



ELMHOPE COMMUNITY INTEREST COMPANY

Safeguarding and Child Protection Policy

Organisation	Elmhope Community Interest Company (Elmhope CIC)
Policy Title	Safeguarding and Child Protection Policy
Version	2.0
Date Adopted	18th November 2025
Last Revised	16th February 2026
Review Date	17th November 2026
Approved By	Elmhope CIC Management Committee

REVISION NOTE (Version 2.0):

The following sections have been added to this policy in Version 2.0, incorporating guidance from the CharityExcellence Safeguarding Framework:

Section 15 (Fundraising and Vulnerable Donors),

Section 16 (AI Safety),

Section 17 (Online Safety Act Compliance),

Section 18 (Working with Partner Organisations),

Section 21 (Version Control Table), and Appendix D (Statutory Guidance and Useful Links). All other sections are unchanged.

1. Purpose and Scope

Elmhope CIC is a community interest company working to improve lives and build stronger communities across Essex. We support young people and vulnerable adults at risk of social and economic exclusion, helping them gain confidence, develop skills, and connect to better opportunities through financial literacy, employability, digital skills, and wellbeing programmes.

Purpose

To provide a clear framework for protecting children, young people, and adults at risk, ensuring all representatives of Elmhope CIC act in the best interests of participants at all times, and to provide stakeholders and the public with the overarching principles that guide our approach in doing so.

Scope

This policy applies to:

- All Elmhope CIC programmes and services
- All in-person, digital, and offsite environments

- All representatives of the organisation (paid or voluntary), including directors, paid staff, sessional workers, volunteers, agency staff, collaborators, students, and occasional partner organisation staff

Aims

- Support young people's safe and healthy development into adulthood
- Promote inclusion, expression, and social integration
- Safeguard mental health alongside physical safety
- Ensure early intervention and swift response to concerns

2. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in England. Key legislation includes:

- The Children Act 1989 and 2004
- The Care Act 2014
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2023
- The Safeguarding Vulnerable Groups Act 2006
- The Counter-Terrorism and Security Act 2015 (Prevent duty)
- The Online Safety Act 2023
- The UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- The Human Rights Act 1998
- The Equality Act 2010

Further guidance is available at nspcc.org.uk/childprotection and gov.uk/government/collections/safeguarding-children.

3. Our Beliefs and Commitments

We believe that:

- Children, young people and vulnerable adults should never experience abuse of any kind, harm, neglect or exploitation.
- We have a responsibility to promote the welfare of all participants, to keep them safe and to practise in a way that protects them

We recognise that:

- The welfare of children and vulnerable adults is paramount in all the work we do and all decisions we take
- Working in partnership with young people, vulnerable adults, their families, carers and other agencies is essential in promoting welfare
- All participants, 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 individuals 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 additionally vulnerable individuals safe from abuse

We are committed to:

- Creating safe, inclusive spaces where young people and vulnerable adults can thrive
 - Listening to participants and involving them in shaping our safeguarding approach
 - Acting quickly and proportionately when concerns arise
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- Meeting and exceeding statutory safeguarding duties and funder expectations
- Creating a culture in which all people not only feel safe, but are also able to speak up if they have any concerns

4. How We Will Keep Children, Young People and Vulnerable Adults Safe

We will seek to keep all participants safe by:

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Lead (DSL), a Deputy DSL, and a lead director responsible 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
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks including enhanced DBS checks are made before unsupervised access is permitted
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practice with participants and their families via programme content and one-to-one discussions
- Making sure that participants and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know
- 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 process to 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 participants, staff and volunteers, by applying health and safety measures in accordance with the law
- Building a safeguarding culture where staff, volunteers, participants and their families treat each other with respect and are comfortable sharing concerns
- Completing written risk assessments for all programmes and activities before they commence, retaining these securely and reviewing them at least annually or when activities change

5. Safeguarding Leads and Governance

Elmhope CIC has appointed a Designated Safeguarding Lead (DSL) who holds lead responsibility for all safeguarding matters. A Deputy DSL has also been appointed to act in the absence of the DSL. A director holds lead responsibility for safeguarding at board level.

