



Safeguarding, Health & Safety, Behaviour and Operational Policy

Adoption Statement

It Mindful CIC believes that the welfare, safety and protection of children, young people and adults is of paramount importance. Everyone has the right to participate in creative workshops, holiday clubs and enrichment activities without risk of harm.

This policy sets out how Making It Mindful CIC (MIM) fulfils its legal and moral responsibilities to safeguard all participants and maintain safe, inclusive environments.

Introduction

This policy applies to all directors, staff, volunteers, contractors and partner organisations working with or on behalf of Making It Mindful CIC.

All personnel must follow the procedures outlined in this document. Any disciplinary matters will be managed in accordance with MIM's Code of Conduct and Disciplinary Procedures.

This combined policy includes:

- Safeguarding (children and adults)
- Reporting procedures
- Legal framework
- Safer recruitment
- Code of conduct
- Behaviour management
- Equal opportunities
- Complaints
- Positive Management Policy
- Health and safety
- Version control

MIM Duty of Care

Every child, young person and adult involved in MIM activities has the right to a safe, enjoyable environment.

While statutory agencies determine whether abuse has occurred, everyone at MIM is responsible for recognising concerns, reporting them promptly and supporting the protection of vulnerable individuals

Key Principles

MIM recognises that:

- The welfare of every child is the primary consideration in all decisions and actions.
- All individuals have the right to protection from abuse regardless of age, gender, disability, culture, language, race, religion or sexual identity.
- It is the responsibility of statutory agencies to determine whether abuse has taken place, but it is everyone's responsibility to report concerns.
- All concerns, allegations or suspicions must be taken seriously and responded to swiftly and appropriately.

Types of Harm and Indicators

Category of Harm	Examples	Key Indicators / Signs
Physical Abuse	Hitting, shaking, burning	Unexplained injuries, flinching, covering up
Emotional Abuse	Humiliation, intimidation	Low self-esteem, anxiety, withdrawal
Sexual Abuse	Sexual activity, grooming	Sexualised behaviour, STIs, secrecy
Neglect	Lack of food, supervision	Poor hygiene, hunger, absences
Online Harms	Cyberbullying, exploitation	Distress after device use, secrecy
Child Criminal Exploitation (CCE) / County Lines	Drug running, gangs	Missing episodes, gifts, older peers
Child Sexual Exploitation (CSE)	Sexual exploitation	Older partner, substance misuse
Grooming	Manipulation, isolation	Gifts, secrecy, special attention

Domestic Abuse	Violence, coercive control	Fearfulness, injuries, avoidance
Bullying	Harassment, intimidation	Damaged belongings, withdrawal
Adult Physical Abuse	Assault, restraint	Injuries, fear of carers
Adult Emotional Abuse	Threats, coercion	Confusion, low mood
Adult Sexual Abuse	Exploitation	STIs, fear, inappropriate relationships
Financial Abuse	Theft, fraud	Missing money, unusual transactions
Adult Neglect	Withholding care	Malnutrition, poor hygiene
Self-Neglect	Hoarding, refusal of care	Unsafe living conditions
Discriminatory Abuse	Harassment	Withdrawal, distress
Organisational Abuse	Poor practice	Lack of choice, repeated complaints

For further guidance please see the links below.

[Types of Child Abuse & How to Prevent Them | NSPCC](#)

[Helping Children Deal with Bullying & Cyberbullying | NSPCC](#)

[Child Sexual Exploitation & How to Keep Your Child Safe | NSPCC](#)

[Neglect is also Child Abuse: Know All About It | NSPCC](#)

Safeguarding Reporting Procedure – Flow Table

1. Initial Check

Is the child in immediate danger or injured?

→ Yes: **Contact emergency services**

→ No: Continue to Step 2

2. Report the Concern

Report the concern to the safeguarding lead of the event.

3. Safeguarding Lead Consultation

The safeguarding lead will consult with:

- Management
- Social Care
- Police

- NSPCC
to determine further action.

4. Decision Point

Is this a low-level concern or possible abuse/offence?

