legislation, statutory guidance, and local safeguarding procedures.
- ✓ Foster a culture of vigilance, accountability, and continuous improvement in safeguarding practices.

### We are committed to:

- ✓ Acting in accordance with all relevant legislation, statutory guidance, and local safeguarding procedures.
- ✓ Promoting the welfare, rights, and dignity of children, young people, and adults with care and support needs.
- ✓ Ensuring all staff, volunteers, and contractors are recruited safely, trained appropriately, and supported to uphold safeguarding standards.
- ✓ Responding promptly, appropriately, and transparently to any concerns, disclosures, or allegations of abuse.
- ✓ Encouraging an organisational culture where safeguarding is embedded in everyday practice and everyone feels confident to raise concerns.

## 3. Policy Scope

This policy applies to all staff, volunteers, directors, and contractors working with Appeer, including those delivering one-off or ongoing sessions, programmes, or events.

## 4. Monitoring and Review

Appeer is committed to ensuring that its safeguarding policy remains effective, up to date, and in line with statutory guidance and best practice.

### 3.1 Responsibility for Review

The policy will be reviewed and approved by:

- The CEO
- The **Designated Safeguarding Lead (DSL)**
- The **Board of Directors' Safeguarding Sub-Committee**

### 3.2 Frequency of Review

The policy will be reviewed **annually** as a minimum.

Additional reviews will take place if:

- There are changes in legislation or statutory guidance.
- Best practice or organisational needs require an update.
- A safeguarding incident or audit identifies areas for improvement.

### 3.2 Monitoring Compliance

The DSL is responsible for monitoring the implementation of the policy across all activities, sessions, and programmes.

#### Compliance checks may include:

- Staff and volunteer adherence to procedures.
- Training completion and refresher courses.
- Record-keeping and reporting practices.

Findings from monitoring will be reported to the CEO and Safeguarding Sub-Committee.

### 3.3 Communication of Updates

- Any changes to the policy will be communicated promptly to all staff, volunteers, and relevant stakeholders.
- Updated policies will be **accessible to all** and incorporated into induction and training materials.

### 3.4 Audit and Continuous Improvement

- Regular audits of safeguarding practices will be conducted to ensure the policy is applied effectively.
- Lessons learned from audits, incidents, or external reviews will inform ongoing improvements.

## 5. Legal and Statutory Framework

Appeer is committed to safeguarding and promoting the welfare of children and young people in accordance with UK law and statutory guidance. We are committed to acting in accordance with all relevant legislation and statutory guidance, ensuring that safeguarding is embedded across all activities, sessions, and programmes.

Our safeguarding practices are informed by the following key legislation and guidance:

#### **Children Act 1989 & 2004**

- Establishes that the welfare of the child is paramount.
- Sets out parental responsibilities and the duty of local authorities to safeguard and promote children's welfare.
- Introduced the requirement for multi-agency safeguarding arrangements.

#### **Working Together to Safeguard Children (Statutory Guidance, 2023)**

- Provides guidance on inter-agency cooperation to protect children.
- Emphasises early help, clear roles and responsibilities, and safeguarding at every stage of a child's life.

#### **Keeping Children Safe in Education (KCSIE, 2023)**

- Applies to all educational settings and organisations working with children.
- Outlines safe recruitment, reporting procedures, and responsibilities of staff, trustees, and volunteers.

#### **Children and Families Act 2014**

- Ensures safeguarding measures for children with special educational needs and disabilities (SEND).

#### **Other Relevant Legislation:**

- **Sexual Offences Act 2003** – defines offences against children.
- **Protection of Freedoms Act 2012** – sets out vetting and barring arrangements.
- **Data Protection Act 2018 / UK GDPR** – governs the secure handling and sharing of safeguarding information.
- **Counter-Terrorism and Security Act 2015 (Prevent Duty)** – requires measures to safeguard children from radicalisation.

#### **Local Safeguarding Partnerships**

- Appeer follows local safeguarding partnership procedures and works in cooperation with local authorities, police, and other agencies.
- We ensure that concerns are reported and escalated in line with statutory requirements and local guidance.

## **Roles and Responsibilities**

Further, we recognise that effective safeguarding and child protection is the responsibility of all directors and staff, whether paid or unpaid, at Appeer CIC, and not just the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Leads (DDSLs) and Director responsible for Safeguarding. It is also the responsibility of everyone

involved in Appeer's services to prevent the physical, emotional and sexual abuse and neglect of children and vulnerable adults in our sessions and to report any abuse or neglect discovered or suspected.

We have put in place safeguards and measures to promote the welfare of Appeer staff and beneficiaries and to reduce the likelihood of abuse and neglect taking place within Appeer activities.