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Oluwatosin Adebola-Akande	07748193364 tosin.adebola.akande@gmail.com
Deputy DSL	Bimbo Babalola	07944949582 Bimbex_100@yahoo.com

Trustee / Senior Lead for Safeguarding	Irene Omiunu	07572792850 yegaillustrations@gmail.com
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Responsibilities of the Designated Safeguarding Lead

- Ensuring this policy is implemented, reviewed annually, and communicated to all staff and volunteers
- Acting as the first point of contact for all safeguarding concerns
- Maintaining a confidential record of all safeguarding concerns and actions taken, including a training log for all staff and volunteers
- Referring concerns to Essex Children's Services, Adult Social Care, the Essex MASH, or the police where appropriate
- Liaising with statutory agencies and external safeguarding bodies as required, including the Essex LADO for allegations against staff
- Ensuring all staff and volunteers receive appropriate safeguarding training and that training records are maintained
- Reporting safeguarding matters to the Management Committee — safeguarding will be a standing agenda item at all Management Committee meetings
- Ensuring risk assessments for all activities are completed, reviewed, and retained
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video
- Making staff, volunteers and others aware of our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates and reminders as necessary

6. Recognising Abuse and Harm

Safeguarding is the action taken to promote the welfare of children, young people, and adults at risk, and to protect them from harm. Types of harm include:

- Physical abuse — hitting, shaking, burning, or any other form of physical harm
- Emotional abuse — persistent emotional mistreatment that affects emotional development
- Sexual abuse — involving or exposing a child or vulnerable adult to sexual activity or content
- Neglect — persistent failure to meet basic physical or psychological needs
- Financial abuse — theft, fraud, exploitation, or financial coercion
- Online abuse — cyberbullying, grooming, exploitation, or inappropriate contact online
- Criminal exploitation — including county lines, money mule grooming, and gang involvement
- Domestic abuse and honour-based violence (including Female Genital Mutilation and Forced Marriage)
- Peer-on-peer abuse — including sexual harassment, sexting, and bullying between young people
- Radicalisation and extremism — as defined under the Prevent duty

Given the nature of our financial literacy programmes, Elmhope CIC is particularly alert to signs of financial exploitation, money mule grooming, debt coercion, and online scams among participants.

Staff and volunteers should be alert to the following indicators of concern:

- Unexplained changes in behaviour, mood, or attendance
- Withdrawal, anxiety, or signs of distress
- Unexplained injuries or marks
- Inappropriate sexual knowledge or behaviour
- Signs of financial pressure, sudden unexplained money, or references to debt

- Direct or indirect disclosures of abuse or exploitation
- Fear of particular individuals or reluctance to return home
- Poor hygiene, hunger, or signs of neglect
- References to gang activity, carrying items for others, or unexplained absences (possible county lines involvement)

This list is not exhaustive. Any concern, however small, should be taken seriously and reported to the Designated Safeguarding Lead immediately.

7. Prevent Duty

Elmhope CIC recognises its responsibilities under the Counter-Terrorism and Security Act 2015. Given that our work supports young people who may be experiencing social exclusion, marginalisation, or economic hardship, we are alert to the potential risks of radicalisation.

Staff and volunteers should be aware of and alert to signs that a young person may be at risk of being drawn into extremist or terrorist activity. These may include sudden changes in behaviour or friendship groups, expressions of grievance or resentment linked to identity, or engagement with extremist content online.

Any such concerns should be reported to the DSL immediately. The DSL will assess whether a referral to the Channel Panel is appropriate and will liaise with local Prevent leads. Where there is an immediate risk, police should be contacted directly on 999.

8. Responding to Disclosures and Concerns

If a participant discloses abuse or harm, staff and volunteers should:

- Listen calmly and carefully — do not interrupt or express shock
- Reassure the individual — tell them they have done the right thing by speaking up
- Be honest — tell them that you may need to share what they have said with others who can help
- Do not promise confidentiality — never say 'I won't tell anyone'
- Ask only open, non-leading questions — do not investigate or probe further
- Make brief, factual notes as soon as possible after the conversation, recording exactly what was said in the individual's own words
- Report to the Designated Safeguarding Lead immediately — the same day where possible

Helpful things to say:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened or is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening and I will find out the best way to help you'

What staff and volunteers must NOT do:

- Investigate the concern themselves
 - Make promises of confidentiality they cannot keep
 - Discuss the matter with anyone other than the DSL
 - Form their own conclusions or decide to take no action
 - Ask leading questions such as 'Did someone hurt you?' or 'Was it [name]?'
 - Show their own emotions such as shock or disbelief
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9. Reporting Procedures

All safeguarding concerns must be reported to the Designated Safeguarding Lead as soon as possible. The DSL will assess the concern and determine the appropriate course of action, which may include:

- Internal monitoring and support
- Referral to Essex Multi-Agency Safeguarding Hub (MASH) / Essex Children's Services: 0345 603 7627
- Referral to Essex Adult Social Care: 0345 603 7630
- Contacting the police — 999 in an emergency, 101 for non-urgent matters
- Contacting the NSPCC Helpline: 0800 800 5000

Where there is an immediate risk of harm, staff should not wait to contact the DSL and must contact emergency services directly.

