

UNKNOWN MACC CIC

Safeguarding Policy and Procedures

Children, young people and adults at risk

Designated Safeguarding Lead	Lucie Wright
Deputy / Alternative Safeguarding Lead	Carrie Murphy
Date adopted	24/08/2026
Next formal review due	24/08/2027
Review frequency	At least annually, and sooner if circumstances change or an incident identifies a need
Applies to	Directors, staff, tutors, contractors, volunteers, beneficiaries and delivery partners

1. Purpose and commitment

Unknown Macc CIC is committed to preventing harm, keeping people safe and responding appropriately to safeguarding concerns. Safeguarding is treated as a priority and is part of the way activities are planned, delivered, reviewed and improved.

This policy is intended to meet the safeguarding expectations attached to National Lottery Community Fund funding and to provide a practical procedure for our own activities.

2. Who this policy protects

This policy applies to everyone who participates in, works on, volunteers for, visits or delivers activities connected with Unknown Macc CIC.

- A child is anyone under 18.
- A young adult is someone aged 18 to 24.
- An adult at risk is an adult aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and because of those needs may be unable to protect themselves.

3. What safeguarding and harm mean

Safeguarding means taking steps to prevent harm and responding to incidents, allegations, disclosures, complaints, concerns and identified risks.

- physical, sexual or emotional harm
- neglect or negligent treatment
- maltreatment
- radicalisation or exploitation
- cyber abuse

- bullying or harassment
- abuse of a position of trust

Harm can happen in person or online and can be caused by any person.

4. Safeguarding responsibilities

Lucie Wright is the Designated Safeguarding Lead (DSL). Carrie Murphy is the deputy and alternative safeguarding contact.

The DSL is responsible for:

- promoting an open safeguarding culture
- receiving, recording and responding to safeguarding concerns
- taking immediate action where someone may be at risk
- deciding when specialist advice or referral to an appropriate authority is required
- keeping confidential safeguarding records
- making sure staff, tutors and volunteers understand the reporting procedure
- keeping safeguarding risks and this policy under review
- considering whether a serious safeguarding incident must be reported to The National Lottery Community Fund

If a concern involves Lucie Wright, it must be reported to Carrie Murphy or directly to the appropriate statutory authority where necessary.

5. Safeguarding culture and public information

- ☐ Safeguarding will be discussed as part of induction and project planning.
- ☐ People will be encouraged to raise concerns and will be taken seriously.
- ☐ Safeguarding responsibilities will be clear at director, staff, tutor and volunteer level.
- ☐ This policy, or clear information explaining how to access it and report concerns, will be made publicly available.
- ☐ Partners delivering any part of funded activity must have appropriate safeguarding arrangements and be made aware of the National Lottery safeguarding expectations.

6. Safeguarding risk management

Safeguarding risks will be identified, recorded and proactively managed. A simple safeguarding risk assessment will be used where appropriate, particularly for:

- under-18s and mixed-age activities
- one-to-one sessions
- sessions delivered in a tutor or instructor's home
- external venues
- arrival and collection arrangements
- online communication, messaging and social media
- photography and video
- lone working
- activities in or near licensed premises
- any activity involving adults at risk

Risk assessments will be reviewed when an activity, venue, staffing arrangement or participant group changes, and after relevant incidents or concerns.

7. Safer recruitment, DBS and references

Recruitment and appointment processes will be proportionate to the role and transparent.

- ☐ Decide whether a criminal record check is needed and legally available for the role, based on the work the person will do.
- ☐ Obtain appropriate references for roles involving children or adults at risk.
- ☐ When references are checked, ask whether the referee knows of any reason the applicant should not work with people at risk.
- ☐ Provide safeguarding induction and role-appropriate guidance before unsupervised delivery.
- ☐ Keep a record of DBS decisions, references and safeguarding training without retaining unnecessary sensitive information.

A DBS check does not replace references, safeguarding training, supervision, professional boundaries or reporting procedures.

8. Safeguarding training

- ☐ Staff, directors, tutors and volunteers will receive safeguarding training or guidance appropriate to their role.
- ☐ Training will include recognising risks, responding to disclosures, recording concerns and reporting concerns.
- ☐ Training will be refreshed periodically and records of training will be kept.

9. Code of conduct and professional boundaries

Anyone delivering Unknown Macc CIC activities must:

- treat participants with dignity and respect
- maintain appropriate professional boundaries
- avoid discriminatory, sexualised, intimidating, humiliating or exploitative behaviour
- avoid inappropriate physical contact and favouritism
- use appropriate and transparent communication with participants
- follow agreed rules for social media, messaging, photography and video
- report concerns about another person's behaviour
- never abuse a position of trust

10. One-to-one and home-based sessions

One-to-one tuition may take place where suitable safeguards are in place.

- ☐ For under-18s, parent or guardian consent and clear knowledge of the time and location are required.
- ☐ Appropriate arrival and collection arrangements must be agreed.
- ☐ Communication must remain professional and related to the activity.

- ☐ Where practicable, sessions should take place in an appropriate, observable environment and unnecessary isolation should be avoided.
- ☐ Session dates and times should be recorded.
- ☐ Home-based delivery must be separately risk assessed, including who else may be present, privacy, access, emergency arrangements, lone-working risks and insurance.

