



# CALFE CIC Safeguarding Policy

## **Purpose**

CALF-Events CIC abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practices that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## **Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

CALF-Events CIC will have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

## **Purpose:**

CALF-Events CIC will:

- Protect children and young people who receive CALF-Events CIC's services from harm. This includes the children of adults who use our services.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of CALF-Events CIC, including senior managers and the board of trustees, coordinators, paid freelance artists staff, volunteers, and sessional workers. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Definitions:**

**The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or are in hospital.

## **Adult at Risk:**

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Child and Adult Abuse:** Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are four main categories



of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories. They are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

**Safeguarding children:** Safeguarding children is defined in [Working Together to Safeguard Children 2023](#) as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

### **The Prevent duty**

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

**Radicalisation** is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.



**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

### **Risk Assessments**

CALF-Events CIC will carry out stringent risks assessments prior to all events. Risk assessments on event venues will be done independent of the venue owners own risk assessments. Risk assessments for each event will be carried out by the event lead and reviewed by the designated safeguarding officer.

### **Training and Awareness:**

CALF-Events CIC will ensure an that all members of its community including trustees, advisers, members, partners, artists, and volunteers engage in an appropriate level of safeguarding training that enables them to:

- have knowledge of CALF-Events CIC's Safeguarding Policy
- understand dignity and respect when working with children and vulnerable persons
- understand what safeguarding is and their role in safeguarding children and vulnerable persons
- recognise a child or person potentially in need of safeguarding and take action
- understand how to report a safeguarding concern.

All members of the CALF-Events CIC community must engage in Level 1 training at a minimum. Trustees, advisers, and those who regularly work with children, young people and their families should engage in level 2 safeguarding training.

Free Level 1 training can be accessed at any of the following online organisations:

- <https://www.escb.co.uk/learning-and-development/safeguarding-children-level-1-basic-awareness/>
- <https://freecoursesinengland.co.uk/understanding-safeguarding-and-prevent/>
- <https://www.virtual-college.co.uk/free-courses/learning-from-serious-case-reviews>

Partners and artistes who require Level two training must do so at their own expense. CALF-Events CIC Community members who access and can provide evidence of appropriate training from other providers will not need to repeat the training, provided it is current.

CALF-Events CIC will endeavour to ensure that all training is up to date and repeated at appropriate intervals. In addition, short verbal and written briefings will be used to ensure that all members of the community are kept up to date with safeguarding matters.

### **Confidentiality and Information Sharing:**

CALF-Events CIC expects all its members, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection. However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see CALF-Events CIC Communications and Data Protection Policy.

### **Recording and Record Keeping:**

Written record must be kept about any concern safeguarding concerns. These must include details of the persons involved, the nature of the concern and the actions taken, decision made and why they were made.



All records must be signed and dated. All records must be securely and confidentially stored in line with the organisation's policy and General Data Protection Regulations (GDPR).

### **Safe Recruitment & Selection:**

CALF-Events CIC is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them. CALF-Events CIC has procedures that cover the appointment of its trustees, advisors, artists and volunteers. CALF-Events CIC will ensure that every interview panel has at least one member who has had safer recruitment training.

### **Social Media:**

CALF-Events CIC and its members need to be aware its social media policy and procedures and the code of conduct for all community members.

### **Use of Mobile Phones, Social Media and other Digital Technology:**

All members, artists, trustees and volunteers should be aware of CALF-Events CIC's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

### **Whistleblowing:**

It is important that people within CALF-Events CIC have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by CALF-Events CIC to protect whistleblowers.

