



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

Trustee Contact:

Chair of Trustees Caroline Liggins:

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