



## Safeguarding Policy and Procedures

Last updated	February 2026
Review date	February 2028
Reviewed by	Juliet Stallard Director, Johanna Shiu and Charlotte Bell- Non-Exec. Directors

**Allocated:** Lead Safeguarding Officer - Juliet Stallard- Director

**Reviewed by:** Juliet Stallard Director, Johanna Shiu and Charlotte Bell- Non-Exec. Directors

Section heading	Notes	Instruction
<b>1. Introduction</b>	Saltwater Creations delivers workshops within educational establishments and businesses where regular contact may occur with young people and/or vulnerable adults. Saltwater Creations workshop providers are	Saltwater Creations CIC makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.  Saltwater Creations CIC could meet children and / or vulnerable adults through the following activities: workshops, virtual online activities and workshops, and face-to-face meetings  The types of contact with children and / or vulnerable adults will be supervised by the host organisation

	<p>asked not to be left alone at workshops and will always be supervised. This includes working with beneficiaries that are under 16yrs old on online applications such as Zoom.</p> <p>Public activities such as Saltwater Sketchers project will be attended at public's own risk, with event disclaimer, but Saltwater Creations Director will apply safeguarding procedures where applicable.</p>	<p>This policy seeks to ensure that Saltwater Creations CIC undertakes its responsibilities around protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid presenters in their practices, and clarifies the organisation's expectations.</p>
<p><b>2. Legislation</b></p>		<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> <li>○ Working together to safeguard Children 2023</li> <li>○ The Children Act 1989</li> <li>○ The Adoption and Children Act 2002</li> <li>○ The Children Act 2004</li> <li>○ Safeguarding Vulnerable Groups Act 2006</li> <li>○ Care Standards Act 2000</li> <li>○ Public Interest Disclosure Act 1998</li> <li>○ The Police Act – CRB 1997</li> <li>○ Mental Health Act 1983</li> <li>○ Care Act 2014</li> <li>○ Rehabilitation of Offenders Act 1974</li> </ul>

<p><b>3. Definitions</b></p>		<p><b>Safeguarding</b> is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p><b>Abuse</b> is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take many forms, including the following:</p> <ul style="list-style-type: none"> <li>○ Physical abuse</li> <li>○ Sexual abuse</li> <li>○ Emotional abuse</li> <li>○ Bullying</li> <li>○ Neglect</li> <li>○ Financial (or material) abuse</li> </ul> <p><b>Definition of a child</b> A child is under the age of 18 (as defined in the United Nations Convention on the Rights of the Child).</p> <p><b>Definition of Vulnerable Adults</b> A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.</p> <p>This <b>may</b> include a person who:</p> <ul style="list-style-type: none"> <li>○ Is elderly and frail</li> <li>○ Has a mental illness including dementia</li> </ul>

		<ul style="list-style-type: none"> <li>○ Has a physical or sensory disability</li> <li>○ Has a learning disability</li> <li>○ Has a severe physical illness</li> <li>○ Is a substance misuser</li> <li>○ Is homeless</li> </ul>
<p><b>4. Responsibilities</b></p>		<p><b>All staff</b> (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p>
<p><b>5. Implementation Stages</b></p>		<p>The scope of this Safeguarding Policy is through this key document and will be provided to all staff (paid or unpaid) to be read and signed on an annual basis.</p> <p><b>Safe recruitment</b> Saltwater Creations CIC ensures safe recruitment through face-to-face interviews and DBS checking. Job descriptions are provided and risk assessments are carried out for all of our workshops.</p>
<p><b>6. Communication training and support for staff</b></p>		<p>Saltwater Creations CIC commits to appraising and communicating closely with all staff (paid or unpaid) with regard to safeguarding policies and issues.</p>
<p><b>7. Professional boundaries</b></p>		<p>Professional boundaries are what define the limits of a relationship between the workshop presenter and a participant. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place. ( See below)</p> <p>Saltwater Creations CIC expects all staff (paid or unpaid) to protect the professional integrity of themselves and the organisation.</p>



