



## CUP Ceramics CIC

### Safeguarding Policy - Jan 2026

*(To be reviewed by 26th Jan 2027)*

#### **Designated Safeguarding Lead: Rose Eacock**

#### **Introduction**

CUP CIC has a responsibility to ensure to make provision for children, young people and vulnerable adults and must ensure that:

- the welfare of the child, young person or vulnerable adult is paramount
- all children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- the rights, wishes and feelings of children, young people and vulnerable adults, and their families are respected and listened to
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately

CUP CIC Safeguarding policy aims to ensure that the actions of any person in the context of the work carried out by CUP CIC are transparent and safeguard and promote the welfare of all children and vulnerable adults associated with the organisation. The Policy provides guidance on appropriate standards, including reducing any opportunities for abuse, harm or bullying, staff and volunteer recruitment and training, behaviour towards children and vulnerable adults, professional boundaries, ethical behaviour, acceptable and unacceptable relationships, how to avoid or better manage difficult situations and how to report suspicions, allegations or incidents.

#### **Implementation**

- All Directors, staff and volunteers working with young people must be trained in, and follow, the CUP CIC Safeguarding Policy

#### **Framework for communication**

All CUP CIC staff and volunteers have a duty to report any suspicions, allegations or incidents of abuse. Staff and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred and should record the details as accurately as possible and immediately refer any

suspicions, allegations or incidents to CUP's Designated Safeguarding Lead (DSL) in the first instance, who will consider the information and decide upon the next steps.

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## **Policy statement**

CUP CIC has a duty of care to safeguard all children and vulnerable adults involved in CUP CIC from harm. All children and people have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. CUP CIC will ensure the safety and protection of all children and vulnerable adults involved in CUP CIC through adherence to the CUP CIC Safeguarding Policy guidelines adopted by the CUP Board and described below.

## **Zero-tolerance statement**

CUP CIC maintains a zero-tolerance policy for the sexual abuse of children or vulnerable adults by CUP CIC staff, contractors, subcontractors and participants in their care. Anyone found guilty of such an offence will be subject to immediate dismissal and prosecution within the law of the relevant jurisdiction.

## **Definitions**

A child is defined as a person under the age of 18 (The Children Act 1989).

A vulnerable adult is defined as a person who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

## **Policy aims**

The aim of the CUP CIC Safeguarding Policy is to promote good practice:

- providing children and vulnerable adults with appropriate safety and protection whilst in the care of CUP CIC
- allow and helping all staff and volunteers to make informed and confident responses to specific child and vulnerable adults protection issues.

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## **Promoting good practice**

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school, sporting and volunteer environment. Some individuals will actively seek employment or voluntary work with children and vulnerable adults in order to harm them. A staff member or volunteer may have regular contact with children and vulnerable adults and be an important link in identifying cases where they need

protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child or vulnerable adult enters a CUP CIC activity having been subjected to abuse outside the CUP CIC environment, the activities can play a crucial role in improving the person's self-esteem. In such instances, if past abuse is reported, CUP CIC must work with the appropriate local agencies to ensure the required local support is received.

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## **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote welfare and reduce the possibility of harm and abuse. The following are common sense examples of how to create a positive culture and climate.

### **Good practice means:**

- All staff and volunteers must work in an open environment and remain visible when working with children and vulnerable adults, e.g. avoid private or unobserved situations, whenever practical and possible, and ensure that another adult is present when working in the proximity of children and vulnerable adults.
- Encourage open communication with no secrets.
- Treating all children and vulnerable adults equally, and with respect and dignity.
- Always putting welfare first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers children and vulnerable adults to share in the decision-making process.
- Making CUP CIC activities fun, enjoyable and promoting fairness
- All lesson and seminar areas must be smoke and alcohol free.
- Being an excellent role model - this includes following all local laws, not smoking and drinking alcohol inappropriately in the company of children and vulnerable adults.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity and avoiding excessive training or competition and not pushing them against their will.
- Maintaining a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or a vulnerable adult or to share a room with them).
- Ensuring that if any form of manual / physical support is required, it should be provided openly.

