

# Safeguarding Children, Young People and Adults at Risk Policy

## J&V Activity Buddies

**Owner:** Vendula Kufuor

**Organisation:** J&V Activity Buddies

**Version:** 1.0

**Date:** June 2026



## 1. Policy Statement

**J&V Activity Buddies** is committed to safeguarding and promoting the welfare, well-being, rights, dignity, and safety of all children, young people, and adults at risk who access our services.

We believe that every individual has the right to live free from abuse, neglect, exploitation, discrimination, bullying, harassment, and harm. J&V Activity Buddies is committed to providing a safe, inclusive, and supportive environment where individuals are respected, valued, listened to, and protected.

J&V Activity Buddies adopts a zero-tolerance approach to abuse and will take immediate and appropriate action where safeguarding concerns arise.

All employees, volunteers, agency staff, students, contractors, trustees, directors, and visitors have a responsibility to safeguard and promote the welfare of those who use our services.

## 2. Purpose

The purpose of this policy is to:

- Protect children, young people, and adults at risk from abuse, neglect, exploitation, and harm.
- Promote wellbeing, independence, dignity, and choice.
- Provide clear procedures for identifying and responding to safeguarding concerns.
- Ensure compliance with safeguarding legislation and best practice.
- Promote a culture of safety, openness, accountability, and respect.

## 3. Scope

This policy applies to:

- All children and young people under the age of 18.
- Adults at risk aged 18 years and over.
- All employees of J&V Activity Buddies.
- Volunteers, agency workers, students, and contractors.
- Trustees, directors, and management.
- Activities undertaken on company premises, in the community, during transport, on trips, and through online activities.

## **4. Legal Framework**

J&V Activity Buddies will operate in accordance with relevant legislation and guidance, including:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Mental Capacity Act 2005
- Working Together to Safeguard Children
- Human Rights Act 1998
- UK GDPR and Data Protection legislation.
- Local safeguarding partnership procedures.

## **5. Safeguarding Commitment**

J&V Activity Buddies is committed to:

- Ensuring all service users are treated with dignity and respect.
- Promoting equality, diversity, and inclusion.
- Encouraging individuals to express their views and wishes.
- Taking all allegations and concerns seriously.
- Working in partnership with families, carers, advocates, local authorities, health professionals, police, and safeguarding agencies.
- Recruiting staff safely and responsibly.
- Providing safeguarding training to all staff and volunteers.

## **6. Roles and Responsibilities**

### **Registered Manager / Service Manager**

The Manager is responsible for:

- Ensuring this policy is implemented.
- Promoting a culture of safeguarding.
- Supporting staff to raise concerns.
- Ensuring safeguarding referrals are made promptly.
- Monitoring safeguarding incidents and outcomes.

### **Designated Safeguarding Lead (DSL)**

J&V Activity Buddies will appoint a Designated Safeguarding Lead responsible for:

- Receiving safeguarding concerns.
- Assessing risk.
- Making referrals to safeguarding agencies.
- Maintaining safeguarding records.
- Providing safeguarding advice and support to staff.
- Liaising with external professionals.

### **Staff and Volunteers**

All staff and volunteers must:

- Remain vigilant to signs of abuse and neglect.
- Report concerns immediately.
- Follow safeguarding procedures.
- Attend mandatory training.
- Maintain confidentiality appropriately.
- Promote the welfare of service users at all times.

## **7. Reporting Safeguarding Concerns**

Any member of staff who has a concern must:

### **Step 1**

Ensure the immediate safety of the individual.

If there is immediate danger:

- Contact emergency services on 999.
- Seek medical assistance where required.

### **Step 2**

Report the concern immediately to:

Vendula Kufuor

### **Step 3**

Complete a safeguarding incident report, including:

- Date and time.
- Factual account of concern.
- Exact words used where possible.
- Names of witnesses.
- Actions taken.

### **Step 4**

The DSL will decide whether a referral is required and contact appropriate agencies.

## **8. Confidentiality**

J&V Activity Buddies recognises the importance of confidentiality. Information will be shared only where necessary to protect an individual from harm or where required by law.

No member of staff should promise to keep safeguarding concerns secret.

## **9. Whistleblowing**

J&V Activity Buddies encourages all staff and volunteers to report concerns about:

- Abuse.
- Neglect.
- Poor practice.
- Unsafe care.
- Misconduct.

Employees raising genuine concerns in good faith will be protected from victimisation or retaliation.

## **10. Training**

All staff will receive:

- Safeguarding training during induction.
- Annual refresher safeguarding training.
- Training relevant to their role and responsibilities.

- Additional safeguarding updates when legislation or guidance changes.

Training records will be maintained by J&V Activity Buddies.

## 11. Monitoring and Review

J&V Activity Buddies will review this policy:

- Annually.
- Following serious incidents.
- Following changes in legislation or guidance.
- When learning from audits or safeguarding reviews identifies a need for amendment.

## 12. Policy Approval

**Approved by:** Vendula Kufuor

**Role:** Owner / Responsible Individual

**Company:** J&V Activity Buddies

**Date:** 20/06/2026