



# Make Medway CIC

## Safeguarding Policy

Policy Owner: [Christine Peters](#)

Policy approved by: [Make Medway CIC](#)

Date Policy approved: 02/12/2025

Next review Date: [02/12/2026 - Annual Review](#)

### **Contacts:**

**Designated safeguarding lead:** [Chrissie Peters info@makemedway.org](mailto:Chrissie.Peters@makemedway.org)

**Deputy designated safeguarding leads:**

[Rosie Melville](#)

[Vicki Lane](#)

[Rob Roach](#)

### **External:**

**POLICE 999 OR 101**

**Medway children and adults' social care team:**

- 01634 334 466: daytime hours (Monday to Friday 9am to 5pm)
- 03000 419 191: emergency out of hours.

**NSPCC 0808 800 5000**



## **Make Medway CIC – Safeguarding Policy**

### **Policy statement:**

**This policy applies to all Make Medway CIC members.**

We see The Make Medway Community Makerspace as a place where people come together to create, innovate, and collaborate. The space will be open to local young people and adults, providing access to tools, resources, and a supportive community. We believe in the power of making and its ability to bring positive change.

Our team is dedicated to offering workshops, training, and mentorship to help individuals develop new skills and turn their ideas into reality. We are committed to making a difference and creating a unique space where creativity knows no bounds.

Any child who takes part in a Make Medway CIC activity is the primary responsibility of the adult who brings them. Nevertheless, every Make Medway CIC representative has a personal responsibility for safeguarding children and vulnerable adults. We do this by considering the safety and well-being of all those involved in our activities and by protecting them from harm, exploitation, abuse and neglect and reporting concerns whenever this happens or we think it may have happened.

We encourage the active participation of children and adults in keeping themselves and others safe.

### **Make Medway CIC will ensure that**

- there are appropriate risk assessments in place for all their programmes and activities.
- effective procedures are in place for responding to safeguarding concerns as set out in this document.

### **All Make Medway CIC committee members have the following responsibilities, to:**

- follow safe working practice
- act appropriately and challenge inappropriate behaviour in others
- understand and be familiar with the Safeguarding Policy
- know how to follow and use the procedure for reporting safeguarding concerns.



## Make Medway CIC – Safeguarding Policy

### Communicating this policy:

All Make Medway CIC committee members must read this policy. Regular volunteers should be made aware of this policy by Make Medway CIC's safeguarding contact (see end of policy). A copy is available on our website at [www.makemedway.org/legal](http://www.makemedway.org/legal) for anyone to access. Any school or other organised group we are working with will be made aware of this policy and given a copy on request.

### Definitions:

**Child** means anyone under the age of 18.

**Vulnerable adult** means any adult who is or may be unable to take care of themselves or be unable to protect themselves against significant harm, exploitation, abuse and neglect because of mental or other disability, age or illness.

**Safeguarding** means promoting and protecting someone's health, wellbeing and human rights, and enabling them to live free from harm, exploitation, abuse and neglect.

**A safeguarding concern** is when you are worried about the safety or well-being of a child or vulnerable adult because of something seen or heard, or information which has been given to you. A safeguarding concern can also involve a CATCH representative, or a representative from another organisation, endangering the safety or wellbeing of others.

### **Harm to a child or vulnerable adult can be caused by**

A parent / carer

A family member / friend

Another child

A professional

A volunteer

A stranger

A male or a female



### Code of conduct

We are all responsible for our own actions and behaviour and have a duty to keep ourselves and others safe.

We do this by:

- treating everyone with dignity and respect regardless of age, sex, gender, disability, racial heritage, religious belief, sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy or maternity.
- planning and organising our work and the working area to minimise risks to health, safety and wellbeing.
- respecting other people's privacy and boundaries.
- constructively challenging unacceptable behaviour and language.
- seeking help when we need it, for ourselves and others.

