



Safeguarding Policy

1. Policy Statement

Gags for Good CIC believes that everyone has the right to feel safe, valued and respected. We are committed to safeguarding the welfare of all people who take part in our activities, especially children, young people and adults at risk.

We will take all reasonable steps to prevent abuse, respond promptly to concerns, and ensure that all staff, volunteers and facilitators understand their responsibilities.

Our safeguarding approach is guided by empathy, inclusion and empowerment — creating safe spaces where people can grow in confidence through comedy and creativity.

2. Purpose

The purpose of this policy is to:

- Protect participants, especially children, young people and adults at risk, from harm.
 - Provide staff, facilitators, and volunteers with clear guidance on recognising and responding to safeguarding concerns.
 - Ensure that incidents or suspicions of abuse are dealt with quickly, consistently and appropriately.
 - Promote a culture of safety, accountability and openness across all Gags for Good activities.
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3. Scope

This policy applies to:

- All directors, employees, facilitators, contractors, and volunteers of Gags for Good CIC.
 - All participants, audiences and members of the public who engage with our activities.
 - All environments where Gags for Good delivers work — in person or online.
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4. Key Definitions

- **Child:** anyone under the age of 18.
 - **Adult at risk:** anyone aged 18 or over who is unable to protect themselves from abuse or exploitation because of care needs, disability, illness, or mental health challenges.
 - **Abuse:** can take many forms — including physical, emotional, sexual, financial, neglect, bullying, or discriminatory abuse.
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5. Safeguarding Responsibilities

- The **Board of Directors** holds ultimate responsibility for safeguarding.
- A named **Safeguarding Lead** will oversee policy implementation, provide advice, and act as the main point of contact for concerns.
- All staff, facilitators, and volunteers are responsible for following this policy and completing appropriate safeguarding training.

Named Safeguarding Lead:

Name: April Thompson

Email: hello@gagsforgood.org

Phone: 07794478572

6. Safe Recruitment & DBS

- All staff and volunteers who work directly with children or adults at risk will undergo appropriate **Disclosure and Barring Service (DBS)** checks.
 - Two references will be obtained before engagement.
 - Recruitment materials will clearly state our commitment to safeguarding.
 - Roles will include clear boundaries and codes of conduct.
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7. Recognising and Reporting Concerns

Everyone has a responsibility to report concerns about abuse, neglect, or exploitation.

Concerns may arise from:

- A participant disclosing something directly.
- Observation of worrying behaviour or signs of distress.
- Information shared by a third party.

If you are worried that someone is in immediate danger:

 Call **999** and inform the Safeguarding Lead as soon as possible.

If you have a safeguarding concern:

1. Report it immediately to the **Safeguarding Lead**.
 2. Record details using the **Safeguarding Concern Form** (date, time, names, what was said/observed).
 3. Do not promise confidentiality — explain you must share information to keep people safe.
 4. The Safeguarding Lead will decide next steps, including referral to the relevant authority (e.g. Local Authority Designated Officer, Social Care, or Police).
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8. Responding to a Disclosure

If someone discloses abuse:

- Stay calm, listen carefully, and take them seriously.
 - Avoid asking leading questions or expressing disbelief.
 - Reassure them they did the right thing by telling you.
 - Record exactly what was said as soon as possible and pass it to the Safeguarding Lead.
 - Do not confront the alleged perpetrator or begin an investigation yourself.
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9. Confidentiality & Data Protection

Information about safeguarding concerns will be shared **only on a need-to-know basis** and stored securely in accordance with our **Data Protection & Privacy Policy**.

Records will be factual, dated, and retained only as long as necessary.

10. Training & Awareness

All staff, facilitators, and volunteers will:

- Complete safeguarding induction training before working with participants.
 - Be familiar with this policy and procedures.
 - Know how to identify and report concerns promptly.
Refresher training will be offered annually.
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11. Online & Digital Safety

When delivering online workshops or sharing digital content, Gags for Good will:

- Use secure, password-protected platforms.
 - Ensure all participants know how to report inappropriate behaviour.
 - Obtain consent for recording sessions or sharing media.
 - Apply the same safeguarding standards as in-person work.
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12. Monitoring & Review

This policy will be reviewed annually by the Board of Directors and updated as required to reflect changes in law or best practice.

Approved by the Board of Directors:

Date: 13/11/2025



Signed:

(Chair/Director)

Review Date: 13/11/2026