

## Safeguarding Policy for IT Tech Workshops Group C.I.C

### 1. Introduction

- IT Tech Workshops is committed to safeguarding the welfare of all individuals, particularly children, young people, and vulnerable adults who engage with our services.
- This policy outlines our approach to safeguarding, ensuring that everyone feels safe, supported, and protected.

### 2. Policy Statement

- We prioritize the safety, wellbeing, and dignity of all participants.
- Abuse, neglect, or exploitation of any kind will not be tolerated.
- All staff, volunteers, and partners share responsibility for safeguarding.

### 3. Legal Framework This policy complies with the following legislation:

- Children Act 1989/2004 (UK)
- Care Act 2014 (UK)
- Equality Act 2010 (UK)
- Working Together to Safeguard Children 2018 (UK)
- GDPR 2018 (UK) for confidentiality and data protection

### 4. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Oversees safeguarding practices and manages concerns.
- **Staff and Volunteers:** Must be familiar with this policy, attend training, and report concerns.
- **Participants:** Encouraged to share any concerns about their safety.

### 5. Recognizing Abuse and Neglect Types of abuse include:

- **Physical abuse:** Inflicting harm through physical force.
- **Emotional abuse:** Causing emotional harm through verbal or non-verbal actions.
- **Sexual abuse:** Any non-consensual sexual activity or exploitation.
- **Neglect:** Failing to provide basic care or meet needs.

### 6. Reporting Concerns

- Any safeguarding concerns must be reported to the DSL immediately.
- If a child or vulnerable adult is at immediate risk, contact emergency services (999).
- Concerns will be documented, and appropriate authorities (e.g., social services) will be notified.

### 7. Safer Recruitment Practices

- All staff and volunteers will undergo background checks (e.g., DBS checks).

- Recruitment processes will prioritize safeguarding knowledge and commitment.

## **8. Training and Awareness**

- Regular safeguarding training will be provided to all staff and volunteers.
- Updates on safeguarding best practices will be shared.

## **9. Confidentiality and Information Sharing**

- Safeguarding concerns will be handled confidentially.
- Information will only be shared with relevant authorities when necessary to protect individuals.

## **10. Managing Allegations Against Staff or Volunteers**

- Any allegations will be taken seriously and investigated promptly.
- The individual concerned may be suspended during investigations to ensure safety.
- External agencies may be consulted for impartiality.

## **11. Online Safety**

- Promote safe online practices during workshops.
- Educate participants about recognizing and avoiding online risks.

## **12. Monitoring and Reviewing the Policy**

- This policy will be reviewed annually or after significant incidents.
- Feedback from staff and participants will inform improvements.

## **13. Key Contacts**

- **Designated Safeguarding Lead (DSL):** [Simone Fraser, ittechworkshops@gmail.com]
- **Emergency Services:** 999 (UK)

## **14. Policy Approval**

- Approved by: Chief Executive Officer S. Fraser
- Date: 11.11.2024
- Next Review: 11.11.2025

This safeguarding policy ensures that IT Tech Workshops operates as a safe, inclusive, and respectful environment for all participants.