The Pioneers Project

COMMUNITY INTEREST COMPANY · PLYMOUTH

POLICY AND PROCEDURES

Safeguarding Policy

Child protection and the protection of adults at risk

Version	**3.1**
Approved by	**Board of Directors, February 2026**
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Document owner	**April Howell, Designated Safeguarding Lead**

Safeguarding is everyone's responsibility.

In an emergency always dial **999**

The Pioneers Project CIC · Bull Point Barracks

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INSIDE THIS POLICY

Contents

1 Introduction 4
2 Policy 4
3 Responsibilities 5
4 Procedures 7
4.1 Recruitment of employees, volunteers, Directors and consultants 7
4.2 Work with children, young people and adults at risk 7
4.3 Responding to suspicions and reports of abuse 10
4.4 Reporting flowcharts 13
5 Online safety and digital safeguarding 16
6 Further information 18
7 Supporting policies, procedures and legislation 19
8 Review 20
A1 Appendix one · Consent form 21
A2 Appendix two · Types of abuse 25
A3 Appendix three · Incident record form 28
A4 Appendix four · Code of good practice 31
A5 Appendix five · Safeguarding contacts 33
DC Document control 34

AT A GLANCE

If you are worried about someone

It is not your job to decide whether abuse is happening. It is your job to act on your concerns and report them.

1. **Make sure the person is safe.** If anyone is in immediate danger, call 999.
2. **Listen, stay calm and don't promise to keep it a secret.** Explain that you will need to pass the information on.
3. **Tell your line manager, a Director or the Safeguarding Lead straight away.** If they are not available, contact Children's Services, Adult Services or the Police.
4. **Write down the facts** as soon as possible, using the incident record form in Appendix three. Sign and date it.
5. **Do not investigate.** Refer, and leave the next steps to the Safeguarding Lead.

Emergency
999

Designated Safeguarding Lead
April Howell
april@thepioneersproject.co.uk

Deputy Safeguarding Lead
Lisa Dawson

Police non-emergency
101

NSPCC helpline (worried about a child)
0808 800 5000

Childline (for under-18s)
0800 1111

A full list of contacts is in Appendix five.

1 Introduction

Safeguarding is everyone's responsibility. This document sets out The Pioneers Project's safeguarding policy and procedures for the protection of children, young people and adults at risk.

A child is defined as anyone up to the age of 18, or 20 if the child is disabled or has been in local authority care at any time since the age of 16. This document applies to all The Pioneers Project staff, Directors, volunteers, freelancers and consultants, and the policy and procedures apply to all of The Pioneers Project's activities.

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the wellbeing of children and young people. This includes making sure that all adults who work with, or on behalf of, children and young people are competent, confident and safe to do so, and that they work together to protect and promote the welfare of children and young people under 18 (*Working Together to Safeguard Children*, 2023). This reviewed policy also includes relevant updates from *Keeping Children Safe in Education* (KCSIE 2026).

For the purposes of this policy, safeguarding and promoting the welfare of children means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best life chances.

2 Policy

The Pioneers Project has a legal and moral duty to create and maintain the safest possible environment for children, young people and adults at risk to enjoy programmes provided through the work of the organisation, or in partnership with other agencies and community and voluntary sector organisations.

It is the policy of The Pioneers Project to safeguard the welfare of children, young people and adults at risk involved in our work by protecting them from neglect and from physical, sexual or emotional abuse. It is also our policy to give staff a framework to work within that keeps everyone engaged in the organisation's activities safe. It is therefore The Pioneers Project's policy to:

- ensure that all staff and volunteers (legally responsible adults) working with children, young people or adults at risk are carefully selected; are checked by the Disclosure and Barring Service (DBS, see 4.1), with enhanced checks where necessary; have two appropriate references; and understand and accept their responsibility for the safety of children, young people and adults at risk in their care
- raise awareness of child protection issues among community and voluntary groups, clubs and organisations within our network
- ensure that the welfare of children, young people and adults at risk is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering programmes

- respond swiftly and appropriately to all suspicions or allegations of abuse, including low-level allegations; make sure confidential information is shared only with the appropriate external agencies; and record it as this policy instructs
- raise the awareness of relevant staff, partner organisations and volunteers of child protection issues, including online safety, through training and regular updates to risk assessments and to changes in client groups
- monitor and review the effectiveness of this policy regularly
- ensure that the principles of this policy are adopted by all organisations and individuals The Pioneers Project works with, and by members of our network, through a policy that meets the same standard for the safety of children, young people and adults at risk. This includes peer-on-peer abuse, whether child to child or adult to adult, and paying close attention to challenging inappropriate behaviour between children or staff as part of the culture of our organisation.

This policy also aims to manage effectively the risks associated with activities and events involving children, young people and adults at risk by:

- completing a risk assessment that identifies risks and ways of reducing or eliminating them
- putting in place the actions identified by the risk assessment and reviewing their effectiveness regularly
- making sure the appropriate DBS or enhanced checks are carried out, depending on eligibility, for anyone starting or moving into work with children or adults at risk
- requiring new employees and anyone working with children, young people and adults at risk to familiarise themselves with this policy and the associated code of behaviour, and to receive appropriate training. Where appropriate this includes online safeguarding training, as the use and sharing of nude images and videos online or via social media is an increasing problem (UK Council for Internet Safety, UKCIS 2020).

3 Responsibilities

This policy is mandatory across all areas of the organisation. Specific responsibilities are set out below.

3.1 Directors

The Directors are ultimately responsible for putting the organisation's Safeguarding Policy and Procedures into practice and for creating a culture of safeguarding throughout the organisation. They will make sure the policy and its accompanying procedures and practice guidelines are followed across all their areas of responsibility. This is a whole-organisation approach, with responsibility shared from our Directors through to the clients we work with, paying special attention to the complex needs of our clients and volunteers and their level of vulnerability.

The **Designated Safeguarding Lead, April Howell** (april@thepioneersproject.co.uk), and the **Deputy Safeguarding Lead, Lisa Dawson**, will report to the Directors on any safeguarding or child protection issues that have arisen between meetings.

The Directors are responsible for making sure that:

- the resources available to support staff on safeguarding and child protection issues are maintained

- safeguarding implications are constantly reviewed across all the work the organisation delivers to children and young people, and are fully considered when developing any new work
- the organisation's approach to safeguarding continues to develop, including considering and authorising any immediate changes to operational policy needed because of a safeguarding incident or allegation
- safeguarding is considered in all appointments, including staff, volunteers, freelancers and, where appropriate, clients, so that everyone is kept safe and informed
- staff training, including online safeguarding training where appropriate, is delivered as often as each area of work needs
- close attention is paid to bullying and mental health in the workplace between any staff.

