



Impact Women Network CIC

Safeguarding Policy and Procedure

Company Number: 16134983

1. Introduction

Impact Women Network CIC is committed to creating a safe, supportive and empowering environment for all women and girls who engage with our services. Safeguarding is central to our mission: to protect individuals from harm, abuse, neglect, and exploitation while promoting wellbeing, dignity and respect.

This policy outlines the organisation's responsibilities, procedures and standards for safeguarding children, young people, adults at risk, staff, volunteers and beneficiaries.

2. Purpose of this Policy

This safeguarding policy aims to:

1. Set clear expectations and responsibilities for safeguarding across the organisation.
2. Promote safe practice in all activities and programmes.
3. Ensure robust procedures for reporting, responding to, and managing safeguarding concerns.
4. Protect beneficiaries, staff, volunteers and partners from harm.
5. Support compliance with UK safeguarding legislation and local authority expectations.

3. Scope

This policy applies to:

1. All staff (permanent, temporary, sessional and contracted).



2. Volunteers, trustees and directors.
3. Partner organisations, contractors and delivery partners.
4. Any individual participating in, benefiting from, or engaging with Impact Women Network CIC activities, programmes or events.

4. Safeguarding Principles

Impact Women Network CIC upholds the following core principles:

1. **Protection:** Prevent harm, abuse and neglect wherever possible.
2. **Prevention:** Reduce risk through safe recruitment, training and clear procedures.
3. **Partnership:** Work collaboratively with safeguarding boards, local authorities and other agencies.
4. **Empowerment:** Ensure individuals are involved, respected and supported.
5. **Accountability:** Ensure transparency in decision-making and response to concerns.
6. **Proportionality:** Respond appropriately to the level of risk.

5. Legal and Regulatory Framework

This policy is aligned with key UK safeguarding legislation and guidance, including:

1. Children Act 1989 and 2004
2. Working Together to Safeguard Children (2018)
3. Care Act 2014 - Keeping Children Safe in Education (as relevant)
4. Data Protection Act 2018 / UK GDPR
5. Safeguarding Vulnerable Groups Act 2006 - Domestic Abuse Act 2021
6. Equality Act 2010

6. Definitions

6.1 Child

Anyone under the age of 18.



6.2 Adult at Risk

An adult aged 18+ who has care or support needs and is unable to protect themselves from abuse or neglect.

6.3 Abuse and Neglect

Abuse can take many forms, including:

1. Physical, emotional or psychological abuse
2. Sexual abuse or exploitation
3. Financial or material abuse
4. Neglect or acts of omission
5. Domestic abuse
6. Online abuse or cyberbullying
7. Discriminatory abuse
8. Organisational abuse

7. Roles and Responsibilities

7.1 Board of Directors / Trustees

- Ensure organisational compliance with safeguarding standards.
- Appoint a Designated Safeguarding Lead (DSL).
- Monitor safeguarding performance and risk management.

7.2 Designated Safeguarding Lead (DSL)

- Act as the first point of contact for safeguarding concerns.
- Ensure staff and volunteers are trained and supported.
- Liaise with local authority safeguarding teams and external agencies.
- Maintain secure safeguarding records.
- Oversee policy implementation and annual review.

7.3 Staff and Volunteers

- Attend safeguarding training.
- Follow safeguarding procedures and code of conduct.
- Report concerns immediately to the DSL.
- Maintain confidentiality in line with data protection rules.



7.4 Partners and Contractors

- Must comply with Impact Women Network CIC safeguarding standards.
- Report concerns to the DSL.

8. Safe Recruitment

Impact Women Network CIC adheres to safer recruitment practices, including:

1. Clear job descriptions referencing safeguarding responsibilities.
2. Collection of employment history and references.
3. Mandatory DBS checks for relevant roles.
4. Verification of identity, qualifications and right to work.
5. Induction and probation monitoring.

9. Training and Awareness

- All staff and volunteers receive safeguarding induction training.
- DSL receives advanced safeguarding training annually.
- Refresher training provided at least every 2 years.
- Safeguarding awareness reminders embedded into team meetings and supervision.

10. Code of Conduct

All staff, volunteers and partners must:

1. Treat all beneficiaries with respect and dignity.
2. Maintain professional boundaries at all times.
3. Never promise confidentiality when a safeguarding risk is identified.
4. Use appropriate language and behaviour.
5. Avoid situations that could be misinterpreted.
6. Report all safeguarding concerns, however minor.



11. Recognising Signs of Abuse

Staff and volunteers must remain vigilant for indicators such as:

1. Unexplained injuries or changes in behaviour
2. Withdrawal, fearfulness or distress
3. Sudden financial difficulties (for adults at risk)
4. Signs of coercion or control
5. Direct disclosure of harm or risk

12. Reporting and Responding to Concerns

12.1 Immediate Action

- If someone is at immediate risk, call **999**.
- Notify the DSL as soon as possible.

12.2 Reporting Procedure

1. Record factual details of the concern.
2. Submit the report to the DSL within 24 hours.
3. DSL assesses the concern and determines next steps.
4. Where necessary, the DSL will refer the case to:
 - Local Authority Children's Social Care
 - Adult Safeguarding Teams
 - Police
 - Other relevant agencies

12.3 Confidentiality and Information Sharing

- Information is shared strictly on a need-to-know basis.
- All records are stored securely and retained according to legal requirements.

13. Managing Allegations Against Staff or Volunteers

- All allegations will be taken seriously and treated confidentially.



- DSL must report allegations concerning children to the Local Authority Designated Officer (LADO).
- Staff may be suspended temporarily pending investigation.
- Disciplinary procedures will be followed where misconduct is identified.

14. Safeguarding in Programme Delivery

Impact Women Network CIC ensures:

1. Risk assessments for all activities involving vulnerable groups.
2. Safe use of technology and social media.
3. Appropriate supervision ratios for events.
4. Secure digital safeguarding for online sessions.
5. Venue checks to ensure safe environments.

15. Digital and Online Safety

- Staff must use professional accounts for online engagement.
- Recording sessions requires explicit consent.
- Personal data must not be shared on public platforms.
- Online harassment or abuse is reported following the standard procedure.

16. Whistleblowing

Impact Women Network CIC protects whistleblowers who raise safeguarding or misconduct concerns. Individuals can:

1. Report internally to the DSL or Board.
2. Escalate externally to local authorities or the Charity Commission if necessary.

17. Data Protection and Recordkeeping

- All safeguarding records are confidential and stored securely.
- Records will be retained according to statutory guidance.
- Data handling complies with UK GDPR.



18. Working with External Organisations

- Partners must demonstrate robust safeguarding policies.
- Written agreements will set shared safeguarding expectations.
- Any concerns involving partner staff must be reported to the DSL.

19. Policy Review

This policy will be reviewed annually or sooner if:

1. Legislation changes
2. Safeguarding incidents indicate a need for revision
3. New services or programmes change safeguarding risk profiles

20. Contact Details

Designated Safeguarding Lead (DSL)

Name: Osas Adetutu

Email: jesas2u@yahoo.co.uk

Phone No: 07445828658

Local Safeguarding Contacts

- Children's Social Care (Local Authority)
- Adult Safeguarding Team
- Police (Emergency: 999, Non-Emergency: 101)

21. Approval

This safeguarding policy was approved by the Board of Directors of Impact Women Network CIC (Company No. 16134983) on: **January 13, 2025**

Signed: Funmilola Peters

Director

Impact Women Network CIC