

Safeguarding Policy

Project Abundance

Date: [July 2025]

Review Date: [01/07/2026]

Approved by Trustees: [Lewis Venum, Jennifer Mason, Jan Peacock]

1. Policy Statement

Project Abundance is committed to safeguarding and protecting the welfare of **children, young people, and adults at risk** who engage with our projects, activities, and services. We believe that everyone has the right to feel safe and to live free from harm, abuse, and neglect.

This policy sets out how we prevent, identify, and respond to safeguarding concerns in line with **UK law** and **local safeguarding procedures**.

2. Scope

This policy applies to:

- All staff, interns, trustees, and volunteers.
 - Contractors, delivery partners, and third parties working with us.
 - All activities delivered by Project Abundance on our sites or in community venues.
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3. Key Safeguarding Principles

- **Zero tolerance of abuse, neglect, or exploitation.**
- **Best interests first** – the welfare of the child or adult at risk is paramount.
- **Empowerment** – people are supported to make their own decisions and informed consent.

- **Prevention** – take action before harm occurs.
 - **Partnership** – work with local safeguarding agencies.
 - **Accountability** – clear roles, responsibilities, and reporting.
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4. Definitions of Harm

- **Physical abuse** – hitting, shaking, poisoning, burning, misuse of medication.
 - **Emotional abuse** – persistent emotional maltreatment, causing harm to wellbeing.
 - **Sexual abuse** – forcing or enticing participation in sexual activity.
 - **Neglect** – persistent failure to meet basic needs (food, warmth, hygiene).
 - **Financial abuse** – theft, fraud, exploitation of resources.
 - **Discriminatory abuse** – unequal treatment based on protected characteristics.
 - **Organisational abuse** – neglect or poor practice in a care/structured setting.
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5. Roles & Responsibilities

- **Designated Safeguarding Lead (DSL):** Donna Guest donnaguestOT@gmail.com
 - **Deputy DSL:** Lewis Vernum contact@project-abundance.co.uk
 - **Trustees:** Hold ultimate responsibility for safeguarding compliance.
 - **All staff/volunteers:** Duty to report concerns immediately to DSL.
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6. Local Safeguarding Contacts (Peterborough & Cambridgeshire)

- **Children's Social Care (Peterborough City Council):** 01733 864180 (Mon–Fri, 9am–5pm)
 - **Out of Hours (Emergency Duty Team):** 01733 234724
 - **Adult Social Care (Peterborough City Council):** 01733 747474
 - **Local Authority Designated Officer (LADO):** 01733 864038 / LADO@peterborough.gov.uk
 - **Police (non-emergency):** 101
 - **Emergency:** 999
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7. Reporting & Escalation Procedure

- Any safeguarding concern must be reported to the DSL immediately.
- DSL assesses risk and decides whether to escalate to Children's/Adult Social Care or LADO.
- Concerns must be recorded in the **Safeguarding Log Book** (see Section 10).
- In an emergency, contact emergency services (999) first, then inform the DSL.

[Link to Safeguarding Flow Poster](#)

8. Contractors & Third Parties

- All subcontractors/third parties working with children or adults at risk must provide:
 - **Public Liability Insurance** certificate.
 - **DBS checks** (where required).
 - **Their own safeguarding policy**.
- Copies will be kept securely for **3 years**.
- Contracts must include a safeguarding compliance clause.

9. Safer Recruitment & DBS Checks

- **All staff and interns** working directly with children/vulnerable adults require DBS checks.
- Volunteers will be risk-assessed for DBS need.
- DBS results are recorded securely by the DSL.

10. Safeguarding Records & GDPR

- All concerns must be logged in a secure Safeguarding Log (digital or locked cabinet).
- Access restricted to DSL and Deputy.
- Records kept for **6 years** (or until child reaches 25).
- Information only shared on a **need-to-know basis** with safeguarding authorities.

11. Training & Awareness

- All staff, trustees, and volunteers must:
 - Read and sign this policy on induction.
 - Receive **annual safeguarding training** (minimum Level 1).
 - DSL/Deputy DSL to hold **Level 3 training**.
- Records of training completion will be maintained.

12. Policy Review

- Reviewed annually by DSL and Trustees.

- Updates in line with changes to local safeguarding procedures or national legislation.

13. Approval & Sign-Off

Signed: _____ (Chair of Trustees)

Date: _____
