



SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY

for

DAISY INCLUSIVE UK

Introduction

DAISY INCLUSIVE UK (the Charity) is a registered charity run for the following purpose:

Engaging and developing disabled and vulnerable people

The Charity is based at:

2 Barnes Street
Liverpool L6 5LB

Charity Number: 1140148

This policy has been produced in house with the use of good practice examples from similar policies and government guidelines including:

Children's Act 1989 and 2004

Safeguarding Vulnerable Groups Act 2006

Working Together to Safeguard Young People and Vulnerable Adults 2010

This policy will be updated annually to take account of significant policy changes in this area.

Policy Statement

Daisy Inclusive UK seeks to safeguard and promote the welfare of children and vulnerable adults. This includes protecting them from all forms of abuse and neglect. Safeguarding is the responsibility of everyone. We will ensure that proper and prompt action is taken should we discover any form of abuse or neglect.

The Charity believes that no child or vulnerable adult should experience abuse or harm and is committed to their protection. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to protection and safeguarding.



Definitions

- **Child:** Any individual under the age of 18.
- **Vulnerable Adult:** A person aged 18 or over who may need community care services due to mental health problems, disability, illness, or age, and who may be unable to protect themselves from harm or exploitation.
- **Safeguarding:** The process of protecting children and vulnerable adults from abuse or neglect, preventing impairment of their health or development, and ensuring they have safe and effective care.

The Risks to Children and Vulnerable Adults

Children and vulnerable adults can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm can cover a wide range of circumstances and behaviours. For example:

- physical abuse - an intentional use of force or violence against an individual that results in bodily injury, pain, impairment, or physical suffering. This form of abuse can manifest in various ways and may include, but is not limited to, hitting, slapping, punching, kicking, scratching, pushing, shaking, burning, or any other act that causes physical harm or distress.

- emotional abuse - any pattern of behaviour or communication that is designed to undermine, manipulate, control, or demean another individual, causing them emotional or psychological distress. This form of abuse can be verbal or non-verbal and may include actions or language that belittles, humiliates, threatens, intimidates, isolates, or disrespects the victim.

- neglect - a failure to meet an individual's basic physical, emotional, medical, or psychological needs, either intentionally or unintentionally, leading to potential harm, suffering, or adverse consequences. Neglect can occur in various settings, including caregiving environments, educational settings, healthcare facilities, or residential establishments.

- sexual abuse - any non-consensual sexual activity or behaviour inflicted upon an individual without their informed and voluntary agreement. This form of abuse involves the use of force, coercion, manipulation, or exploitation to engage in sexual acts against the victim's will or when the victim is incapable of giving consent.

- female genital mutilation (FGM) - the partial or total removal of the external female genitalia or any other injury to the female genital organs for non-medical reasons. This harmful practice is usually carried out on girls and women, often without their informed consent, and is a violation of their human rights.

- grooming and exploitation - the manipulation, coercion, or control of an individual, often a child or vulnerable person, to engage in sexual activities or other forms of exploitation. These abusive behaviours are used to build trust, establish emotional connections, and exploit the victim for the perpetrator's benefit.



- trafficking and modern slavery - the recruitment, transportation, harbouring, or receipt of individuals through force, coercion, deception, or other means for the purpose of exploitation. This exploitation can take various forms, such as forced labour, sexual exploitation, forced begging, child soldiers, domestic servitude, or other forms of abuse.

- exposure to or infliction of domestic abuse - situations where individuals, particularly within a household or intimate relationship, are subjected to physical, emotional, psychological, sexual, or financial abuse by a family member, partner, or someone they share a close relationship with. Domestic abuse can involve a pattern of controlling behaviours aimed at exerting power and causing harm to the victim.

- bullying or cyber bullying - the repeated and intentional use of aggressive behaviour, power, or influence to harm, intimidate, or control another individual, often with a real or perceived power imbalance. Bullying can occur in person or through digital means, such as social media, text messages, or online platforms.

- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour – this could refer to situations where individuals, particularly children and vulnerable individuals, are subjected to or witness content or behaviour that is harmful, offensive, violent, or involves criminal activities. This exposure can occur through various means including online platforms, media, or real-life interactions.

- self-harm - deliberate and intentional acts of self-inflicted harm or injury, typically without the intention of causing death. This behaviour is often a coping mechanism used by individuals to deal with emotional pain, distress, or overwhelming feelings.

- physical harm when engaging with activities without adequate supervision - situations where individuals, particularly children or vulnerable individuals, suffer physical injuries or accidents due to a lack of appropriate adult supervision during recreational, educational, or extracurricular activities.

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children and vulnerable adults from harm and abuse is an essential responsibility for our Charity. We are committed to ensuring that any child and vulnerable adult who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that they are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to children and vulnerable adults.



- guarding children and vulnerable adults against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments).
- taking positive steps to maintain the safety and wellbeing of children and vulnerable adults engaging with us as a Charity.
- reporting concerns expeditiously and appropriately.
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality).
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly.
- acting appropriately in the presence of children and vulnerable adults.
- not taking any inappropriate risks.
- not smoking, drinking or taking any form of illicit substances in the presence of children and vulnerable adults.