We will **NOT**:

- use language, make suggestions or offer advice which is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- act or speak in ways intended to shame, humiliate, belittle or degrade.
- allow or engage in any kind of physical contact that is inappropriate, or potentially abusive.
- develop relationships or act in a way which is abusive or may place a person at risk of harm, exploitation, abuse or neglect.
- condone, or participate in, behaviour which is illegal, unsafe or abusive.



## Make Medway CIC – Safeguarding Policy

### Planning and supervision

All activities or work will be planned, risk assessed and have the appropriate supervision in place.

This includes:

- Working to the best of your ability, acting within your competence and not taking on anything you do not believe you can safely do.
- Ensuring all appropriate **risk assessments and security checks** have been carried out prior to any activity. This includes providing first aid cover, safeguarding and accident reporting.
- **Ensuring that another adult is present, and you are visible to others, especially when working with children or vulnerable adults.**

### Indirect supervision of groups.

Indirect supervision is where members of Make Medway CIC are responsible for running the activity, but other adults are responsible for supervising the group, e.g. community group leaders, teachers, parents or other accompanying adults. In this case, **the responsibility for the behaviour and discipline of the children or young people lies with the parents and/or the responsible organisation or adults. This must always be made clear by Make Medway CIC's representatives before any activity starts.**

### Confidentiality

You may have access to confidential information about others, and in some circumstances, you may be given highly sensitive or private information.

You should only share confidential information with another Make Medway CIC member or outside of Make Medway CIC group with the individual's consent, unless it is in their best interests (for example, if they are at risk of harm) or if you have a legal duty to share (for example, if it relates to a terrorist threat).

You should:

- treat confidential information with due care and respect.



## Make Medway CIC – Safeguarding Policy

- always record the reasons for sharing information - what you have shared, with whom and for what purpose.
- share information sensitively, anonymously where possible, if you need to discuss issues and seek advice from others.

You should **NEVER**:

- use confidential information for your own, or others' advantage (including that of partners, friends, relatives or other organisations).
- use confidential information to intimidate, humiliate, embarrass or abuse another person.
- share confidential information casually in conversation with others.
- promise absolute confidentiality to any individual you are working with.

### **Photography and videos**

It may be appropriate on occasion to record photographic and video images of Make Medway CIC's activities.

It is agreed by the Make Medway committee that appropriate photos and videos may be taken of any Make Medway CIC committee members. You should only store or use photos of non-committee members with their consent and of participating children with the consent of the adult whose care they are in. If any image is used, you should not name the individual, unless you have specific consent and there is a need to do so. You should report any concern about inappropriate or intrusive photos or videos being taken or subsequently found.



### In Practice

**IF YOU SUSPECT THE ABUSE OF A CHILD OR A VULNERABLE ADULT IT IS NOT AN OPTION TO DO NOTHING AND ASSUME SOMEONE ELSE IS DEALING WITH IT.**

If you suspect the abuse of a child or vulnerable adult:

Ensure the individual is immediately safe.

Listen to what they say.

Take what they say seriously.

Find out the basics of what happened but don't probe or push them for explanations.

Don't promise to keep what they say a secret although it should be shared with a minimum of people.

Try to remember their actual words if possible and record and date what was said as soon as possible afterwards.

Don't investigate the matter yourself.

Don't assume that someone else knows and will help them. You must act.

**Do share your worries with Adult or Children's Social Care, the police or the NSPCC - they are there to help you. (Contact details at end of document.)**

Do also inform <group>'s safeguarding contact (see end of policy). If you are not a <group> member, you can contact them via <group>'s mobile number where you should just leave a message asking them to contact you.

If you are working with a school or other organisation you will need to follow their procedures for reporting safeguarding concerns.

Don't delay.

Don't be afraid to voice your concerns, they may need urgent protection and help.

**Safeguarding is everybody's business.**



## Make Medway CIC – Safeguarding Policy

I have read and understood this policy:

Print name.....

Signature.....

Date.....