This policy must be read in conjunction with other supporting policies including:

- CALF-Events CIC Safer Recruitment and Selection Policy
- CALF-Events CIC Communications and Data Protection Policy
- CALF-Events CIC Mobile Phones, Social Media and Digital Technology Policy
- CALF-Events CIC Whistleblowing Policy
- CALF-Events CIC Code of Conduct

### **Important Contacts:**

#### **Designated Safeguarding Officer**

Name: Dee Lana

Email address: [admin@calfevents.com](mailto:admin@calfevents.com)

Telephone Number 07415335524

#### **Deputy Designated Safeguarding Officer**

Name: Margaret Omoniyi

Email address: [margaretsmusicltd@gmail.com](mailto:margaretsmusicltd@gmail.com)

Telephone Numbers; 07588845042

#### **Deputy Senior Lead for Safeguarding**

Name: Sade Fadipe

Email address: [sade@calfevents.com](mailto:sade@calfevents.com)

Telephone number: 07440218422

#### **Trustee with Safeguarding Responsibility**

Name: Charle Somorin

Email address:

[charles@hilarygranthamservices.co.uk](mailto:charles@hilarygranthamservices.co.uk)

Telephone number:

#### **Police**

Emergency – 999

Non-emergency – 101

#### **NSPCC Helpline**

0808 800 5000



# CALFE CIC Safeguarding Policy

## **LADO**

As our organisation is based in Essex, concerns or allegations relating to adults working with children will normally be reported to the Essex LADO.

Where activities, projects, events, or services are delivered in another local authority area, any allegation or safeguarding concern that meets the LADO threshold will be referred to the LADO service for the area in which the incident occurred or where the child is ordinarily resident, in accordance with local safeguarding procedures.

### **Essex LADO:**

**Tel: 03330 139 797**

**Email: [lado@essex.gov.uk](mailto:lado@essex.gov.uk)**

**Members, Creative and volunteers should seek advice from the Designated Safeguarding Lead (DSL) if they are unsure which LADO service is responsible.**

## APPENDICES

Appendix 1 – Dealing with Allegations

Appendix 2 – Reporting Concerns Flow Chart

Appendix 3 Reporting Concerns Form [Use the Form to report any Safeguarding Concerns](#)

Appendix 4 [CALFE CIC Safeguarding Risk Assessment](#)

Appendix 5 - CALFE CIC [Digital Policy June 2026-2027](#)

Appendix 6 – Roles and Responsibilities of Safeguarding Oversight Personnel

Appendix 7 – [Safer Recruitment Policy](#)

Appendix 8 – Safeguarding Training and Induction

Appendix 9 – Safeguarding Training and Induction

Appendix 10 – Online Safety

Appendix 11 – Photography, Video and Media Use

Appendix 12 – Event and Activity Safeguarding

Appendix 13 – Partnership and Venue Safeguarding Expectations

Appendix 14 – Record Keeping and Confidentiality

Appendix 15 – Safeguarding Risk Assessment Process

Appendix 16 – Monitoring, Review and Governance



## Appendix 1

### DEALING WITH ALLEGATIONS

#### Purpose

CALF-Events CIC is committed to ensuring that all safeguarding allegations are managed promptly, fairly, consistently and in accordance with statutory safeguarding guidance. The welfare of the child will always be the primary consideration.

All allegations, disclosures or concerns must be taken seriously and reported immediately to the Designated Safeguarding Lead (DSL).

No individual acting on behalf of CALF-Events CIC should attempt to investigate safeguarding allegations independently.

#### **1. Dealing with Allegations Against Parents or People Who Are Non-Members of CALF-Events CIC**

Where concerns arise that a parent, guardian, family member or member of the public may have harmed a child, placed a child at risk of harm, or behaved in a way that suggests they may present a risk to children, the concern must be reported immediately to the Designated Safeguarding Lead.

The DSL will:

- Record the concern in writing.
- Assess whether the child is at immediate risk.
- Seek advice from Children's Social Care where appropriate.
- Contact the Police where a criminal offence may have occurred.
- Maintain a confidential record of all actions taken.

Staff, volunteers and directors must not contact the alleged individual regarding the concern unless advised by statutory agencies.

CALF-Events CIC will not conduct its own investigation where responsibility lies with statutory safeguarding agencies.