3.2 Line managers

Line managers are responsible for:

- making sure staff and volunteers can discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support if situations arise, paying close attention to peer-on-peer abuse in any form and building a shared culture of safeguarding
- making sure the Safeguarding Policy is fully put into practice locally, and that the supporting procedures are set up as described, followed and communicated
- referring all safeguarding and child protection issues to the Safeguarding Lead (this may be as simple as discussing a hypothetical issue to protect identities)
- making sure all staff who report to them understand their roles and responsibilities under this policy, as part of their induction
- making sure staff and volunteers complete the induction and safeguarding training required at the level relevant to their role
- making sure all new staff and volunteers have the required DBS or enhanced certificate in place if they are engaging in regulated activity with young people
- encouraging staff to self-refer if they feel they have breached professional standards or this policy, or if they have been in a situation that could have been misinterpreted by a client or colleague.

3.3 All Directors, staff, volunteers, freelancers and consultants

Everyone working with or for The Pioneers Project is expected to follow this policy and its procedures, and to work within the codes of conduct set out in the organisation's other policies.

Any behaviour by a Director, member of staff, volunteer, freelancer or consultant that goes against this policy may lead to disciplinary action. This could result in dismissal for staff, ending of contracts for volunteers, freelancers and consultants, and removal from the Board for Directors.

4 Procedures

4.1 Recruitment of employees, volunteers, Directors and consultants

Our recruitment and selection processes for employees, volunteers, Directors, freelancers and consultants aim to appoint the best person for each role. The Pioneers Project balances the need to protect young people with its wish not to discriminate unfairly against ex-offenders. As well as Disclosure and Barring Service checks, staff or volunteers working *in loco parentis* with children must have two appropriate references and attend specific training agreed for that role.

4.2 Work with children, young people and adults at risk

The Pioneers Project requires **everyone** working with children, young people and adults at risk, in **any** situation, to follow the procedures below to create a safe environment.

4.2.1 Guidance for safer working practice

Below, "session" covers all delivery of our work, and "staff" includes Directors, staff, volunteers, freelancers and consultants.

- Staff working with children, young people and adults at risk should be appropriately trained and qualified to make sure services, coaching and resources are provided safely.
- Staff should plan sessions carefully, with care and safety as their first concern, using activities that are testing and stretching but not unnecessarily rough or overly demanding, and paying close attention to the complex needs and possible vulnerability of the children, young people and adults we work with.
- Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age; other guidance suggests 1:10 for older children. Even if the ratio only requires one adult, we recommend a minimum of two staff with legal responsibility for children under eight. Staff whose role involves lone working must be able to get phone support from another staff member when needed, must keep to the 1:1 ratio set for the role, and must not include any unauthorised or unchecked person in that ratio.
- Wherever possible, staff should avoid being alone with children, young people and adults at risk, and should not take them to their own home. Staff should not offer a lift unless they have written parent or guardian consent, or a second adult (preferably the group leader) is present. Where a role involves lone working this does not apply, but consent must still be obtained beforehand.
- Staff should only work with children, young people and adults at risk in a non-intrusive way, and should encourage them to take responsibility for getting themselves ready, for example changing before and after activities.
- Staff planning sessions at third-party premises must have a 24-hour emergency contact system in place for the event, for the appropriate staff and services.
- Staff must keep an attendance register for all organised sessions, either as a regularly updated diary or as a register taken at the activity.
- Parental consent and medical information must be obtained **in advance** when The Pioneers Project is working directly with, and responsible for, a child, young person or adult at risk (see the form in Appendix one). Youth leaders accompanying them should have obtained parental consent and medical information before the event. Staff, including group leaders and teachers, should have access to the information and consent forms for everyone taking part; this information is confidential and governed by data protection law. The exception is staff in a 1:1 role who have permission to sign consent while out with the young person.

- Children, young people and adults at risk, and their parents, should be given a named person to report any worries or concerns to. Contact names and phone numbers should be clearly displayed at events.
- Staff should make sure sessions start and finish on time.
- Staff are expected to promote and demonstrate fairness, trust and ethical practice, and must respect all individuals whatever their age, stage of development, ability, sex, sexual orientation or ethnicity throughout the session.
- Staff should behave and dress in a way that reflects good safeguarding practice and, ideally, be clearly recognisable as staff by our logo, uniform or badge.
- Staff must always give due regard to safety, including carrying out appropriate risk assessments before **all** sessions (see our Health and Safety Policy). They should consider the influences and risks different groups may have on each other, paying close attention to individuals' complex needs and vulnerability.
- All accidents and incidents involving staff or participants must be recorded on the organisation's accident forms immediately, or as soon as practicably possible.
- Staff and volunteers are responsible for familiarising themselves with building and facility safety, such as fire procedures and the location of emergency exits, emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected abuse to the appropriate people (see 4.3). Low-level allegations must be recorded in the usual way, as they can build a picture and form a timeline alongside any future concerns. Staff should be aware of the rise in sexual exploitation and human trafficking; the signs can be hard to spot, and staff may need help recognising them.
- Where phone or online contact is needed to carry out our work, staff should use work devices and phone numbers wherever possible so that personal details are not shared with clients. Keep all correspondence and images from work with a young person to ensure transparency, and share any concerns about communications with the Safeguarding Lead. Do not share any images taken while working with a child, young person or adult at risk unless they are appropriate for publicity and you have the permission of the parent or carer and of the person in the photo.

4.2.2 Good practice to protect against allegations of abuse

AVOID **You shouldn't**

- spend excessive time alone with children, young people or adults at risk away from others, or in personal spaces such as your home, unless the situation is appropriate and managed by more than one member of staff
- offer a lift to a child, young person or adult at risk unless you have written parent or guardian consent, or a second adult (preferably the group leader) is present.

Where these situations are unavoidable, they should happen only with the full knowledge and consent of someone in charge of the organisation and/or the person's parents or guardians.

