CIC NUMBER: 12488406

Safeguarding policy

The purpose and scope of this policy statement

Project Dragonfly CIC work with children and families as part of their activities. These may include working with parents to enable them to support their children and young people with their emotional wellbeing. We provide fun interactive one-to-one work, group work and one-off sessions for individuals, families, community groups and all schools.

The purpose of this policy statement is:

- to protect children and young people who receive our 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 Project Dragonfly CIC, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

At Project Dragonfly CIC we work with Children, Parents, external agencies, and the community to ensure the welfare and safety of all children we work with.

Children have the right to be treated with respect to thrive and be safe from abuse in whatever form.

What is Safeguarding?

Safeguarding is the action taken to protect to promote the welfare and the protect them from harm, taking measures to protect the health, well-being, and human rights of individuals. It allows people especially children, young people and to live free from harm, abuse, and neglect.

It involves preventing and stopping abuse while promoting the well-being of those affected considering their views, wishes and feelings.

What is Child Protection?

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering from significate harm. This includes child protection procedures which details how to respond to concerns around a child.

Project Dragonfly CIC are committed to safeguarding and child protection and as such have policies and procedures in place that are designed to protect children, volunteers, and staff.

Before someone comes to volunteer or work for and with us, we will always require references and background and enhanced (DBS) checks.

Volunteers and staff will have regular training in safeguarding and child protection.

Legal framework

This policy is written based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Supporting documents

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

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance.
- Safer recruitment

- Online safety
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety
- Induction, training, supervision, and support
- Adult to child supervision ratios

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.
- 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.
- there may be children who are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents/ carers, and other agencies is essential in promoting young people's welfare.

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, and 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 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 undertaken thoroughly.
- recording, retaining, 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, volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details.

Nominated Child Protection Lead.

Name: Julie Oakley

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Deputy Child Protection Lead

Name: Anthea James- Nicholls

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Trustee/Senior Lead for Safeguarding and Child Protection

Name: Lana Keel

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This policy was last reviewed: 27th May 2026

Signed:

Date: 27th May 2026