



# Safeguarding Policy

## Document history

Process	Date
Author: Joseph Barker-Sherry	13 August 2025
Trustee Approval	9 February 2026
Next review due	9 February 2027

**Policy statement:** This policy sets out our vision for safeguarding all service users who come in to contact with Sew Positive. It establishes key safeguarding roles and responsibilities and outlines how we train and supervise staff contractors, volunteers and trustees. The policy defines and describes what safeguarding is and the risks we might recognise, including operational and organisational risks, and outlines how we report and respond to safeguarding concerns.

Everyone working within Sew Positive, including staff, contractors, volunteers and trustees, must be familiar with this document and will be asked to confirm, on an annual basis, that they have read it and understood its contents. A record of this will be kept by the Designated Safeguarding Lead.

### **Our safeguarding vision**

Sew Positive is committed to ensuring the safety and wellbeing of all service users. We take our responsibilities relating to safeguarding children and adults seriously, and recognise that our service users may have family members and dependants, both children and adults, who we may need to safeguard in order that they are protected, irrespective of age or ability, from any form of abuse. Safeguarding is everyone's business and an attitude of professional curiosity is promoted with staff, contractors, volunteers and trustees, as well as an attitude of 'it could happen here' to maximise the detection and reporting of potential safeguarding concerns.

We work to create a positive and safe environment within our organisation and our activities, and to prevent the risk of harm to all people, including adults and children, those with a disability, and those who are disadvantaged in other ways. We follow Safer Recruitment practice as a foundation for this.

We are committed to ensuring that everyone working within Sew Positive is able to identify and respond appropriately to situations where abuse or indicators of abuse are disclosed, or where we suspect they suspect that abuse may be occurring or have occurred.

Our safeguarding approach ensures that we

- Have appropriate safeguarding policies and procedures that all working within Sew Positive follow, which fit with the policies and procedures of the Cambridgeshire and Peterborough Safeguarding Children or Adults Partnerships
- Make sure that all working within Sew Positive receive regular training on safeguarding, child protection, and working with adults at risk
- Appoint a Designated Safeguarding Lead to work with the Cambridgeshire and Peterborough Safeguarding Children or Adults Partnerships
- Manage concerns, complaints, whistleblowing and allegations, which relate to safeguarding, child protection, and working with adults at risk, effectively
- Have clear policies on when DBS checks are required, how we assess the level of check needed and how we handle the information we receive.

### **Relevant safeguarding legislation and policies**

Sew Positive is a registered charity and Charitable Incorporated Organisation, subject to charity law and regulated by the Charity Commission for England and Wales. The charity trustees are responsible for ensuring that those benefiting from, or working with Sew Positive are not harmed in any way through contact with it. We have a zero-tolerance policy for any abusive or harassing behaviour across all its activities.

The list below details legislation, statutory and non-statutory guidance relevant to this policy:

- [Safeguarding and protecting people for charities and trustees \(The Charity Commission, June 2022\)](#)
- [Cambridgeshire and Peterborough Safeguarding Adults Policies, Procedures and Practice Guidance \(Cambridgeshire and Peterborough Safeguarding Partnership Board, August 2024\)](#)

- [Children and Social Work Act \(2017\)](#)
- [Working together to safeguard children \(Department for Education, February 2024\)](#)
- [Care Act \(2014\)](#)
- [Care and support statutory guidance \(Department of Health and Social Care, August 2024\)](#)

This policy is linked to other Sew Positive policies:

- Complaints Policy
- Health & Safety Policy
- Modern Slavery Statement.

## DEFINITIONS

### What do we mean by safeguarding?

Sew Positive uses the term safeguarding in the broadest sense, to describe an overall approach to ensuring the wellbeing and safety of children and adults. Depending on the context, 'safeguarding' within Sew Positive can mean

- Protecting children and adults from all forms of abuse and neglect
- Preventing impairment of the health and development of children and adults
- Promoting the welfare of Sew Positive's service users by supporting and advocating for them regarding their circumstances, and offering them appropriate emotional support and guidance
- Taking action to enable the best outcomes for all who come into contact with Sew Positive.