#### **2. Dealing with Allegations Against Staff, Trustees, Board Members, Volunteers, Artistes or Partners of CALF-Events CIC**

Any allegation involving a person acting on behalf of CALF-Events CIC must be treated as a serious safeguarding matter.

This includes concerns that an individual has:

- Harmed or may have harmed a child.
- Committed a criminal offence against a child.
- Behaved in a way that indicates they may pose a risk to children.
- Behaved in a manner that raises concerns regarding their suitability to work with children.

The concern must be reported immediately to the DSL.

The DSL will:

- Record the allegation.
- Conduct an initial safeguarding risk assessment.
- Inform the Independent Director.
- Seek advice from the Local Authority Designated Officer (LADO) where appropriate.
- Determine whether temporary removal from activities involving children is required.
- Maintain confidential records of all actions and decisions.



Where the allegation concerns the DSL, the matter must be reported directly to the Independent Director.

No disciplinary action or internal investigation will commence until safeguarding advice has been obtained where necessary.

### **3. Dealing with Allegations Against Other Children**

Children can sometimes harm other children. Allegations involving children must be treated seriously and assessed on a case-by-case basis.

Examples may include:

- Bullying.
- Physical assault.
- Sexualised behaviour.
- Online abuse.
- Emotional abuse.
- Discriminatory behaviour.

All concerns must be reported immediately to the DSL.

The DSL will consider:

- The age and developmental stage of those involved.
- Any power imbalance.
- The seriousness of the behaviour.
- Ongoing risk to any child.
- Whether external safeguarding support is required.

Support will be provided to all children involved and referrals made where necessary.

**Confidentiality**

Information relating to safeguarding allegations will only be shared on a need-to-know basis and stored securely in accordance with safeguarding and data protection requirements.



## Appendix 2

### REPORTING CONCERNS FLOW CHART

#### Internal Reporting

All concerns must be reported to the DSL immediately.

Where immediate reporting is not possible, a concern must be reported no later than 24 hours after becoming aware of it.

#### Emergency Situations

If a child is at immediate risk:

- Contact Emergency Services.
- Contact Children's Social Care.
- Inform the DSL as soon as possible.

#### Recording

All concerns must be recorded using the Safeguarding Concern Reporting Form.



#### A Summary of Internal and Escalated Reporting

# CALFE CIC SAFEGUARDING ESCALATION FLOWCHART

Summary of Internal, External and Exceptional Escalation Routes





## Appendix 3 Reporting Concerns Form

[Use the Form to report any Safeguarding Concerns](#)

## Appendix 4

**CALF-Events CIC Safeguarding Risk Assessment**  
[CALFE CIC Safeguarding Risk Assessment](#)

## APPENDIX 5

**CALFE CIC Digital Policy**  
[Digital Policy June 2026-2027](#)

## APPENDIX 6

### Roles and Responsibilities of Safeguarding Oversight Personnel

#### Board of Directors

The Board of Directors holds ultimate responsibility for safeguarding governance within CALF-Events CIC. The Board will approve safeguarding policies, monitor safeguarding risks, review safeguarding incidents and ensure sufficient resources are available to support safeguarding arrangements.

#### Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- Receiving safeguarding concerns and disclosures.
- Maintaining safeguarding records.
- Assessing safeguarding risk.
- Making referrals to external agencies where required.
- Liaising with Children's Social Care, Police and other safeguarding partners.
- Providing safeguarding advice to staff, volunteers and directors.
- Reporting safeguarding matters to the Board.

#### Independent Director

The Independent Director provides independent safeguarding oversight and challenge. The Independent Director acts as an alternative reporting route where concerns involve the DSL or another Director and may review safeguarding decisions where necessary.

#### Part-Time Executive Director

Responsible for ensuring safeguarding procedures are embedded throughout operational delivery, events, projects and partnerships. The Executive Director ensures safeguarding is considered during planning, delivery and evaluation of activities.

#### Task-Focused Director

Responsible for safeguarding compliance monitoring, secure record management, policy review scheduling, training records and safeguarding documentation.



