



Break Tha Cycle

Safeguarding Children and Adults at Risk Policy

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Document control	Details
Status	Approved for use
Policy owner	Designated Safeguarding Lead
Approved by	Board of Trustees
Approval date	25/06/2026
Next review due	25/06/2027 or sooner if law, guidance, risk, activities or incidents change
Version	1.1
Applies to	All trustees, staff, volunteers, contractors, partners and anyone delivering activities for the charity, whether paid or unpaid.
Guidance checked	25/06/2026

This policy should be read alongside Break Tha Cycle's governing document, insurance, funder requirements and operating procedures. Trustees should review it if law, guidance, risk, activities or incidents change. It is not a substitute for legal advice where complex or high-risk circumstances arise.

1. Purpose

This policy sets out how Break Tha Cycle will protect children, adults at risk, beneficiaries, volunteers, staff and others who come into contact with the charity from harm, abuse, neglect and exploitation.

It provides a practical framework for prevention, safer working, recognising concerns, reporting, responding and learning.

2. Scope

This policy applies to all trustees, employees, volunteers, contractors and anyone acting for or representing the charity. It applies to activity delivered face to face, online, by telephone, by post, through partners and at events.

3. Policy statement and principles

Break Tha Cycle will operate lawfully, safely, transparently and in line with its charitable purposes.

- Safeguarding is everyone's responsibility and must be part of the charity's culture, not only a written policy.
- The welfare and safety of the person at risk comes first.
- Concerns must be reported promptly, even where evidence is incomplete or the concern appears uncertain.
- People raising concerns in good faith will be supported and protected from retaliation.
- The charity will work with statutory agencies and specialist services where required.

4. Definitions

Term	Meaning for this policy
Board	The charity trustees acting together as the governing body of the charity.
People	Trustees, employees, volunteers, contractors, agency workers, interns, consultants and others acting on behalf of the charity.
Beneficiary	Any person or community that receives, may receive, or is affected by the charity's services or activities.
Policy owner	The named role responsible for keeping this policy current, supporting implementation and reporting issues to the Board.
Child	A person under the age of 18.
Adult at risk	An adult who has care and support needs, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves because of those needs.
Designated Safeguarding Lead	The named person responsible for safeguarding advice, records, referrals and reporting to trustees.

5. Responsibilities

Role	Responsibilities
Board of Trustees	Approve the policy; set appetite and resources; receive reports; ensure decisions are in the charity's best interests and consistent with the governing document.
Chair of Trustees	Make sure the Board considers relevant issues, manages trustee conduct and escalates urgent matters between meetings where needed.
Designated Safeguarding Lead	Maintain procedures, tools and records; advise staff and volunteers; monitor compliance; prepare reports and recommend improvements.
Managers / activity leads	Apply this policy in day-to-day work, brief their teams, keep records and escalate concerns promptly.
All people covered by the policy	Understand and follow the policy, ask for help when unsure, and report concerns, incidents or breaches without delay.

6. Requirements and standards

Preventing harm

- Activities must be risk assessed before delivery, including venue, travel, online activity, staffing ratios, lone working, accessibility and emergency arrangements.
- Roles involving children or adults at risk must have clear boundaries, supervision and, where eligible, appropriate DBS or other suitability checks.
- People must not use their role to form inappropriate relationships, give unauthorised personal gifts, share private contact details, or meet beneficiaries alone outside agreed arrangements.

Recognising concerns

- Concerns may include physical, emotional, sexual or financial abuse; neglect; domestic abuse; exploitation; discriminatory abuse; self-neglect; radicalisation; online harm; bullying; or unsafe organisational practice.
- Indicators may be observed directly, disclosed by the person, reported by others, or identified through patterns such as missed sessions, behaviour changes or unexplained injuries.
- Do not investigate abuse yourself; record facts, preserve evidence and report to the Designated Safeguarding Lead.

Responding to disclosure

- Listen calmly, believe the person, avoid leading questions, explain that you may need to share information to keep people safe, and do not promise secrecy.
- Record the person's own words as far as possible, including date, time, location, witnesses and immediate actions.
- Take immediate action if someone is in immediate danger by contacting emergency services.

Allegations about people connected to the charity

- Any allegation about a trustee, employee, volunteer, contractor or partner must be escalated to the Designated Safeguarding Lead and Chair immediately, unless either is implicated.
- The charity will consider suspension, role restriction, partner notification, statutory referral, DBS referral and Charity Commission serious incident reporting as appropriate.
- Internal disciplinary or volunteer processes must not interfere with statutory safeguarding investigations.