11. External venues

- ☐ Check the venue is suitable for the participant group.
- ☐ Consider who else has access to the premises.
- ☐ Check entrances, exits, toilets and emergency arrangements.
- ☐ Consider arrival, collection and accessibility.
- ☐ Check the venue's safeguarding arrangements where relevant.
- ☐ Unknown Macc CIC's own safeguarding responsibilities continue to apply.

12. Online communication, social media, photography and video

- ☐ Online safeguarding is treated with the same seriousness as face-to-face safeguarding.
- ☐ Direct messaging with children must be appropriate, transparent and limited to legitimate project needs.
- ☐ Where appropriate, parents or guardians should be included in communications with younger participants.
- ☐ Personal social media accounts must not be used to create inappropriate relationships with beneficiaries.
- ☐ Photos and videos will only be taken and used with appropriate consent.
- ☐ Parent or guardian consent will be obtained for children where required.
- ☐ Images and personal information will be stored and shared appropriately.

13. Responding to a concern or disclosure

If someone raises a safeguarding concern:

1. Make sure any immediate safety risk is addressed.
2. Listen carefully and take the concern seriously.
3. Stay calm and do not investigate or interrogate.
4. Do not ask leading questions.
5. Do not promise complete confidentiality. Explain that information may need to be shared to keep someone safe.
6. Write down the facts and, where important, the person's own words as soon as possible.
7. Report the concern promptly to Lucie Wright. If the concern involves Lucie, report it to Carrie Murphy.
8. Contact emergency services or the appropriate authority immediately where necessary.

14. Safeguarding records

All safeguarding concerns will be recorded appropriately, including low-level concerns where relevant.

- date and time
- who raised the concern and who it relates to

- factual description and relevant exact words
- immediate action taken
- who was informed
- decisions and referrals
- follow-up action and outcome where known

Safeguarding records will be stored securely, access will be restricted, and records will distinguish facts, allegations, observations and professional judgement.

15. Confidentiality and information sharing

Safeguarding information will be handled sensitively. Confidentiality must not prevent appropriate information sharing where it is necessary to protect someone from harm. Information will be shared only with people or authorities who need it, and in accordance with applicable data protection law.

16. Allegations against staff, tutors, directors or volunteers

Any allegation about someone working for or representing Unknown Macc CIC will be taken seriously.

- ☐ Protect the person affected.
- ☐ Record the allegation.
- ☐ Consider whether the worker should temporarily stop or restrict activity while advice is sought.
- ☐ Refer to the appropriate authority where required.
- ☐ Do not carry out an inappropriate internal investigation where an external authority should investigate.
- ☐ Consider whether the incident must be reported to The National Lottery Community Fund.
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If an investigation is ongoing, Unknown Macc CIC will cooperate with reasonable requests from the Fund for updates.

17. Partners and contractors

- ☐ Check that delivery partners have safeguarding arrangements appropriate to their activities.
- ☐ Make partners aware of the National Lottery safeguarding expectations.
- ☐ Agree how concerns will be reported and who takes responsibility for action.
- ☐ Do not assume responsibility transfers to a venue, tutor or partner simply because they are delivering the activity.

19. Whistleblowing and alternative reporting

Anyone who believes a safeguarding concern is being ignored, concealed or mishandled must be able to raise it through an alternative route. Where the concern involves Lucie Wright, it should be raised with Carrie Murphy or an appropriate external authority. No person should be penalised for raising a genuine safeguarding concern in good faith.

19. Data protection

- ☐ Collect only information reasonably needed.

- ☐ Keep sensitive information secure.
- ☐ Limit access to those who need it.
- ☐ Avoid unnecessary disclosure.
- ☐ Keep safeguarding records confidential and separate from ordinary project records where appropriate.

22. Monitoring and review

This policy will be reviewed at least once every 12 months and earlier if:

- a serious safeguarding incident occurs
- project activities or venues change significantly
- participant groups change
- relevant law or guidance changes
- a concern or review identifies a weakness in current arrangements

Next formal review due: 24/08/2027.

23. Minimum safeguarding records to keep

- ☐ current safeguarding policy and review dates
- ☐ safeguarding risk assessments
- ☐ staff/tutor DBS decision records where relevant
- ☐ reference records
- ☐ safeguarding training records
- ☐ code of conduct acknowledgements
- ☐ parent/guardian consent where relevant
- ☐ confidential safeguarding concern/incident records
- ☐ external referral records
- ☐ serious incident notifications to the Fund
- ☐ records of follow-up actions and learning

Quick safeguarding procedure

If you are worried about somebody:

- 1. MAKE SAFE - deal with any immediate danger.
- 2. LISTEN - take the concern seriously; do not investigate.
- 3. RECORD - write down the important facts and words used.
- 4. REPORT - tell Lucie Wright promptly, or Carrie Murphy if the concern involves Lucie.
- 5. KEEP CONFIDENTIAL - share only with people who need the information to keep someone safe.

Adoption and approval

This policy was adopted by Unknown Macc CIC on 24/08/2026.

Designated Safeguarding Lead	Lucie Wright
Deputy / Alternative Lead	Carrie Murphy
Signature / approval	_____
Date	24/08/2026