NEVER **You must never**

- engage in rough physical activities, including horseplay
- engage in sexually provocative activities or language, face to face, online or by any other means
- allow or engage in inappropriate touching of any kind
- allow inappropriate language to go unchallenged, paying close attention to peer-on-peer abuse and the use of phones and social media
- make sexually suggestive comments about or to a child, young person or adult at risk, even in fun
- let an allegation made during a group session go unchallenged or unrecorded, including low-level allegations
- do things of a personal nature for someone that they can do for themselves
- place yourself in a situation where you are left alone with a child, young person or adult at risk; always seek help from another worker
- include any unauthorised or unchecked (DBS) person in sessions with young people.

If you do have to do things of a personal nature for a child, young person or adult at risk (such as giving support or lifts), particularly if they are very young or disabled, you must have the full consent of their parents or of the person needing help, and make sure a second adult is present. In an emergency that requires this kind of help, parents should be fully informed as soon as practicable.

4.2.3 Photography and interviews

Appropriate rules must be set for each service we provide; for example, photography is not allowed at swimming pools.

The NSPCC recommends using models or illustrations to promote an organisation's work, and advises that names should never be matched to photographs.

Formal permission must be obtained before using any image or quote of a child, young person or adult at risk. As well as child protection considerations, photographs, quotes and interviews that identify a person are personal information and are governed by data protection law (see our Data Protection Policy and Procedures).

The Pioneers Project CIC's website and social media should be managed by the staff responsible for them, or by Directors, when it comes to sharing images or communicating online. We encourage respectful use of the internet and social media in our work with children, young people and adults at risk, challenge any photos or videos taken or shared inappropriately in our sessions, and build a culture of respect in an area that is increasingly becoming a form of abuse.

4.2.4 Off-site and residential events

The Pioneers Project is not responsible for a child, young person or adult at risk while they travel to and from our events, unless agreed with us beforehand. Parents, guardians, schools or the local authority are responsible for making appropriate travel arrangements.

Children, young people and adults at risk taking part in residential events must sleep in single-sex rooms. All off-site and residential events must be managed in line with our operating procedures and policies.

4.2.5 Signs and types of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or by another child or children.

Signs that could alert staff and volunteers that a child, young person or adult at risk might be being abused include:

- unexplained bruising and injuries
- sexually explicit language and actions
- sudden changes in behaviour
- something a child has said
- a change seen over a long period, such as losing weight or becoming increasingly dirty or unkempt
- bullying others
- violence towards others.

These signs do not necessarily mean someone is being abused. Equally, there may be no signs at all; you may simply feel something is wrong. If you are worried, it is **not** your responsibility to decide whether it is abuse, but it **is** your responsibility to act on your concerns by reporting them to the appropriate person.

See Appendix two for types of abuse.

4.3 Responding to suspicions and reports of abuse

It is not the responsibility of staff or volunteers to deal with suspected abuse, but it is their responsibility to report concerns in line with this guidance. Your concern may support other incidents that have already been recorded. **Do not investigate. Do report.** If you are concerned that your line manager is involved, go to a more senior member of the team. If this is not possible, you may need to report a concern about a staff member or Director directly to one of the external organisations listed in Appendix five.

The guidance below covers different circumstances. Follow the one that fits the situation.

a) If a child, young person or adult at risk's behaviour or appearance gives reason for concern, they have an unusual physical injury, or they confide in you about abuse, you must:

1. immediately tell your line manager or a Director (or another manager or Director if yours is unavailable)
2. use the incident record form (Appendix three) to record your actions, anything the person said, anything you asked them, and your observations. This may be used as evidence later. Record only the **facts** as you know them
3. make sure the child has access to an independent adult, such as a teacher, group leader or youth worker
4. if abuse is suspected, you or the manager or Director should report your concerns directly to The Pioneers Project's Designated Safeguarding Lead or, in their absence, the Deputy Safeguarding Lead. It is their responsibility to inform the appropriate authorities.

ALWAYS **If someone tells you about abuse**

- Stay calm and make sure the person is safe and feels safe.
- Let them speak without interruption, accepting what you are told. (This is neither believing nor disbelieving what you have been told.)
- Reassure them that they are not to blame and were right to tell you. Do **not** promise to keep it a secret; explain that it is your responsibility to tell others.
- Ease feelings of guilt and isolation without passing judgement.
- Tell them you will try to offer support but will have to pass the information on.
- Make a note as soon as possible afterwards of what you and they discussed.

NEVER

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility. Consult someone else so you can protect the person and get support for yourself.

b) If an adult makes an allegation to you about another adult or about yourself, you must:

1. immediately tell your line manager or a Director (or another manager or Director if yours is unavailable)
2. record the facts as you know them and give a copy of the record to your line manager or Director
3. if abuse is suspected, you or the manager or Director should report your concerns directly to the Designated Safeguarding Lead or, in their absence, the Deputy Safeguarding Lead. It is their responsibility to inform the appropriate authorities.

c) If anyone asks you for advice about suspected or reported abuse of a child, young person or adult at risk, you must:

For general advice about child protection, just follow step 3.

1. advise them to make a note as soon as possible of the facts as they know them and, if they spoke with the person, what was discussed

2. advise them to contact their nearest Children's Social Care team with details of the concern, including a copy of their written notes
3. not give them a copy of The Pioneers Project's procedure, but you may give them details of the organisations and publications listed in section 6
4. immediately tell your line manager or a Director (or another manager or Director if yours is unavailable)
5. record the facts as you know them and give a copy of the record to the manager or Director
6. if abuse is suspected, you or the manager or Director should report your concerns directly to the Designated Safeguarding Lead or, in their absence, the Deputy Safeguarding Lead. It is their responsibility to inform the appropriate authorities.

d) If you are concerned that a child, young person or adult at risk is, or may be, subject to abuse or harm:

- make a written, dated note of your observations
- tell your line manager, a Director or the Safeguarding Lead as soon as possible. Within an appropriate timeframe, they will either make enquiries without raising the question of abuse and assess the matter, and/or make a referral to the Safeguarding Lead and/or the appropriate external authority (see "Making a referral" below).

Concerns about the behaviour of a member of staff or another person

If you are concerned that a member of staff is harming or abusing a child, young person or adult at risk, report your concerns immediately to your line manager, a Director or the Safeguarding Lead. Where appropriate, relevant HR procedures may be started and/or a referral made to an external agency.

If you suspect any other person is harming or abusing a child, young person or adult at risk, contact your line manager, a Director or the Safeguarding Lead. You can also contact Children's Services, Adult Services or the Police.

If you have urgent concerns about someone's safety and cannot contact your line manager, a Director or the Safeguarding Lead, do not hesitate to contact Children's Services, Adult Services or the Police. They will decide on the right course of action.

