# **Safeguarding Policy**

Effective Date: 1st May 2025

## **1. Policy Statement**

At The Elemental House, we are fully committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults who engage with our services.

We believe that everyone has the right to be protected from harm, regardless of age, disability, gender, race, religion, belief, or background.

We take our responsibilities seriously and work in line with UK law and statutory guidance to create a safe, welcoming, and supportive environment for all.

## **2. Purpose of This Policy**

This policy explains:

* How we safeguard children, young people, and vulnerable adults
* The responsibilities of staff and volunteers
* The procedures we follow if there are concerns
* How we create a safe culture through prevention and training

## **3. Legal Framework**

Our safeguarding policy is based on and complies with:

* Children Act 1989 and 2004
* Working Together to Safeguard Children (2018)
* Keeping Children Safe in Education (2024)
* The Care Act 2014 (for adults at risk)
* UK GDPR and the Data Protection Act 2018
* The Equality Act 2010

We recognise our duty of care to safeguard all participants who engage with The Elemental House activities.

## **4. Scope**

This policy applies to:

* All online and in-person activities run by The Elemental House
* All staff, volunteers, contractors, and visitors working with or on behalf of The Elemental House

## **5. Safeguarding Responsibilities**

* Designated Safeguarding Lead (DSL):  
    
   Tanya Waterhouse (Owner, The Elemental House)  
    
   Email: elementalhouse@icloud.com

The DSL is responsible for:

* Receiving and responding to safeguarding concerns
* Making referrals to statutory services if necessary
* Keeping secure records
* Ensuring safeguarding training is undertaken regularly

All staff and volunteers must:

* Understand and follow this policy
* Recognise signs of possible abuse or neglect
* Report any concerns immediately to the DSL

## **6. Recognising Abuse and Neglect**

Abuse can happen in different ways, including:

* Physical abuse
* Emotional abuse
* Sexual abuse
* Neglect
* Exploitation (including online abuse)

We are alert to the signs and symptoms of abuse, including behavioural changes, unexplained injuries, withdrawal, or distress.

We also recognise specific safeguarding issues such as:

* Bullying (including online/cyberbullying)
* Radicalisation and extremism
* Domestic abuse
* Peer-on-peer abuse
* Mental health concerns

## **7. Responding to Safeguarding Concerns**

If anyone working with The Elemental House has a safeguarding concern:

1. Recognise: Stay calm. Take the concern seriously.
2. Respond: Listen carefully without judgement. Do not promise confidentiality.
3. Report: Share concerns immediately with the DSL.
4. Record: Write a clear and factual record (date, time, what was said, what you observed).

If someone is at immediate risk of harm, call 999.

We will seek advice and/or refer concerns to:

* Local Authority Children’s Social Care Services
* Local Authority Adult Safeguarding Services
* The Police (if necessary)

Parental consent is not needed before making a safeguarding referral if a child is believed to be at risk.

## **8. Safer Recruitment**

To ensure only safe and suitable people work with us:

* All staff and volunteers will be required to have an enhanced DBS (Disclosure and Barring Service) check, where appropriate.
* References will be checked where applicable.
* Safeguarding expectations will be discussed during recruitment and induction.

## **9. Online Safety**

We are committed to keeping children and young people safe online during our virtual sessions by:

* Using secure platforms
* Ensuring all sessions are hosted by trained staff
* Providing clear behaviour expectations to learners and parents/carers
* Monitoring for any inappropriate behaviour

## **10. Training and Awareness**

* All staff and volunteers will complete safeguarding training appropriate to their role.
* Refresher training will be undertaken regularly (at least every two years).
* Safeguarding will be part of team discussions and ongoing professional development.

## **11. Confidentiality and Information Sharing**

We handle information securely and respectfully.

We only share information about a child, young person, or vulnerable adult when:

* It is necessary to protect them
* It is required by law
* It is in their best interests

All personal information will be processed in accordance with UK GDPR and our Privacy Policy.

## **12. Whistleblowing**

If any staff, volunteer, or learner is concerned about the behaviour of someone within The Elemental House or any safeguarding practice, they are encouraged to report this without fear of reprisal.

Concerns can be raised confidentially with the DSL or externally with:

* NSPCC Whistleblowing Helpline: 0800 028 0285

## **13. Monitoring and Review**

This policy will be reviewed at least once a year or sooner if there are any changes to legislation, guidance, or incidents requiring updates.

Next review date: [Insert one year after effective date].

# **Contact for Safeguarding**

Designated Safeguarding Lead (DSL):

Tanya Waterhouse

Email: elementalhouse@icloud.com