There may be instances when we need to take active steps to protect an adult or a child and our safeguarding policy and procedure below addresses this, usually by making a referral to report the suspected abuse of an adult or child.

### What do we mean by child or adult protection?

The term child protection (s47 Children Act 1989) or adult safeguarding (s42 Care Act 2014) refers to the procedures and processes that support the multi-agency safeguarding response to suspected child/adult abuse and neglect. These processes could be initiated by a referral.

### What do we mean by Think Family?

A Think Family approach refers to the steps taken by practitioners working with children, young people and adults to identify wider family needs which extend beyond the individual they are supporting. Although our primary focus and contact will be with adult service users, we recognise that their emotional wellbeing and mental health is contingent upon the wellbeing of their children or dependants and others that they may have caring responsibilities for or have significant relationships with. Where possible, we will support and enable service users to access help and intervention for themselves and other members of their family.

## SAFEGUARDING ROLES & RESPONSIBILITIES

The safeguarding and protection of children and adults are paramount in all work undertaken by Sew Positive. The safeguarding roles set out below show lines of accountability for safeguarding throughout the organisation.

### Staff, contractors, volunteers and trustees

Staff, contractors, volunteers and trustees should be able to recognise, respond and report suspected abuse and/or neglect of adults or children (see policy and procedure below). They should know how to support service users to access help and intervention to prevent risk of abuse and neglect escalating.

## Trustees

Sew Positive's trustees are accountable for ensuring that the organisation has appropriate structure, processes, and resources to ensure safeguarding is central to all the organisation does, and for monitoring and compliance.

Trustees discharge their safeguarding responsibilities by

- Ensuring there is a lead safeguarding trustee
- Being aware of the range of risks and harms that exist or could exist within the organisation and work to mitigate or eliminate these risks and harms
- Maintaining regular oversight of safeguarding issues within the organisation and receiving regular update reports from the CEO
- Reviewing this safeguarding strategy annually
- Receiving or commissioning audits or assessments into any area pertaining to safeguarding within Sew Positive
- Ensuring that serious safeguarding incidents are reviewed and analysed and the outcomes scrutinised, and after any necessary consultation, trustees will decide as to whether incidents meet the Charity Commission threshold for reporting.

Sew Positive's trustees must all be familiar with the Charity Commission's '[The essential trustee](#)' guidance which explains the key duties of charity trustees and what they need to do to carry out those duties competently.

## Lead Safeguarding Trustee

The Lead Safeguarding Trustee is Joseph Barker-Sherry. He has been appointed by the trustees and has experience and knowledge of safeguarding children and/or adults. He will discharge his responsibilities by

- Meeting quarterly with the CEO to review operational safeguarding arrangements and referrals
- Receiving copies of all documentation relating to safeguarding
- Providing expert advice and guidance to trustees on safeguarding matters.

## Chief Executive Officer

The Chief Executive Officer (CEO) is the senior accountable individual for all aspects of safeguarding across Sew Positive. The CEO discharges these responsibilities by

- Working with the Lead Safeguarding Trustee to ensure robust safeguarding reporting and governance structures are in place and they are operating effectively, including safeguarding reporting
- Ensuring that there is a strong culture of safeguarding across Sew Positive
- Ensuring that staff, contractors and volunteers are trained in safeguarding and receive suitable support
- Implementing clear reporting processes, structures, and ensuring management accountability to safeguard service users and their families if needed
- Ensuring that all are held accountable for safeguarding within their respective work areas and across the organisation as a whole
- Ensuring that safeguarding policy and practice is developed, implemented, managed and monitored across the charity
- Having oversight of any safeguarding concerns and that there are systems in place to ensure that safeguarding matters are appropriately reported and escalated in a timely manner
- Preparing a quarterly safeguarding report for review by trustees.

## TRAINING & DEVELOPMENT

Our CEO is our designated safeguarding lead and receives training from the Cambridgeshire and Peterborough Safeguarding Partnership Board. The CEO will regularly update staff, contractors, volunteers and trustees on key safeguarding matters and updates to legislation, statutory and non-statutory guidance.