Making a referral

If you are concerned that a child, young person or adult at risk may be at risk, or they have told you they are being harmed, contact your line manager, a Director or the Safeguarding Lead.

They will assess the concern and decide whether it needs to be referred to an external agency or can be dealt with through the organisation's internal procedures.

Where an external referral is needed, the Safeguarding Lead will report the matter to the authorities, who will carry out their own investigation. Anonymity may not be maintained when a report is made.

4.4 Reporting flowcharts

Staff guidance: what to do if you have concerns about the safety of a child, young person or adult at risk, or about a member of staff

If you have immediate concerns that a child or adult is at risk of significant harm, contact your line manager. If you think a criminal offence has been committed, contact the Police and the Safeguarding Lead.

CONCERN ABOUT A CHILD OR ADULT

Someone tells you they are being, or have been, harmed, abused or neglected, **or** a staff member, volunteer or member of the public tells you about such a disclosure, **or** you are concerned that someone is, or may be, subject to abuse or harm.

↓

Make a written note of the information or observation, including the time, date and who was present.

↓

Tell your line manager as soon as possible.

↓

If your line manager is not available, contact a Director, the Safeguarding Lead or their deputy.

↓

Your line manager will assess the incident and/or refer it to the Safeguarding Lead.

CONCERN ABOUT A PERSON'S BEHAVIOUR

You are concerned that the behaviour of a member of staff or another person is threatening, or potentially threatening, the wellbeing of a child, young person or adult at risk.

↓

Report your concerns immediately to your line manager, a Director or the Safeguarding Lead. Where appropriate, relevant procedures may be started, which may lead to formal disciplinary action and/or a referral to an external agency.

↓

In all situations you must give an outline of your concerns in writing. If the matter is referred to external authorities, you may be asked for a formal statement for their investigation.

Safeguarding Lead reporting procedure · 1. Behaviour of a member of staff, Director, volunteer or freelancer

For example, an allegation about behaviour towards a child, young person or adult at risk.

Concerns arise about the behaviour of a member of staff, Director, freelancer or volunteer towards a child or children, young person or people, or adult(s) at risk (for example, suspicions or allegations of poor practice or possible abuse).

The person who becomes aware of the concern reports it to their line manager or a Director and the Safeguarding Lead, and completes the safeguarding incident record form. The Safeguarding Lead takes appropriate follow-up action.

The Safeguarding Lead (in consultation with external agencies, if appropriate) decides how the matter will be taken forward (for example, whether it appears to be poor practice or possible abuse) and records the action taken and agreed.

Poor practice or breach of the code of conduct

The concern is dealt with as a misconduct issue using the complaints or disciplinary procedures as appropriate (in consultation with the LADO, if appropriate).

Disciplinary investigation undertaken and hearing held.

Outcome of the disciplinary process (for example, no case to answer, advice or warning given, training or support required, other sanctions, or exclusion). Referral to the DBS considered, if appropriate.

Disciplinary appeals process.

Possible abuse or criminal offence

The Safeguarding Lead consults with or refers to Children's Services, Adult Services, the Police and the LADO, and follows this up in writing within 24 hours.

Children's Services, Adult Services and/or the Police hold a strategy meeting (which may include a representative from our organisation) and agree how the investigation will run.

Outcome of the Children's Services, Adult Services or Police investigation (for example, no further action, criminal prosecution, or an assessment of risk).

and alongside this

In consultation with the statutory agencies and the LADO, the Safeguarding Lead consults HR about starting disciplinary procedures, immediate temporary suspension (without prejudice) and notifying other organisations.

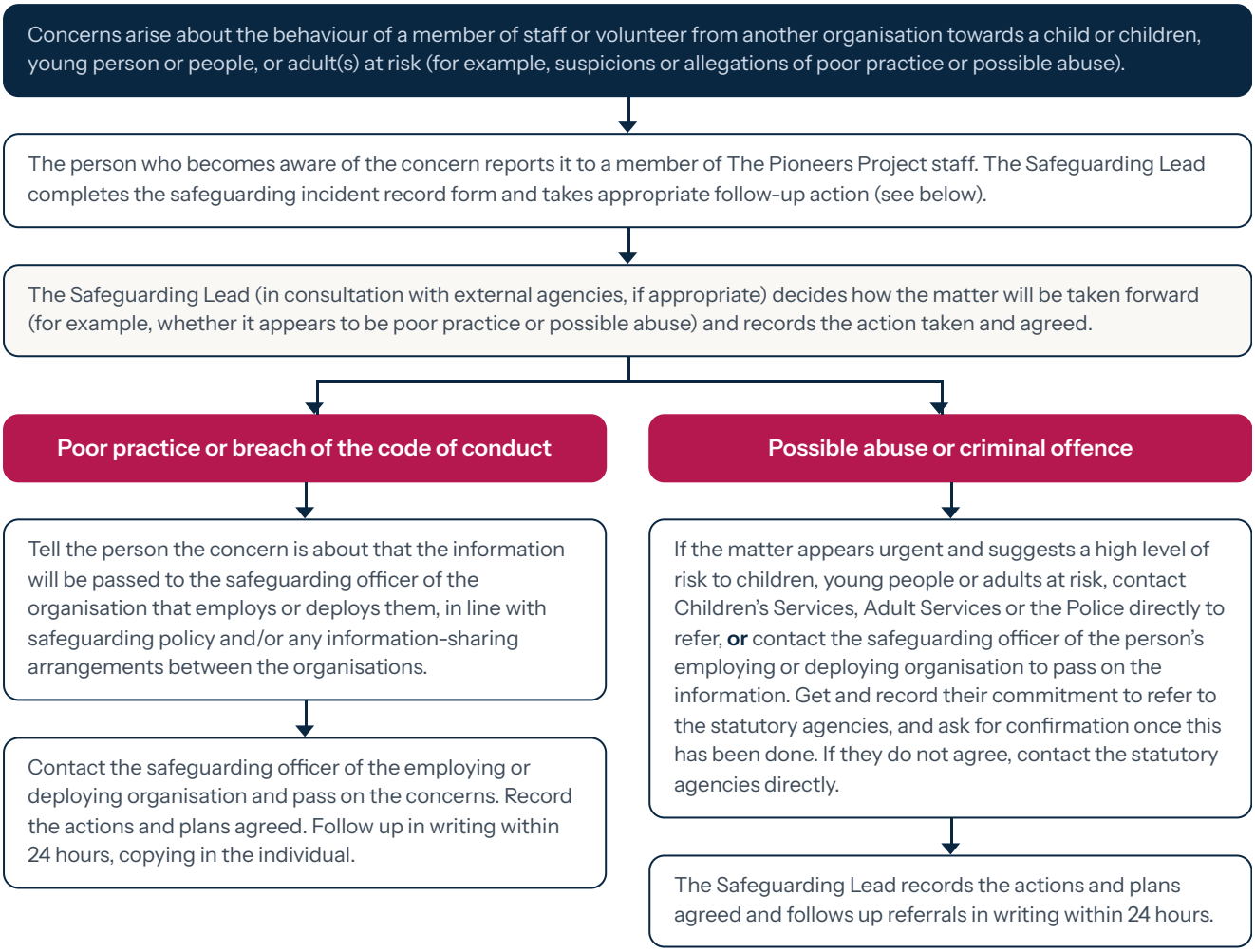
Disciplinary process started. The investigation may be delayed until the statutory agencies' processes are complete. Support from the LADO.

