

Safeguarding Policy and Procedures

1. Introduction

Ardhmeria makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Ardhmeria will not tolerate the abuse of children or vulnerable adults in any of its forms and is committed to safeguarding children and adults with care and support and protecting them from harm.

Ardhmeria comes into contact with children and vulnerable adults through the delivery of our supplementary schools and community activities.

This policy seeks to ensure that Ardhmeria undertakes its responsibilities with regard to protection of children and vulnerable adults and will respond to concerns appropriately. It establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

Ardhmeria will also ensure that safe and effective working practices are in place.

2. Legislation and Statutory Frameworks

The principal pieces of legislation and statutory frameworks governing this policy are:

- Working together to safeguard children 2026
- The Care Act 2016
- Working together to Safeguard Children 2015
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- The Adoption and Children Act 2002:
- Care Standards Act 2000
- Human Rights Act 1998
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- The Children Act 1989
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

3. Definitions

- **Safeguarding** is about embedding practices throughout the organisation to ensure the protection of children and vulnerable adults wherever possible. In

contrast, child and adult protection is about responding to circumstances that arise.

- **Abuse** is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Psychological or Emotional abuse
- Neglect or Omission to act
- Financial or material abuse
- Child Sexual Exploitation
- Modern Slavery
- Self-Neglect
- Domestic Abuse
- Institutional Abuse
- Discriminatory Abuse
- Harassment
- Radicalisation

- **Definition of a Child:**

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

- **Definition of a Vulnerable Adult:**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser.
- Is homeless.

- **Child Protection** - Refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.

- **Staff** - Refers to all those who working for or on behalf of Ardhmeria, full time or part time, temporary or permanent, in either a paid or voluntary capacity.
- **DBS** – Disclosure and Barring Service – Checks for any previous convictions or cautions for those seeking to work with children or vulnerable adults.
- **DSL** – Designated Safeguarding Lead
- **LSCB** – Local Safeguarding Children Board
- **LADO** – Local Authority Designated Officer

4. Responsibilities

All staff and volunteers have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

- **Additional specific responsibilities**

Our Board of Trustees have responsibility to ensure:

- The policy is in place and appropriate.
- The policy is accessible to all staff and volunteers.
- The policy is implemented.
- The policy is monitored and reviewed regularly.

The Designated Safeguarding Lead (DSL) is Lutfi Vata, Director.

This person's responsibilities are:

- To receive staff concerns about safeguarding and respond to all concerns seriously, swiftly and appropriately
- To keep up to date with local arrangements for safeguarding and DBS
- To develop and maintain effective links with relevant agencies.
- To take forward any concerns about responses to safeguarding issues.

5. Implementation Stages

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing
- Health and Safety policy
- Equality and Diversity policy

- Data Protection
- Confidentiality Policy

- **Safe recruitment**

Ardhmeria ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details – ‘Recruitment is done in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with children and vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to children and vulnerable adult protection / safeguarding
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed - including DBS and 2 references.

- **Service delivery contracting and sub-contracting**

There will be systematic checking of safeguarding arrangements of partner organisations.

6. Communications training and support for staff

Ardhmeria commits resources for inductions, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding.

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Safeguarding Lead (and who acts in their absence)

- **Training**

All staff and volunteers who, through their role, are in contact with children and vulnerable adults will have access to safeguarding training at an appropriate level.

- **Communications and discussion of safeguarding issues**

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Team meetings
- Board of Trustee meetings
- One to one meetings (formal or informal),
- **Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Regular one to one meetings with Line Manager
- Seeking further support as appropriate e.g. access to counselling.

7. Professional Boundaries

Professional boundaries are what define the limits of a relationship between a staff member/volunteer and a service user. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

Ardhmeria expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- **Giving and receiving gifts from service users:** Ardhmeria does not allow paid or unpaid staff to give gifts to or receive gifts from service users. However, gifts may be provided by the organisation as part of a planned activity.
- **Staff contact with user/group(s):** Personal relationships between a member of staff (paid or unpaid) and a service user is prohibited. This includes relationships through social networking sites such as Facebook, Twitter, Snapchat, TicTok and Instagram. It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures.

8. Photographing and Filming

Ardhmeria works with children and families as part of its activities.

The purpose of this photography and filming statement is to:

- Protect children, young people and vulnerable adults who take part in Ardhmeria's services, events and activities, specifically those where photographs and videos may be taken

- Set out the overarching principles that guide our approach to photographs/videos being taken of children, young people and vulnerable adults during our events and activities
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children, young people and vulnerable adults.

This safeguarding policy statement applies to all staff, volunteers and other adults associated with Ardhmeria

Ardhmeria believes that:

- Children, young people and vulnerable adults should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, young people and vulnerable adults to take, share and use images of children safely.

Ardhmeria recognises that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our service users, provide a record of our activities and raise awareness of our organisation
- The welfare of the children, young people and vulnerable adults taking part in our activities is paramount
- Children, young people, vulnerable adults, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children, young people and vulnerable adults is only meaningful when children, young people, vulnerable adults and their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children, young people and vulnerable adults online.

Ardhmeria will seek to keep children, young people and vulnerable adults safe by:

- Always asking for written consent from a child, young person, vulnerable adult and their parents or carers before taking and using their image
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images
- Making it clear that if consent for an image to be shared is withdrawn, it may not be possible to delete images that have already been shared or published
- Changing the names of children, young people and vulnerable adults whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)

- Never publishing personal information about individual children, young people and vulnerable adults and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- Making sure children, young people, vulnerable adults, their parents and carers understand how images will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by:
 - only using images of children, young people and vulnerable adults in appropriate clothing
 - avoiding full face and body shots of children, young people and vulnerable adults taking part in activities where there may be a heightened risk of images being misused
- Using images that positively reflect children, young people and vulnerable adults involvement in the activity.