		<p>The following professional boundaries must be adhered to:</p> <p>Saltwater Creations CIC does not allow paid or unpaid staff to give gifts to clients.</p> <p>If Saltwater Creations CIC staff receive non-monetary gifts from clients or organisations, then these should be declared to the Directors.</p> <p>However, gifts may be provided by the organisation as part of a planned workshop activity.</p> <p>Key Aspects of Professional Boundaries</p> <ul style="list-style-type: none"><li>● Physical Limits: Avoiding unnecessary touch, not being alone with a client, and maintaining appropriate personal space.</li><li>● Emotional Boundaries: Avoiding sharing personal information, "offloading" personal problems, or becoming over-involved in a client's life.</li><li>● Communication &amp; Social Media: Only using professional channels for communication, not personal phone numbers, and never accepting friend requests on social media from clients.</li><li>● Power Imbalance: Recognizing that, as a professional, you are in a position of authority and must not use this to influence or exploit client</li></ul>
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<p><b>8. Reporting- Procedure in the event of a disclosure</b></p>		<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Saltwater Creations CIC</p> <ul style="list-style-type: none"> <li>○ Communicate immediately your concerns with Saltwater Creations CIC Lead Safeguarding Officer- Juliet Stallard or the school/host that you are working with</li> <li>○ If there is a Safeguarding concern with the Saltwater Creations deliver staff, please contact Johanna Shiu- Saltwater Creations Director on saltwatercreationscic@gmail.com</li> </ul> <p><b>Procedure in the event of a disclosure</b></p> <p>It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously. This procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused.</p>

If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate authority for the child's own sake. Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the child.

Where a disclosure has been made, staff/volunteer should let the child know the position regarding their role and what action they will have to take as a result.

#### **Responding appropriately to an allegation of abuse**


- Listen carefully to what is said and stay calm
- Explain that it is likely that the information will need to be shared with others. Do not promise to keep secrets. Tell the child that the matter will only be disclosed to those who need to know about it
- Allow the child to continue at their own speed
- Ask questions for clarification only
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next, and with whom the information will be shared
- As soon as possible, record in writing what was said, using the child's own words – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated by you
- This should be given to the Lead Safeguarding Officer- Juliet Stallard

<p><b>9. Allegations Management</b></p>		<p>Saltwater Creations CIC recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation, and will report with immediate action</p>
<p><b>10. Reporting of Child Safeguarding Incidents</b></p>		<p>Child protection raises issues of confidentiality which should be clearly understood by all. Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies.</p> <p>All allegations of abuse of children by those who work with children or care for them must be taken seriously. All reports of allegations must be submitted within one working day to The Child Protection Officer (see 11 for contact details).</p> <ul style="list-style-type: none"> <li>○ If a child is in imminent danger, call 999 or the local authorities immediately</li> <li>○ All reports of suspected or known incidences of child protection concerns must be submitted in writing within 24-hours to the Child Protection Officer ( see 11. for details) of occurrence or upon learning of the violation. It should include: date, time and location of the incident; nature of what happened; relevant actions that are happening at the time of the report to keep the Child(ren) safe; and any immediate help or actions required</li> </ul>
<p><b>11. Responding to Child Safeguarding Incidents</b></p>		<p>Should there be any concerns from Saltwater Creations Staff, then first point of contact is Joahna Shiu Saltwater Creation Safeguarding Director on saltwatercreationscic@gmail.com who will:</p> <ul style="list-style-type: none"> <li>○ Liaise with local relevant organisations/ local authority about the incident</li> <li>○ Support staff/volunteer during the investigation process</li> <li>○ Ensure that suspected or known Child Safeguarding violations are reported</li> </ul>



		<p><b>The Saltwater Creations Safeguarding Director will report to either:</b></p> <ul style="list-style-type: none"> <li>○ <b>Social Services</b> - to the appropriate local social services department duty social worker West Sussex County Council- 01403 229900</li> <li>○ <b>Police</b> - West Sussex/ Hampshire</li> <li>○ <b>NSPCC</b> - 0808 800 5000</li> <li>○ <b>Child Line</b> - 0800 1111</li> </ul>
<b>12. Communicating and reviewing the policy</b>		Saltwater Creations CIC will make clients aware of the Safeguarding Policy through the website and on request. This policy will be reviewed by the Saltwater Creations CIC Directors every 2 years, and when there are changes in legislation.
<b>13. Monitoring</b>		<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> <li>○ Safe recruitment practices</li> <li>○ DBS checks undertaken</li> <li>○ References applied for new staff</li> <li>○ Records made and kept of supervision sessions</li> <li>○ Monitoring whether concerns are being reported and actioned</li> <li>○ Checking that policies are up to date and relevant</li> <li>○ Reviewing the current reporting procedure in place</li> </ul>
<b>14. Managing information</b>		All staff must be aware that they have a professional duty to share information with other agencies to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.
<b>15. Confirmation of reading</b>	All policies will be read and signed by the	I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Saltwater Creations CIC.



	workshop presenters at Saltwater Creations CIC	<p>Please complete the details below and return this completed form to Saltwater Creations CIC- Juliet Stallard -Director Lead Safeguarding Officer</p> <p><b>Presenter Name : Juliet Stallard</b> </p> <p><b>Presenter Signature:</b></p> <p><b>Date: January 2026</b></p>
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**Signed:** Juliet Stallard- Director  
**Date:** February 2026