Full disciplinary investigation undertaken and hearing held, with outcomes and possible appeal.

LADO: Local Authority Designated Officer.

Safeguarding Lead reporting procedure · 2. Behaviour of another organisation's staff member, trustee, freelancer or volunteer

For example, an allegation about behaviour towards a child, young person or adult at risk.



5 Online safety and digital safeguarding

5.1 Overview

The Pioneers Project recognises that digital technology is part of modern life and brings both significant opportunities and risks for children, young people and adults at risk. We are committed to promoting safe and responsible use of technology in line with the Online Safety Act 2023, while keeping our community activities accessible and inclusive.

5.2 Scope of digital risks

We recognise and address the following online safety concerns:

For children and young people

- cyberbullying, online harassment and digital exclusion
- exposure to inappropriate, harmful or illegal content
- online grooming, exploitation and radicalisation
- sharing of personal information and location data
- digital self-harm and taking part in harmful online challenges
- sexting and sharing of inappropriate images
- gaming-related risks, including excessive use and in-game contact

For adults at risk

- online fraud and financial exploitation
- romance scams and catfishing
- sharing of personal or financial information
- digital isolation and exclusion from services
- inappropriate contact through social media

5.3 Our preventative approach

Staff training and awareness

- All staff receive annual training on recognising digital safeguarding risks.
- Regular updates on emerging online threats and trends.
- Training covers recognising the signs of online harm and promoting digital wellbeing.

Technology management

- Appropriate filtering and monitoring on all organisational devices.
- Regular review of privacy settings on our social media accounts.
- Secure handling and storage of digital images and participant information.

Education and engagement

- We provide age-appropriate online safety education in our programmes.
- We share resources with parents and carers to promote consistent online safety messages.
- We encourage open conversations about digital experiences and concerns.
- We promote positive digital citizenship and responsible online behaviour.

- Clear rules for staff use of personal devices during work activities.

5.4 Recognition and response

Signs of online harm may include

- sudden changes in behaviour, mood or engagement with activities
- withdrawal from family, friends or usual activities
- reluctance to use devices, or excessive or secretive device use
- receiving unexpected gifts, money or new possessions
- fear of certain people, places or online activities
- sleep disturbances or changes in eating patterns
- unexplained knowledge of adult topics or inappropriate language

Immediate response

- Treat any concern about online safety as seriously as an offline safeguarding concern.
- Follow the same reporting procedures set out in section 4.3 of this policy.
- Do not try to investigate online activity yourself.
- Keep any evidence (screenshots, messages) where it is safe to do so.
- Support the individual while keeping appropriate boundaries.

5.5 Reporting and external support

Internal reporting. Report all online safety concerns immediately to:

1. your line manager or a Director
2. The Pioneers Project's Safeguarding Lead
3. and follow the standard incident recording procedure (Appendix three).

EXTERNAL REPORTING	
Emergencies	**999 (Police)**
Child Exploitation and Online Protection (CEOP)	www.ceop.police.uk/safety-centre
Internet Watch Foundation (illegal online content)	www.iwf.org.uk
Action Fraud (online fraud and scams)	**0300 123 2040**
Revenge Porn Helpline	**0345 6000 459**
NSPCC Helpline	**0808 800 5000**

5.6 Working with families and carers

We will:

- share appropriate online safety resources and guidance
- discuss any online safety concerns sensitively and supportively
- provide information about parental controls and safety settings
- respect family values while meeting our safeguarding responsibilities
- signpost to additional support services where needed.

5.7 Social media and communication

Our social media

- All posts are reviewed before publication.
- We do not accept friend requests from service users on personal accounts.
- Professional boundaries are kept in all online interactions.
- We respond appropriately to concerning comments or messages.

Staff guidelines

- Personal social media accounts should maintain professional standards.
- Staff should not connect with service users on personal social media.
- Any concerning online behaviour by colleagues should be reported.
- Confidentiality must be maintained in all online communications.

6 Further information

For details of legislation and up-to-date information on child protection, see:

- Safeguarding children and young people (Working Together to Safeguard Children)
- Safeguarding vulnerable adults at risk
- **Social services departments and the Plymouth Safeguarding Children Partnership.** Local safeguarding partnerships have replaced local safeguarding children boards as the key inter-agency forum for child protection, made up of representatives from all the relevant statutory organisations and the voluntary sector. To make a referral, see plymouthscb.co.uk/making-a-referral.
- Keeping Children Safe in Education (KCSIE 2026)
- Every child achieving and thriving
- **NSPCC.** A registered charity established to prevent cruelty to children. Helpline for concerns about a child's welfare: 0808 800 5000. www.nspcc.org.uk
- **Children England.** A registered charity created by other charities, working towards a society where all children and young people are valued, protected and listened to, their rights are realised and families are supported. www.childrenengland.org.uk
- See Appendix five for The Pioneers Project's safeguarding contacts.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

The Counter-Extremism Strategy 2015 defines extremism as vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of our armed forces are also regarded as extremist. See The Prevent duty: practical guidance for designated safeguarding leads.

7 Supporting policies, procedures and legislation

The Pioneers Project has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people and adults at risk who come into contact with our activities. We aim to adopt the highest possible standards and take all reasonable steps in relation to their safety and welfare.

