

Happy Healthy Together CIC

Safeguarding Policy



The purpose and scope of this policy

Happy Healthy Together CIC delivers Services including workshops and activities for children and young people and for their parents, carers, teachers and other professionals working with children. Within its work, *Happy Healthy Together CIC* has a responsibility to promote the wellbeing and safety of all.

The purpose of this policy is:

- To safeguard and promote the wellbeing of the children and vulnerable adults with whom *Happy Healthy Together CIC* works.
- To provide parents, carers, colleagues and other professionals with the overarching principles that guide the company's approach to child protection.

Happy Healthy Together CIC recognises its duty to ensure that appropriate action is taken where a child or vulnerable adult is experiencing harm or is at risk of harm. This policy relates to all children up to 18 years of age. It also relates to vulnerable adults who may need to be safeguarded from harm.

This policy statement applies to anyone working on behalf of *Happy Healthy Together CIC*, including directors, employed staff and self-employed associates (referred to throughout as colleagues).

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 and guidance is available from nspcc.org.uk/childprotection.

We believe that:

- Children, young people and vulnerable adults should never experience abuse of any kind, including neglect.
- We have a responsibility to promote the welfare of all children and young people and vulnerable adults, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, race, religion or belief, sex, sexual orientation or gender reassignment have a right to equal 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.
- Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a person's safety, wellbeing and development. Abuse can be physical, sexual or emotional.
- Neglect also constitutes abuse and can be defined as failing to provide or secure a child or vulnerable adult with the basic needs required for physical safety and wellbeing.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Adults aged 18 and over have the potential to be vulnerable for a variety of reasons which may be temporary or permanent. An adult may be vulnerable if he/she:

- Has a learning or physical disability or a reduction in physical or mental capacity.
- Has a physical or mental illness, including addiction to alcohol or drugs.
- Is receiving community services or healthcare because of age, health or disability, or is living in sheltered or residential accommodation.
- Is unable, for any other reason, to protect themselves against harm or exploitation.

We will seek to keep children and young people and vulnerable adults safe by:

- Valuing, listening to and respecting them.
- Appointing a nominated Safeguarding Lead.
- Sharing concerns and relevant information with agencies who need to know, and involving children, young people, parents, carers and vulnerable adults appropriately.
- Creating and maintaining an anti-bullying environment.
- Sharing information about child protection and safeguarding best practice with children, their families and colleagues via appropriate channels.
- Recruiting colleagues safely, ensuring all necessary **DBS** checks are made.
- Providing effective management for colleagues through supervision, support, training and quality assurance measures.
- Using our procedures to manage any allegations against colleagues appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Providing a safe physical environment for children, young people, vulnerable adults and colleagues by applying health and safety measures set out in law and regulatory guidance.
- Recording and storing information professionally and securely.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding Induction Policy and Checklist
- Data Protection Policy
- Equality, Diversity and Inclusion Policy

Definitions

- **Safeguarding:** Safeguarding is the action taken to promote the welfare of children and protect them from harm. It includes protecting children from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and taking action to enable all children to have the best outcomes.
- **Child:** A child is anyone under the age of 18.
- **Child protection:** Child protection is the specific activity undertaken to protect a child who is suffering, or likely to suffer, significant harm.
- **Staff:** "Staff" includes employees, workers, contractors, agency staff, consultants, and volunteers engaged by the organisation.
- **Parent or carer:** A person with parental responsibility or who has care of the child at the relevant time.

- **Designated safeguarding lead (DSL):** The person with lead responsibility for safeguarding, including receiving concerns, making referrals, maintaining records, and providing advice and training.
- **Regulated activity:** Certain work with children that meets legal thresholds for frequency, intensity, or nature; roles in regulated activity require an Enhanced DBS check with children's barred list information.
- **Low-level concern:** Any concern about a staff member's conduct towards a child that does not meet the harm threshold but nonetheless breaches the Code of Conduct or poses a risk that should be recorded and addressed.

Types of Abuse

Abuse can occur in person or online, within and outside the home. Indicators below are not exhaustive; one sign does not always prove abuse, but patterns or context matter.