Safeguarding Officers

Any question, report or concern in relation to the safeguarding of children and vulnerable adults should be shared with our Safeguarding Officers:

Name: Allison Laitak and Eva Eelen

Email: safeguarding@daisyuk.com

Telephone: 0151 261 0309

Confidentiality and Data Protection

All personal information we may process relating to children and vulnerable adults shall be processed and stored in accordance with our data protection privacy policy which can be located at: ADMINISTRATION OFFICE.

Responding to a Safeguarding Concern

Where a child or vulnerable adult is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.



Where any child or vulnerable adult makes a disclosure relating to harm or abuse to an adult, it is important to:

- listen calmly and carefully, showing that their views are taken seriously
 - provide an appropriate and honest level of reassurance
 - avoid interrogating children and asking probing, intrusive and/or leading questions
 - avoid making false promises regarding secrets and confidentiality (because any concern of abuse/harm **MUST** be shared with the Safeguarding Officer and any subsequent safeguarding referral)
 - make a confidential *written* record of the discussion either during the discussion or immediately afterwards (See Appendix 1). The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.
- All records kept about instances of concern should be kept secure. In the event that the allegation is investigated by the Police or Children's Social Care, this record will become vital evidence that will be used in any subsequent court action. It is important therefore that full and accurate details are recorded of all facts and actions as and when they occur.
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day.

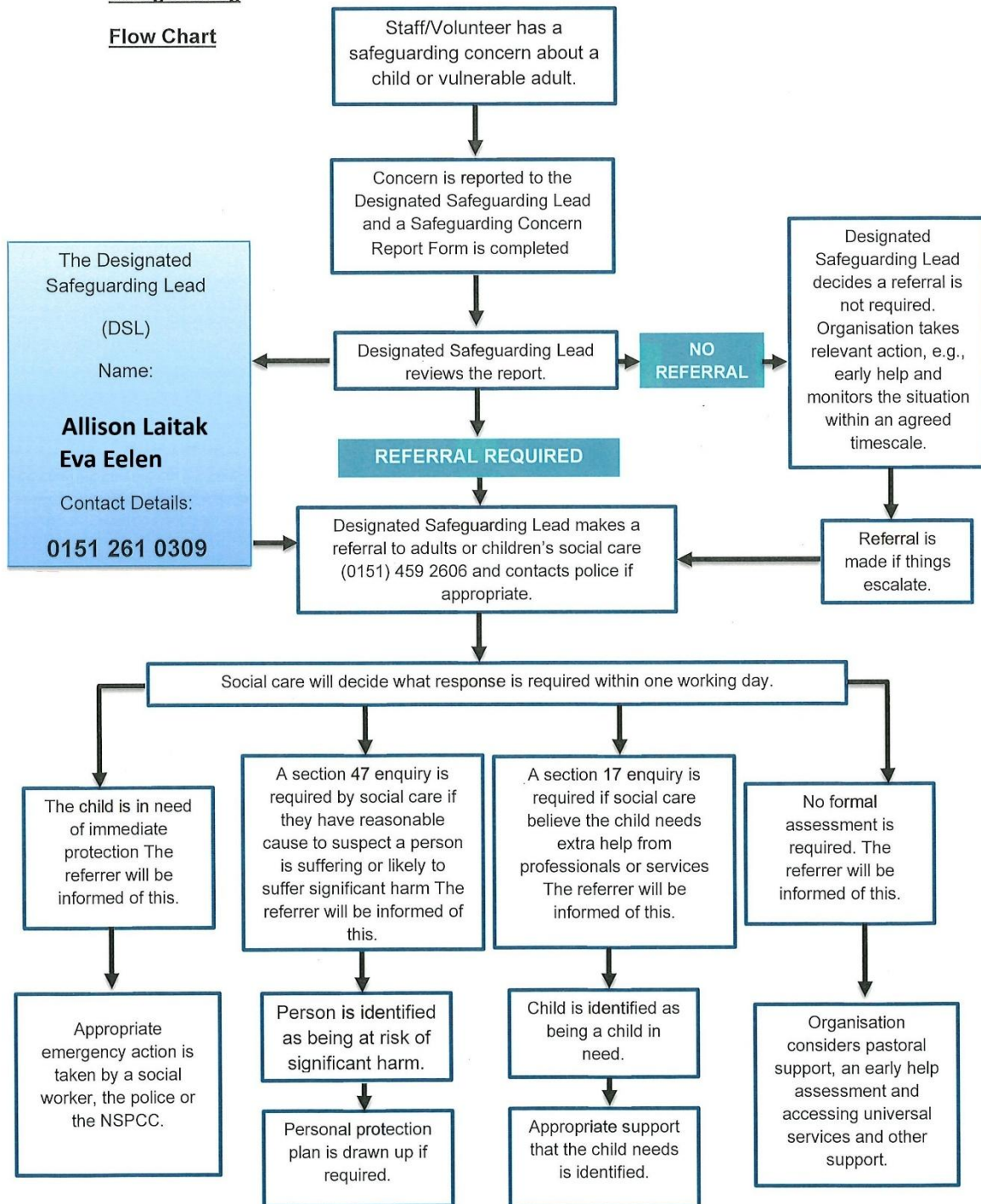
If there is immediate danger to the young person/vulnerable adult, you must act promptly by calling one of the following agencies: Adults / Children's Social Care or Merseyside Police. If they are injured you must seek medical assistance and call 999 immediately. Under no circumstance must you take them for treatment in your car unaccompanied by another member of staff.