LOW-LEVEL CONCERN PATHWAY

Actions

- Deal with the concern using complaints or disciplinary procedures
- Document actions taken and agreed
- Record who will inform parents/guardians
- Consider what support might be necessary for the referrer or others involved

Possible Outcomes

- No case to answer
- Advice or warning
- Training or support required
- Exclusion

If disciplinary action is required → Seek LADO advice

POSSIBLE ABUSE / OFFENCE PATHWAY

Actions

- Make a referral to Children's Social Care, LADO, or Police within 24 hours
- Document actions taken and agreed
- Record who will inform parents/guardians (if safe and appropriate)
- Consider what support might be necessary for the referrer or others involved

Reporting Process and Key Contacts

Primary contacts for managing & reporting concerns & ensuring procedures are followed within the organisation.

Designated Safeguarding Lead Milli walker

Contact Number 07729 324640

Email milli@makingitmindful.co.uk

Deputy Designated Safeguarding Lead Teri Walker

Contact number 07809 113577

Email teri@makingitmindful.co.uk

Local Authority Children's Care

[Report a concern about a child: When to report a concern | Essex County Council](#)

Out of Hours and Bank Holidays 0345 606 1212

Childline

[Childline | Free counselling service for kids and young people | Childline](#)

0800 1111

LADO Contact

[Local Authority Designated Officer \(LADO\) | Essex County Council](#)

Contact 03330139797

Adult Safeguarding Contact

[Report a concern about an adult | Essex County Council](#)

Essex Police non-emergency

[Home | Essex Police](#)

Contact 101

NSPCC Helpline

[Contact us | NSPCC](#)

Contact 0808 800 5000

Summary of MIM Responsibilities

Accepting its responsibilities for ensuring the safety and protection of young people, MIM will:

- Promote a consistent approach to safeguarding in all MIM workshops / holiday club's organisations, employees / volunteers, parents / carers, and children / young people.
- Act as an advocate for good safeguarding practice and promote the adoption of the guidance within this document, or similar, across the wider Partnership.
- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse.
- Respect and promote the rights, wishes and feelings of children and young people.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against allegations.
- Require employees / volunteers to adopt and abide by this Safeguarding Policy and Good Practice Guidelines (at induction)
- Require employees / volunteers to adopt and abide by MIM Code of Conduct (at induction)
- Respond to allegations appropriately and implement the appropriate disciplinary and appeals procedures.
- Ensure that its partnership, funding, or commissioning criteria reference the requirement to address safeguarding within the relevant organisation(s)
- Monitor and evaluate the policy, in response to any changes in the role of the Partnership or in relevant legislation or following a significant incident.

The Legal Framework

This section of the Policy outlines the main laws, which aim to protect children from harm and that everyone who works with children needs to be made aware of. It is important to understand the laws and legislation that sit behind the safeguarding decisions we make, and vital to keep up to date with any changes in legislation.

[The Children Act 1989 guidance and regulations](#)

[Working together to safeguard children 2023: statutory guidance](#)

[Statutory Guidance - Working Together Guidance](#)

[Legislation and statutory guidance | CPSU](#)

[Keeping children safe in education 2025](#)

[Care Act factsheets - GOV.UK](#)

[Sexual Offences Act 2003](#)

[Domestic Abuse Statutory Guidance](#)

[Protection of Children Act 1999](#)

[Safeguarding Vulnerable Groups Act 2006](#)

Adult Safeguarding Policy

Purpose

Making it Mindful CIC is committed to safeguarding adults at risk of abuse or neglect. This policy outlines our responsibilities under the Care Act 2014 and sets out how we prevent, identify, and respond to safeguarding concerns.

Scope

This policy applies to all directors, staff, volunteers, contractors, and partners involved in any Making it Mindful CIC activity or programme.

3. Definition of an Adult at Risk. An adult at risk is any person aged 18 or over who:

- Has care and support needs (whether or not these are being met)
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves because of those needs

Types of Abuse

Abuse may include physical, emotional, sexual, financial, organisational, discriminatory, domestic abuse, neglect, self-neglect, modern slavery, and online abuse.

Safeguarding Principles (Care Act 2014)

We work in line with the six statutory principles:

- Empowerment – supporting choice and control
- Prevention – acting early to reduce risk
- Proportionality – least intrusive, appropriate response
- Protection – support for those in need

- Accountability – transparency in safeguarding practice

Mental Capacity & Consent

We follow the Mental Capacity Act 2005. Adults are presumed to have capacity unless assessed otherwise. Where possible, consent is sought before sharing information, unless doing so places the adult or others at further risk.