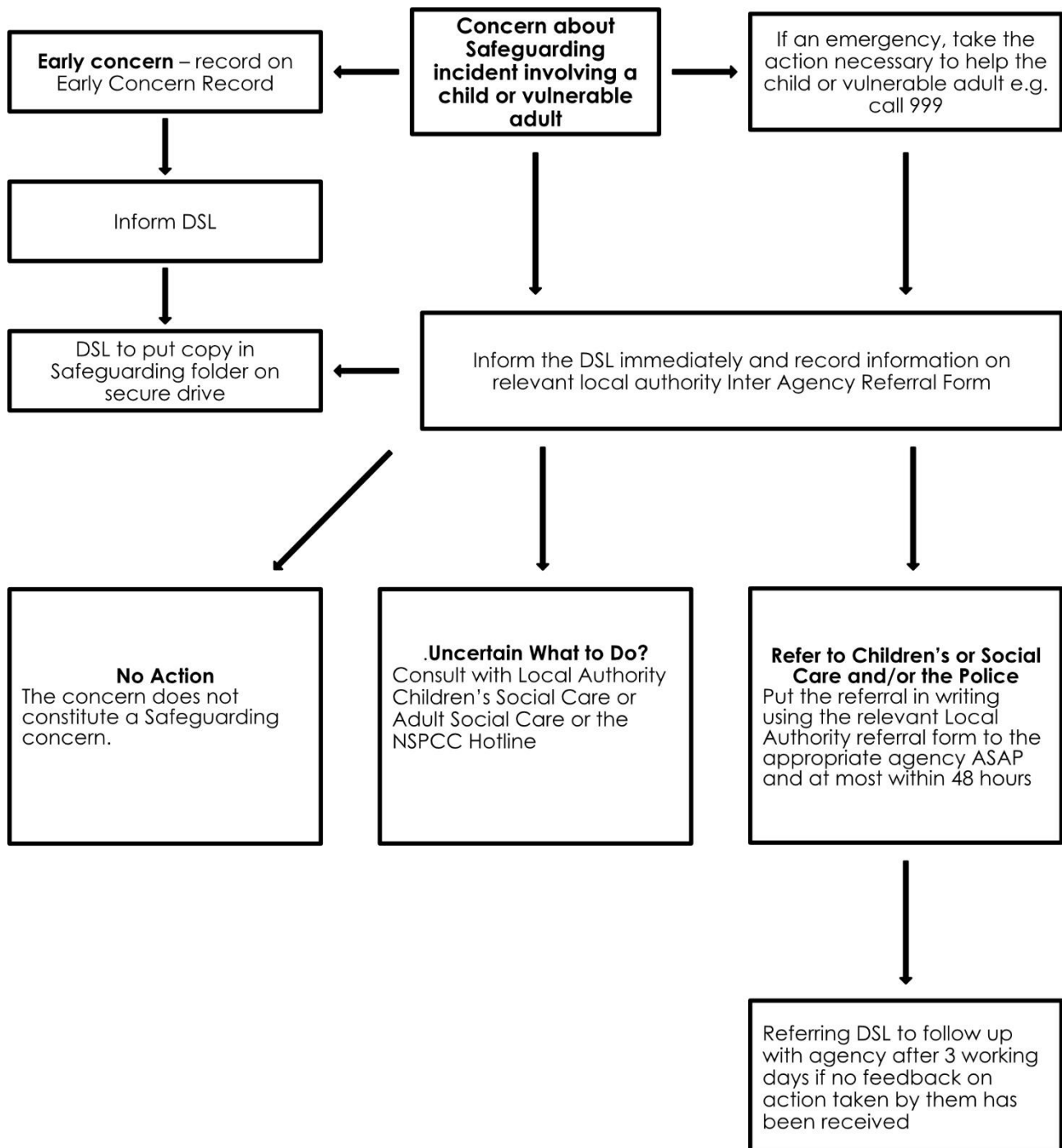
When children, young people and vulnerable adults themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

Further information can be found here:

- **online abuse** <https://learning.nspcc.org.uk/online-safety/responding-to-online-abuse>
- **child protection** <https://learning.nspcc.org.uk/child-protection-system>

9. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Ardhmeria:



10. Allegations Management

Ardhmeria recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

- **First step:** Any member of staff (paid or unpaid) from Ardhmeria is required to report any concerns in the first instance to the Designated Safeguarding Lead
- **Second step:** - contact the local authority for advice. In Westminster this can be done via (for children) call **020 7641 7668** and ask to speak to the Duty Child Protection Adviser
Email **lado@westminster.gov.uk**, or (for adults) Adult Social Care on **0207 641 2500** email **adultsocialcare@westminster.gov.uk**
- **Third step:** – follow the advice provided.

11. Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken and renewal at appropriate intervals
- References applied and obtained for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child and vulnerable adult safeguarding
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date with legislation and relevant
- Regularly reviewing the current reporting procedures in place.

12. Managing Information

Information will be gathered, recorded and stored in accordance with Ardhmeria's Data Protection Policy and Confidentiality Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Lead.

All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.

13.Prevent

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If anyone at Ardhmeria is concerned that a young person or adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

14.Communicating and Reviewing the Policy

Ardhmeria will make service users aware of the Safeguarding Policy through the following means:

- On our website
- Available as a printed copy on request

15. Annual Review

This Safeguarding Policy shall be reviewed annually by the Board of Trustees to ensure its effectiveness and relevance to Ardhmeria's operations. Amendments may be made as necessary to reflect changes in circumstances, legislation or best practices.

Signed By:

Lutfi Vata



Date:

02/06/2026

This Safeguarding Policy is effective as of the date signed above.