7. Procedure

1. Make the person safe. If there is immediate risk, call 999 or the relevant emergency service.
2. Listen, reassure and record the concern using the safeguarding concern form before the end of the same working day wherever possible.
3. Report to the Designated Safeguarding Lead immediately. If unavailable or implicated, report to the Deputy Safeguarding Lead, Chair of Trustees or relevant local safeguarding contact.
4. The Designated Safeguarding Lead assesses risk, obtains advice where needed, and decides whether to refer to statutory safeguarding services, police, Local Authority Designated Officer, funder, insurer, DBS or other agency.
5. The Designated Safeguarding Lead informs the Chair and trustees on a need-to-know basis and considers whether the matter is a serious incident.
6. Maintain confidential records and create an action plan with named owners, timescales, support for affected people and learning review.

8. Escalation, decision-making and external reporting

- If the concern relates to the Designated Safeguarding Lead, report directly to the Chair or another named trustee. If the concern relates to the Chair, report to another trustee and seek external advice.
- Any actual or suspected criminal conduct, serious harm, fraud, safeguarding concern, data breach or serious reputational risk must be escalated immediately to the policy owner and Chair unless they are implicated.
- Where a matter may be a serious incident, the trustees must consider Charity Commission reporting and record their decision, rationale and any report submitted.
- The charity will not victimise anyone who raises a genuine concern, makes a complaint, reports a safeguarding issue or assists an investigation.

9. Records, confidentiality and retention

- Keep safeguarding concern forms, referral records, advice received, decisions not to refer, actions taken and learning reviews in a restricted safeguarding folder.
- Safeguarding records are sensitive and must not be stored in ordinary personnel, volunteer or beneficiary files unless cross-referenced securely.
- Record decisions not to refer with clear reasons and review date where risk remains.
- Records must be factual, dated, attributable to the person creating them and stored securely with access limited to people who need to know.
- Records must be retained in line with the charity's retention schedule and legal, insurance, safeguarding, accounting and funder requirements.
- Personal data must be handled under the Data Protection, Privacy and Records Management Policy.

10. Training, communication and monitoring

- All people in contact with beneficiaries must receive safeguarding briefing before unsupervised activity and refresher training at least every 12 months.
- New trustees, staff and volunteers must be told where this policy is kept and which role can answer questions.
- The policy owner will monitor implementation through sample checks, incident learning, complaints, audit findings, trustee reporting and annual review.
- Material changes will be communicated to people affected by them, and high-risk roles will receive role-specific briefing.

11. Breach of policy

- Failure to report a safeguarding concern promptly may be treated as serious misconduct or grounds for ending a volunteer role.
- Breaches may result in management action, retraining, restriction of duties, volunteer role review, disciplinary action, termination of an agreement or referral to external authorities.
- The response will be proportionate, fair, documented and focused on preventing recurrence.

12. Related policies and documents

- Safer Recruitment, DBS and Suitability Checks Policy
- Whistleblowing / Speak Up Policy
- Volunteer Management Policy
- Social Media and Communications Policy
- Governance and Trustee Duties Policy
- Risk Management and Serious Incident Reporting Policy

- Data Protection, Privacy and Records Management Policy
- Complaints and Feedback Policy

13. Implementation checklist

Action	Evidence / owner / target date
Name safeguarding leads	Board minute records appointment and deputy arrangements.
Add local contacts	Children/adult safeguarding contact details inserted.
Brief all roles	Training log shows who has received safeguarding briefing.
Complete placeholders	Insert charity name, named roles, contact details, local procedures, approval date and review date.
Approve formally	Record trustee approval in minutes and save the final version in the controlled policy folder.
Communicate	Brief people who must follow the policy and confirm where current versions are held.
Monitor	Agree what evidence will show the policy is working, such as logs, sample checks or incident learning.

14. Working templates and registers

Safeguarding concern record

Date/time	Person at risk	Concern / disclosure in own words	Immediate action	Reported to / decision	Follow-up
[Date/time]	[Name or ID]	[Facts, not opinion]	[Safety action]	[DSL/referral]	[Owner/date]

Safeguarding contacts

Role / agency	Name	Contact details	When to use
Designated Safeguarding Lead	[Name]	[Phone/email]	All concerns
Deputy DSL	[Name]	[Phone/email]	If DSL unavailable
Local authority safeguarding	[Team]	[Contact]	Advice/referral
Police/emergency	999 / 101	[Details]	Immediate danger/crime

15. Review and version history

Version	Date	Changes made	Approved by
1.1	25/06/2026	Second adopted version	Board of Trustees

16. Official guidance and source material

Guidance checked on 25/06/2026. The policy owner should check the latest version before each review or after relevant legal or regulatory changes.

- [Charity Commission safeguarding](#)
- [Charity Commission safeguarding 5-minute guide](#)
- [Serious incident reporting](#)
- [DBS volunteer checks](#)