

Safeguarding Policy - Fluxus Cornwall CIC

August 2025

This policy was accepted by Tina Varcoe and Paddy Deakin (Directors) on 7th March 2024 and will be reviewed annually.

Reviewed on 1st August 2025 by Tina Varcoe and Paddy Deakin. No changes made.

Designated Safeguarding Officer

Tina Varcoe

07412 636 580

tina@fluxuscornwall.co.uk

Deputy Safeguarding Officer

Paddy Deakin

07731 459 533

paddy@fluxuscornwall.co.uk

Purpose and scope of this policy

Fluxus Cornwall CIC provides community workshops and events to adults and young people in Cornwall. We offer people the chance to try out different activities, crafts and tools that they might not get to do in their everyday life. We aim to bring different generations of local people together sharing skills and ideas to create something positive in our community.

The purpose of this policy statement is:

- to protect children and young people who receive Fluxus Cornwall CIC's services from harm. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Fluxus Cornwall CIC, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and participants.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents.

These are available at <https://fluxuscornwall.co.uk/policies/>

We believe that:

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them.
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- developing and implementing an effective online safety policy and related procedures.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- ensuring that we have effective complaints and whistleblowing measures in place.

- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Designated Safeguarding Lead (DSL)

Tina Varcoe

07412 636 580

tina@fluxuscornwall.co.uk

Deputy Designated Safeguarding Lead (DDSL)

Paddy Deakin

07731 459 533

paddy@fluxuscornwall.co.uk

Cornwall Council Child Protection and Safeguarding

If you have immediate concerns or are worried about a child or young person's safety please telephone the Multi Agency Referral Unit (MARU) on 0300 123 1116

Cornwall Council Adult Safeguarding

If you are concerned about an adult experiencing abuse or neglect telephone 0300 1234 131

Request help for an adult

If you're concerned about an adult who needs support, contact Cornwall Council's Help for Adults service. 0300 1234 131. Phone lines open at 10am on Wednesdays, 9am on Monday, Tuesday, Thursday, and Friday and close at 6pm. If our offices are closed and it's an emergency, you can ring 0300 1234 131.

NSPCC Helpline

0808 800 5000

Types and Signs of Abuse

1. Physical Abuse

Definition: Physical abuse involves causing physical harm to an individual. It may include hitting, shaking, throwing, poisoning, burning, or other forms of physical harm.

Signs of Physical Abuse:

- Unexplained bruises, burns, or injuries
- Fractures or broken bones
- Fear of physical contact or flinching
- Wearing long sleeves or other clothing to cover injuries
- Reluctance to change clothes or participate in physical activities

2. Emotional Abuse

Definition: Emotional abuse involves the persistent emotional maltreatment of an individual, which can cause severe and lasting adverse effects on emotional development.

Signs of Emotional Abuse:

- Excessive withdrawal, fear, or anxiety about doing something wrong
- Extreme behaviour, such as excessive aggression or passivity
- Lack of attachment to the parent or caregiver
- Developmental delays, both physical and emotional
- Low self-esteem or self-worth

3. Sexual Abuse

Definition: Sexual abuse involves forcing or enticing an individual to take part in sexual activities, whether or not they are aware of what is happening. It includes both physical contact and non-contact activities, such as grooming, exploitation, and exposure to inappropriate content.

Signs of Sexual Abuse:

- Inappropriate sexual behaviour or knowledge for the individual's age
- Pain or itching in the genital area
- Unexplained STIs or infections
- Fear of being alone with certain people
- Sudden changes in behaviour or school performance

4. Neglect

Definition: Neglect is the persistent failure to meet an individual's basic physical and/or psychological needs, which can result in serious harm to health and development.

Signs of Neglect:

- Poor hygiene and appearance
- Constant hunger or stealing food
- Untreated medical issues or lack of medical care
- Inappropriate clothing for the weather
- Frequent absences from school or activities

5. Financial Abuse (Adults at Risk)

Definition: Financial abuse involves the illegal or improper use of an individual's funds, property, or assets.

Signs of Financial Abuse:

- Unexplained loss of money or possessions
- Sudden changes in bank account or banking practices
- Unpaid bills or lack of basic necessities despite having funds
- The individual is unaware of or confused about their financial situation
- Unauthorised changes to wills or financial documents

6. Domestic Abuse

Definition: Domestic abuse is any incident of controlling, coercive, threatening behaviour, violence, or abuse between individuals aged 16 or over who are or have been intimate partners or family members.

Signs of Domestic Abuse:

- Frequent injuries or "accidents"
- The individual appears fearful or anxious to please their partner
- Frequent absences from work or social activities
- The individual's partner displays extreme jealousy or possessiveness
- Isolation from friends, family, and other support networks

7. Modern Slavery

Definition: Modern slavery encompasses slavery, human trafficking, forced labour, and domestic servitude. It involves coercion, threats, or deception to exploit individuals and deprive them of their freedom.

