

SAFEGUARDING POLICY

Evolve Denim Atelier CIC

Effective Date: 7 June 2026

1. Policy Statement

Evolve Denim Atelier CIC is committed to promoting the welfare, safety and wellbeing of all individuals who engage with our organisation.

We recognise our responsibility to safeguard and protect:

- Children and young people
- Adults at risk
- Volunteers
- Trainees
- Participants
- Staff
- Contractors
- Visitors

Safeguarding is everyone's responsibility.

Every individual associated with Evolve Denim Atelier CIC is expected to contribute to a safe, respectful and inclusive environment.

We operate on the principle that the welfare of the individual is paramount.

2. Purpose of this Policy

The purpose of this policy is to:

- Promote a safe environment.
- Prevent abuse, neglect, exploitation and harm.
- Establish safeguarding responsibilities.
- Provide clear reporting procedures.
- Protect individuals participating in organisational activities.
- Support appropriate responses to safeguarding concerns.
- Ensure compliance with relevant legislation and guidance.

3. Scope of this Policy

This policy applies to:

- Directors
- Staff
- Volunteers
- Associates
- Contractors
- Facilitators
- Trainers
- Consultants
- Placement students
- Partner organisations working directly with participants

The policy applies to all organisational activities including:

- Workshops
- Training programmes
- Community projects
- Events
- Online activities
- Outreach activities
- Partnership activities
- Volunteer programmes

4. Our Commitment

Evolve Denim Atelier CIC is committed to:

- Treating all individuals with dignity and respect.
- Promoting equality and inclusion.
- Listening to concerns.
- Taking safeguarding concerns seriously.
- Acting promptly when concerns arise.
- Working with relevant agencies where appropriate.
- Maintaining confidentiality appropriately.
- Providing safe learning and working environments.
- Promoting a culture of openness and accountability.

5. Legal and Regulatory Framework

This policy is informed by relevant legislation and guidance including:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- Working Together to Safeguard Children
- Keeping Children Safe in Education (where applicable)

The organisation will seek to remain informed of relevant safeguarding developments and updates.

6. Definitions

Safeguarding

Safeguarding refers to the actions taken to protect people's health, wellbeing and human rights and to enable them to live free from abuse, neglect and exploitation.

Child

A child is any person under the age of 18.

Adult at Risk

An adult at risk is an individual aged 18 or over who:

- Has care and support needs.
- May be unable to protect themselves from abuse or neglect.
- May be vulnerable due to circumstances or personal situations.

7. Types of Abuse

Safeguarding concerns may involve a wide range of abuse or harmful behaviour.

Examples include:

Physical Abuse

- Assault
- Hitting
- Shaking
- Pushing
- Misuse of medication
- Physical harm

Emotional or Psychological Abuse

- Bullying
- Intimidation
- Humiliation
- Threats
- Harassment
- Coercive behaviour

Sexual Abuse

- Sexual assault
- Inappropriate touching
- Sexual exploitation
- Sexual harassment
- Grooming

Financial Abuse

- Theft
- Fraud
- Financial exploitation
- Misuse of property

Neglect

- Failure to provide appropriate care
- Failure to meet basic needs
- Failure to provide support

Discriminatory Abuse

- Racism
- Sexism
- Disability discrimination
- Religious discrimination
- Harassment based on protected characteristics

Online Abuse

- Cyberbullying
- Online exploitation
- Grooming
- Sharing inappropriate content

8. Safeguarding Principles

Evolve Denim Atelier CIC will:

- Put safety first.
- Take concerns seriously.
- Listen without judgement.
- Act proportionately.
- Maintain appropriate records.
- Work collaboratively where necessary.
- Respect confidentiality while recognising safeguarding responsibilities.
- Promote empowerment and participation.

9. Safer Working Practices

Individuals working on behalf of Evolve Denim Atelier CIC are expected to:

- Behave professionally.
- Maintain appropriate boundaries.
- Treat people respectfully.
- Avoid inappropriate relationships.
- Report concerns promptly.
- Follow safeguarding procedures.
- Promote safe and inclusive environments.

Any behaviour that compromises safety or wellbeing may result in disciplinary or other appropriate action.

10. Recruitment and Selection

Where appropriate, Evolve Denim Atelier CIC will implement safer recruitment practices.

These may include:

- Application processes.
- Interviews.
- Reference checks.
- Right to work checks.
- Role descriptions.
- Safeguarding discussions.

Additional safeguarding measures may be implemented depending upon the nature of the role.

11. Training and Awareness

Evolve Denim Atelier CIC is committed to promoting safeguarding awareness.

Training may include:

- Safeguarding responsibilities.
- Recognising abuse.
- Reporting concerns.
- Confidentiality.
- Professional boundaries.

Training requirements will be proportionate to the role being undertaken.