## **Fieldwork Director**

Responsible for implementing safeguarding procedures during programme delivery, monitoring safeguarding risks during activities, briefing volunteers and reporting concerns immediately.

Volunteers, Artists, Authors, Facilitators and Partners

All individuals acting on behalf of CALF-Events CIC share responsibility for safeguarding.

### **They must:**

- Read and follow safeguarding procedures.
- Maintain professional boundaries.
- Report concerns immediately.
- Participate in safeguarding briefings where required.

## **Section 7 – [Safer Recruitment and Vetting Policy](#)**

**Read our Safer Recruitment Policy for insight to our Professional Conduct and the boundaries in place.**

## **Appendix 8 – Safeguarding Training and Induction**

### **Mandatory Induction**

All personnel must receive safeguarding induction before participating in activities involving children.

### **Training Content**

Training should include:

- recognising abuse;
- responding to disclosures;
- reporting concerns;
- professional boundaries;
- online safety.

### **Refresher Training**

Safeguarding updates should be undertaken:

- annually for Directors;
- annually for active volunteers;
- prior to major events where appropriate.

### **Training Records**

The Task-Focused Director maintains training records.

## **Appendix 9 - Online Safety**

### **Planning Online Activities**

Before online delivery:

- risks assessed;
- platform approved;
- moderation arrangements confirmed;
- participant guidance prepared.



## Online Conduct

Adults must not:

- communicate privately with children;
- use personal accounts;
- add participants to personal social media.

## Incident Management

Any online safeguarding concern must be:

- recorded;
- reported to the DSL;
- investigated through safeguarding procedures.

## Appendix 10 – Photography, Video and Media Use Consent

Written consent should be obtained before using identifiable images of children.

### Image Management

Images must:

- be stored securely;
- only be used for approved purposes;
- not include unnecessary personal information.

### Photography at Events

Event photography arrangements should be communicated clearly to participants.

Consent preferences must be respected.

### Withdrawal of Consent

Requests to withdraw consent will be actioned as quickly as reasonably practicable.

## Appendix 11 – Event and Activity Safeguarding

### Pre-Event Checklist

**Before** each activity:

- safeguarding lead identified;
- risk assessment completed;
- emergency procedures confirmed;
- reporting routes communicated;
- volunteer briefing completed.

### During Events

Personnel must:

- remain vigilant;
- monitor welfare concerns;
- challenge inappropriate behaviour;



- report concerns immediately.

### **Post-Event Review**

Any incidents or concerns must be reviewed and recorded.

## **Appendix 12 – Partnership and Venue Safeguarding Expectations**

### **Working with Partners**

CALF-Events CIC expects partner organisations to maintain appropriate safeguarding arrangements.

Venue Due Diligence

Prior to activities:

- venue suitability assessed;
- emergency procedures reviewed;
- safeguarding responsibilities clarified.

Shared Responsibility

Safeguarding responsibilities should be agreed before activities commence.

## **Appendix 13 – Record Keeping and Confidentiality**

Safeguarding Records

Records must be:

- factual;
- accurate;
- dated;
- securely stored.

Access

Access is restricted to authorised safeguarding personnel.

Retention

Safeguarding records will be retained according to legal and safeguarding requirements.

## **Appendix 14 – Safeguarding Risk Assessment Process**

Risk Assessment Requirements

Safeguarding risk assessments must be completed for:

- festivals;
- workshops;
- school activities;
- online events;
- partnership projects.

Review

Risk assessments reviewed:

- annually;
- before major events;
- after incidents.

## **Appendix 15 – Monitoring, Review and Governance**

Annual Safeguarding Review



The Board will review:

- safeguarding incidents;
- training records;
- risk assessments;
- policy compliance;
- lessons learned.

Annual Safeguarding Report

Prepared by the DSL and reviewed by the Board. June 2026

Policy Review Statement:

This Manual will be reviewed annually or following significant incidents or legislative change.