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

All concerns and actions taken will be recorded securely and confidentially using the Safeguarding Concern Record Form (Appendix B), in line with our Data Protection Policy. Records will be retained for a minimum of seven years.

10. Safer Recruitment

Elmhope CIC is committed to recruiting and selecting staff, volunteers, and collaborators safely. The following steps will be taken for all individuals working with children, young people, or adults at risk:

- Completion of an application form or expression of interest
- Interview conducted by at least two members of the Management Committee
- Verification of identity (passport, driving licence, or equivalent)
- Two references obtained and followed up prior to the individual commencing work
- An enhanced Disclosure and Barring Service (DBS) check carried out before unsupervised access is permitted
- Identifying and exploring any gaps in employment history or inconsistencies in the application
- Appropriate advice taken before engaging anyone with a relevant criminal record
- A probationary period of three months for all new paid workers and volunteers
- Ongoing supervision and annual performance review

No individual will have unsupervised access to children, young people, or adults at risk until all pre-engagement checks have been satisfactorily completed.

11. Code of Conduct and Expected Behaviours

All staff, volunteers, contractors, and collaborators are expected to uphold the following standards of conduct when working with or on behalf of Elmhope CIC:

Staff and volunteers must:

- Treat all participants with dignity, respect, and fairness at all times
 - Maintain appropriate professional boundaries with all participants
 - Avoid spending extended time alone with an individual participant — where unavoidable, inform another staff member and ensure this is in an open, visible environment
 - Never arrange to meet a participant outside of planned programme activities without prior approval from the Management Committee
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- Report safeguarding concerns promptly and in accordance with this policy
- Cooperate fully with any safeguarding investigation
- Maintain confidentiality appropriately and not share participant information except on a need-to-know basis

Staff and volunteers must not:

- Engage in any form of physical, emotional, sexual, or financial abuse of any participant
- Engage in any sexually inappropriate conduct with anyone under the age of 18
- Use their position to exploit or take advantage of participants
- Consume alcohol or illegal substances before or during any programme activity
- Use discriminatory, offensive, or humiliating language
- Share personal contact details (personal mobile numbers, personal social media accounts) with participants

All staff and volunteers will be required to sign a declaration confirming they have read and understood this policy and will adhere to its requirements.

12. Online Safety

Elmhope CIC recognises that digital technology is central to many of our programmes. We are committed to ensuring that our use of online tools is safe, appropriate, and protective of all participants.

- Online sessions and communications will be conducted on secure, appropriate platforms
- Staff and volunteers will not contact participants through personal social media accounts or personal messaging apps
- Participants under 18 will not be photographed or recorded without explicit written consent from a parent or guardian
- Any online safeguarding concern will be treated with the same seriousness as an offline concern and reported to the DSL immediately
- Participants will be educated about online safety, digital banking risks, financial scams, and money mule grooming as part of our programme content
- We use high privacy settings and password access to online meetings where appropriate
- Online services we provide are suitable for our users, with age restrictions applied where relevant
- We protect participants' personal data and follow data protection legislation at all times
- We have permission to display any images on our website or social media accounts, including consent from the individual or their parent/guardian
- We clearly explain how users can report online concerns, including directly to social media providers using their own reporting processes

Photography and Sharing Images

- Images and video footage of participants will only be taken for legitimate programme purposes and only with explicit prior written consent
 - For participants under 18, written consent must be obtained from a parent or guardian before any images are taken or used
 - Images will never be used in a way that could identify a participant's home address or other sensitive personal information
 - No images of participants will be shared on personal social media accounts by any member of staff or volunteer
 - A record of all image consents will be maintained by the DSL
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13. Physical Safety and Personal Conduct

- Children and young people under 16 will not be left unattended at any time
- Staff and volunteers should avoid being alone with an individual participant for extended periods — if unavoidable, another staff member must be informed
- No staff member or volunteer will arrange to meet a participant away from programme activities without prior approval from the Management Committee
- Teenage assistants or peer mentors will always be supervised by a responsible adult
- Session venues will be assessed for safety before each programme commences, and written risk assessments will be completed and retained
- All staff and volunteers will know the location of emergency exits, first aid equipment, and the designated first aider at each venue
- An annual fire drill or emergency evacuation practice will be conducted
- Private vehicles will only be used for participant transport where explicitly approved by the Management Committee, with appropriate insurance and a second responsible adult present