All staff, volunteers and trustees will receive basic safeguarding training every two years in recognising, responding and reporting abuse and neglect.

## A CULTURE OF SAFEGUARDING

This section is intended to guide all at Sew Positive as to how to **recognise** and **respond** to suspected abuse and neglect, and to consider how policy and systems are designed to mitigate or eliminate safeguarding risks.

It should be noted that descriptions of abuse and neglect are difficult to read, but they are important as they help practitioners identify and have a shared understanding of behaviours as abusive and harmful. They are also useful in supporting effective reporting of abuse and neglect.

### Risks and harms

The Charity Commission offers a comprehensive list of the safeguarding risks and harms that all charities should know how to respond to, which can be found in their guidance [Safeguarding and protecting people for charities and trustees](#).

### Recognising the suspected abuse or neglect of adults

The Care Act is very clear as to which adults should be subject to referrals regarding abuse and neglect. The Care Act indicates that an adult at risk

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of abuse and neglect
- As a result of their care and support needs, is unable to protect themselves from the risk or experience of abuse and neglect.

The Care Act says that care and support needs can arise from

- Physical disability, learning disability or sensory impairment
- Mental health needs, including dementia or a personality disorder
- Long-term health conditions
- Substance or alcohol misuse to the extent that it affects ability to manage day-to-day living.

### Types of abuse

Staff, contractors, volunteers and trustees may suspect that service users or the families of service users could be at risk of the following types of abuse:

**Physical abuse** - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Sexual abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.

**Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.

**Neglect and acts of omission** - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** - this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## **Domestic abuse**

In addition to these definitions above, it is important to highlight the most recent definition of domestic abuse from the Domestic Abuse Act 2021:

Domestic abuse involves any single incident or pattern of conduct where someone's behaviour towards another is abusive, and where the people involved are aged 16 or over and are, or have been, personally connected to each other (regardless of gender or sexuality). The abuse can involve, but is not limited to acts [that are detrimental and harmful]: psychological, physical, sexual, financial, emotional, violent, threatening, controlling, coercive behaviour.

NB: 'Personal connection' means the individuals concerned: are due to be, are currently, or have been, married or civil partners to each other; are, or have been, in an intimate personal relationship with each other; are, or have been, parents (or had a parental relationship) to the same child; are relatives (the Act gives further definitions of 'relatives').

## **Recognising the suspected abuse or neglect of children**

Sew Positive does not work directly with children. However, disclosures by or interactions with service users may provide indications that a child is at risk of suspected abuse or neglect. The services provided by Sew Positive may provide an environment in which service users are more willing to ask for advice, help or support, or in which they are able to talk more openly about their lived experience or that of others, who are dependent on them, such as their children. It is therefore essential that all staff, contractors, volunteers and trustees are able to recognise the suspected abuse or neglect of children.

## **Types of abuse**

In the UK there are four types of abuse and neglect outlined, arising from the Children Act 1989. The impact of domestic abuse was added in 2021. These generic descriptions are used in the child protection process

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic abuse.

The Cambridgeshire and Peterborough Safeguarding Partnership Board has produced this guide on [recognising abuse and neglect](#).

Since the Children Act 1989 was passed there has been a great increase in the evidence base around abuse and neglect of children. There are now additional descriptions of abuse and neglect that can be used to recognise, respond and report possible abuse and neglect of children. These include, but are not limited to

- Bullying and cyberbullying
- Child-on-child abuse
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)
- Grooming
- Non-recent abuse (*historical abuse, which may be relevant to an adult reporting their childhood*)
- Online abuse.

The NSPCC provides a guide on [Types of Child Abuse and How to Prevent Them](#) which should be used as part of training of staff, contractors, volunteers and trustees.

