

UNKNOWN MACC CIC

Safeguarding Policy and Procedures

Children, young people and adults at risk

Document status	Version 2 • For adoption
Prepared	16 September 2026
Original adoption	24 August 2026
Version 2 approval	To be completed on formal approval
Next review	12 months after approval, or earlier if needed
Designated Safeguarding Lead	Lucie Wright
Deputy / alternative lead	Carrie Murphy
Applies to	Directors, staff, tutors, contractors, volunteers, beneficiaries and delivery partners

1. Purpose and commitment

Unknown Macc CIC is committed to preventing harm, keeping people safe and responding appropriately to safeguarding concerns. Safeguarding is a priority in the planning, delivery and review of every activity. This is one organisation-wide policy, including all funded and non-funded activities. It also supports safeguarding expectations attached to grants, including the National Lottery Community Fund.

2. Who this policy protects

This policy applies to everyone who participates in, works on, volunteers for, visits or delivers activities connected with Unknown Macc CIC.

- A child is anyone under 18.
- Young adults aged 18–24 are adults in law and may require age-appropriate support.
- For the purposes of the Care Act framework, an adult at risk may be an adult with care and support needs, who is experiencing or at risk of abuse or neglect and, because of those needs, is unable to protect themselves. Safeguarding concerns affecting other adults should also be taken seriously.

3. What safeguarding and harm mean

Safeguarding means preventing harm and responding appropriately to incidents, allegations, disclosures, concerns and identified risks. Harm may include:

- Physical, sexual or emotional harm, neglect or maltreatment
- Radicalisation, exploitation, cyber abuse, bullying or harassment
- Abuse of a position of trust.

Harm may happen in person or online and may be caused by any person.

4. Safeguarding responsibilities

Lucie Wright is the Designated Safeguarding Lead (DSL). Carrie Murphy is the deputy and alternative safeguarding contact. The DSL is responsible for:

- Promoting an open safeguarding culture and receiving, recording and responding to concerns
- Taking immediate protective action and seeking specialist advice or referral where needed
- Maintaining secure safeguarding records and ensuring everybody knows how to report
- Reviewing risks, training and policy, and considering required statutory, regulatory and funder notifications.

Where a concern involves Lucie, report it to Carrie or directly to an appropriate statutory authority where necessary. Never delay urgent action while waiting for either lead.

Designated Safeguarding Lead – Lucie Wright

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Deputy Safeguarding Lead – Carrie Murphy

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5. Safeguarding culture and public information

- Safeguarding is included in induction and project planning; concerns are encouraged and taken seriously.
- Responsibilities and reporting routes are explained to directors, staff, tutors and volunteers.
- The current policy and how to raise a concern are made accessible to participants and families.
- Delivery partners must have appropriate safeguarding arrangements and understand relevant funding requirements.

6. Safeguarding risk management

Unknown Macc will identify, record, implement and review proportionate measures before activities, with particular attention to:

- Under-18s, mixed-age groups, one-to-one work, adult participants who may be at risk, and lone working.
- Home-based sessions and external venues, including who else may be present, entrances/exits, supervision and emergency arrangements.
- Arrival, travel and collection: agree arrangements with parents/guardians where relevant; do not allow an unaccompanied child to travel as part of organised activity unless a specific arrangement has been assessed and agreed with the parent/guardian. Record permission to arrive or leave independently where applicable.
- Toilets: check location, privacy, accessibility, safe access and supervision arrangements, including use by members of the public or adults alongside children.
- Activities in or near licensed premises: separation from alcohol service and unrelated public access where needed.
- Online communication, messaging, social media, photography and video.

Review assessments when the activity, venue, staffing or group changes, and after any relevant incident or concern.

7. Safer recruitment and DBS

Unknown Macc follows a separate Safer Recruitment Procedure. Appropriate levels of DBS checks will be carried out where legally eligible and appropriate to the role, alongside relevant references, in line with Unknown Macc's recruitment procedure. Role assessment, checking, decisions and record keeping are detailed in that procedure, not in this policy. Safeguarding induction, supervision and professional boundaries remain necessary regardless of DBS status.

8. Safeguarding training

- Directors, staff, tutors and volunteers receive safeguarding training or guidance appropriate to their role and the people they work with.
- Training includes recognising risk, responding to disclosures, factual recording and prompt reporting.
- The safeguarding lead receives appropriate lead-level training; refresh dates and completed training are recorded in the separate training record.