14. Consent and Information Sharing

Elmhope CIC obtains informed consent from all participants (or from parents/carers where a participant is under 18) at the point of joining our programmes. Consent forms will clearly explain:

- What personal information we collect and why
- How personal information will be stored and who has access to it
- Under what circumstances information may be shared with statutory agencies
- The limits of confidentiality — participants are informed that we cannot guarantee full confidentiality where there is a risk of harm to a child, young person, or adult at risk

Information will be shared with statutory agencies only where there is a legal basis or safeguarding necessity, on a need-to-know basis, proportionately and in the interests of the individual's safety and welfare, and in line with the UK GDPR and Data Protection Act 2018.

15. Fundraising and Vulnerable Donors

We will ensure that:

- We comply with the Code of Fundraising Practice, including any fundraising that involves children or young people
- Staff and volunteers are made aware of guidance on keeping fundraising safe and the NCVO guidance on vulnerable people and fundraising
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate or purchase
- We do not solicit or accept donations from anyone whom we know or think may not be competent to make their own decisions
- We are sensitive to any particular need that a participant or donor may have

Donors in Vulnerable Circumstances

Safeguarding duties extend to working with potentially vulnerable donors. We are committed to the following:

- Fundraisers must treat donors fairly, enabling them to make an informed decision, particularly those in vulnerable circumstances
 - Vulnerability is defined as being especially susceptible to harm due to personal circumstances
 - Individuals under 18 or adults lacking capacity are automatically considered vulnerable
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- Fundraisers must not exploit lack of knowledge, need for support, or vulnerable circumstance
- If a donor cannot make an informed decision, donations or payments must not be accepted — and must be returned if later discovered
- Fundraising communications will be clear, inclusive, and accessible, with adjustments made for accessibility where required
- Staff and volunteers should be trained to engage respectfully and to identify signs that a person may be in a vulnerable situation

16. AI Safety

Elmhope CIC recognises the growing use of artificial intelligence tools and is committed to ensuring our use of AI is both safe and ethical, and to safeguarding our community from abuse by others using AI.

- We have adopted and comply with the Charity AI Ethics and Governance Framework, which sets out best practice for responsible AI use, including transparency, accountability, and minimising risks to vulnerable individuals
- All staff, volunteers, and directors are required to follow Charity AI Best Practice Guidance on mitigating risks such as deepfakes and the ethical use of imagery
- We regularly review our AI systems and processes to identify and address potential safeguarding risks, ensuring that personal data is protected and that AI tools do not facilitate abuse, exploitation, or harm
- We do not allow the use of AI bots for crisis or emotional support, or to provide professional advice such as medical, legal, or financial guidance to participants
- We are alert to the following AI-related risks to vulnerable people in our programmes:
 - Forming emotional dependence on chatbots
 - Receiving harmful or manipulative advice from an AI bot
 - Using AI for emotional or crisis support or self-diagnosis of medical issues
 - Being scammed or misled by AI-generated messages, voices, or images created by others
- Any concerns about AI-related harm to a participant should be reported to the DSL immediately in the same way as any other safeguarding concern

17. Online Safety Act Compliance

Elmhope CIC is aware of its obligations under the Online Safety Act 2023. Where we host or plan to host online communities, forums, or interactive digital spaces — including our planned subscription portal — the following measures apply:

- We apply proportionate measures to prevent children from accessing harmful and age-inappropriate content
- We have carried out an illegal content risk assessment and put in place measures to address risks identified, including the risk of users encountering illegal harm
- We have measures in place to ensure we remove illegal content promptly
- Our online platforms have clear, easy-to-find terms and conditions and group rules
- We have a reporting mechanism which allows users to report illegal or harmful material, and a process to investigate such reports
- We have a process to monitor content and take it down quickly if it is inappropriate
- The Designated Safeguarding Lead leads on ensuring online safety obligations are maintained across all digital platforms

Any online safety concern should be reported to the DSL immediately. Users can also report concerns directly to the relevant social media provider using their own reporting processes, or seek support from organisations such as the Safer Internet Centre ([saferinternet.org.uk](https://www.saferinternet.org.uk)).