Reporting Concerns

All staff and volunteers must:

- Report any concern, disclosure, or allegation immediately to the Designated Safeguarding Lead (DSL)
- Record factual information clearly and promptly
- Never promise confidentiality

If an adult is in immediate danger, emergency services must be contacted without delay.

Responding to Concerns

The DSL will:

- Assess the information and level of risk
- Decide whether to make a referral to the Local Authority under Section 42 (Safeguarding Adults Enquiry)
- Liaise with safeguarding partners and follow local multi-agency procedures
- Ensure appropriate support for the adult involved

[Care Act 2014](#)

Recruitment and Selection

Applications and Interviews

Open recruitment will be carried out for all posts in accordance with MIM

Induction and Screening of teachers

All teachers and assistance employed by MIM are put through a rigorous screening and induction programme, which focuses on the individual to sign to say they agree to abide by the “MIM code of conduct”.

Disclosure & Barring Service (DBS) Checks

All staff members require a DBS. If the DBS check discloses any information about previous convictions, offences etc., these will need to be assessed, and a decision made about that person’s suitability to fulfil the specific role they are being recruited for.

Data Protection and Confidentiality – DBS Disclosures

Any information from the DBS will be stored, handled, used, retained and disposed of by DBS to comply with the DBS Code of Practice and the Data Protection Act 1998.

One-off Events

MIM recognises that when using volunteers to assist with events on a one-off basis, AS A MINIMUM all individuals must sign a satisfactory Self Disclosure form, and their duties must be restricted to accompanied access to children, under the supervision of

another individual who has already undergone screening, including an Enhanced DBS check.

Other MIM Employees

If the Job Profile of any other members of staff requires them to work with / have responsibility for children and / or young people, or to line manage those with these roles, then they will be subject to the relevant screening checks prior to employment.

Protecting Children

Good Practice Guidelines

All personnel in creative workshop sessions should be encouraged to demonstrate exemplary behaviour to promote the welfare of children and reduce the likelihood of allegations being made.

Code of Conduct

MIM employees / volunteers are required to sign up to the “MIM Code of Conduct” (Appendix A) as part of the induction process. The Code encourages the following four principles:

- **Rights:** Employees / volunteers must respect and champion the rights of every individual to participate in creative workshops.
- **Relationships:** Employees / volunteers must develop a relationship with participants (and others) based on openness, honesty, mutual trust, and respect.
- **Responsibilities (Personal Standards):** Employees / volunteers must demonstrate proper personal behaviour and conduct at all times.
- **Responsibilities (Professional Standards):** To maximise benefits and minimise the risks to participants, employees / volunteers must attain an elevated level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice

Guidelines for use of Photographic / Filming Equipment at MIM Events/Activities

Parental consent will be requested on all Partnership event/activity registration forms concerning photography and any subsequent use for publicity / promotion will not include details of individuals.

Behaviour management

Action if Bullying is Suspected

Specific action is provided within the main policy to support employees / volunteers to resolve the problem and help the victim and prevent bullying where it is suspected to be by children. However, if the bullying incident is severe in nature, or if the bully is an adult, the matter should be reported immediately by following the procedures set out in Section 9.

Raising Awareness of Potential Vulnerability

The MIM Safeguarding Policy is inclusive, and the same actions should be taken regardless of the needs and background of the child. MIM recognises however that

some children are disadvantaged by their experiences and are required to highlight the following:

- Children with Disabilities
- Children from Minority Ethnic Groups
- Young People Who Take on Leadership Roles

Sharing Concerns with Parents

MIM is committed to working in partnership with parents / carers in all aspects of a child's welfare. Therefore, if an individual has concerns about a child, it is important to discuss these concerns with their parent or carer in the first instance, but only if appropriate. This may help the case, report your concerns following the procedures previously outlined and Children's Services Social Care will advise the MIM Lead Child Protection Officer whether to contact the parents / carers.

Equal Opportunities Policy

Making It Mindful Equal Opportunities Policy is in place to encourage awareness of the individual's rights and needs and to ensure the provision of services reflects diversity.

