

# Safeguarding Policies and Procedures

## REVISION RECORD

Version	Description	Date
3	Third draft	December 2025

Signed:

A handwritten signature in black ink, appearing to read 'Guy Wood', with a stylized flourish at the end.

Director



## Purpose and Principles

Wye Dean Wellbeing is committed to ensuring that all adults (18+) involved in our projects, events, and participation activities feel safe and secure at all times.

The Directors of Wye Dean Wellbeing hold overall responsibility for safeguarding and for promoting the welfare of children and adults at risk. If any adult involved in Wye Dean Wellbeing activities becomes concerned about the welfare of an adult at risk, they must take appropriate action in line with the procedures outlined in this policy.

All adults with a regular role in delivering Wye Dean Wellbeing activities will hold an **Enhanced Disclosure and Barring Service (DBS)** check, processed in accordance with current legislation. A nominated individual will process DBS checks; before contact is made with adults at risk, including those with care and support needs.

Wye Dean Wellbeing recognises its **duty of care** to safeguard and promote the welfare of adults at risk and is committed to safeguarding practice that reflects statutory responsibilities, government guidance, and recognised best practice.

We acknowledge that:

- The welfare of adults at risk is paramount in all the work we do and in all decisions we take.
- All adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have an equal right to protection from all forms of harm or abuse.
- Some adults may be more vulnerable due to previous experiences, levels of dependency, communication needs, or additional support needs.
- Working in partnership parents, carers, and other agencies is essential in promoting welfare and safeguarding.

## Comitment:

- Protect adults at risk from harm.
- Provide adults a clear principle guide to our safeguarding approach.
- Ensure this policy applies to all those working on behalf of Wye Dean Wellbeing, including Directors, paid staff, volunteers, and students. Failure to comply may result in disciplinary action or exclusion from the organisation.
- Ensure partner organisations providing coaching, mentoring, or related services have appropriate safeguarding documentation and procedures in place.
- Require any adult who has safeguarding concerns to act immediately in line with this policy.
- Ensure all adults with a regular role in activities hold an Enhanced DBS check.
- Nominate a responsible person to process DBS checks for practitioners before activities commence.
- Protect all adults involved in Wye Dean Wellbeing activities from behaviour they find uncomfortable or inappropriate.
- Ensure volunteers (aged 18 and over) and staff working with adults at risk hold a current Enhanced DBS check.
- Prohibit practitioners from meeting individually with an adult at risk outside organised activities.
- Ensure physical contact is appropriate, necessary, and proportionate to the needs of the individual.
- Encourage all participants to raise concerns about behaviour they find uncomfortable, and to be confident they will be listened to.
- Nominate a member of staff for each CIC event, who will be identified clearly to participants where appropriate.
- Ensure full risk assessments are completed in line with the Health and Safety Policy and made available as required.
- Keep personal details of adults at risk secure, with access limited to nominated Directors and shared strictly on a need-to-know basis.

## Requirements for Adults Working with Vulnerable Adults

Any adult working directly with vulnerable adults on behalf of Wye Dean Wellbeing must:

- Complete an Enhanced DBS check through the CIC.
- Maintain DBS status through the **DBS Update Service**, where applicable.
- Provide evidence of DBS clearance if obtained elsewhere, with online access granted for verification.
- Provide two referees to support their application.
- Declare any criminal convictions relating to the abuse of adults at risk. This requirement is exempt from the **Rehabilitation of Offenders Act 1974**, where legally applicable.

Where volunteers are provided through a partner organisation, Wye Dean Wellbeing will require sight of the organisation's safeguarding policy and confirmation of individual DBS clearance.

Individuals assisting on a one-off basis will not be required to meet all the above requirements but must sign a Safeguarding Declaration and remain supervised at all times by an approved CIC representative.

## Social Media and Communication

- Practitioners and Directors must use organisational email and social media accounts only when communicating on behalf of Wye Dean Wellbeing.
- Images will not be shared on social media or other platforms without explicit consent from the individual(s) featured (or from parents/carers where applicable).
- Some projects may use WhatsApp for organisational purposes only. These groups are restricted to staff and key volunteers and are used solely for sharing information and updates.

## Procedures for Suspected or Alleged Abuse

If abuse is suspected or alleged within Wye Dean Wellbeing activities, the following procedures apply.

### Allegations Made by an Adult at Risk

If an adult participant discloses abuse:

- The adult receiving the disclosure must explain that the information may need to be shared with a responsible person and then listen carefully without questioning or judgement.
- The concern must be reported immediately to the Director with safeguarding responsibility, who will assist in completing the disclosure record.
- Parents, guardians, or carers must be informed as soon as it is safe and appropriate to do so.
- The individual accused of abuse will be asked to withdraw from all activities pending investigation.
- Advice may be sought from the **Local Authority Adult Safeguarding Team**, as appropriate.
- The accused individual will be kept informed of the process and timescales.

## Concerns About the Behaviour of an Adult

If an adult has concerns about another adult involved in Wye Dean Wellbeing activities:

- They must report this immediately to the Director responsible for safeguarding.
- The disclosure form must be completed with appropriate support.
- The individual concerned may be asked to step away from activities while the matter is investigated.
- External advice may be sought where required.
- The matter will be resolved in line with safeguarding and disciplinary procedures.

## Training and Support

- Appointed Directors (Safeguarding Lead) and project leaders will hold current certification (renewed at least every three years) in:
  - Safeguarding Levels 1 and 2
  - Emergency First Aid at Work
- The Designated Safeguarding Lead (DSL) will also hold current certification in:
  - Designated Safeguarding Lead Course
- Additional training may be undertaken as appropriate, including awareness of epilepsy, challenging behaviour, inclusion, and autism.
- Students, Volunteers will be offered opportunities to undertake safeguarding and first aid training where appropriate.





## Review

This policy is reviewed annually.