9. Code of conduct and professional boundaries

Anyone delivering Unknown Macc activities must:

- Treat participants with dignity and respect; maintain appropriate professional boundaries.
- Avoid discrimination, sexualised, intimidating, humiliating or exploitative conduct, inappropriate physical contact and favouritism.
- Use appropriate, transparent communication and follow rules for social media, messaging, images and recordings.
- Report concerns about anyone's behaviour; never abuse a position of trust.

10. One-to-one and home-based sessions

- For under-18s, obtain parent/guardian consent and ensure the parent/guardian knows the session time and location.
- Agree arrival, independent travel and collection arrangements in advance.
- Maintain professional communication, suitable visibility and avoid unnecessary isolation.
- Record session dates and times.
- Separately risk assess any home venue: other people present, access, privacy, toilets, emergency measures, lone working and insurance.

11. External venues

- Confirm suitability for the group, accessibility, entrances, exits, toilets and emergency arrangements.
- Check who else can enter and agree supervision, arrival and collection arrangements.
- Check partner/venue safeguarding arrangements where relevant; Unknown Macc retains responsibility for its own activities.

12. Online communication, social media, photography and video

- Take online risks as seriously as face-to-face risks.
- Keep direct messages to children transparent, appropriate and restricted to legitimate activities; include parents/guardians when appropriate.
- Do not use personal accounts to develop inappropriate relationships with beneficiaries.
- Take and use images only with relevant consent and store/share images and personal information appropriately.

13. Responding to and recording a safeguarding concern or disclosure

If someone raises a concern or makes a disclosure:

- Address immediate danger. Contact 999 or an appropriate authority immediately when necessary; do not wait for the DSL.
- Listen carefully, remain calm and take the concern seriously. Do not investigate, interrogate or ask leading questions.
- Do not promise complete confidentiality. Explain that information may be shared with those who need it to protect someone from harm.
- Record promptly, accurately and factually using the Incident / Concern Form in Appendix A: date/time; who raised the concern and who is affected; observations and the person's own words; immediate action; people informed; decisions and referrals; follow-up/outcomes.
- Report promptly to Lucie Wright, or Carrie Murphy if the concern involves Lucie. If neither is available and risk requires action, contact the relevant authority directly.
- Keep all concerns, including relevant low-level concerns, securely recorded with need-to-know access. Distinguish fact, allegation, observation and professional judgement.

14. Confidentiality and information sharing

Safeguarding overrides a promise of confidentiality where information needs to be shared to protect people or meet legal duties. Concerns about children must always be passed through the safeguarding process; share with children's services or police when appropriate to the risk. For an adult who has capacity, respect their wishes and involve them in decisions where possible; an adult cannot ordinarily be forced to take action. Information may nevertheless need sharing without consent where necessary and justified, for example where there is risk to the person or others, a crime may have occurred, or coercion, intimidation or undue influence may be present. Record the rationale, keep sharing proportionate and follow data protection requirements.

15. Allegations against staff, tutors, directors or volunteers

Any allegation that a person working for or representing Unknown Macc has harmed, may have harmed, or may pose a risk of harm to a child must be taken seriously. The same applies to concerns affecting adults.

- Make the affected person safe, record the allegation and report to the DSL, or Carrie if the allegation concerns Lucie.
- Where a person working with children may meet the allegations threshold, seek advice from / refer to the Cheshire East Local Authority Designated Officer (LADO) promptly, normally within one working day. Do not conduct an internal investigation before seeking advice where this may compromise police or safeguarding enquiries.
- Refer child protection concerns to Children's Social Care (ChECS); contact police for suspected crime or immediate danger, as appropriate. LADO addresses allegations about adults working with children and does not replace police or social care referrals.
- Consider proportionate interim arrangements for the worker while advice is sought; keep a record and notify any relevant authorities, regulators and funders when required.

16. Referral routes and urgent contacts

If somebody is in immediate danger, call 999. These details should be checked before publication and whenever local arrangements change.