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.



Safeguarding

Flow Chart





Reporting concerns about other adults within the Charity

Where any person has a concern regarding the conduct of an adult connected to the Charity, which poses or may pose a safeguarding risk to children or vulnerable adults such as:

- harming a child or vulnerable adult either physically or emotionally
- exposing a child or vulnerable adult to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a child or vulnerable adult

this must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Charity.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Charity will include either:

- further initial enquiries
- escalation to the applicable Local Authority Services for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Charity
- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies

Any person within the Charity who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Charity who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child or vulnerable adult concerned at the heart of the process.

Any person from within the Charity who makes an allegation against another person from within the Charity shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.



Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

All staff and volunteers that provide support to children and/or vulnerable adults. This includes organisations who provide partner or support services.

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities

Responsibilities and planning

Typically, we may arrange the following types of events and/or activities which could involve children:

Evening or daytime inclusion activities or social outings.

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities for the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children and vulnerable adults at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children or vulnerable adults, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians e.t.c.) in advance. They should be read carefully and adhered to.

Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.



First Aid

We have the following first aid procedure within the Charity:

In the DNA Administration Office

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Consent forms

We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

Parents or guardians will sign for a child's entry into an activity, including initial registration as an attendee.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

- 2-3 years of age = 1:4 adults to children
- 4-8 years of age = 1:6 adults to children
- 9-12 years of age = 1:8 adults to children
- 13 -18 years of age = 1:10 adults to children

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

All children under the age of 8 years must be accompanied by a parent or guardian.

Managing Behaviour of Children or Vulnerable Adults Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour, or with conflict between children or vulnerable adults, they must:

- treat each person fairly and equally
- approach the situation in a calm and neutral manner



- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child / vulnerable adult or others.
- wherever it is justified to physically restrain a child or vulnerable adult, or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed.
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer.

Managing Risks Posed by Other Children / Vulnerable Adults

It is important for all adults engaged by us to recognise that children and vulnerable adults can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child or vulnerable adult
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children or vulnerable adults at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

Supervising adults will mediate and assert acceptable behaviour guidelines. This depends on the severity of the act. Parents or guardians will be informed of the incident and our actions. Mediation will occur where appropriate.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

The offending child or vulnerable adult, with reference to the parent or guardian, will be barred from attending the centre.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.



Photography

On some occasions, we may take photographs featuring children and vulnerable adults. We recognise that photography of children and vulnerable adults carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on a child's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a child / vulnerable adult and their parent/guardian before taking and sharing any image of them
- always ensure that a child / vulnerable adult and their parent/guardian are properly informed how an image will be used and shared
- always ensure that a child / vulnerable adult's identity is protected as far as is possible within any published material
- ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian
- always store photos in accordance with our data protection policy.

We ask that any members of the public attending our premises, events or activities do not take photographs.



Legal Framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the Charity in the jurisdictions it operates within.

This Policy is approved and robustly endorsed by DAISY INCLUSIVE UK and is due for review ANNUALLY OR AS LEGISLATION AMENDS OR INCIDENTS DICTATE A HIGHER FREQUENCY.

To be Reviewed: 10th December 2026

Signed:  - Dave Kelly (CEO)

Signed: Allison Laitak (Independent Living Coordinator) *Allison Laitak*

Eva Eelen (Finance Manager) 

Date: 10th December 2025



Appendix 3

Guidelines for completing a cause for concern report Appendix 1

In any case where an allegation is made or someone has concerns, a record should be made. In the event that the allegation is investigated by the Police or Careline, this record will become vital evidence that will be used in any subsequent court action. It is important therefore that full and accurate details are recorded of all facts and actions as and when they occur.

The following points will help you complete the report:

1. Ensure that the personal details of the young person / vulnerable adult are entered accurately.
2. The person making the report must be identified.
3. In completing the details of the incident / safeguarding concern the following need to be recorded:
 - a) Is the person making the report expressing their own views or passing on those of somebody else? Record the details.
 - b) What has prompted the concerns? Include dates, times, etc. of any specific incident.
 - c) Any physical signs? (Where a worker observes injuries to children or young people/vulnerable adult, then a skin map could be completed to complement a full written report). Behavioural signs? Indirect signs?
 - d) Has the young person / vulnerable adult been spoken to? If so what was said?
 - e) Have the parents/carer been contacted? If so, what was said?
 - f) Has anybody been alleged to be the abuser? If so, record details.
 - g) Has anyone else been consulted? If so, record details.
4. Remember to record any actions taken, persons contacted, decisions made either to act or not to act and instructions given or received. Each entry should be timed, dated and signed.
5. Treat all information received and records made as highly confidential. This information should only be released to those who have a genuine reason to view it, taking GDPR into consideration.