12. Designated Safeguarding Lead (DSL)

The organisation will appoint a Designated Safeguarding Lead responsible for:

- Receiving safeguarding concerns.
- Maintaining safeguarding records.
- Coordinating responses.
- Liaising with external agencies where appropriate.
- Supporting safeguarding awareness.

For the purposes of this policy:

Designated Safeguarding Lead

Barbara Burton

Email: info@evolve-denim.org

13. Reporting Safeguarding Concerns

All safeguarding concerns must be taken seriously.

Any individual who becomes aware of a concern, allegation, disclosure or incident should report it as soon as possible.

Concerns may arise through:

- Direct disclosures
- Observations
- Third-party reports
- Behavioural changes
- Written communications
- Online interactions

Individuals should never assume that someone else will report a concern.

Prompt reporting is essential.

14. Responding to a Disclosure

If an individual discloses abuse, harm or a safeguarding concern, the person receiving the disclosure should:

Do

- Remain calm.
- Listen carefully.
- Take the disclosure seriously.
- Reassure the individual that they have done the right thing by speaking up.
- Explain that information may need to be shared with appropriate people.
- Record the information accurately.
- Report the concern promptly.

Do Not

- Promise absolute confidentiality.
- Investigate the matter personally.
- Ask leading questions.
- Challenge the individual's account.
- Make assumptions.
- Delay reporting.

The priority is always the safety and wellbeing of the individual.

15. Recording Safeguarding Concerns

Accurate records are essential.

Safeguarding records should include:

- Date and time of concern.
- Name of person reporting.
- Name of individual involved.
- Nature of concern.
- Actions taken.
- Decisions made.
- Referrals made.
- Outcomes where known.

Records should be:

- Factual.
- Accurate.
- Objective.
- Securely stored.

Safeguarding records must be treated as confidential.

16. Confidentiality and Information Sharing

Confidentiality is important but it must never prevent appropriate safeguarding action.

Information may be shared where necessary to:

- Protect a child.
- Protect an adult at risk.
- Prevent harm.
- Comply with legal obligations.
- Support safeguarding investigations.

Information sharing decisions should be:

- Necessary.
- Proportionate.
- Relevant.
- Lawful.

Only information required for the safeguarding purpose should be shared.

17. Working with External Agencies

Where appropriate, safeguarding concerns may be referred to:

- Social Services
- Local Authority Safeguarding Teams
- Police
- Health Services
- Education Providers
- Probation Services
- Specialist Support Organisations

Evolve Denim Atelier CIC will cooperate appropriately with safeguarding agencies and professionals.

18. Immediate Risk Situations

Where an individual is believed to be at immediate risk of serious harm:

- Emergency services should be contacted immediately.
- Appropriate safeguarding authorities should be informed.
- The Designated Safeguarding Lead should be notified as soon as possible.

Emergency situations should not be delayed pending internal discussions.

19. Online and Digital Safeguarding

Safeguarding responsibilities extend to online activities.

Potential risks include:

- Cyberbullying
- Online harassment
- Grooming
- Exploitation
- Inappropriate communications
- Sharing harmful content

Evolve Denim Atelier CIC will take reasonable steps to promote safe online engagement.

Individuals participating in online activities are expected to behave respectfully and responsibly.

20. Equality, Diversity and Inclusion

Safeguarding applies equally to all individuals.

Evolve Denim Atelier CIC is committed to ensuring that safeguarding practices are inclusive and non-discriminatory.

We recognise that some individuals may face additional barriers to reporting concerns.

Reasonable adjustments and support will be provided wherever possible.

21. Allegations Against Staff, Volunteers or Representatives

Any allegation involving:

- Directors
- Staff
- Volunteers
- Associates
- Contractors
- Trainers
- Facilitators

must be taken seriously.

Appropriate action may include:

- Immediate risk assessment.
- Internal investigation.
- Referral to external agencies.
- Suspension from duties where appropriate.
- Regulatory reporting where required.

All allegations will be handled fairly, proportionately and in accordance with relevant procedures.

22. Whistleblowing

Individuals are encouraged to raise concerns where they believe:

- Safeguarding procedures are not being followed.
- Individuals are being placed at risk.
- Misconduct has occurred.
- Harm is being ignored or concealed.

Concerns raised in good faith will be treated seriously.

Individuals raising genuine concerns should not be disadvantaged for doing so.

23. Monitoring and Review

Evolve Denim Atelier CIC will periodically review safeguarding arrangements to ensure they remain effective.

Reviews may consider:

- Safeguarding incidents.
- Lessons learned.
- Regulatory developments.
- Changes in organisational activities.
- Feedback from participants and stakeholders.

Improvements will be implemented where necessary.

24. Contact Information

For safeguarding concerns or enquiries:

Designated Safeguarding Lead

Barbara Burton

Evolve Denim Atelier CIC

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Where an individual is in immediate danger, contact emergency services without delay.

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Approved By: Board of Directors, Evolve Denim Atelier CIC

