

Safeguarding Procedures: Children & Vulnerable Adults

Seagull Media House CIC

Last Updated: 2nd December 2025

Approved by the Board of Directors

This document accompanies the Safeguarding Policy and outlines the step-by-step procedures for preventing, identifying, reporting, and responding to safeguarding concerns involving children and vulnerable adults.

1. Purpose of This Document

These procedures provide clear operational guidance for staff, freelancers, volunteers, and partners. They ensure that:

- concerns are recognised and escalated appropriately
- records are accurate and secure
- responses prioritise safety and legal duties

This document must be used alongside the Safeguarding Policy, Code of Conduct, and Data Protection Policy.

2. Immediate Priorities When a Concern Arises

When harm, abuse, or risk is suspected:

2.1 Prioritise safety.

If someone is in immediate danger, call 999.

2.2 Report immediately to the Designated Safeguarding Lead (DSL).

If they are unavailable, report to the Deputy or a Director.

2.3 Do not investigate personally.

Fact-finding must only be conducted by trained safeguarding personnel or statutory agencies.

3. Responding to a Disclosure

If a child or vulnerable adult shares a concern or disclosure:

Do:

- listen without interruption
- stay calm and neutral
- acknowledge their feelings
- explain what will happen next
- record facts as soon as possible

Do Not:

- ask leading questions
- make promises of confidentiality
- show shock or disbelief
- confront alleged perpetrators

Suggested wording:

4. Recording Concerns

All concern must be documented using the Safeguarding Incident Report Form (to be created separately).

Records must be:

- objective and factual
- written as soon as possible (within 24 hours)
- stored securely in line with data protection policy

Include:

- date, time, location
 - names of individuals involved
 - exact words spoken where possible
 - any visible marks (no photographs unless authorised)
 - who concerns were escalated to
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5. Escalation Procedure (Internal)

1. Concern identified → report to DSL immediately
2. DSL reviews and assesses severity
3. DSL consults Deputy DSL or Safeguarding Board rep if needed
4. DSL decides appropriate action:
 - internal action only
 - notify parents/guardians
 - escalate to Local Authority
 - contact police

If the concern involves the DSL, report directly to:

- The Deputy DSL, or
- Chair of the Board

6. External Reporting & Agencies

Where risk is significant, the Company may contact:

Scenario	Contact
Immediate danger	Police (999)
Non-emergency information	101
Child protection referral	Case by Case (Local Borough of Subject)
Adult safeguarding	Case by Case (Local Borough of Subject)
NSPCC advice line	0808 800 5000

The DSL should record the referral, contact person, and case reference.

7. Involving Parents & Guardians

Parents/guardians will be informed unless:

- doing so places a child at further risk
- police or social care advise against contact
- the child has legal right to confidentiality (e.g., age 16+ healthcare context)

The DSL makes the final decision.

8. Allegations Against Staff, Volunteers, or Directors

Where a safeguarding concern relates to anyone working on behalf of the Company:

- individual may be suspended from duties pending review
- report to external agencies where appropriate
- strict confidentiality must be maintained
- Directors must be informed

Serious allegations may trigger statutory investigation.

9. Online & Digital Safeguarding Procedures

For online sessions:

- sessions must occur on approved platforms
- at least two adults present for sessions with minors where possible
- recordings must not be stored on personal devices
- no private messaging unless pre-approved and logged

Breaches must be reported as safeguarding incidents.

10. Venue & Location Safety Procedures

Before activities begin:

- complete location risk assessments

- ensure exits, first aid, and supervision plans are in place
 - confirm DBS status of required personnel
 - ensure safeguarding signage or contact info is visible
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11. Monitoring & Review

These procedures will be reviewed:

- annually, or
- after any safeguarding incident, or
- when legal guidance changes

Updates must be approved by the Board.

12. Approval

Last Reviewed: 2nd December 2025

Next Review Due: 2nd December 2026

Approval from Director(s):

Name: Kieran Lomas

Signature:

Signed by:

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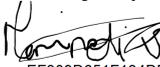
Approval from Advisors:

Name: Marina oliveira

Name: Jasmine Woodard-Harris

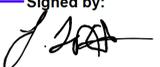
Name: Josh Jenkins

Signatures:

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