We are fully committed to safeguarding children, young people and adults at risk so that they are safe while enjoying opportunities to develop their full potential. This policy should be read alongside the following Pioneers Project policies and procedures:

- Health and Safety
- Whistleblowing
- Equal Opportunities and Dignity at Work
- Recruitment and Selection
- Bullying and Harassment
- Complaints Procedure
- Disciplinary Procedure

These documents are kept on The Pioneers Project's shared server at Bull Point Barracks, 150 Foulston Avenue, Plymouth PL5 1HN.

Relevant legislation

The following legislation has influenced the introduction and/or content of this policy:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- The Human Rights Act 1998
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012. Of particular importance, as all decisions to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.
- Keeping Children Safe in Education (KCSIE), 2026 edition
- UK Council for Internet Safety (UKCIS) guidance, 2020
- Online Safety Act 2023. Protects users from harmful content online, with specific duties for service providers to protect children from harmful and illegal content.

8 Review

This policy and its procedures will be reviewed and updated to reflect any changes in legislation that require The Pioneers Project to amend them. As a minimum, it will be reviewed every year.

APPENDIX ONE

Information and parental consent form

This form is an example of our secure online system.

This consent form asks for agreement for the named individual to take part in our programme or activity, and makes sure we have the information needed for them to take part. We only ask for essential information, and we will always protect personal information in line with data protection law.

If you are 18 or over, you can complete and sign this form yourself. If you are under 18, you must complete and sign this form and have it countersigned by your parent or guardian.

You, or your child (for under-18s), wish to take part in The Pioneers Project's _____ event from _____ to _____. Please complete and sign the consent, medical and photograph and media consent sections in full and return them to us as soon as possible. If you have any questions, please contact _____ at _____.

Young person's details — SECTION 1

Full name	**Date of birth**
Home address	
Contact telephone number	
Name(s) of parent or guardian	

	First emergency contact	Second emergency contact
Name		
Relationship to young person		
First contact number		
Second contact number		

Medical and support information — SECTION 2

Date of last tetanus injection, if known	
Do you or your child (for under-18s) have any access or communication needs? ☐ **Yes** ☐ **No** If yes, please tell us what we need to do to make sure these needs are met.	

Do you or your child (for under-18s) have any known health needs? For example diabetes, asthma, epilepsy or allergies. ☐ **Yes** ☐ **No** If yes, please complete the next two questions.

Current medication	
Name	
Dose	**Frequency**

Do you need The Pioneers Project to provide additional support to keep you or your child well? Please give as much information as possible.
Please use this space for any other medical or support information.
Please note any dietary requirements, including allergies.

Consent statement

SECTION 3

I agree to participation and confirm that I have read and understood all the details in this form, and that the medical details given are complete and accurate.

I understand that while I / my child (for under-18s) is taking part in the programme or activity, they will be subject to its general code of behaviour and will be required to follow the instructions and advice of The Pioneers Project staff and accompanying adults. If I / my child is not keeping to the code of conduct, participation may be ended. I understand that in this case The Pioneers Project will not be responsible for travel arrangements for me / my child.

I understand that The Pioneers Project will do everything in its control to protect personal possessions but cannot be held liable for any loss or damage. Personal insurance is recommended.

In the event of an accident or illness, I understand that every effort will be made to contact the emergency contacts I have given but, if this is not possible, I authorise the project leader to consent to any lifesaving medical treatment from a qualified medical practitioner which, in their opinion, may be necessary for me / my child during the programme or activity.

I understand that The Pioneers Project researchers will have access to the information in this form (namely name, age, gender, ethnicity, postcode and barriers) for statistical purposes, and will keep this information confidential and anonymise data where practical.	☐ Yes ☐ No
Photograph and media consent I give The Pioneers Project permission to record the image and/or voice and/or words of myself (the young person named above) / my child, and grant The Pioneers Project all rights to add the still or moving images and any accompanying words to The Pioneers Project's library and to use them in any medium for its educational, promotional or other work that supports the mission of the organisation.	☐ Yes ☐ No

Equality monitoring (optional) SECTION 4

Gender

I define my gender as: _____ ☐ *Prefer not to say*

Ethnic origin · please tick

Asian or Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi
☐ Any other Asian background

Black or Black British

☐ Caribbean ☐ African ☐ Any other Black background

Chinese or other ethnic group

☐ Chinese ☐ Other _____

Mixed

☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian
☐ Any other Mixed background

White

☐ British ☐ Irish ☐ Any other White background

☐ *Prefer not to say*

Religion or belief · please tick

☐ No religion ☐ Atheist ☐ Buddhist
☐ Christian ☐ Hindu ☐ Jewish
☐ Muslim ☐ Sikh ☐ *Prefer not to say*
☐ Other _____

Sexual orientation · please tick

- ☐ Bisexual
- ☐ Gay man
- ☐ Gay woman / lesbian
- ☐ Heterosexual / straight
- ☐ *Prefer not to say*
- ☐ Other _____

Disability · please tick

Do you consider yourself to have a disability? ☐ Yes ☐ No

If you wish, please state your disability here: _____

Are any special arrangements needed that are not mentioned above? _____

Are any of these day-to-day activities affected by your disability?

- ☐ Eyesight
- ☐ Hearing
- ☐ Speech
- ☐ Learning, understanding or memory
- ☐ Other _____
- ☐ Mobility
- ☐ Manual dexterity
- ☐ Physical coordination
- ☐ Lifting, carrying or moving everyday objects
- ☐ *Prefer not to say*

Data protection statement

SECTION 5

The information you give on this form will be used in line with data protection law for the following purposes: to let The Pioneers Project create an electronic and paper record of the person named above; to allow them to take part in The Pioneers Project programme; and to make sure the organisation has the emergency and medical information needed for them to take part safely. We will safeguard personal details and will not share them with any other individuals or organisations for any purpose outside the programme unless explicit consent has been given. Where consent is given, the information may also be used to provide statistical data to help monitor provision and areas of need and to support future resources. The information will be kept securely and for no longer than necessary.

I confirm that I have read and understood all the details in this form and that the information I have given is complete and accurate.

Signature · young person _____ **Date** _____

Signature · parent or guardian _____ **Date** _____

APPENDIX TWO

Types of abuse

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or, more rarely, by others (for example, via the internet). They may be abused by an adult or adults, or by another child or children.

Physical abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

Emotional abuse

The persistent emotional maltreatment of a child, young person or adult at risk that causes severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations, including interactions beyond their developmental capability, overprotection and limiting exploration and learning, or preventing them from taking part in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying that causes them frequently to feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment, though it may also occur alone.