MIM takes great care to treat everyone as a person in their own right and is committed to the inclusion of Equal Opportunity provision in all areas of service delivery. Discrimination on the grounds of sex, race, religion, colour, creed, sexual orientation, marital status, ethnic origin or political belief will not be tolerated and each parent, child, visitor or employee will be treated with equal rights.

Complaints policy

We aim to work in close partnership with all parents and carers, to ensure we meet the needs of all children. We believe that children, parents, staff and visitors should all be treated with equal respect.

We welcome all suggestions on how to improve our setting and will ensure all concerns, suggestions or complaints regarding our staff or care the children are receiving are promptly addressed.

We aim to resolve any complaint to a satisfactory level for all involved. All complaints are taken seriously and investigated. We aim to provide the complainant with a written account of our findings and of any action taken as a result within 28 days from the date the complaint was received. All complaints must be put in writing or email.

To ensure all complaints are met to a satisfactory level the following stages will be followed:

We hope that most complaints are resolved informally at Stage 1.

Stage 1

Parents who have concerns about an aspect of the setting may discuss issues, worries and anxieties with the nominated person (Milli Walker) or the Lead Event worker at any time.

This may require an appointment due to work constraints. However, this meeting will be

arranged as soon as possible.

If issues are related to a member of staff the nominated person will have an informal meeting with the staff member/s involved. If this does not achieve a satisfactory outcome, or if the issue recurs, stage 2 will be implemented.

Stage 2

A meeting will be set up between the nominated person, the complainant and staff member/s involved. The complainant and staff member may bring a representative of their choice with them for support if required. A written record of the discussion will be made, and all parties present at the meeting will be requested to read and sign the record and each person will receive a copy. This record will include time scales that must be implemented, for a satisfactory outcome.

Stage 3

If at the stage 2 meeting the parent and manager cannot reach an agreement, a further investigation will be carried out. Once the investigation has been carried out, a final meeting between the complainant and the manager will be held. The purpose of this final meeting is to reach a final decision on the action to be taken to resolve the complaint. A record of this meeting, including the decision on the action to be taken, will be made. All parties present will be requested to read and sign the record, and they will each receive a copy. This signed record signifies that the procedure has concluded.

Positive Management Policy

MIM operates a positive behaviour management system and work hard to ensure the children understand what kind of behaviour is acceptable in our workshops and what the consequences of different types of behaviour might be.

We understand it is our duty to ensure the safety of all students in our care.

We like to give lots of praise and install confidence in children in our workshops. We encourage staff and students to give lots of praise to each other where it is due to make students feel good about themselves and confident in their work.

Children learn by example. We aim to provide children with a positive image of good relations between adults who work in MIM, and between adults and children. All adults who work at MIM have a responsibility for behaviour. They need, wherever possible, to support our “no shouting and no intimidation” culture and ensure that they treat students with respect and kindness.

We encourage our staff to - Be aware of yourself

When dealing with disruptive incidents, consider the following:

Your position in class

Your proximity to disruptive children

Your facial expression

Your tone of voice

Your posture

Your choice of words

The use of eye contact

Two positives before a negative - This can apply to individuals as well as to classes. Before making a suggestion about a student work or behaviour, we aim to have made two positive contacts with them beforehand. Within the class, aim to appreciate two children before criticising one. The lesson children will learn is that they are more likely to get attention when they behave or work well, than when they behave badly.

Public praise and private criticism

Public acknowledgement of good behaviour can be very powerful in a positive way. Usually, criticism should be as private as possible; lowering a child's self-esteem is likely to increase misbehaviour, if not now, later.

Acknowledge feelings

Children often misbehave because they feel upset. One reason for this can be to attract adult attention to their bad feelings in the hope that they will get some help with them. We advise staff to acknowledge the child's feelings which can pre-empt them resorting to other ways to get their attention.

Give them a choice

We give the children a choice as often as possible. This can be as simple as deciding which piece of work they want to do first. Being given choices increases a child's sense of freedom, which in turn contributes to the development of their self-esteem. We do not treat children like they are at school during our workshops. We treat them as young professionals and like to encourage their independence.

We also abide with The LBWF Positive behaviour policy and display this at all of our Family Sessions.