18. Working with Partner Organisations

Elmhope CIC works with a range of partner organisations in delivering its programmes, including local employers, community groups, schools, and referral partners. In working with other organisations we will comply with Charity Commission guidance by carrying out relevant due diligence and ensuring that:

- Partner organisations are required to have their own safeguarding procedures that meet, as a minimum, the standards outlined in this policy
- Before working with any partner organisation that will have contact with our participants, we will confirm that the organisation has an up-to-date safeguarding policy in place
- Partner organisation staff and volunteers who attend our sessions will be DBS checked and appropriately trained before attending
- A written agreement is in place with all partner organisations, setting out our respective roles and responsibilities, safeguarding expectations, and monitoring and reporting arrangements
- Any safeguarding concerns arising through partner organisation activity will be reported to and managed by the Elmhope CIC Designated Safeguarding Lead
- We will carry out periodic reviews of our partnership arrangements to ensure safeguarding standards are being maintained

19. Training and Awareness

Elmhope CIC is committed to ensuring all individuals involved in our work are equipped to fulfil their safeguarding responsibilities:

- All new directors, staff, and volunteers will receive safeguarding induction training before working with participants
- Basic safeguarding awareness training (minimum level 1) will be completed by all staff and volunteers before working with participants
- Refresher training will be provided at least every two years, or sooner where legislation or guidance changes significantly
- The Designated Safeguarding Lead will undertake specialist DSL training (minimum level 3) and will maintain up-to-date knowledge of safeguarding developments
- A record of all safeguarding training undertaken by staff and volunteers will be maintained by the DSL and reviewed by the Management Committee
- Safeguarding will be a standing agenda item at all Management Committee meetings
- Staff and volunteers will be supported to report concerns without fear of negative consequences

20. Managing Allegations Against Staff and Volunteers

If an allegation is made against a member of staff, volunteer, or collaborator, Elmhope CIC will:

- Take the allegation seriously and not dismiss it
 - Refer the matter immediately to the Designated Safeguarding Lead — or, if the allegation concerns the DSL, to the lead director for safeguarding
 - Contact the Essex Local Authority Designated Officer (LADO) where the allegation relates to someone working with children — LADO: 0333 013 9986 / lado.referrals@essex.gov.uk
 - Support the individual who raised the concern throughout the process
 - Maintain confidentiality for all parties during any investigation
 - Not investigate the allegation internally before seeking advice from the LADO or statutory agencies
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21. Whistleblowing

Elmhope CIC is committed to a culture where concerns can be raised openly and without fear of retaliation. If any member of staff, volunteer, or collaborator has concerns about the conduct of another individual within the organisation:

- Raise the concern with the Designated Safeguarding Lead in the first instance
- If the concern relates to the DSL, raise it directly with the lead director for safeguarding
- If internal routes feel unsafe or inappropriate, contact the NSPCC Whistleblowing Helpline: 0800 028 0285

All whistleblowing concerns will be taken seriously, investigated appropriately, and treated confidentially wherever possible. Staff and volunteers raising concerns in good faith will be protected from negative consequences.

22. Confidentiality and Data Protection

All safeguarding information will be handled in accordance with the UK GDPR and Data Protection Act 2018. Information will be:

- Stored securely and accessed only by those with a legitimate need to know
- Shared with statutory agencies only where there is a legal basis or safeguarding necessity
- Retained for a minimum of seven years, or longer where required by law

Staff and volunteers must be clear with participants that they cannot guarantee full confidentiality where there is a risk of harm to a child, young person, or adult at risk. The legal principle that the welfare of the individual is paramount means that confidentiality will not override the right of the individual to be protected from harm.

23. Policy Review

We are committed to reviewing this policy and our safeguarding practice annually. This policy will also be reviewed sooner in the event of:

- A safeguarding incident or concern
- Changes to relevant legislation or statutory guidance
- Significant changes to Elmhope CIC's programmes, staffing, or beneficiary groups

24. Version Control

Version	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	18 Nov 2025	Initial draft approved	Annually
2.0	Board	16 February 2026	Added: Fundraising & vulnerable donors, AI safety, Online Safety Act, partner organisation due diligence, statutory guidance links, version control table	Annually

25. Policy Adoption and Sign-Off

Policy adopted by	Elmhope CIC Management Committee
Date of adoption	18th November 2025
Last reviewed on	16 February 2026
Date of next review	17th November 2026
Signed (Director 1)	Oluwatosin Adebola-Akande
Signed (Director 2)	Bimbo Babalola
Signed (Director 3)	Irene Omiunu