- **Physical abuse:** Hitting, shaking, burning, poisoning, fabricated or induced illness. Possible indicators include unexplained injuries, injuries with patterns, or inconsistent explanations.
- **Emotional abuse:** Persistent emotional maltreatment that affects a child's emotional development. Indicators may include excessive withdrawal or anxiety, developmental delay, and age-inappropriate expectations or interactions.
- **Sexual abuse:** Forcing or enticing a child to take part in sexual activities, including online. Indicators may include sexualised behaviour, STIs, pregnancy, or sudden changes in mood or school performance.
- **Neglect:** Persistent failure to meet basic physical and/or psychological needs. Indicators may include poor hygiene, constant hunger, untreated medical issues, or frequent absence.
- **Child criminal exploitation (CCE):** Grooming, coercion, or manipulation of children into criminal activity (e.g., county lines). Indicators include unexplained money, new possessions, going missing, and association with older individuals.
- **Child sexual exploitation (CSE):** Sexual exploitation in exchange for something (money, status, substances). Indicators may include relationships with significantly older individuals, control, or isolation from family/friends.
- **Online abuse:** Grooming, sexual communication, coercive control, image-based abuse, exposure to harmful content, cyberbullying, and live-streaming exploitation.
- **Domestic abuse:** Exposure to controlling, coercive, threatening, violent, or abusive behaviour between intimate partners or family members. Children are victims if they see, hear, or experience the effects of domestic abuse.
- **Bullying and cyberbullying:** Repeated, intentional harm where there is a power imbalance. Indicators include anxiety, self-isolation, reluctance to attend school, and changes in online behaviour.
- **Harmful sexual behaviour (HSB):** Developmentally inappropriate sexual behaviours displayed by children, which may be harmful to themselves or others.
- **Radicalisation and extremism:** The process by which a child comes to support terrorism and forms of extremism. Indicators include isolation, fixation on extremist narratives, or sudden closed-mindedness to diverse views.
- **So-called honour-based abuse (including forced marriage and FGM):** Abuse committed to protect perceived honour, including forced marriage and female genital mutilation (FGM). FGM has specific mandatory reporting duties for certain professionals.
- **Abuse outside the home (contextual safeguarding):** Harm that occurs in peer groups, schools, public spaces, or online environments.

Safer Recruitment

Happy Healthy Together CIC is committed to safer recruitment practices to ensure that all individuals working or volunteering with children, young people and vulnerable adults are suitable for their roles. We follow a robust process that includes clear role descriptions with associated safeguarding responsibilities and the appropriate level of Disclosure and Barring Service (DBS) check for all roles involving contact with these groups, including Enhanced DBS Checks, when appropriate, for regulated activity. Qualification checks are completed before appointment as necessary. For roles working directly with children, young people and/or vulnerable adults, we interview staff to assess their suitability. All new staff and volunteers receive safeguarding induction and must complete required safeguarding training before starting any unsupervised work. We request a minimum of two references for staff and volunteers who are involved in direct delivery. All recruitment checks, training records, and safeguarding documentation are securely recorded and stored in line with data protection requirements.

Responsibilities

Happy Healthy Together CIC duties and responsibilities

- Ensure that colleagues in contact with children and vulnerable adults have the requisite knowledge, skill and qualifications to carry out their jobs safely and effectively.
- Ensure safe practice when working with other organisations, in particular that they have in place adequate safeguarding arrangements.
- Maintain an organisation that is safe for all colleagues, children and vulnerable adults and an environment where poor practice is challenged.
- Ensure that all colleagues working with children and vulnerable adults are vetted through the DBS scheme where eligible.
- Ensure that all colleagues receive a copy of this safeguarding policy, are appropriately trained and understand their responsibilities.

Lead for safeguarding and child protection

Name: Daniel Miller, Director: HappyHealthy Together CIC

Phone: 07857793489

Email: info@happyhealthytogether.co.uk

Responsibilities of the lead for safeguarding and child protection

The Safeguarding Lead is responsible for:

- Providing support and advice to colleagues on safeguarding matters relating to children and vulnerable adults.
- Ensuring that all colleagues have up to date training on child protection and safeguarding.
- Managing any referrals/cases through to resolution.
- Maintaining an overview of safeguarding issues and monitoring the implementation of this policy, in conjunction with the other directors.
- Deciding whether to refer reported matters to the police or local authority social care services. Where possible, referrals should be made the same working day or within 24 hours. The Safeguarding Lead will decide whether parents/carers should be informed of the referral.
- Following any serious safeguarding incident, the Safeguarding Lead and directors will review what happened and identify any learning to improve practice in future.

