Safeguarding Policy

EarthScape CIC | Approved: September 2026 | Review: September 2027

Our commitment: practical, proportionate policies that help us create greener, safer and more inclusive neighbourhoods.

Purpose

EarthScape CIC is committed to safeguarding children, young people and adults at risk who take part in, visit or come into contact with our activities. Safeguarding is everyone's responsibility and concerns will be taken seriously, acted on promptly and handled sensitively.

Scope

This policy applies to directors, staff, volunteers, session leaders, contractors and anyone acting on behalf of EarthScape CIC. It applies to activities in community spaces, gardens, events, workshops, online activity and projects delivered with partner organisations.

Our approach

We will plan activities to reduce foreseeable safeguarding risks; use appropriate supervision and safer working practices; make clear how concerns can be reported; respect privacy while sharing information where necessary to protect someone; and work with statutory agencies when required.

Safer recruitment and checks

Roles will be assessed according to the activity undertaken. Where a role is eligible for a DBS check, EarthScape CIC will obtain the appropriate level of check before unsupervised regulated activity begins. A DBS check is only one part of safer recruitment; references, role clarity, induction, supervision and appropriate conduct remain important.

Working with children and adults at risk

Activities will be designed with appropriate adult oversight, clear boundaries and safe ratios suitable to the activity and setting. Staff and volunteers must not use their position to form inappropriate relationships, communicate privately with children inappropriately, or take or share images without the relevant consent and project arrangements.

Responding to a concern

If someone is in immediate danger, contact emergency services. Otherwise, record the facts promptly, preserve confidentiality, and report the concern to the designated safeguarding lead or a director. Do not investigate allegations yourself or promise absolute confidentiality. Where appropriate, EarthScape CIC will refer to the relevant local authority safeguarding service, police or other statutory body.

Information and images

Personal information, photographs and safeguarding records will be collected only where needed, stored securely, shared on a need-to-know basis and retained in accordance with data protection requirements. Consent arrangements will be clear for photography and publicity.

Allegations and conduct

Concerns about a person working or volunteering for EarthScape CIC will be escalated immediately to a director who is not implicated. Where the concern relates to work with children, advice will be sought from the relevant Local Authority Designated Officer where the threshold may be met.

Review

This policy will be reviewed at least annually and after a significant incident, legislative change or material change to EarthScape CIC's activities.

Questions or requests for an accessible version: earthscapecic@gmail.com