- Ensuring that young people have access to both a male and female member of staff. However, remember that same gender abuse can also occur, as can female to male abuse and young person to young person abuse.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

### **Practices to be avoided**

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone of the local partners, the CUP CIC manager or the child's parents or next of kin. For example, a child or vulnerable adult sustains an injury and needs to go to hospital, or a parent / carer fails to arrive to pick a child up at the end of a session

- Avoid spending time alone with children or vulnerable adults away from others.
- Avoid taking or dropping off a child or vulnerable adult to an event or activity.

### **Practices never to be sanctioned**

The following should **never** be sanctioned. You should never:

- Cause direct physical, including purposely hitting, hurting, or physically assaulting a child or vulnerable adult.
- Cause direct emotional harm, including acting in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults, or otherwise perpetrate any form of emotional harm.
- Use language that could be abusive, offensive or inappropriate.
- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child or vulnerable adult.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child or vulnerable adult to tears as a form of control.
- Condone or participate in behaviour which is illegal, unsafe or abusive.
- Discriminate against, show differential treatment or favour to the exclusion of others.
- Fail to act upon and record any allegations made by a child or vulnerable adult
- Do things of a personal nature for children or vulnerable adults, that they can do for themselves
- Spend anytime outside specified programme hours with a child or vulnerable we work with;
- Invite or allow children or vulnerable adult to stay with you at your home unsupervised
- Sexually exploit any child, vulnerable adult or any person

- Non-consensual sexual contact

This list is not exclusive therefore our staff and volunteers should avoid any other activities that may be considered to constitute poor practice.

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children and vulnerable adults, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents, care workers and local partner staff, CUP CIC manager and staff and any other relevant parties and should be avoided wherever practical. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained and wherever possible, ask local partner staff or parents to complete the task and work to ensure the task is not required of CUP CIC staff and volunteers in the future.

### **Incidents that must be reported/recorded to designated staff with safeguarding responsibility.**

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the local partner staff and parents are informed:

- If you accidentally hurt a child or vulnerable adult
- If he/she seems distressed in any manner
- If a child, vulnerable adult or any other person appears to be sexually aroused by your actions
- If a child, vulnerable adult or any other person misunderstands or misinterprets something you have done.
- Disclosure by a young person of any information of a personal nature that raises concern over their well being or safety.

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### **Use of photographic/filming equipment**

There is evidence that some people have used volunteering as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults in vulnerable positions. All staff and volunteers should be vigilant and any concerns should be reported to the CUP Designated Safeguarding Lead (DSL).

There is no intention to prevent staff or volunteers from taking photos of volunteer activities, however, local partner organisation staff should be made aware of the reasons for the photographs, the intended use of the photos, and their consent obtained. There should be project guidelines for

volunteers and staff regarding photography of people on the project, which should be managed and enforced by the CUP CIC manager. All CUP CIC photos should be stored and used appropriately.

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## **Recruitment and training of staff and volunteers**

CUP CIC recognises that anyone may have the potential to abuse in some way and that all reasonable steps are taken to ensure potential offenders are prevented from working with children and vulnerable adults.

- Through all stages of recruitment, for all staff and volunteers, including promotion, application, interview, acceptance and booking and pre-departure, CUP CIC Safeguarding Policy should be referred to, including reference to identity and background checks as appropriate, and CUP's Designated Safeguarding Lead (DSL), as barriers to application from potential offenders. CRB and DBS checks must be carried out on all staff (paid and unpaid) that may be alone with any child or vulnerable adult.
- All staff and volunteers should be referred to the Policy
- Safe recruitment practices during the selection process for all CUP CIC staff and volunteers, including background checks for all CUP CIC staff, and additional enhanced criminal record bureau checks or equivalent, wherever possible, for all staff and volunteers working on community development projects must be applied.
- Avoid use of promotional materials including text, photos and videos that suggest opportunities for offenders
- All staff must supply evidence of their identity (passport).
- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).

## **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Understand their requirements and responsibilities
- Understand CUP's Safeguarding Policy and identify areas where further explanation or training are required.
- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.

- Recognize their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or vulnerable adult.
- Work safely effectively with children and vulnerable adults.