Appendix A: Key Safeguarding Contacts

Internal Contacts

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Oluwatosin Adebola-Akande	07748193364 tosin.adebola.akande@gmail.com
Deputy DSL	Bimbo Babalola	07944949582 Bimbex_100@yahoo.com
Trustee / Senior Lead for Safeguarding	Irene Omiunu	07572792850 yegaillustrations@gmail.com

External Contacts

Organisation	Contact
Essex MASH / Children's Services	0345 603 7627
Essex Adult Social Care	0345 603 7630
Essex LADO	0333 013 9986 lado.referrals@essex.gov.uk
Police (emergency)	999
Police (non-emergency)	101
NSPCC Helpline	0808 800 5000
NSPCC Whistleblowing Helpline	0800 028 0285
Childline	0800 1111
ICO	ico.org.uk/for-organisations

Appendix B: Safeguarding Concern Record Form

To be completed by the member of staff or volunteer who receives the concern. Submit to the Designated Safeguarding Lead immediately and treat as strictly confidential.

Instructions:

- Complete this form as soon as possible after the concern arises — do not delay
- Record facts only — use the individual's own words where possible
- Do not share this form with anyone other than the DSL
- Hand it directly to the DSL on the same day

Name of person completing this form	
Date and time of concern	
Name of individual at risk	
Age / date of birth	
Nature of concern (factual description)	
Exact words used (if disclosure)	
Any witnesses present	
Immediate action taken	
Reported to DSL – name and date/time	
Further action recommended	
Signature	
Date	

Appendix C: Staff and Volunteer Declaration

To be signed by all new staff and volunteers before commencing work with participants.

I confirm that I have read and understood the Elmhope CIC Safeguarding and Child Protection Policy (Version 2.0). I agree to:

- Follow the procedures set out in this policy
- Report any safeguarding concern to the Designated Safeguarding Lead immediately
- Uphold the expected standards of conduct described in this policy
- Maintain confidentiality appropriately and not share participant information without authorisation

Full name	
Role / position	
Date of induction training	
Signature	
Date	

Return a signed copy to the Designated Safeguarding Lead. A copy will be retained on file.

Appendix D: Statutory Guidance and Useful Links

The following statutory guidance and resources inform this policy and are recommended reading for the Designated Safeguarding Lead and all directors:

Source	Guidance
Charity Commission	Safeguarding duties for charity trustees – gov.uk/guidance/safeguarding-duties-for-charity-trustees
Charity Commission	10 safeguarding actions for charity trustee boards – assets.publishing.service.gov.uk
Charity Commission	Serious Incident Reporting – gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity
Government	Handling safeguarding allegations – safeguarding.culture.gov.uk
NSPCC	Writing a safeguarding policy – learning.nspcc.org.uk/safeguarding-child-protection/writing-a-safeguarding-policy
ICO	10-step guide to sharing information to safeguard children – ico.org.uk
ICO	Children and the UK GDPR – ico.org.uk
Ofcom	Online Safety Act – Protection of Children Codes and Guidance (Apr 2025) – ofcom.org.uk
Fundraising Regulator	Donors in Vulnerable Circumstances (Jan 2026) – fundraisingregulator.org.uk
CharityExcellence	Charity AI Ethics & Governance Framework – charityexcellence.co.uk

Signs of Abuse — Reference Guide

Physical Abuse

- Bruises, black eyes, welts, lacerations, and rope marks
- Broken bones or open wounds in various stages of healing
- Individual's report being hit, slapped, kicked, or mistreated
- Sudden change in behaviour
- Caregiver's refusal to allow visitors to see a vulnerable person alone

Sexual Abuse

- Bruises around breasts or genital area
- Unexplained venereal disease or genital infections
- Torn, stained, or bloody underclothing
- Individual's report of being sexually assaulted or raped

Emotional Abuse

- Being emotionally upset or agitated
- Extremely withdrawn and non-communicative or non-responsive
- Nervousness around certain people
- Individual's report of being verbally or mentally mistreated

Neglect

- Dehydration, malnutrition, untreated health problems
- Unsanitary or unsafe living conditions
- Poor personal hygiene, inadequate clothing
- Individual's report of being mistreated

Financial Abuse (particularly relevant to our programme)

- Sudden unexplained money or gifts
 - References to debt, owing money to others, or being asked to move money
 - Signs of money mule grooming — being asked to use bank accounts for others
 - Fear of specific individuals connected to financial transactions
 - References to online scams, fake jobs, or fraudulent investment opportunities
-