



SAFEGUARDING

Designated Safeguarding Lead(s)	Email	Contact Number
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PURPOSE (1 / 2)

- We recognise that the welfare of all children is paramount and that all children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.





PURPOSE (2 / 2)

- As members of SAFE, we aim at all times to attain the SAFE standards in all our activities with children, young people, their families and/or carers. We will achieve this by adhering strictly to this policy and the guidance and risk assessments. This policy aims to:
 - Provide a procedure for safeguarding children and young people
 - Ensure a culture of listening to children
 - Ensure staff have mandatory safeguarding training, supervision and support
 - Comply with local guidelines





PRINCIPLES

- Safeguarding is everyone's responsibility; for services to be effective each professional and organisation should play their full part.
- A child centred approach: for services to be effective they should be based upon a clear understanding of the needs and views of children.





RIGOROUS RECRUITMENT

- We collect full personal details and application forms for all workers, with particular reference to previous work with children and young people.
- Appointment of any worker will only be confirmed subject to a satisfactory DBS check at the appropriate level.⁽¹⁾
- We will always take up two written references for the appointment of any permanent employees.
- At interview we have sound procedures and recording to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

(1) Or applicable local criminal record check.





TRAINING

- Online training will be provided for all permanent UK employees, it takes approximately an hour to complete and will be refreshed every two years.
- Safeguarding training will be provided as part of training for temporary workers.⁽¹⁾

(1)UK only



CODE OF CONDUCT AND GOOD PRACTICE GUIDELINES

- All permanent and temporary workers will need to sign to record they have received and understand the [code of conduct](#) and [SAFE good practice guidelines](#).





MANAGING INCIDENTS

- Contact the safeguarding lead immediately
- Record all details in the record sheet [linked here](#)
- Do not ask leading questions
- Write down facts rather than assumptions





PHOTOGRAPHY AND FILMING

- Recordings or photographs of events or lessons must only be used for the reasons specified, and the consent of each child's parent must be obtained before the event. ⁽¹⁾

(1)UK Only





ETHICAL FUNDRAISING

- We are committed to our fundraising being:
 - Open
 - Honest
 - Transparent
 - Fair
- We will protect the public by;
 - Identifying and terminating conversations with potentially vulnerable members of the public
 - Our representatives being clearly identifiable through appearance.
 - No pressure will be used to obtain donations and names of donors (or potential donors) will be removed from mailing lists when it becomes known that they may be vulnerable and unable to give consent.

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SAFEGUARDING: NEXT STEPS

- All employees are required to:
 - complete online training
 - read through the SAFE safeguarding guidelines
 - Sign the SAFE Adult Code of Conduct
- We will continue to process enhanced DBS checks





USEFUL CONTACTS

- Cambridge Local Authority Designated Officer details: [linked here](#)

