



Safeguarding Policy

Lila Wellbeing CIC abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- We understand that working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Purpose:

Lila Wellbeing CIC will:

- Protect children and young people who receive Lila Wellbeing CIC's services from harm. This includes the children of adults who use our services
- Provide any staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Lila Wellbeing CIC, including the board of directors, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and

- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children: Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Lila Wellbeing CIC have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

The Prevent duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty.

These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Training and Awareness:

Lila Wellbeing CIC will ensure an appropriate level of safeguarding training is available to its Directors, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise any child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of an adult at risk of abuse. For more information about adults safeguarding, refer to Lila Wellbeing CIC's Safeguarding Adults Policy.

Confidentiality and Information Sharing:

Lila Wellbeing CIC expects all employees, volunteers and directors to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **with the police if they are in immediate danger/ a crime has been committed**. For further guidance on information sharing see Lila Wellbeing CIC's Privacy Policy.

Recording and Record Keeping:

A written record must be kept about any safeguarding concern. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Whistleblowing:

It is important that people within Lila Wellbeing CIC come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. Lila Wellbeing CIC are required to protect whistleblowers. Please see our Whistleblowing Policy for more information.

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm call 999.

Where any child makes a disclosure relating to harm or abuse, it is important for to:

- Listen calmly and carefully, showing that their views are taken seriously
- Provide an appropriate and honest level of reassurance
- Avoid interrogating children or asking probing, intrusive and/or leading questions
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/ harm must be shared with a DSL of the partner organisation or as a safeguarding referral)
- Make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures will be avoided.
- Consult with/ report to any other relevant persons e.g. the DSL of any partnering organisation and/ or make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services Department.

Where any concerns are noted about a child, their appearance or behaviour during Lila Wellbeing CIC activities, it is important to:

- Make a confidential written record of the concern either as noticed or immediately afterwards. The record should include the key details of the concern together with any relevant times, dates, places and people concerned. Photographs, audio and video recordings of concerns are to be avoided. Please see appendix 1.
- Consult with/ report to any other relevant persons e.g. the DSL of any partnering organisation and/ or make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services Department.

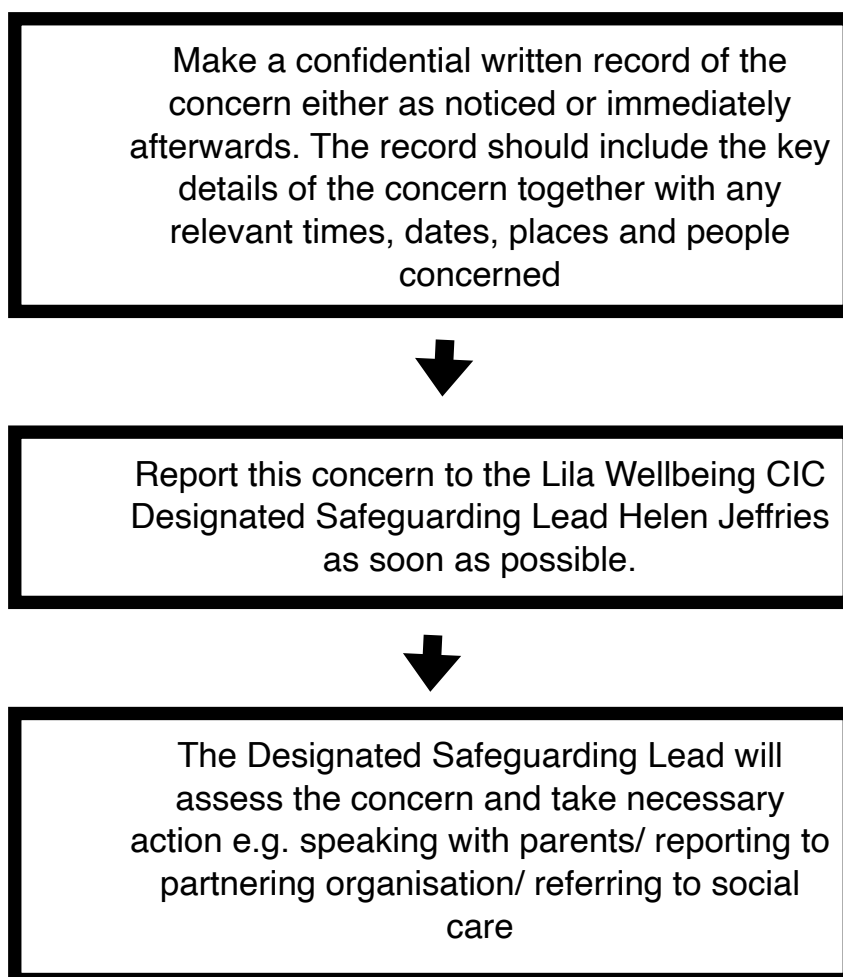
Reporting Concerns About Other Adults

Where there is a concern regarding the conduct of an adult connected to Lila Wellbeing CIC's services, which poses or may pose a safeguarding risk to children such as:

- Harming a child either physically or emotionally
- Exposing a child to behaviour which may cause physical or emotional harm
- Engaging in criminal activity concerning a child

They will consult with/ report to any other relevant persons e.g. the DSL of any partnering organisation and/ or make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services Department or the Police.

Reporting a Concern Flowchart



Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks of any under the appropriate legislation will be undertaken for all Lila Wellbeing CIC employees who are working or volunteering with children or vulnerable adults and shared with partnering organisations whenever required.