All colleagues have a responsibility to:

- Ensure the safety of children and vulnerable adults with whom they work.
- Promote good practice, minimise and manage potential risks.
- Follow the guidance in this policy and report any and all safeguarding concerns using the correct procedure.
- Complete appropriate safeguarding training needed for their role.

If a colleague suspects that a child or vulnerable adult is being harmed by experiencing, or already has experienced, abuse or neglect and/or is likely to suffer harm in the future, they must report it to the Safeguarding Lead or company director, at the earliest opportunity.

It is not the responsibility of *Happy Healthy Together CIC* to decide whether or not abuse or neglect has taken place. It is the responsibility of colleagues to act if there is cause for concern, so that the appropriate agencies can investigate and take any action necessary.

Reporting Safeguarding Concerns: Step-by-Step Procedure

All colleagues must follow the procedure below if they have a concern about a child, young person, or vulnerable adult:

Step 1: Recognise

- Be alert to possible signs of abuse, neglect, or harm.
- Take all concerns seriously, including disclosures, observations, or third-party information.

Step 2: Respond

- Remain calm and listen carefully.
- Do not promise confidentiality.
- Reassure the individual that they have done the right thing by sharing.
- Avoid asking leading questions.

Step 3: Record

- Make a written record as soon as possible (within the same working day).
- Include:
 - Date, time, and location
 - What was said or observed (use the individual's own words where possible)
 - Any witnesses
 - Your name and signature
- Store the record securely in line with data protection requirements.

Step 4: Report

- Report the concern immediately to the Safeguarding Lead.
- If a child or adult is in immediate danger, contact emergency services (999).

Step 5: Refer

- The Safeguarding Lead will decide whether a referral is required to:
 - Children's Social Care
 - Adult Social Care
 - Police
- Referrals should be made within the same day or within 24 hours where possible.

Step 6: Follow-up

- The Safeguarding Lead will keep a record of actions taken.
- Colleagues should continue to support the individual appropriately.
- Concerns must not be ignored if no immediate action appears to be taken.

In an emergency

In an emergency situation where an individual is causing or threatening actual physical self-harm or harm to another, colleagues must seek immediate assistance from the emergency services – Police, Ambulance, Fire Brigade. In all circumstances the colleague should seek to remove themselves from any form of danger to themselves and not attempt to resolve the incident.

Supporting and supervising colleagues

Happy Healthy Together CIC will provide supervision and support for colleagues in their work with children, young people and vulnerable adults, and for areas directly linked to the content of our programmes.

Colleagues working as associates for *Happy Healthy Together CIC* are expected to maintain their own arrangements for supervision to develop and maintain their individual skill set.

Professional boundaries and code of conduct

Colleagues must not:

- Meet or travel with a child or vulnerable adult on their own.
- Ask overly personal questions (unless specifically related to a work project, in which case it must be documented).
- Send/give out material that could be considered offensive.
- Suggest or imply a personal relationship could develop.
- Have physical contact.
- Sell to or buy items from children or vulnerable adults.
- Offer or accept personal gifts.
- Engage in social media contact or private contact with children or vulnerable adults.

Safeguarding Training

All staff and volunteers of *Happy Healthy Together CIC* agree to undertake safeguarding training appropriate to their role and to refresh this training every two years. For those working with children, young people and/or vulnerable adults on a regular basis, this will include completion of Level 1 Safeguarding Training. The DSL must complete Level 3 Designated Officer Training and renew this every two years. This commitment ensures that everyone involved in our work maintains up-to-date knowledge and skills to protect and promote the welfare of those we support.

Allegations management

Happy Healthy Together CIC recognises its duty to report concerns or allegations against its colleagues within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

- Any colleague or associate of *Happy Healthy Together CIC* is required to report any concerns or suspicions of abuse, harm or neglect in the first instance to the Safeguarding Lead. A written record of the concern will be completed and reviewed by the company directors.

