



SG.1 GENERAL SAFEGUARDING POLICY

This Policy should be read alongside:

SG.1 General Safeguarding Suite
SG.2 Child Safeguarding Suite
SG.3 Adults Safeguarding Suite
St.1 - St.5 Staffing & Volunteer Suites
HS.1 Health & Safety Suite

1. POLICY STATEMENT

South Wight Area Youth Partnership (SWAY) is committed to safeguarding and promoting the welfare of all children, young people and adults at risk. We believe that everyone we work with has a right to be safe, respected, and protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

Safeguarding is everyone's responsibility. We take all concerns seriously and respond promptly, proportionately, and appropriately.

2. SCOPE OF THE POLICY

This policy applies to:

- All children and young people under the age of 18 who engage with our activities
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- Adults at risk who engage with our services
- All staff, volunteers, trustees, sessional workers, and contractors
- All activities delivered in the community hall, off-site venues, detached youth work settings, outreach locations, trips, and events

3. LEGAL AND POLICY FRAMEWORK

This policy is informed by UK legislation and statutory guidance, including:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (latest version)
- Keeping Children Safe in Education (where applicable)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Care Act 2014
- Mental Capacity Act 2005

4. DEFINITIONS

Safeguarding: Action taken to promote the welfare of children and protect them from harm.

Child/Young Person: Anyone under the age of 18.

Adult at Risk: An adult (18+) who has needs for care and support and is experiencing, or is at risk of, abuse or neglect, and may be unable to protect themselves.

Abuse: A form of maltreatment which may be physical, emotional, sexual, financial, discriminatory, organisational, or neglect.

5. TYPES OF ABUSE

Safeguarding concerns may include, but are not limited to:

- **Physical abuse** – hitting, shaking, burning, poisoning, or otherwise causing physical harm
- **Domestic abuse** - abuse within a home or relationship, including manipulation and isolation
- **Sexual abuse** – forcing or enticing a person to take part in sexual activities
- **Psychological / Emotional / Spiritual abuse** – emotional maltreatment affecting development; intimidation, coercion, humiliation, or verbal abuse; radicalisation and extremism
- **Financial or material abuse** – theft, fraud, exploitation, or pressure over money or property
- **Modern Slavery** - includes slavery, forced labour and human trafficking
- **Discriminatory abuse** - harassment, slurs, discrimination based on protected characteristics
- **Organisational or Institutional abuse** - abuse or neglect within an institution or care setting
- **Neglect or acts of omission** – failure to meet basic physical and/or psychological needs

- **Self-neglect** (adults at risk)

6. ROLES AND RESPONSIBILITIES

6.1 Designated Safeguarding Lead (DSL)

The organisation will appoint a Designated Safeguarding Lead and a Deputy DSL.

The DSL is responsible for:

- Receiving and responding to safeguarding concerns
- Making referrals to children's social care or the police when required
- Maintaining secure safeguarding records
- Ensuring staff and volunteers receive safeguarding training

DSL Name: Steph Flux

Contact Details: manager@southwightyouth.org 07443 672587

Deputy DSL Name: Kathryn Alvis

Contact Details: familywork@southwightyouth.org 07823 347618

6.2 Staff, Volunteers, and Trustees

All staff and volunteers must:

- Read, understand, and follow this safeguarding policy (and associated suites)
- Attend safeguarding training as required
- Act in the best interests of children and young people
- Report any safeguarding concerns immediately to the DSL
- Maintain appropriate professional boundaries

The Board of Trustees has appointed a Safeguarding Trustee who provides oversight of safeguarding practice and works closely with the Designated Safeguarding Lead.

Safeguarding Trustee Name: Katie Brown

Contact Details: katie@southwightyouth.org

7. SAFER RECRUITMENT

We are committed to safer recruitment practices, including:

- Clear role descriptions
- Application forms and interviews
- References obtained and checked
- Enhanced DBS checks where roles are eligible
- Induction that includes safeguarding training and policies

8. PROFESSIONAL BEHAVIOUR

All adults working with children and young people must:

- Treat all young people with respect and dignity
- Avoid being alone with a child where possible
- Not engage in inappropriate physical contact
- Not develop inappropriate relationships
- Use appropriate language at all times
- Never promise confidentiality to a child

9. RESPONDING TO SAFEGUARDING CONCERNS

If a child discloses abuse or harm:

1. Listen calmly and take the child seriously
2. Reassure them they have done the right thing
3. Do not ask leading questions
4. Do not promise confidentiality
5. Record the concern accurately as soon as possible
6. Report immediately to the DSL

If a child is in immediate danger, contact emergency services on 999.

10. RECORDING AND INFORMATION SHARING

- Safeguarding concerns will be recorded clearly and stored securely
- Information will be shared on a need-to-know basis only
- Data protection and confidentiality will be maintained in line with legislation

11. MANAGING ALLEGATIONS AGAINST STAFF OR VOLUNTEERS

Any concerns or allegations about a staff member or volunteer must be reported immediately to the DSL or Chair of Trustees. Where appropriate, the Local Authority Designated Officer (LADO) will be [contacted](#).

12. HEALTH AND SAFETY AND RISK MANAGEMENT

SWAY recognises that effective safeguarding is supported by proactive planning and risk management. We will carry out [safeguarding risk assessments](#) to identify, reduce, and manage risks to children, young people and adults at risk across all areas of our work.

Safeguarding risk assessments will be completed for (but not limited to):

- Activities delivered in The Hub (if vulnerable people may be involved)
- Off-site sessions, trips, events, and visits, detached youth work, outreach, and work in public spaces
- Online sessions, digital communication, and use of social media
- Activities involving adults at risk
- Planned 1:1 support sessions (where required)

Risk assessments will consider safeguarding risks such as:

- Supervision levels and staffing arrangements
- Lone working and staff safety
- Entry/exit arrangements and visitor management
- Safe use of rooms and spaces, including visibility and privacy
- Behaviour management, bullying and harassment
- Responding to disclosures and safeguarding concerns
- Transport, travel and public space safety
- Professional boundaries (including online communication)
- Inclusion, accessibility and additional needs

Risk assessments will be:

- Completed by the lead worker responsible for the activity, with support where needed
- Reviewed and updated regularly, including when activities change or following any incident/concern
- Shared with relevant staff and volunteers on a need-to-know basis
- Stored securely and in line with our recording and information sharing procedures

Where risks cannot be reduced to acceptable levels, activities may be adapted, postponed, or cancelled to safeguard participants and staff. We will:

- Carry out risk assessments for activities, venues and detached youth work locations
- Ensure appropriate supervision ratios and lone-working controls
- Maintain a safe and welcoming community hall environment
- Have procedures for first aid, accidents, and emergencies
- Review risks associated with work in public, including transport, weather, and community safety

13. ONLINE SAFETY

We aim to keep children, young people, and adults at risk safe online by:

- Promoting safe and responsible use of technology
- Having clear rules for social media and online communication
- Ensuring consent for photographs and videos
- Maintaining professional boundaries in digital communication

14. EQUALITY, DIVERSITY, AND INCLUSION

We are committed to providing an inclusive environment where **all** people feel safe, valued, and respected. Safeguarding responses will be sensitive to cultural, religious, and additional needs.

15. POLICY REVIEW

This policy will be reviewed annually or sooner if:

- There are changes in legislation or guidance
- A safeguarding incident highlights the need for review

Written: December 2025

Approved: 28th January 2026