The purpose of the policy is to:

- To protect children, adults at risk and others who access Appeer sessions and programmes from harm
- To provide directors, staff, volunteers, visitors, partners, contractors and beneficiaries involved with the key principles that guide our approach to safeguarding (this policy should be read by staff alongside our Safeguarding and Child Protection Guidance and Procedures document, which includes more detailed information including on how staff can recognise, report and deal with safeguarding concerns, including self-reporting personal difficulties which they know to be impinging on their professional competence whilst caring for children or adults at risk).

## LEGISLATION AND RELATED GUIDANCE

This policy is governed by the following pieces of legislation and guidance:

- Care Act 2014
- Care and Support Statutory Guidance (2018)
- Care Standards Act 2000
- Counter-Terrorism and Security Act 2015 & Revised Prevent Duty Guidance: for England and Wales (2015)
- Human Rights Act 1998
- Keeping Children Safe in Education 2025
- Mental Capacity Act 2005
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Protection of Freedoms Act 2012
- Public Interest Disclosure Act 1998
- Rehabilitation of Offenders Act 1974
- Safeguarding Disabled Children: Practice Guidance 2009
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- The Data Protection Act 2018
- The Police Act 1997
- Working Together to Safeguard Children 2023

## RELATED POLICIES AND INTERNAL GUIDANCE AND PROCEDURES

- Safeguarding and Child Protection Guidance and Procedures
- Anti Slavery and Human Trafficking Policy
- Code of Conduct for Staff and Volunteers and Code of Conduct for Participants
- Complaints Policy
- Disciplinary Procedure
- Dignity at Work Policy
- Equality, Diversity and Inclusion Policy
- Grievance Policy
- GDPR Policy and Data Privacy
- Health and Safety and First Aid Policy
- ICT, ESafety, Social Media & Virtual Support Policy
- Recruitment Policy
- Whistleblowing Policy
- Safer Recruitment and Selection Policy
- Positive Peer Support & Anti-Bullying Policy
- Staff Handbook

## KEY EVIDENCE IN PRACTICE

We will seek to keep children, vulnerable adults and other participants, volunteers and staff at Appeer CIC safe by:

- valuing, listening to and respecting them
- adopting, maintaining and updating our Safeguarding Policy, guidance and procedures in all aspects of working and doing all we can to ensure any allegations, disclosures, incidents, near misses or behaviour that might flag up safeguarding concerns inside or outside our activities are appropriately identified, investigated and acted upon
- ensuring that there is one Designated Safeguarding Lead and three Deputy Safeguarding Leads in the CIC who are safeguarding trained and conversant with the Appeer Safeguarding Policy and Guidance and Procedures and are able to deal effectively with any issues raised regarding safeguarding. We will ensure the DSL and DDSLs team include Programme Leads and/or facilitators involved in running our full range of programmes for girls, teens, women and parents/carers where possible. We will also ensure there is a Safeguarding Lead member of the directors who is involved in overseeing safeguarding and child protection arrangements at Appeer CIC.
- ensuring that any deficiencies or weaknesses in our safeguarding or child protection arrangements, once identified, are remedied without delay and that poor practice is challenged and change is effected
- ensuring that there is an open policy on reporting anything suspicious
- recruiting staff and volunteers safely, ensuring that the necessary checks are made, including of references and DBS
- providing all necessary induction and further training for staff and volunteers so that they fully understand their roles, responsibilities and procedures for safeguarding, including self-reporting personal difficulties which they know to be impinging on their professional competence
- recording and storing personal information professionally and securely
- promoting awareness of good safeguarding through posters and easily accessible information during sessions and on Appeer's website
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, involving the individuals and their support networks as appropriate, in line with the agreement signed when completing Appeer's Services Application Forms and Terms and Conditions upon booking
- using our procedures to manage any allegations against staff or volunteers appropriately
- creating and maintaining a positive peer support and anti-bullying environment and ensuring that we have a policy, guidance and procedures to help us deal effectively with any actual or perceived bullying that might arise
- not tolerating any discrimination, including for reasons of gender, race, disability, age, religious belief, racial heritage, sexual orientation or identity
- developing, implementing and promoting appropriate ICT, e-safety and virtual support policies and related procedures including those relating to photography, videos and electronic communication
- providing effective management for staff and volunteers through support, training and the implementation of policies to provide a safe, fair and positive work environment
- ensuring that we have effective complaints, disciplinary, grievance and whistleblowing procedures in place as well as policies on gifts, handling money and personal/professional boundaries
- ensuring the adoption of clear lone-working procedures
- ensuring that we provide a safe physical environment for our participants, volunteers and staff by applying health and safety measures in accordance with the law and regulatory guidance, and by ensuring that all first aid training and equipment is kept up-to-date
- providing guidance on avoiding situations where a worker's actions may be misunderstood (e.g., protecting both children, adults and workers from false allegations)

## VARIATIONS

Appeer reserves the right to unilaterally vary this policy from time to time. Any request to amend or vary this policy will require the written consent of Appeer.