Safeguarding Children at Events and Activities

Typically, Lila Wellbeing CIC arrange the following types of events and activities which may involve children:

1:1 therapeutic Yoga, Special Yoga Groups, School Yoga Workshops, Children's Yoga Group Sessions, Family Yoga Groups.

Any events or activities shall be risk assessed in reference to their suitability and safety for children. Venue specific fire safety procedures, first aiders and risk assessments shall be requested and made clear to all involved as necessary.

First Aid

During Sessions, Lila Wellbeing CIC will keep a first aid kit accessible at all times which complies with the Health and Safety (First Aid) Regulations 1981

Any accident or injury concerning a child will be brought to the attention of the nearest first aider and will be logged in Lila Wellbeing CIC's accident book.

Consent Forms

Lila Wellbeing CIC will always obtain written consent from a parent or guardian for any event that takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via our registration form.

Consent forms will include emergency contact details and will set out any specific safety needs/ requirements for children.

All consent forms will be kept secure and stored in accordance with GDPR 2018.

Supervision

Where we hold events or activities whereby a child attends alongside their parent, guardian, teacher, support staff or carers, it is the responsibility of those listed above to ensure that children are properly supervised.

Managing Risks Posed by Other Children

It is important for Lila Wellbeing CIC to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- Repeated; and
- Has the intention of hurting somebody either physically or emotionally

Bullying can sometimes be motivated by prejudices based on certain characteristics, for example gender, race, religion or sexual orientation. Bullying can often include:

- Physical harm perpetrated against another child
- Name calling and threats
- Cyberbullying (threats and abusive comments made via technology)

Any instance of bullying, or concern relating to possible bullying between children at any event or activities arranged by Lila Wellbeing CIC should be recorded and referred to the designated safeguarding lead. Please see appendix 2.

If bullying is severe – such as a serious assault – then the designated safeguarding lead may need to liaise with statutory agencies.

Photography

On some occasions, we make take photographs featuring children. We will:

- Always ask for written permission from parents/ guardians before taking and sharing any child's image
- Always ensure that parents/ guardians are properly informed of how an image may be used/ shared

This policy is approved and endorsed by Lila Wellbeing CIC and will be reviewed annually.

Signed:



DSL, Helen Jeffries

Date: 20.02.2024

Important Contacts

Lila Wellbeing CIC's Designated Lead for Safeguarding

Name: Helen Jeffries

Email address: lilawellbeingcic@gmail.com

Telephone number: 07849338765

Leicestershire First Response Children's Duty Team

0116 305 0005 (24 hour)

Leicestershire Early Help- Children and Family Wellbeing Services Triage

01163058727

Leicestershire Designated Officer (LADO)

CFS-LADO@leics.gov.uk

0116 305 4141

Police

Emergency – 999

Non-emergency – 101

NSPCC Helpline

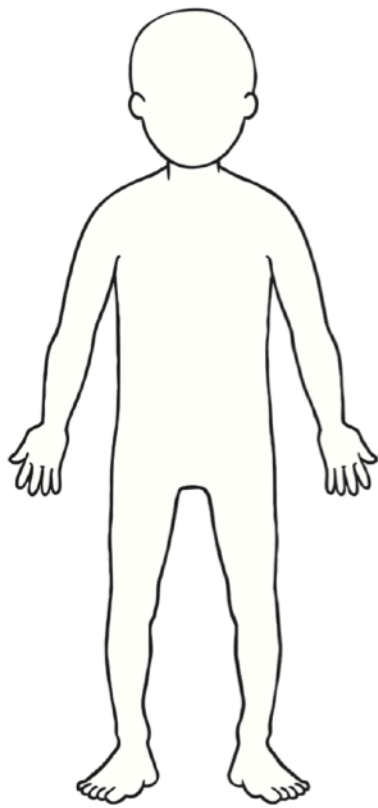
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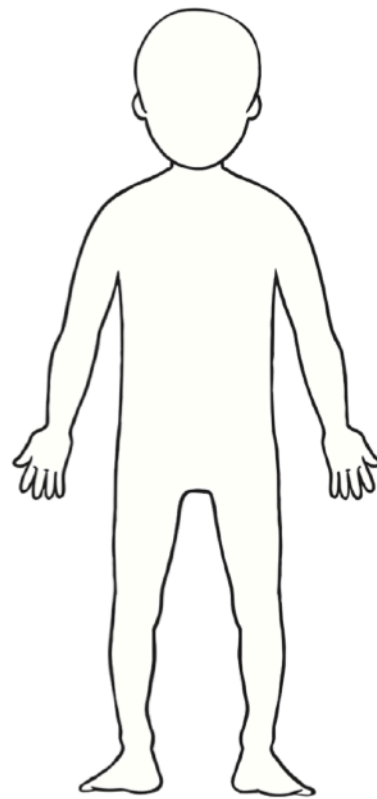
Lila Wellbeing CIC Safeguarding Concern Form

Name (who are we concerned about?)	
Date of Birth	
Details of Concern	
Voice of the person we're concerned about	

Body Map



Front



Back

Actions Taken

Name of reporting adult	
Signed	
Date and time of concern	
Date form completed	

Brief summary of incident(s)

Action taken

Include any sanctions, exclusions, parental involvement, or involvement with external agencies.

Overall (include details if incident was referred on)

With each individual involved (noted on page 1)

Declaration

Form completed by
(print your name)

Your signature

Today's date

X

Declaration	
Form completed by (print your name)	
Your signature	X
Today's date	