### **Children's additional vulnerabilities**

A child may be vulnerable to different types of abuse or neglect depending on their developmental stage or needs. Where our staff, contractors, volunteers or trustees are working with service users, we should be mindful of many possible vulnerabilities. These include

- An unborn child who may be at risk *in utero* from substance and alcohol misuse or domestic abuse
- A baby infant, especially one that is non-mobile, is vulnerable to many forms of abuse as they are completely dependent on adults, however a non-mobile baby is extremely vulnerable to physical abuse, including being physically shaken by an adult
- Children who are not yet in school or nursery, who are often not visible to services that might be protective for them
- Disabled children who are more vulnerable and more likely to be abused and neglected due to factors such as not being able to communicate or be understood or not seen
- Older children who, as well as the possible forms of abuse and neglect described above, may also be vulnerable to poor social, emotional or mental health leading to self-harm; or be persistently absent from school and thus isolated and not seen.

### **RESPONDING TO SAFEGUARDING CONCERNS**

The services provided by Sew Positive may provide an environment in which service users are more willing to ask for advice, help or support, or in which they are able to talk more openly about their lived experience or that of others, who are dependent on them, such as their children. Staff, contractors, volunteers or trustees may hear from service users about their experience of abuse or neglect. Similarly, they may hear information that suggests a child could be at risk.

Our staff, contractors, volunteers and trustees are trained to respond to any information in the following ways

- Remain calm
- Consider who else can hear the conversation – is it safe to continue in this space?
- Listen carefully
- Write notes using the subject's words in so far as is possible
- Ask open, rather than leading questions (which prompt a yes or no answer)
- Clarify details (who? where? what? when?)
- Ask the subject's permission for you to read your notes to them to ensure accuracy
- Reassure the child/adult at risk that they are not to blame
- Avoid criticism of other actors.

## **Confidentiality regarding information must never be promised where a child or adult may be at risk.**

If staff, contractors, volunteers or trustees feel comfortable and able to hold the conversation around a possible concern, a useful approach is the T.E.D. approach, using very open questions

- Tell me what happened?
- Explain to me what happened next?
- Describe to me anything else that happened?

Staff are encouraged to check out the information with the service user if the concern is regarding an adult: Can I help you with this? Is there more you would like me to do? Can I share this with the safeguarding lead?

If the information is about the safeguarding of a child or adult at risk, the staff member, contractor, volunteer or trustee should inform the person making the disclosure that they need to share this with the Designated Safeguarding Lead: 'What you have told me makes me concerned that a child/adult at risk could be at risk of abuse/neglect, and for this reason, I have to share what you have told me with Sew Positive's Designated Safeguarding Lead'.

## **Reporting and referring safeguarding concerns**

If staff, contractors, volunteers or trustees have any concerns about the welfare of a child or adult at risk, they should act immediately and speak to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will consider the appropriate action to take in accordance with the threshold document published by the Cambridgeshire and Peterborough Safeguarding Partnership Board, which can be viewed [here](#).

The Designated Safeguarding Lead should ask the member of staff, contractor, volunteer or trustee to complete a Safeguarding Concern Report, which is included in Appendix A of this policy. This can be used as a cover sheet for any notes which have already been made.

## **Referrals and information sharing**

We will work alongside our service users to enable them to access the right help and support that they or their family need. Sometimes we will need to make a referral to share concerns. Referrals are made to the [Cambridgeshire and Peterborough Safeguarding Partnership Board](#), however if a child or an adult with care and support needs is in immediate danger, it is vital to phone 999.

When making a referral it is important to include

- As much detail as possible
- Your details and your role with the service user
- Sources of information – visits; reports from neighbours etc; separating fact from opinion
- Any history or useful background information
- Specific details of the risk or concern you have, describing the facts as much as possible
- Answers to these questions: What are you worried about? What do you think might happen? What is going well? What do you think needs to happen?

It is good practice to ask for consent to refer, or to inform someone that you are referring, and this should happen, unless you consider that doing so increases the risk of abuse or neglect. You do not need consent to share safeguarding information with the relevant bodies. It is essential for effective safeguarding and this is recognised and facilitated by legislation including the Data Protection Act 2018 and the Children Act 1989 (Section 47) and Children Act 2004 (Section 16H).

## **Record keeping**

Thorough record keeping on anything relating to safeguarding is essential. Reference to previous 'closed' concerns may provide wider context to a newer, 'open' concern. Two secure safeguarding folders should be maintained, one for 'open' safeguarding concern reports and one for 'closed'

reports. Additional communications or notes relating to 'open' reports should be added to the initial Safeguarding Concern Report in chronological order.

