Great Yarmouth Unity Project CIC —Safeguarding Policy

1. Policy Statement

Great Yarmouth Unity Project Community Interest Company (GYUP) is committed to safeguarding and promoting the welfare of all individuals, especially children and adults at risk. We believe that everyone has the right to live free from abuse, harm, and neglect. Our staff, volunteers, and directors share this commitment. GYUP explicitly commits to being anti-racist, anti-sexist, anti-ableist, anti-homophobic, and anti-transphobic.

2. Purpose of the Policy

This policy outlines how Great Yarmouth Unity Project CIC will:

- Protect children, young people, and adults at risk from harm.
- Provide clear procedures for identifying and reporting safeguarding concerns.
- Ensure all members of the organisation understand their responsibilities.

3. Scope

This policy applies to:

- All staff and volunteers (paid or unpaid)
- Directors
- Anyone acting on behalf of Great Yarmouth Unity Project CIC

4. Definitions

- **Child:** Anyone under the age of 18.
- **Adult at risk:** Someone aged 18+ who needs care and support and is at risk of abuse or neglect.
- **Abuse:** A violation of an individual's human and civil rights by any other person or persons. This includes, but is not limited to, physical, emotional, sexual, financial, neglect, and exploitation.

5. Legal Framework

This policy is based on the following legislation and guidance:

- Children Act 1989 & 2004
- Care Act 2014
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education (where applicable)
- Data Protection Act 2018 and UK GDPR

6. Responsibilities

Safeguarding Lead Role will be held by one of the annually elected GYUP Directors (Dr Sarah Flindall 2026/27 — sarah@gyup.org)

Deputy Safeguarding Lead Role will also be held by one of the annually elected GYUP Directors (Mike Smith-Clare — mike@gyup.org for 2026/27)

The Safeguarding Lead and Deputy are responsible for handling concerns and ensuring policy implementation.

- **All staff/volunteers:** Must report concerns immediately and follow safeguarding procedures.
- **Directors:** Must oversee safeguarding compliance and review policies annually.

7. Code of Conduct

All representatives of Great Yarmouth Unity Project CIC must:

- Treat everyone with dignity and respect.
- Report any safeguarding concerns promptly.
- Never be alone in a private setting with a child or adult at risk.
- Avoid physical contact unless necessary for safety or support.

Additionally

- **Social media & Communication** – Use only official GYUP channels; never share personal contact details or connect with users/clients via personal accounts.
- **Boundaries** – Keep professional boundaries at all times; avoid gifts, favours, or exclusive/secretive relationships. Maintain confidentiality and discretion regarding colleagues' and participants' information and discussions — do not share discussions or personal information outside of the group unless required for safeguarding or legal reasons.
- **Transport** – Do not transport children or adults at risk unless pre-approved, risk assessed, and consented. When essential, two adults should be present.
- **Photography/Filming** – Always obtain written consent; explain use/storage; exclude anyone without consent.

8. Commitment to Equality, Diversity & Anti-Discrimination

Great Yarmouth Unity Project CIC is committed to ensuring that everyone is treated with dignity, fairness, and respect. Safeguarding means not only protecting people from abuse and neglect but also from harm caused by discrimination or prejudice. We therefore commit to:

- Being actively anti-racist, anti-sexist, anti-ableist, anti-homophobic, and anti-transphobic, and challenging all forms of prejudice, harassment, and hate.
- Upholding the Equality Act 2010, which protects people from discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Ensuring that diversity and inclusion underpin our practice, activities, and decision-making.
- Treating any incident of discriminatory behaviour as a safeguarding concern, subject to the same reporting and response procedures as other forms of abuse

9. Recruitment and Training

- All staff and volunteers within Great Yarmouth Unity Project CIC will undergo safeguarding training appropriate to their role.
- Recruitment includes DBS checks (Enhanced or Standard as appropriate).
- References will be checked for all new staff and volunteers.
- All staff, volunteers, and members must avoid discriminatory behaviour and actively challenge/report discrimination when witnessed.

There will be similar expectation of members, both individual and organisations (Charitable / CIC / education or private business) who come together to contribute and benefit from the agreed mutual aid principles of Great Yarmouth Unity Project CIC

10. Recognising and Reporting Abuse

Signs of abuse include:

- Unexplained injuries
- Changes in behaviour
- Neglect of personal hygiene
- Financial anomalies

If you suspect abuse:

1. **Report** concerns immediately to the **Safeguarding Lead** Dr Sarah Flindall — sarah@gyup.org. Alternatively, you may report concerns to the **Deputy Safeguarding Lead** Mike Smith-Clare — mike@gyup.org or to the other director:
    - Philip Williams — philip@gyup.org
2. **Record** what was said/observed
3. **Do not investigate or confront** the alleged abuser.

You will be contacted within 24 hours, as far as possible, to discuss and agree how best to deal with that particular issue.

11. Confidentiality

All safeguarding concerns will be handled with the highest degree of confidentiality and shared only with those who need to know for the protection of the individual. Records of any investigation and any steps taken will be held securely by the Safeguarding Lead for an appropriate period and then securely destroyed

12. Whistleblowing

Great Yarmouth Unity Project CIC supports a culture of openness. If a member of staff or volunteer feels that a safeguarding issue has been ignored or mishandled, they should report this to:

- A senior member within their own organisation
- A Director of Great Yarmouth Unity Project CIC which includes the Safeguarding Lead (see contact details in section 10).
- The NSPCC Whistleblowing Helpline (0800 028 0285)

13. Review

This policy will be reviewed annually, after any safeguarding incident, or at the request of any member.

Approved by all GYUP Directors	23 August 2025 (V1.0); V1.2 pending
Shared by email to all members	25 August 2025 (V1.0); V1.2 on approval
Next scheduled review due	12 months from V1.2 approval

Document Control

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Author/s	Sarah Flindall, Philip Williams
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Any comments	Created by SDF, formatting & minor amendments by PMW, additional amendments by JFD. V1.1 October 2026 — PMW: annual review, overdue since August 2026; contacts updated for changes to the board, with Mike Smith-Clare as Deputy Safeguarding Lead; email links corrected. V1.2 October 2026 — PMW: wording corrections following member comment (s.4 "but is not limited to"; s.1 "trustees" to "directors"; s.5 Working Together updated to 2023 edition; s.6 responsibility sentence given its subject; s.7 "i.e." wording clarified).