



the  
**westway**  
a community hub for all

# Children's Safeguarding Policy

**Lead: Mary Marsden and Caroline Liggins**

**Effective Date: 25.07.2025**

**Review Date: 25.07.2026**



# 1. Policy Statement

The Westway is fully committed to safeguarding and promoting the welfare of children and young people. We believe that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender, race, religion or belief, sexual orientation, or identity, have a right to equal protection from harm
- Working in partnership with children, young people, parents, carers, and other agencies is essential to promoting children's welfare

# 2. Purpose

This policy is intended to:

- Protect children and young people who engage in The Westway
- Provide staff and volunteers with the principles that guide our approach to safeguarding
- Ensure we meet our legal and moral responsibilities to protect children from abuse, neglect, and exploitation

# 3. Legal Framework

This policy is based on the following legislation and guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (if applicable)
- United Nations Convention on the Rights of the Child (UNCRC)
- Sexual Offences Act 2003
- Data Protection Act 2018 & UK GDPR
- Charities Commission Guidance (Strategy for dealing with safeguarding issues in charities)

You can find out more about any of these pieces of legislation at [gov.uk](https://www.gov.uk)

## 4. Definitions

- **Child:** Anyone under the age of 18
- **Abuse:** A form of maltreatment that may be physical, emotional, sexual or neglect
- **Designated Safeguarding Lead (DSL):** A named person responsible for safeguarding within the organisation

## 5. Roles and Responsibilities

**All safeguarding concerns must be taken seriously.**

- **Designated Safeguarding Leads:** Lead on Safeguarding concerns, referrals and staff training.
- **Trustees:** Ensure safeguarding is prioritised and properly resourced.
- **Staff and Volunteers:** Must read and comply with this policy, and must report concerns immediately.
- **Users and Members:** To be aware of safeguarding protocol at The Westway and to raise any concerns to the designated safeguarding leads.

**The contact information for the Designated Safeguarding Leads is at the end of this policy document.**

## 6. Recognising Abuse

**Abuse may include:**

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Signs of abuse might include unexplained injuries, changes in behaviour, fearfulness, or poor hygiene.

**To find out more about the signs of abuse please see here:**

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

## 7. Reporting Concerns

If anyone has a safeguarding concern:

- Report it immediately to the DSL
- If a child is at immediate risk of harm, contact emergency services (999)
- The DSL will decide whether to refer the matter to Children's Social Care or other authorities

**All concerns, discussions, and decisions must be recorded in writing and stored securely.**

## 8. Confidentiality and Record Keeping

- All safeguarding concerns must be handled confidentially and shared only with those who need to know.
- Records will be stored securely and in line with data protection law.

## 9. Safer Recruitment

The Westway will ensure:

- All staff/volunteers working with children are DBS-checked at the appropriate level
- Recruitment includes safeguarding checks and clear role descriptions
- References are always taken up prior to appointment

## 10. Training

- All staff and volunteers must complete safeguarding training appropriate to their role and receive annual updates or refresher training.

## 10. Code of Conduct

Staff and volunteers must:

- Treat all children with respect
- Avoid being alone with a child whenever possible
- Never use physical punishment
- Never initiate physical contact or relationships with children

## 11. Whistleblowing

Staff and volunteers are encouraged to raise concerns about unsafe practices. The Westway has a Whistleblowing Policy to protect individuals who report concerns in good faith.

## 12. Who to Contact

**If there is immediate threat or danger, call 999, otherwise please contact below:**

### **Designated Safeguarding Leads:**

**Centre Manager: Mary Marsden**

[mary.marsden@thewestway.org](mailto:mary.marsden@thewestway.org)

### **Trustee Contact:**

**Chair of Trustees Caroline Liggins:**

[caroline.liggins@thewestway.org](mailto:caroline.liggins@thewestway.org)

## 13. Related Policies

- Confidentiality Policy
- Code of Conduct
- Complaints Procedure
- Equality, Diversity and Inclusion Policy
- Whistleblowing Policy

## 13. Policy Sign Off

This policy was written by Abi Chapman, Charity Manager on the 18/07/2025

This policy was approved by trustees on 06/11/2025

This policy will be reviewed on the 04/09/2025 to ensure that a designated safeguarding email has been introduced.

This policy will undergo a full review by the 18/07/2026