Signs of Modern Slavery:

- Poor living conditions or multiple people living in cramped spaces
- Fearful, anxious, or submissive behaviour
- Lack of personal identification or travel documents
- The individual is not in control of their own finances or movements
- Signs of physical abuse or malnourishment

8. Discriminatory Abuse

Definition: Discriminatory abuse involves harassment, slurs, or similar treatment based on an individual's race, gender, age, disability, sexual orientation, or religion.

Signs of Discriminatory Abuse:

- The individual appears withdrawn or socially isolated
- Expressions of anger, frustration, or anxiety
- Reluctance to engage with certain people or communities
- Signs of neglect or physical abuse

9. Institutional Abuse

Definition: Institutional abuse involves the mistreatment or neglect of an individual within an institution or care setting, such as a residential home or hospital.

Signs of Institutional Abuse:

- Poor standards of care or lack of access to basic needs
- Inflexible routines or lack of personal choice
- Inadequate staffing levels or untrained staff
- The individual appears withdrawn or fearful
- Frequent unexplained injuries or deterioration in health

Safeguarding Reporting Procedure for Fluxus Cornwall CIC

Purpose

The purpose of this procedure is to ensure that all safeguarding concerns involving adults and young people in England are reported and handled promptly and appropriately by Fluxus Cornwall CIC.

Scope

This procedure applies to all employees, volunteers, and contractors working with or on behalf of Fluxus Cornwall CIC.

Definitions

- **Safeguarding Concern:** Any situation where an individual (adult or young person) is at risk of harm, abuse, or neglect.
- **Designated Safeguarding Lead (DSL):** The person appointed to take lead responsibility for safeguarding and child protection within Fluxus Cornwall CIC.
- **Deputy Designated Safeguarding Lead (DDSL):** The person appointed to assist the DSL and act in their absence.

Procedure

1. Recognizing a Safeguarding Concern

A safeguarding concern may arise from:

- Direct disclosure by an individual.
- Observation of signs or indicators of abuse or neglect.
- Third-party information or complaints.

2. Immediate Action

If a safeguarding concern is identified:

1. **Ensure Safety:** Prioritise the immediate safety of the individual. If urgent medical or police assistance is required, call emergency services (999) immediately.
2. **Do Not Delay:** Report the concern as soon as possible, following the steps outlined below.

3. Reporting a Concern

a. Contact the Designated Safeguarding Lead

Tina Varcoe
07412 636 580
tina@fluxuscornwall.co.uk

b. Provide Detailed Information

When reporting a concern, provide the following information:

- Your name and contact details.
- The name and contact details of the individual at risk.
- Detailed description of the concern (what was said or observed, when and where it occurred, and who was involved).
- Any actions taken so far (e.g., first aid, contacting emergency services).

4. Recording the Concern

1. Complete the Safeguarding Report Form:

- Fill out the safeguarding report form with all relevant details.
- Ensure accuracy and clarity in your report.

2. Submit the Form:

- Submit the completed form to the DSL or DDSL immediately.

5. DSL/DDSL Actions

Upon receiving a report, the DSL or DDSL will:

1. Review the Information:

- Assess the information provided to determine the appropriate course of action.
- Ensure that all actions prioritize the safety and well-being of the individual at risk.

2. Record Keeping:

- Maintain a confidential record of the concern and any actions taken.
- Ensure records are stored securely and in accordance with data protection regulations.

3. Decision Making:

- Decide on the necessary actions, which may include:
 - Referring the concern to the local authority's safeguarding team.
 - Contacting the police if a crime is suspected.
 - Providing support to the individual at risk.

4. Follow-Up:

- Monitor the situation and follow up as necessary.
- Ensure ongoing support and protection for the individual at risk.

6. Confidentiality and Information Sharing

- **Confidentiality:** All safeguarding concerns must be treated with the utmost confidentiality. Only share information on a need-to-know basis.
- **Information Sharing:** Share information with relevant authorities and professionals when it is necessary to protect the individual at risk.

7. Training and Awareness

- **Training:** All employees, volunteers, and contractors must receive regular training on safeguarding policies and procedures.
- **Awareness:** Ensure that everyone involved with Fluxus Cornwall CIC is aware of this procedure and knows how to recognize and report a safeguarding concern.

8. Review and Update

- **Regular Review:** This procedure will be reviewed annually or following any significant incident.
- **Updates:** Any updates to the procedure will be communicated to all relevant parties promptly.

Fluxus Cornwall CIC Safeguarding Report Form

Section 1: Reporter's Information

Name	
Position/Role	
Contact Information	Phone:
	Email:

Section 2: Individual at Risk Information

Name	
Age/Date of Birth	
Gender	
Contact Information	Phone:
	Email:
Address	
Any known disabilities or specific needs	

Section 3: Details of the Concern

Date and Time of Incident/Concern	
Location of Incident/Concern	
Nature of the Concern	

Description of the Incident/Concern

Please provide a detailed description of what was observed or disclosed. Include any relevant details such as dates, times, names of those involved, and any direct quotes from the individual at risk.

Actions Taken

Please describe any actions taken in response to the concern, including who was contacted and any immediate steps to ensure the individual's safety.

