



The Pasty Box CIC Safeguarding and Child Protection Policy

Policy Statement

The Pasty Box CIC is firmly committed to safeguarding the welfare of all children, young people, and adults at risk who engage with our services. We believe that everyone, regardless of their background, should be protected from harm and have the right to feel safe and supported in all environments.

This policy has been written in line with current statutory guidance, including *Working Together to Safeguard Children 2023*, *Keeping Children Safe in Education 2025*, the Children Act 1989 and 2004, and the Care Act 2014 in respect of adults at risk.

Our safeguarding commitment includes:

- Ensuring that safeguarding and child protection are central to all we do.
- Promoting an inclusive culture where diversity is respected, and discrimination is actively challenged.
- Maintaining a zero-tolerance approach to abuse, neglect, and exploitation.
- Prioritising the needs of those most vulnerable in our communities, and embedding safeguarding practice in all aspects of our work.
- Ensuring every individual understands their safeguarding responsibilities and knows how to act appropriately.

We have established clear procedures to ensure that all safeguarding concerns are identified, reported, and responded to appropriately.

Designated Safeguarding Lead (DSL):

Adam Anderson (Director)

Email: adam@thepastybox.com

Phone: 07743862224

Deputy Designated Safeguarding Lead:

Lewis Groom (Director)

Email: lewis@thepastybox.com

Phone: 07709829562





The Deputy DSL acts in place of the DSL when the DSL is unavailable, or where a concern relates to the DSL personally.

Reporting Concerns:

- Any member of staff, volunteer, or partner who identifies a concern must report it immediately to the DSL.
- Concerns can be raised in writing using our Safeguarding Concern Form (see Appendix A) or verbally in urgent cases.
- The DSL will assess the concern and determine the need for referral to external agencies (e.g., Local Authority Designated Officer, Social Services, Police).

Confidentiality and Data Handling:

- All safeguarding information will be treated with the utmost confidentiality and shared only with relevant agencies on a need-to-know basis.
- Records will be stored securely and maintained in compliance with GDPR and safeguarding best practices.

Escalation:

- If you feel your concern is not being addressed, you are entitled to escalate the issue directly to the local authority.

Allegations Against Staff or Volunteers:

- Any allegation made against a member of staff, volunteer, or the DSL must be reported immediately to the Director or, where the allegation concerns the Director, directly to the Local Authority Designated Officer (LADO).
- The individual concerned will not be informed of the allegation before the LADO has been consulted.
- We will follow the LADO process and cooperate fully with any investigation.

Whistleblowing:

- Anyone who has concerns about safeguarding practice within the organisation, or who feels their concern is not being taken seriously, may raise this directly with the Managing Director or escalate externally.
- The NSPCC Whistleblowing Helpline can be contacted on 0800 028 0285 or by email





at help@nspcc.org.uk.

- No member of staff or volunteer will be penalised for raising a safeguarding concern in good faith.

Categories of Abuse:

- Staff and volunteers are trained to recognise the main categories of abuse: physical abuse, emotional abuse, sexual abuse, and neglect.
- Where adults at risk are involved, additional categories may apply, including financial or material abuse, modern slavery, domestic abuse, discriminatory abuse, organisational abuse, and self-neglect.
- Any suspected indicator of abuse must be reported to the DSL without delay. To safeguard effectively, all staff and volunteers must understand their responsibilities, undergo regular training, and act in line with best practices.

Recruitment and DBS Checks:

- All staff and volunteers working with children or adults at risk must complete an enhanced DBS check.
- Safer recruitment practices, including references and interviews, are followed.

Training:

- All new staff and volunteers receive safeguarding induction and must complete Level 2 safeguarding training within one month of joining.
- Refresher training will be delivered annually, with more advanced levels provided for the DSL and senior team members.
- The DSL and Deputy DSL will complete accredited DSL-level 3 training and refresh this at least every two years.

Code of Conduct:

- Clear expectations are set around professional behaviour, including appropriate language, boundaries, communication, and interactions.
- Breaches of conduct are taken seriously and may result in disciplinary action or reporting to appropriate authorities.



07743862224



www.thepastybox.com



adam@thepastybox.com



Online Safety:

- While we primarily operate in-person, any online communications (e.g. virtual events, publicity) follow strict safeguarding guidelines.
- Children will not be identified in social media content without explicit parental consent.
- Photographs and video of children taken during workshops will only be used where written parental or carer consent has been obtained, and images will be stored securely and deleted when no longer needed.

Workshop Risks:

- Activities are always supervised by appropriately trained adults.
- We assess venues and create risk assessments to ensure safe, inclusive environments.
- We ensure food allergies, medical needs, and learning support are known and addressed.

Vulnerable Participants:

- Extra care is given to participants with SEND or other additional needs.
- Information is gathered in advance from schools to ensure safe and supported participation.

Partnerships:

- We work closely with schools, families, and external organisations to ensure a consistent safeguarding approach.
- We welcome collaborative input to improve and maintain safeguarding excellence.

Record Keeping:

- All safeguarding records, including concerns, actions, and outcomes, are logged securely and reviewed periodically by the DSL.
- Records relating to children are retained until the subject's 25th birthday, and adult safeguarding records for a minimum of seven years, in line with current guidance.





Monitoring and Review:

- This policy will be reviewed annually, or sooner if legislation or guidance changes.
- Staff feedback, training insights, and incident reviews will inform updates to our safeguarding strategy.

Reviewed: June 2025

Next Review: June 2026

Approved by: Adam Anderson (Director, The Pasty Box CIC)

Signature:

Date: 23.06.25

Version: 2025-26 v1.0



07743862224



www.thepastybox.com



adam@thepastybox.com



Appendix A: Safeguarding Concern Reporting Form

Name of Person Reporting: _____

Date of Report: _____

Name of Individual Concerned: _____

Date of Birth (if known): _____

Date and Time of Incident: _____

Location of Incident: _____

Description of Concern:

(Please provide as much detail as possible, including what was said, observed, and any actions taken)

Name of DSL Notified: _____

Date and Time Notified: _____

Action Taken by DSL: _____

Signature of Reporter: _____ Date: _____





Appendix B: Key Safeguarding Contacts

Internal contacts

Designated Safeguarding Lead: Adam Anderson — adam@thepastybox.com / 07743862224

Deputy DSL: Lewis Groom (Director) - lewis@thepastybox.com / 07709829562

Local authority (to be completed for the relevant local area)

Multi Agency Referral Unit: 0300 123 1116

Emergency Duty Team (out of hours): 01208 251300

Local Authority Designated Officer (LADO): 01872 326536

Adult Safeguarding Team: 0300 1234 131

National contacts

Police (emergency): 999

Police (non-emergency): 101

NSPCC Helpline: 0808 800 5000 (help@nspcc.org.uk)

NSPCC Whistleblowing: 0800 028 0285

Childline: 0800 1111

FGM Helpline: 0800 028 3550



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