The Designated Safeguarding Lead will determine which safeguarding concerns are 'closed'. The conditions for closing a concern are

- The DSL no longer has an ongoing role in the concern
- There are no actions left for the DSL to complete.

If the police or social services are involved, they will inform the DSL of the outcome of an investigation or tell them there are no further actions required.

A Final Report (Appendix B) should be included with any 'closed' Safeguarding Concern Report. The report should include

- Details of how the concern was followed up and any actions taken and outcomes; this could include a note that no further action was necessary based on the threshold document, or details about signposting provided
- Any lessons learnt from the report
- Any recommendations for changes to policy or working practices.

### **Allegations against staff, contractors, volunteers or trustees**

An allegation is the term to describe a situation that a member of staff, contractor, volunteer or trustee has

- Behaved in a way that has harmed or may have harmed a child or adult at risk
- Possibly committed a criminal offence against or related to a child or adult at risk
- Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to vulnerable groups.

Sew Positive adheres to the local policy regarding Managing Allegations against People in a Position of Trust (PIPOT) and the CEO as Designated Safeguarding Lead is responsible for this. If the CEO is the subject of the allegation the Chair of Trustees will handle the situation.

### **Whistleblowing**

All staff, contractors, volunteers and trustees at Sew Positive receive training in how to whistleblow externally if they have concerns that Sew Positive is not addressing safeguarding issues appropriately. This could be in relation to an issue in the past, present, or something the whistleblower is concerned may happen in the near future.

Although it is good practice to raise the matter with the CEO or a trustee this might not be possible and the person may feel unable to raise the matter internally. Therefore, any member of staff or volunteer can raise their concern with the Charity Commission in the following ways

- They can email at: [whistleblowing@charitycommission.gsi.gov.uk](mailto:whistleblowing@charitycommission.gsi.gov.uk)
- They can call the confidential freephone advice line service run by the independent charity Protect on 0800 055 7214, which enables potential whistle-blowers to access support and guidance from the experts and encourages individuals to report wrongdoing in charities to the relevant authorities.

### **Serious incidents and reporting to the Charity Commission**

There is a duty to report serious incidents to the Charity Commission. These are incidents which are likely to have a material adverse impact upon a charity's beneficiaries, assets or reputation.

'Suspensions, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries' connected with the activities of a charity are treated as high-risk issues which should always be reported. They may have an element of safeguarding concern. The Charity Commission has guidance on what constitutes a serious incident and how charities should go about reporting such an incident: [How to report a serious incident in your charity](#)

Sew Positive's Lead Safeguarding Trustee will work closely with the CEO to ensure that there is a methodical approach to reporting Serious Incidents relating to safeguarding to the Charity Commission.

## Appendix A – Safeguarding Concern Report

If you have an urgent concern about the welfare of a child or vulnerable adult, you should speak to the Designated Safeguarding Lead immediately. If unable to do so, you should phone 999.

<b>Full Name of Person Completing this Report:</b>	<b>Full Name of Service User:</b>
<b>Full Names and Dates of Birth of Child/Children/Adult at Risk</b>	
<b>Address of Child/Children/Adult at Risk:</b>	
<b>Any other relevant information:</b> (e.g. ethnicity, additional needs, English as additional language etc.)	
<b>Date and Time of Report/Disclosure:</b>	<b>Date and Time of Incident/Concern:</b>
<b>Description of Incident/Concern</b>	
<b>Body map (overleaf) completed? (circle as appropriate) Yes/No</b>	
<b>Signature of Person Completing this Report</b>	