Section 4: Additional Information

Names of any witnesses	
Any previous concerns about this individual	

Other Relevant Information

Please include any other information that might be relevant to the concern.

Section 5: Reporting

Reported to (Name of DSL/DDSL)	
Date and Time of Report	
Method of Reporting	Phone / Email / In-person

Section 6: For DSL/DDSL Use Only

Date and Time Received	
Action Taken by DSL/DDSL	

Decision and Action

Please provide details of the decision made and the actions taken, including referrals to external agencies, contacts made, and follow-up actions.

Signature of DSL/DDSL	
Date	

Confidentiality Notice: This form contains sensitive information and must be stored securely in accordance with data protection regulations. It should only be shared on a need-to-know basis with relevant authorities and professionals.

Safe Recruitment Practices for Fluxus Cornwall CIC

Fluxus Cornwall CIC is committed to safeguarding the welfare of children and adults at risk. To ensure the safety and well-being of all individuals we work with, we have established comprehensive safe recruitment practices. These practices apply to all employees, volunteers, and contractors who work directly with children and/or adults at risk.

Recruitment and Selection Process

1. Job Advertisements and Role Descriptions

- **Clear Role Descriptions:** All job advertisements and role descriptions will clearly outline the responsibilities, duties, and expectations, including the requirement for safeguarding.
- **Safeguarding Statement:** All job adverts and role descriptions will include a statement about our commitment to safeguarding and the need for an enhanced Disclosure and Barring Service (DBS) check.

2. Application Process

- **Application Form:** All candidates must complete an application form that includes questions about their previous experience working with children and/or adults at risk, and any criminal convictions or investigations.
- **Safeguarding Declaration:** Applicants will be required to sign a declaration confirming their commitment to safeguarding and disclosing any relevant information.

3. Interview Process

- **Structured Interviews:** All candidates will undergo a structured interview process where safeguarding-related questions will be asked to assess their suitability for working with children and/or adults at risk.
- **Multiple Interviewers:** Interviews will be conducted by at least two people, including at least one director who has completed safeguarding training.

4. References

- **Reference Checks:** At least two references will be requested and checked, including one from the most recent employer or organisation where the candidate worked with children or adults at risk.
- **Verification:** References will be verified through direct contact with the referees.

5. Disclosure and Barring Service (DBS) Checks

- **Enhanced DBS Checks:** All directors, employees, volunteers, and contractors who work directly with children and/or adults at risk are required to undergo an enhanced DBS check before commencing their role.
- **Re-checks:** Enhanced DBS checks will be renewed every three years to ensure ongoing suitability.
- **Barred List Check:** Where applicable, a check against the barred lists for working with children and/or adults will be conducted.

6. Training

- **Safeguarding Training:** All directors, employees, and volunteers will receive safeguarding training as part of their induction. This training will be updated regularly to ensure ongoing awareness and compliance with current safeguarding practices.
- **Specialised Training:** Directors and those in key safeguarding roles will receive more comprehensive and specialised safeguarding training.

7. Supervision and Support

- **Supervision of Volunteers:** All volunteers will be supervised by directors who have undergone enhanced DBS checks and safeguarding training. This supervision ensures that volunteers adhere to safeguarding policies and procedures.
- **Ongoing Support:** Regular supervision meetings will be held to provide support and address any safeguarding concerns or issues that may arise.

8. Record Keeping

- **Confidential Records:** Detailed records of the recruitment process, including application forms, interview notes, reference checks, and DBS check results, will be maintained securely and confidentially.
- **Compliance Monitoring:** Regular audits will be conducted to ensure compliance with safe recruitment practices.

9. Policy Review

- **Annual Review:** The safe recruitment policy and procedures will be reviewed annually to ensure they remain effective and in line with current best practices and legal requirements.
- **Continuous Improvement:** Feedback from the recruitment process will be used to continuously improve our practices.

If you think a child or young person might be suffering neglect or abuse contact the Multi Agency Referral Unit (MARU)

**If you see
something,
say something**

☎ **0300 1231 116**

✉ **multiagencyreferralunit
@cornwall.gov.uk**

Whilst you may be concerned about involving our services, we do more than check up on children and young people's welfare.

If a family is struggling, we can organise early help and support for them, before any problems become harder to solve.

What information do I need to give?

The more detail you are able to provide, the better we will be able to help.

If you have noticed that something wrong, other people might have too. A teacher, health visitor or other person that knows the family might have already alerted us, and your knowledge might fill in some missing information that can help.

Notes and links used when preparing this policy:

https://ciossafeguarding.org.uk/assets/2/say_no_to_abuse_leaflet_-_easy_read_-_web_july_2018.pdf

<https://www.cornwall.gov.uk/media/gokfodv4/maru-poster.pdf>

<https://s41702.pcdn.co/wp-content/uploads/2022/03/Safeguarding-checklist-for-adults.pdf>

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2016/04/1085-nhs-leaflet-accessible-copy.pdf>

https://www.tinderbox.org.uk/assets/uploads/Safeguarding-Policy_Oct-2021.pdf