Sexual abuse and sexual exploitation

Forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether or not it is for money or reward. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving them in seeing, receiving or sending sexually suggestive emails or messages, inappropriate behaviour on the internet, looking at or being involved in the production of pornographic material, watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect

The persistent failure to meet a child, young person or adult at risk's basic physical and/or psychological needs, likely to result in serious impairment of their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect them from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, their basic emotional needs.

Discriminatory abuse

Including racial or sexual harassment, and abusive treatment based on a child, young person or adult at risk's disability.

Abuse of disabled children

Disabled children are at increased risk of abuse, and those with multiple disabilities are at even greater risk of both abuse and neglect. Parents of disabled children may experience multiple stresses. This group may be particularly vulnerable to abuse for reasons including:

- having fewer social contacts than other children, young people or adults at risk
- receiving intimate personal care from a larger number of carers
- having an impaired capacity to understand that what they are experiencing is abuse, or to challenge the abuser
- having communication difficulties that make it hard to tell people what is happening
- being reluctant to complain for fear of losing services
- being particularly vulnerable to bullying or intimidation
- being more vulnerable to abuse by peers than other children, young people or adults at risk.

Financial abuse

Includes theft, fraud, internet scams and coercion in relationships over financial affairs. It also covers wills, inheritance and financial transactions, and the misappropriation of a person's property, possessions and benefits without their consent, will or knowledge.

Cuckooing

When someone's home is taken over for any of the following: using the property to deal, store or take drugs; using it for sex work; taking it over as a place to live; or taking it over to financially abuse the tenant.

Disability

Defined as a major physical impairment, severe illness and/or a moderate to severe learning difficulty, or an ongoing high level of dependency on others for personal care and meeting other basic needs.

Bullying

Deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms, but the three main types are physical (for example hitting, kicking, theft), verbal (for example racist or homophobic remarks, threats, name-calling) and emotional (for example isolating someone from the activities and social acceptance of their peer group). New technologies are increasingly used as a tool for bullying, and such incidents should be taken seriously.

Self-harming behaviour

Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. Self-harming behaviour may itself impair their health or development and, in some circumstances, present significant harm or the risk of significant harm. It may also arise alongside eating disorders and/or drug misuse.

Female genital mutilation (FGM)

A collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. It is typically performed on girls aged 4 to 13 but may be performed on newborn babies or young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003, as amended by the Serious Crime Act 2015). It is an offence to arrange, procure, aid or abet FGM, and parents or carers may be liable. It is also an offence to allow the procedure to be carried out in another country. Where agencies become aware that a girl is at risk of FGM, a referral should be made to Children's Social Care.

Forced marriage

A marriage conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and can leave children, young people or adults at risk vulnerable to physical abuse. Where there are concerns that someone is at imminent risk of forced marriage, urgent referrals should be made to Children's or Adults' Social Care.

Where a child, young person or adult at risk is in danger of forced marriage, an initial discussion with a parent, carer or other community member may significantly increase the level of risk to them.

Internet harm

Sexual exploitation (see above) also includes non-contact activities, such as involving children, young people or adults at risk in seeing, receiving or sending sexually suggestive emails or messages, inappropriate behaviour on the internet, looking at or being involved in the production of pornographic material, watching sexual activities, or encouraging them to behave in sexually inappropriate ways. It also includes obtaining images or videos of someone without their permission and using or sharing them.

Trafficking

Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and for all kinds of exploitation. Trafficking is a form of abuse and needs an appropriate safeguarding response. Anyone in these groups who is recruited, transported, transferred, harboured or received for exploitative reasons is considered a victim of trafficking, whether or not they have been forced or deceived, because it is not considered possible for them to give informed consent in this situation. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important that they are protected too.

They may be trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and criminal activity such as pickpocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse as a means of coercing and controlling them. Trafficking is carried out by individual adults and by organised crime groups.

Consensual sexual activity involving a young person under 18 is not necessarily abusive, but it may be. A child or young person's ability to consent can be impaired by a lack of freedom, capacity or choice: for example because of an age or power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust over the other (such as a teacher); where one person is vulnerable because of disability or capacity; or where the child or young person is in someone else's care away from home. Under the Sexual Offences Act 2003, no child aged 12 or under can consent to any sexual activity.

Upskirting

Secretly filming or photographing under a person's clothing without their permission to view intimate body parts.

APPENDIX THREE

Child protection incident record form

Whenever a child or adult makes a disclosure or an allegation, or there are concerns about the welfare and safety of a child or adult at risk, the following standards will be applied to record keeping.

1. When a disclosure or allegation is made in person, notes will be taken during the conversation wherever possible and practical.
2. Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards, and always before the end of the day, using the form below.
3. The person making the disclosure or allegation will be told at the time that a written record will be made, and why recording the information is important.
4. The person making the disclosure will be told that they can have access to the record made about their own information.
5. The context and background leading to the disclosure will be recorded.
6. As much information as possible will be recorded, and fact, hearsay and opinion will be clearly distinguished. Assumptions and speculation will be avoided.
7. For every method used to make a disclosure or allegation, the time, date, location, format of the information (for example letter, phone call or direct contact) and the people present will be recorded.
8. Records will be signed and dated by the person receiving the information.
9. A log of the incident will be kept, normally by the Safeguarding Lead, who will usually be responsible for managing safeguarding incidents.
10. The log will include full details of any referrals to the local authority.
11. All original records, including rough notes, will be given to the Safeguarding Lead as soon as practical.
12. All records will be kept confidential and secure, and shared only to safeguard a child, young person or adult at risk, in line with information-sharing protocols and data protection law.

Send a copy of this report to The Pioneers Project Safeguarding Lead. It may also be appropriate to keep details of any actions, meetings or decisions in the incident log for future reference.

Please keep this confidential on a need-to-know basis. Do not discuss this incident with anyone other than your manager or those who need to know. If you are unsure, ask your manager for advice.

The personal information recorded above is governed by data protection law and must only be processed in a way that complies with it.