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## **Responding to allegations or suspicions**

It is not the responsibility of anyone working in CUP, in a paid or unpaid capacity to decide whether or not abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the CUP Designated Safeguarding Lead (DSL) who will decide the next steps.

CUP will assure all staff/volunteers will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child or vulnerable adult.

Where there is a complaint against a member of staff or volunteer, there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

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## **Reporting concerns about poor practice**

If, following consideration, the allegation is clearly about poor practice as opposed to a suspicion, allegation or incident of abuse, the CUP Designated Safeguarding Lead (DSL) will deal with it as a misconduct issue.

If the allegation is about poor practice by the CUP Designated Safeguarding Lead (DSL) or if the matter has been handled inadequately and concerns remain, it should be reported to the CUP Chairman who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

## **Reporting concerns about suspected abuse**

Any suspicion that a child or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the CUP Designated Safeguarding Lead (DSL), who will take such steps as considered necessary to ensure the safety of the child or vulnerable adult in question and any other person who may be at risk.

All suspicions, allegations and incidents should be recorded.

If after consideration, the CUP Designated Safeguarding Lead (DSL) is concerned, they will refer the allegation to the local social services department.

If the CUP Designated Safeguarding Lead (DSL) is the subject of the suspicion/allegation, the report must be made to the CUP Chair.

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## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a **need to know** basis only. This includes the following people:

- the CUP Designated Safeguarding Lead (DSL)
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the CUP Chairman

The CUP Designated Safeguarding Lead (DSL) should be contacted in the first instance and he/she will advise as to who needs to know and who should inform them, normally through liaison with local social services.

Social services will decide who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

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## **Enquiries and further action**

### **Internal enquiries and possible suspension**

The CUP Designated Safeguarding Lead (DSL) will make a decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the CUP CIC Designated Safeguarding Lead (DSL) will assess all individual cases to decide whether a member of staff, volunteer or any person working on behalf of / representing CUP should be re-instated and if so how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the CUP CIC Designated Safeguarding Lead (DSL) must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child or vulnerable adult should remain of paramount importance throughout.

### **Support to deal with the aftermath of abuse**

Consideration should be given to the kind of support that children, parents, volunteers and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff or volunteer who is still currently working with children or vulnerable adults within CUP or elsewhere).

Where such an allegation is made, procedures as detailed above should be followed, the matter should be reported to the CUP CIC Designated Safeguarding Lead (DSL) who will decide the next steps and, if relevant, report the matter to the social services or the police. This is because other children or vulnerable adults may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

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### **Bullying**

Every child and vulnerable adult has the right to experience a safe environment free from abuse and bullying.

CUP CIC will play a role in creating a positive ethos that challenges bullying by empowering people to understand the impact of bullying, how best to deal with it and agree standards of behaviour.

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### **Uncollected Children**

Parents /Carers are asked to provide detailed contact information when booking their child onto a course and are informed that if they are not able to collect the child as planned, they must inform us as soon as possible.

On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they must provide us with written details of the name and contact details of the person who will be collecting their child.

We agree with parents how to verify the identity of the person who is to collect their child.

In the event that a child is not collected by an authorised adult by their expected collection time, the following procedures will be followed;

- the child will stay on the premises in the care of two fully vetted members of staff until the child is safely collected either by the parents or an appropriate adult.
- all reasonable attempts will be made to contact the parents or nominated carers
- the child will not leave the premises with anyone other than those named on the registration form or authorised by the parent / carer.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we will contact the local authority's children's social care team or Multi Agency Safeguarding Hub (MASH) on 01432 260800.

- Under no circumstances will we go to look for the parent, nor leave the premises with the child.
- We will not express any concerns in front of the child.

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## **Providing information to police or social services**

Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It should ideally include the following, where possible:

- The child's or vulnerable adult's name, age and date of birth of the child.
- The child's or vulnerable adult's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's and vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents or next of kin been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child or vulnerable adult was not the person who reported the incident, has the child or vulnerable adult been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing and the name of the contact who took the referral should be recorded.

It is important to remember that as CUP CIC staff and volunteers our responsibility is to report all suspicions, allegations and incidents to the CUP CIC Designated Safeguarding Lead (DSL)

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