Managing Allegations Against Staff and Volunteers

Happy Healthy Together CIC takes all allegations against staff, volunteers, and associates seriously.

Where a concern relates to a colleague who may have:

- Behaved in a way that has harmed or may harm a child or vulnerable adult
- Possibly committed a criminal offence
- Behaved in a way that indicates they may pose a risk

the following procedure will be followed:

Step 1: Immediate Action

- Ensure the safety of the child or vulnerable adult.
- Remove the individual from any direct contact where necessary.

Step 2: Report

- The concern must be reported immediately to the Safeguarding Lead (or another director if the concern relates to the Safeguarding Lead).

Step 3: Record

- A detailed written record must be made, including all known information.

Step 4: Contact the LADO

- The Safeguarding Lead will contact the Local Authority Designated Officer (LADO) within 1 working day for advice.
- No internal investigation will begin until guidance has been received from the LADO.

Step 5: External Agency Involvement

- The LADO will advise whether the matter requires:
 - Police involvement
 - Social care assessment
 - Internal investigation

Step 6: Outcome and Recording

- Outcomes will be formally recorded.
- Learning will be identified and used to improve future safeguarding practice.

Step 7: Support

- Support will be provided to:
 - The individual who raised the concern
 - The child or vulnerable adult
 - The staff member involved (where appropriate)

Confidentiality and managing information

Information will be gathered, recorded and stored in accordance with the Data Protection Policy.

All colleagues must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The need to safeguard children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Safeguarding Lead.

In any work with children and/or vulnerable adults it is important to be clear about confidentiality and about the limits of confidentiality. This should be discussed with children and/or vulnerable adults at the beginning of any piece of work and reminders and information given from time to time. All colleagues

must be aware that they cannot promise service users or their families/carers that they will keep secrets.

While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, *Happy Healthy Together CIC* has a clear safeguarding responsibility. This means that, where necessary to protect welfare, it will breach confidentiality to raise concerns.

Records must be kept securely and access must be restricted. The Safeguarding Lead and directors have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information - verbally, through the mail or electronically should be managed in such a way that confidentiality is maintained.

Policy review

Happy Healthy Together CIC is committed to reviewing our policy and practice regularly. This policy was last reviewed on: 27th May 2026 and will be reviewed again around May 2027.

NSPCC Child Protection Helpline (24 hours)

To report or discuss concerns about a child's welfare. Tel: 0808 800 5000 or textphone: 0800 056 0566 or email: help@nspcc.org.uk

Reporting a Concern to Westmorland and Furness Council

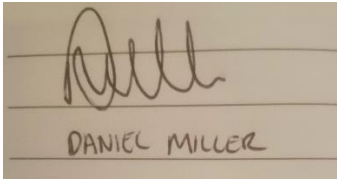
To report or discuss concerns about a child's welfare:

- Westmorland and Furness Safeguarding Hub (Children):
Tel: 0300 373 2724
(Out of hours: 01228 526690)
- Adult Safeguarding:
Tel: 0300 373 3
- Online referral form:
<https://www.westmorlandandfurness.gov.uk/health-and-social-care/children-and-families/concerns-about-child>

Local Authority Designated Officer (LADO)

For concerns about professionals working with children:

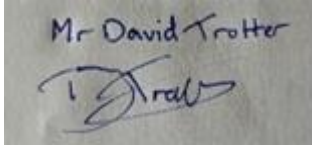
- LADO (Westmorland and Furness):
Tel: 0300 303 3897
Email: LADO@westmorlandandfurness.gov.uk



DANIEL MILLER

Signed:

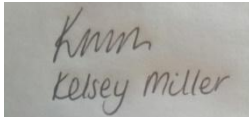
Date: 27/05/2026



Mr David Trotter

Signed:

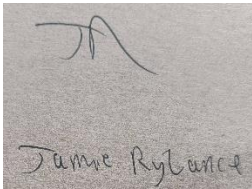
Date: 27/05/2026



Kelsey Miller

Signed:

Date: 27/05/2026



Jamie Rybance

Signed:

Date: 27/05/2026

