

Safeguarding Policy

1. Introduction

Alice's Arc is committed to ensuring the safety and well-being of all children and young people with whom we come into contact. Although our charity does not spend regular or significant time directly with children, we recognise our responsibility to safeguard and promote their welfare. This policy outlines our approach to safeguarding and the procedures we have in place to protect children and young people.

2. Purpose

The purpose of this policy is to:

- Promote the wellbeing of and to protect from harm, abuse and mistreatment of any kind, children and young people with whom Alice's Arc comes into contact.
- Provide the overarching principles that guide our approach to safeguarding with trustees, volunteers, parents, carers, suppliers and partner organisations with whom Alice's Arc has contact.

3. Legal Framework

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2021
- The Charities Act 2011

4. Definitions

- Child: A person under the age of 18.
- Participant: Any authorised attendee at an Alice's Arc organised event.
- Partner organisation: Any organisation which Alice's Arc is working with or has contact with in a joint initiative.
- Safeguarding: Protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.
- Team member: Anyone engaged or acting on behalf of Alice's Arc supported or directed activities including staff, trustees and volunteers, and anyone working on behalf of Alice's Arc.

5. Safeguarding Principles

Alice's Arc is committed to the following safeguarding principles:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with parents, carers, and other agencies is essential in promoting young people's welfare.

6. Roles and Responsibilities

- Trustees: Ensure that safeguarding policies and procedures are in place and reviewed regularly.

- Team members: Understand and adhere to the safeguarding policy and procedures, and report any concerns about a child's welfare to the designated safeguarding lead.
- Designated Safeguarding Lead (DSL): Oversee the implementation of the safeguarding policy, provide support and guidance to staff and volunteers, and act as the main point of contact for safeguarding concerns.

7. Providing a Safe And Secure Physical Environment

- All team members should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm concerning children, and respond appropriately to those that have experienced harm.
- Alice's Arc will be mindful of its safeguarding responsibilities when undertaking due diligence of suppliers and recommending other organisations to participants.
- In any joint activities or initiatives with others, Alice's Arc and the partner organisation will agree and record in writing who has responsibility for safeguarding (i.e., the "safeguarding lead organisation") and which policies and procedures will be followed for the joint initiative.
- Where a team member becomes aware that their work at Alice's Arc will bring them into regular or significant but infrequent contact with children, they should immediately alert the DSL. For these purposes, regular is defined where the team member has contact more than three times in a 30-day period.

8. Reporting Concerns

If any member of staff, volunteer, or trustee has a concern about the welfare of a child, they must:

1. Report the concern to the DSL immediately.
2. Record the concern in writing, including the date, time, and details of the concern.
3. The DSL will assess the concern and decide on the appropriate action, which may include contacting local safeguarding authorities.

9. Confidentiality

All concerns and reports will be treated with the utmost confidentiality. Information will only be shared on a need-to-know basis to protect the welfare of the child.

10. Training and Awareness

Alice's Arc will share information about the right to be safe and safeguarding best practice, as appropriate, to all engaged in our work, including through induction and training, and any new team member will be provided with this policy.

11. Review

This policy will be reviewed annually by the trustees to ensure it remains up-to-date and effective. Any changes will be communicated to all staff, volunteers, and trustees.

12. Contact Information

Designated Safeguarding Lead: Sara Wakeling

13. Approval

This policy was approved by the Board of Trustees on 8th January 2025.

By adhering to this safeguarding policy, Alice's Arc aims to create a safe and supportive environment for all children and young people associated with our charity.