WE CREATE UNITY CIC

Safeguarding, Child Protection & Adults at Risk

Stronger Together. Better Communities.

Organisation	We Create Unity CIC
Company number	16541073
Registered office	34 The Market Square, London, England, N9 0TZ
Organisation type	Community Interest Company
Version	1.0
Reviewed	October 2026
Review cycle	At least annually and when material legal or operational changes occur

1. Purpose and principles

WCU will safeguard children (under 18) and adults at risk across music, performing arts, education, wellbeing and community activities. Welfare takes priority over reputational, contractual and commercial interests. Safeguarding is everyone's responsibility; disclosures will be listened to without promises of secrecy.

2. Governance and named contacts

The Board must appoint a Designated Safeguarding Lead (DSL) and deputy, record their names, telephone numbers and monitored contact routes, and ensure cover during every activity. Record local authority children's services, adult safeguarding, police and LADO contact details for each delivery area before activity begins. Staff must know how to escalate if the DSL is unavailable or implicated.

3. Safer recruitment and conduct

Use role descriptions, identity and reference checks, relevant employment-history review, induction, supervision and appropriate DBS eligibility checks; do not assume every role qualifies for an enhanced DBS. Adopt a staff code of conduct covering boundaries, appropriate language, gifts, transport, lone working, one-to-one sessions, social media, photography and contact outside activities. Avoid private messaging with minors.

4. Responding to a disclosure

Listen calmly, take the concern seriously, do not investigate or ask leading questions, explain that information may need to be shared, record the person's own words and factual observations, and report without delay to the DSL. If someone is in immediate danger call 999. Where the concern involves a professional or volunteer, consider the relevant local authority designated officer (LADO) process. A safeguarding referral must not wait for internal approval where delay would increase risk.

5. Recording and information sharing

Record date, time, people involved, precise concern, actions, referrals, decisions and rationale in restricted-access records. Share only necessary information with appropriate agencies on a lawful basis; safeguarding information may be shared without consent where justified. Keep records separately from general project files and follow a documented retention schedule.

6. Activity-specific safeguards

Before workshops, recording sessions, performances, online lessons or wellbeing activities, assess supervision ratios, travel, changing spaces, equipment, online interactions, venue safety, accessibility, behaviour management and parental arrangements. Establish attendance and collection procedures and escalation for missing participants. Wellbeing activity must not be represented as clinical therapy unless qualified, insured and commissioned accordingly.

7. Allegations, whistleblowing and review

Allegations against staff or directors must be handled impartially, including independent escalation where necessary. Protect whistleblowers from retaliation. Review serious incidents and near misses, share learning with the Board and partners appropriately, and refresh training and risk controls.

8. Scope and responsibility

This policy applies to directors, employees, contractors, sessional workers, volunteers and representatives acting for WCU, including online activity and delivery with partners. The Board is accountable for implementation; a named policy lead will coordinate operational arrangements.

9. Implementation and assurance

All relevant personnel will receive induction appropriate to their role, confirm that they have read this policy, and report concerns or breaches promptly. The Board will review implementation, record significant decisions and ensure corrective actions are followed up.

10. Review and implementation

This policy will be considered at the next WCU governance meeting and reviewed at least annually, or sooner following material operational or legal changes. Directors should record interim adoption and any subsequent amendments in meeting minutes. The review date above must be confirmed against the organisation’s actual review records.