If a student does not comply with the Golden Rules:

1. They will be reminded by a member of staff the Golden Rules and given a chance of changing their behaviour.
2. If they continue to not comply with the Golden Rules a student can be given a warning by any member of staff.
3. If a student receives two warnings parents will be contacted. Together parents, student and the members of staff will agree a way to enable the student to comply with the Golden Rules – thus ensuring their and the group's safety.

If a student receives a third warning:

- parents/carers may be contacted and asked to immediately collect the student

- activity providers may refuse to allow the student to attend further sessions
- under the supervision of a member of staff the student may be separated from the rest of the group and not be allowed to join in with the activity taking place.

Appendix 1

Golden Rules

Everyone should be encouraged to care for themselves, others and the environment.

This should include:

- using appropriate language and behaviour
- being quiet and listening at appropriate times
- respecting the building and grounds
- being polite and kind to other people.

Everyone has a responsibility to contribute to a positive, enjoyable and safe learning environment for all.

This should include:

- helping other people
- listening to and following instructions
- looking after equipment and using it appropriately
- sensible and safe movement around the premises.

Everyone has a right to learn in a safe, inclusive and fair environment.

This should include:

- following safety rules
- being ready to learn and allowing others to learn
- asking questions if you don't understand.

Making It Mindful Health and Safety Policy

- The safety, health and welfare of MIM staff, pupils and visitors is paramount.
- The MIM acknowledges and fully accepts the duties and responsibilities for the management of health and safety for children who attend MIM workshops, placed upon them by the law and has overall responsibility for policy formulation, implementation and development.
- MIM staff members are aware of their responsibilities regarding health and safety and a briefly of this is updated yearly.
- MIM ensures that procedures are in place in case of fire or other emergencies, that firefighting equipment is available and properly maintained, and that emergency drills and are conducted regularly and monitored for effectiveness by all halls that they hire.

- MIM ensures that all staff are made aware of health histories, special needs, diet and risk. There is a “no nuts” policy where children cannot bring pack lunches containing nuts.
- Children must ask to use the bathroom before they leave the room and go one at a time.
- No child will be left in a room on their own. A staff member will be present always.
- The event manager onsite will have a list of emergency contacts for each child.
- Children will not leave the site until the day has commenced.
- In addition to the responsibilities imposed on all staff members the MIM will take primary responsibility to:
 - Ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions and that all fire escape doors are properly identified with signs and accessible.
 - Keep active areas free of rubbish and safe and ensure that snow and ice is cleared or prevent access to hazardous areas.
 - All fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed

Responsibilities of teachers

All teachers must ensure that their areas of responsibility are checked on a daily basis to ensure that no health and safety hazards are present.

Check fire exits in the work area are working, unobstructed and are unlocked.

Not to issue medication to any child but report any signs of illness to their parent/ guardian.

Under no circumstances to leave a child on its own, and ensure that there is sufficient adult to child ratio in classroom/areas always.

Report any accidents involving children in the hired space for which they are responsible, make sure all incidents are recorded in the accident book and were appropriate make parents aware.

Check equipment for damage or hazards that could cause harm and supervise children when using equipment that could cause harm.

Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

Any staff member who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the Accident Reporting Procedures book as soon as possible after the event. Serious incidents should be brought to parents / guardians. Accident books are kept by The Designated Safeguarding Lead by the entrance desk along with a first aid kit.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

How This Policy Is Shared

Making it Mindful CIC ensures that this safeguarding and procedures policy is accessible to all staff, volunteers, parents/carers, and partner organisations. We share the policy in the following ways:

How We Share Our Safeguarding Policy

We make sure our Safeguarding Policy is easy for everyone to access and understand.

- The full policy is published on our website for parents, carers, staff, volunteers, and partners.
- All staff and volunteers read the policy during induction and sign to confirm they understand it.
- Key safeguarding contacts and reporting steps are shown on posters at all activity sites.
- We provide simple, child-friendly, or translated versions of safeguarding information when needed.
- Partner organisations receive the policy before delivering any activity and must confirm they will follow our safeguarding procedures.

Website [Making It Mindful](#)

This policy is reviewed annually and after significant safeguarding incidents or changes in organisational leadership.

All updates are recorded in the version control table below.

Version	Date Approved	Changes Made	Approved By	Date
1.0	01/04/2026	First Published	Teri Walker (DSL)	01/04/2027