Incident record form

IN STRICTEST CONFIDENCE WHEN COMPLETED

Your name	**Your position**
Child's name	**Child's address**
Child's date of birth	**Parents' or carers' names and addresses**
Leader's name and address (if different from above)	**Date and time of incident**
Your observations	
Record of exactly what the child, young person or adult at risk said and what you said Remember: do not lead the person. Record the actual details. Continue on separate sheets if necessary.	
Type of concern ☐ Physical ☐ Emotional ☐ Neglect ☐ Sexual ☐ Financial ☐ Inappropriate ☐ Historical	

Does this indicate that the person who is the subject of the concern or allegation has:		
behaved in a way that has harmed, or may have harmed, a child or adult at risk	☐ Yes	☐ No
possibly committed a criminal offence against or related to a child or adult at risk	☐ Yes	☐ No
behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk	☐ Yes	☐ No
behaved in a way that may compromise The Pioneers Project's reputation for safeguarding the young and the vulnerable	☐ Yes	☐ No

Subject of concern or allegation	
Name	
Position	
Date of birth	**Telephone**
Address	**Postcode**
Other	

Any previous concern
Action taken so far

External agencies contacted (where time allows, contact The Pioneers Project Safeguarding Lead for advice)				
	Name	**Date / time**	**Name**	**Date / time**
Police				
Local Authority Designated Officer				
Social Services				
Health Services				
Probation Services				
Education				
Other				

Details of advice given
The Pioneers Project senior management contacted Name(s), contact number and details of advice received
Safeguarding Lead informed? ☐ Yes ☐ No **Date and time** _____
Have the parents been told that contact will be made with Children's Social Care? ☐ Yes ☐ No Parents should be told unless doing so could put the child at risk of further harm. If you are unsure, ask the Safeguarding Lead for advice.

Signature _____ **Print name** _____ **Date** _____

IN STRICTEST CONFIDENCE WHEN COMPLETED

APPENDIX FOUR

Child protection: a code of good practice

It is the policy of The Pioneers Project to safeguard the welfare of all young people using our services by protecting them from neglect and from physical, sexual and emotional harm.

This is essential information for all staff, Directors and volunteers (aged 18 and over) involved in the work of The Pioneers Project. Please keep it with you. You can get more details of our policies from the Safeguarding Lead.

What happens if…?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is **your duty** to report the concern.

If a young person tells you about abuse by someone else

1. Let the young person speak without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, without passing judgement.
3. Explain that you will try to offer support but must pass the information on.
4. Immediately tell your line manager or the Safeguarding Lead.
5. Write careful notes of what was said, using their actual words wherever possible.
6. Sign and date your notes and pass them to the Safeguarding Lead.
7. Make sure no situation arises that could cause further concern, and always tell your line manager and the Safeguarding Lead what action you have taken.

If you have a concern about a young person's safety and wellbeing

1. Immediately tell your line manager or the Safeguarding Lead.
2. Write careful notes of what you saw, heard or were told.
3. Sign and date your notes and pass them to the Safeguarding Lead.
4. Make sure no situation arises that could cause further concern.

If you receive a complaint or allegation about any adult or about yourself

1. Immediately tell your line manager or the Safeguarding Lead.
2. Write careful notes of what you saw, heard or were told.
3. Sign and date your notes and pass them to the Safeguarding Lead.
4. Try to make sure no one is placed in a position that could cause further compromise.

Any adult associated with The Pioneers Project has the right to report concerns or suspicions about another adult or young person in confidence and free from harassment.

You must refer. You must not investigate. If you are in any doubt about policy or procedure, contact the Safeguarding Lead.

Code of behaviour

DO put this code into practice at all times

DO treat everyone with dignity and respect

DO set an example you would wish others to follow

DO treat all young people equally and show no favouritism

DO plan activities that involve more than one other person being present, or that are at least within sight and hearing of others

DO follow the recommended adult to young people ratios for meetings and activities

DO respect a young person's right to personal privacy

DO avoid unacceptable situations within a relationship of trust, such as a sexual relationship with a young person over the age of consent

DO have separate sleeping accommodation for young people, adults and young leaders working with a younger group

DO allow young people to talk about any concerns they may have

DO encourage others to challenge any attitudes or behaviours they do not like

DO avoid being drawn into inappropriate attention-seeking behaviour, such as tantrums and crushes

DO keep to a no-alcohol policy for adults and young people when young people are in your care

DO make everyone aware of The Pioneers Project's child protection procedures: young people, parents and carers, young leaders and other helpers

DO remember this code even at sensitive moments, such as when responding to bullying, bereavement or abuse

DO keep other staff informed of where you are and what you are doing

DO remember someone else might misinterpret your actions, however well-intentioned

DO take any allegations or concerns of abuse seriously and refer them immediately

DON'T trivialise abuse or dismiss it as banter

DON'T form a relationship with a young person or adult at risk that is an abuse of trust

DON'T permit abusive peer activities, such as initiation ceremonies or bullying

DON'T engage in inappropriate behaviour or contact, whether physical, verbal or sexual

DON'T play physical contact games with young people

DON'T make suggestive remarks or threats to a young person, even in fun

DON'T use inappropriate language in writing, by phone, by email or online

DON'T let allegations, suspicions or concerns about abuse go unreported

DON'T rely on your good name alone to protect you

APPENDIX FIVE

Safeguarding contacts

All concerns should be reported to The Pioneers Project's Designated Safeguarding Lead.

THE PIONEERS PROJECT	
Designated Safeguarding Lead	**April Howell** april@thepioneersproject.co.uk
Deputy Safeguarding Lead	**Lisa Dawson**
POLICE	
In an emergency always dial	**999**
Police non-emergency, including the Central Referral Unit	**101**
IF YOU'RE WORRIED ABOUT A CHILD OR YOUNG PERSON	
NSPCC: report a concern	**0808 800 5000** help@nspcc.org.uk
Childline (if you are under 18)	**0800 1111**
Plymouth Safeguarding Children Partnership: make a referral	plymouthscb.co.uk/making-a-referral
LOCAL AUTHORITY ADULT SERVICES	
Plymouth Safeguarding Adults Board Contact your local authority to report concerns about an adult at risk	**01752 668000**

Running an event outside Plymouth? Staff delivering events must identify the local services for that area before the event.

DOCUMENT CONTROL

Document control

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September 2025	Online Safety and Digital Safeguarding section added
February 2026	Version 3 approved by the Board of Directors
November 2026	Version 3.1: moved to new Pioneers Project branding; safeguarding roles and contacts updated; reporting flowcharts redrawn; wording tidied with no change to procedures. Updated to KCSIE 2026, current Prevent guidance and Every child achieving and thriving; Plymouth Safeguarding Children Partnership referral link added

Related documents

Health and Safety · Whistleblowing · Equal Opportunities and Dignity at Work · Recruitment and Selection · Bullying and Harassment · Complaints Procedure · Disciplinary Procedure · Data Protection Policy and Procedures