



Safe Guarding Policy

Worley's World CIC Safeguarding Policy

1. Purpose

Worley's World CIC is committed to safeguarding and promoting the welfare of children, young people and adults at risk.

We create safe, supportive and inclusive spaces where families can explore emotional wellbeing through storytelling, play and connection.

Safeguarding is everyone's responsibility, and all concerns will be taken seriously and acted upon appropriately.

2. Scope

This policy applies to all Worley's World CIC activities, including:

- In-person workshops, events and family sessions
- Online sessions and digital communication
- Drop-in sessions (including at L of a Bake and other venues)
- One-to-one support sessions
- Any work carried out by staff, volunteers or partners
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3. Definition of Safeguarding

Safeguarding means:

- Protecting children and adults from harm, abuse and neglect
- Preventing impairment of health or development
- Ensuring safe and effective care
- Taking action to enable the best outcomes

4. Types of Abuse

Worley's World CIC recognises the following types of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

We also recognise that adults may be vulnerable due to mental health, trauma, disability or life circumstances.

5. Key Principles

We are committed to:

- Putting the welfare of children and families first
- Creating a safe, inclusive and non-judgemental environment
- Listening to and respecting all participants
- Acting quickly on concerns
- Working in partnership with safeguarding services

6. Roles & Responsibilities

6.1 Designated Safeguarding Lead (DSL)

Name: Jodi Heyes

Role: Founder & Facilitator

Responsibilities:

- Act as the main safeguarding contact
- Ensure this policy is followed
- Record and report concerns
- Liaise with external safeguarding agencies
- Keep safeguarding knowledge up to date

7. Safeguarding Procedures

7.1 Safe Working Practice

- Children remain the responsibility of their parent/carer unless in a clearly agreed structured session
- No unsupervised one-to-one work takes place without consent and appropriate safeguards
- All sessions take place in safe, appropriate environments
- Clear boundaries are maintained at all times

7.2 Ratios & Supervision

- Parents/carers are expected to remain present during family sessions
- Where children are involved directly, safe supervision levels will be maintained
- No child will be left alone with a facilitator unless pre-agreed and risk assessed

7.3 Online Safety

- Online sessions are delivered in a safe, monitored environment
- Parents/carers must be present for children
- No private messaging with children

- 7.4 Photography & Media

- Consent will always be obtained before taking photos or videos
- Images will be stored securely and used appropriately



8. Reporting Concerns

If a concern arises:

1. Listen carefully and do not interrupt
2. Do not promise confidentiality
3. Record the concern as soon as possible
4. Report to the DSL (Jodi Heyes) immediately

If a child or adult is at immediate risk, emergency services will be contacted.

8.1 External Safeguarding Contacts

Concerns may be reported to:

- Local Children's Services
- NSPCC Helpline: 0808 800 5000
- Emergency Services: 999

9. Recording Concerns

All safeguarding concerns will include:

- Date and time
- Name of individual
- Nature of concern or disclosure
- Action taken

Records will be stored securely in line with GDPR.

10. Confidentiality

- Information will be shared only when necessary to protect someone
- Data will be handled securely and respectfully

11. Safer Recruitment

- The DSL holds an enhanced DBS check
- Any staff or volunteers will undergo appropriate checks
- References may be obtained where required

12. Code of Conduct

All staff and volunteers will:

- Treat all participants with respect
- Maintain professional boundaries
- Not engage in inappropriate physical or verbal behaviour
- Report any concerns immediately

13. Managing Allegations

If a concern is raised about a staff member or volunteer:

- It will be taken seriously and recorded
- Advice will be sought from safeguarding authorities
- Appropriate action will be taken



14. Training

Worley's World CIC is committed to:

- Keeping safeguarding knowledge up to date
- Engaging in relevant training where possible
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15. Review

This policy will be reviewed annually or sooner if required.

Date of Issue: 29/04/2025

Last Reviewed: 29/04/2026

Next Review Date: 29/04/2027