**This completed report must now be passed immediately to the Designated Safeguarding Lead.**

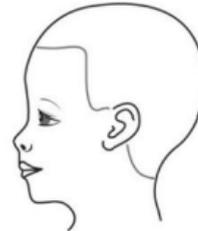
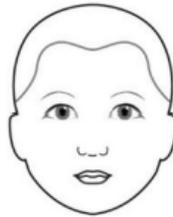
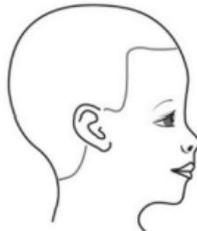
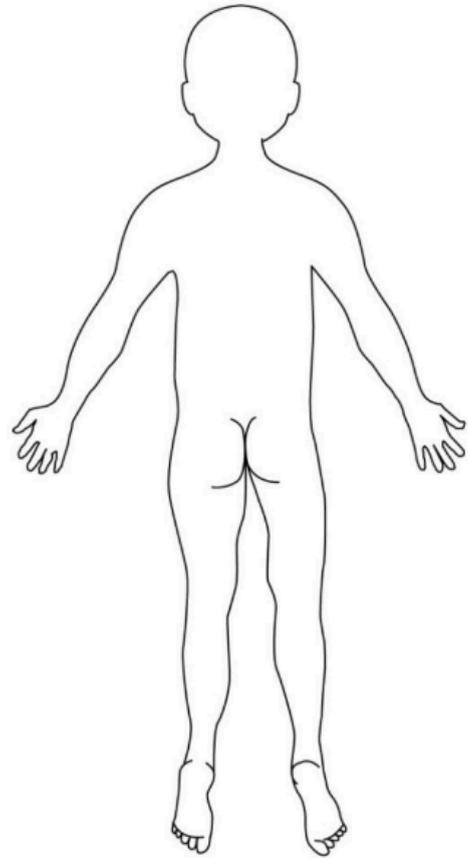
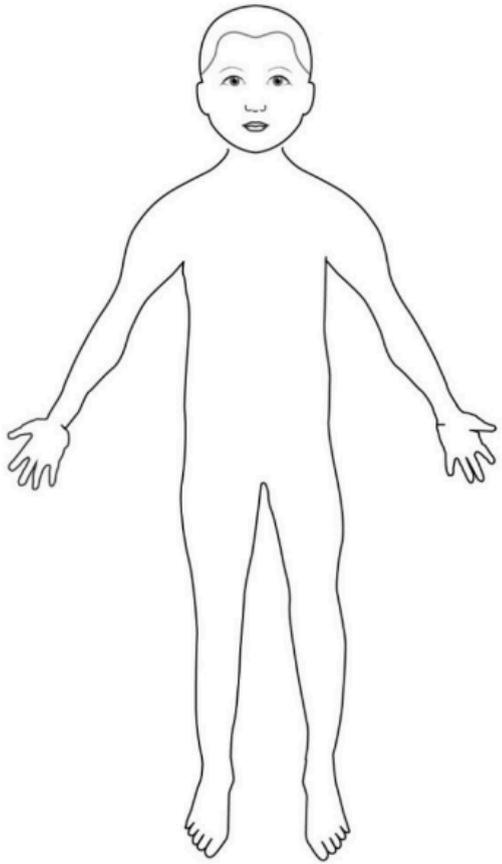
## Body Map

right

left

left

right



### To be completed by the Designated Safeguarding Lead

<b>Received by:</b>	<b>Date and Time Received:</b>
<b>Initial Action Taken by the Designated Safeguarding Lead:</b>	
<b>Has a parent/carer been informed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, include reasoning)	<b>Name of Parent/Carer:</b>

## Appendix B – Final Report

The conditions for closing a concern are

- The DSL no longer has an ongoing role in the concern
- There are no actions left for the DSL to complete.

<b>Full Name of Person Completing this Report (DSL):</b>	
<b>Full Names and Dates of Birth of Child/Children/Adult at Risk</b>	
<b>How was this concern followed up?</b> (e.g. DSL conversation with service user, further investigation, telephone/email contact)	
<b>What actions were taken and what were their outcomes?</b> (e.g. no further action required based on threshold document, advice sought from Safeguarding Partnership, signposting to service)	
<b>Are there any lessons for Sew Positive to learn from this report?</b>	
<b>Are there any recommendations for changes to policy or working practices?</b>	
<b>Signature of Person Completing this Report (DSL):</b>	<b>Date:</b>