- Children's Social Care / advice: Cheshire East Consultation Service (ChECS), 0300 123 5012, option 3. Follow the council's professional referral process.
- Urgent out-of-hours child protection: Cheshire East Emergency Duty Team, 0300 123 5022.
- Allegations about adults working with children: Cheshire East LADO, 01270 685904; use the council's secure consultation/referral portal.
- For adult safeguarding concerns, contact the relevant local authority adult safeguarding service or police according to urgency and the circumstances.

17. Serious safeguarding incidents and statutory / funder notifications

Protect everyone involved first. Refer to Children's Social Care, adult safeguarding, the police, LADO or any other appropriate authority as circumstances require. Notify relevant funders, partners and regulators of serious safeguarding incidents in accordance with their reporting requirements. Record all decisions, notifications and follow-up actions.

Possible serious events include significant harm or death, serious allegations within the organisation, suspension because of a serious allegation, involvement of police or other authorities, or an incident that may attract media attention. A report should summarise what happened without unnecessary personal details, safety actions, authorities contacted, proposed next steps and learning. Cooperate with reasonable follow-up requests and retain evidence of notifications.

18. Other incidents and proportionate reporting

Not every routine concern requires a separate report to a funder. All concerns must still be recorded, assessed, responded to and referred externally if appropriate. The DSL records the rationale for whether notification was required.

19. Partners and contractors

- Check delivery partners have safeguarding arrangements suitable for their activities.
- Agree reporting routes and responsibility for action, including any funder-specific requirements.
- Do not assume safeguarding responsibility transfers to another tutor, venue or partner.

20. Whistleblowing and alternative reporting

A person who believes a safeguarding concern is being ignored, concealed or mishandled may report it to Carrie Murphy if it involves Lucie Wright, or to an appropriate external safeguarding authority. No person should be penalised for raising a genuine safeguarding concern in good faith.

21. Data protection

- Collect only necessary data and limit access to those who need it.
- Store safeguarding records separately from ordinary project or attendance information where appropriate.
- Share information proportionately for safeguarding, securely and in line with applicable data protection rules.

22. Monitoring and review

Review this policy at least annually and sooner after serious incidents, changes to venues, participants or activities, relevant guidance changes, or identified weaknesses. Record the approval and next review date below.

23. Minimum safeguarding records

- Current approved safeguarding policy and dated risk assessments.
- Safer recruitment / DBS decisions and appropriate checking records in restricted staff files.
- Training records and signed code-of-conduct acknowledgements.
- Parent/guardian consent where relevant.
- Confidential incident/concern forms, referral records, decision notes and follow-up.
- Required regulator/authority/funder notifications and evidence of learning.

Quick safeguarding procedure

MAKE SAFE → LISTEN → RECORD → REPORT (Lucie, or Carrie if concern involves Lucie) → REFER where needed → KEEP INFORMATION SECURE.

Appendix A | Safeguarding Incident / Concern Form

CONFIDENTIAL • Store in the restricted organisational safeguarding folder, not with routine attendance or general tutor session records.

Record completed by / role:

Date and time of report:

Date and time of incident / concern:

Person affected (name and age, if known):

Person raising concern / contact details:

Where the concern arose:

Factual account of what was seen, heard or disclosed (use exact words where relevant):

Immediate risk and action taken:

Who was told, when and by whom:

External advice / referral (authority, date/time, reference):

Decisions, reasons and any consent/information sharing considerations:

Follow-up actions, owner and due date:

Outcome and date reviewed:

Safeguarding Lead review / date:

Funder or regulator notification decision, rationale and date (if relevant):

If there is immediate danger, call 999. Do not use this form instead of making an urgent referral. Do not investigate or include speculation as fact.

Appendix B | External guidance and referral information

Referral details and external guidance should be checked before approval and whenever contact details or requirements change.

Cheshire East ChECS: <https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-cheecs/cheecs.aspx>

Cheshire East LADO: <https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-cheecs/safeguarding-service.aspx>

National Lottery Community Fund safeguarding expectations: <https://www.tnlcommunityfund.org.uk/funding/funding-support/getting-ready-to-apply/preparing-your-application/safeguarding-expectations-for-organisations-we-fund>

DBS employer Update Service guidance (detail belongs in separate recruitment procedure): <https://www.gov.uk/government/publications/dbs-update-service-employer-guide/dbs-update-service-employer-guide>

Approval

Approved by: _____ Date: _____

Next review due: _____

Designated Safeguarding Lead: Lucie Wright Deputy: Carrie Murphy