## FOR FURTHER INFORMATION

If you have any questions or concerns about this policy, contact the DSL at [DSL@appeer.org](mailto:DSL@appeer.org)

### KEY CONTACTS

<b>Appeer's Designated Safeguarding Lead</b>	<a href="mailto:DSL@appeer.org.uk">DSL@appeer.org.uk</a> Designated Safeguarding Lead
<b>Appeer's Deputy Designated Safeguarding Leads</b>	<b>Cathryn Jagger</b> - <a href="mailto:cathryn@appeer.org.uk">cathryn@appeer.org.uk</a> Programme Lead and Parent/ Carer Manager <b>Kris Cornell</b> - <a href="mailto:kris@appeer.org.uk">kris@appeer.org.uk</a> Alternative Programme Manager <b>Nicki Bligh</b> - <a href="mailto:nicki@appeer.org.uk">nicki@appeer.org.uk</a> Social Interest Manager
<b>Appeer's Safeguarding Lead Member of Directors</b>	<b>Jo Dilworth</b> <a href="mailto:jo@appeer.org.uk">jo@appeer.org.uk</a> (Interim)
Surrey Safeguarding Children Partnership	0300 470 9100 (Monday - Friday 9am-5pm) <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a>
Surrey Safeguarding Adults Board	0300 470 9100 (Monday - Friday 9am-5pm) <a href="mailto:ascmarsh@surreycc.gov.uk">ascmarsh@surreycc.gov.uk</a>
Emergency Duty Team:	01483 517898 (evenings, weekends and bank holidays) <a href="mailto:edt.ssd@surreycc.gov.uk">edt.ssd@surreycc.gov.uk</a>
Further Surrey Children's Services and Support contacts	Contact Children's Services - Surrey County Council <a href="http://surreycc.gov.uk">surreycc.gov.uk</a>
Further Surrey Adults' Services and Support Contacts	Contact adult social care - Surrey County Council <a href="http://surreycc.gov.uk">surreycc.gov.uk</a>
<b>If a crime has been committed, call Surrey Police on 101 or in an emergency dial 999.</b>	

<b>Safeguarding and Child Protection Policy</b> Version No: 2.0	
Summary:	Our policy detailing our commitment to and key principles around safeguarding and protecting children and vulnerable adults who participate in APPEER sessions as well as staff (paid and unpaid) and other involved parties such as parents/carers.
Policy Owner:	Samantha Emmerson
Author:	Samantha Emmerson
Target Audience:	Beneficiaries and Staff
Approved and Ratified By:	Jo Dilworth
Version Date:	11 September 2025
Date of issue:	1 <sup>st</sup> October 2025
Next Review Date:	1s September 2026, or where changes are necessary.

<b>Change Record</b>				
Date	Author	Version	Page/s	Reason for Change
10 <sup>th</sup> April 2020	Jo Dilworth	1.1	4 or 5 changes throughout the document	To accommodate fortnightly optional hobbies based zoom sessions with girls from 7-12 groups.
4 <sup>th</sup> October 2020	Jo Dilworth Paige Sinkler	1.2	Changes throughout document	To accommodate parent/carer online sessions during the pandemic.
10 <sup>th</sup> March 2021	Jo Dilworth	1.3	Changes throughout	To accommodate changes in policy and procedure for teen programmes
1 <sup>st</sup> June 2021	Jo Dilworth	1.4	Changes throughout	New teen programmes and girls' groups restarting
1 <sup>st</sup> December 2021	Jo Dilworth	1.5	Changes throughout	New teen and young women's programmes starting
10 <sup>th</sup> May 2022	Jo Dilworth	1.6	Changes throughout	Division of into separate policy and internal guidance and procedures documents.
9 September 2022	Jo Dilworth Paige Sinkler	1.7	Content on page 1, and formatting throughout	For consistency with other updated policies.
16 <sup>th</sup> October 2023	Jo Dilworth	1.8	Change to contact details for DDSL	Change of DDSL and annual review of policy
19th April 2024	Paula Stables	1.9	Changes throughout as change in DSL	as left

20th Sept 2024	Paula Stables	1.9	Changes to DSLs	Staff changes
11 Sept 2025	Sam Emmerson	2.0	Changes to DSLs	Staff changes