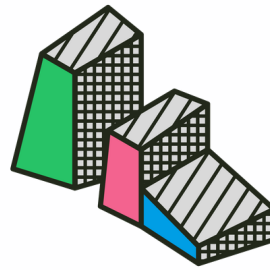


THE FUTURE IS SAFE



FUTURE YARD

SAFEGUARDING POLICY + PROCEDURES

Version 1.1 | 01/07/2026

Version 1 agreed and published
following the board meeting in July 2025
Updated July 2026: DDSL Role Titles.
Policy schedule: to be reviewed June 2027

INTRODUCTION

STATEMENT OF PURPOSE

At Future Yard CIC, we believe that music and creativity thrive in environments where people feel safe, supported, and empowered. We are passionate about building a vibrant and inclusive community where everyone—especially children, young people, and vulnerable adults—can explore their potential without fear of harm or exploitation.

Safeguarding is not just a statutory responsibility for us—it's at the heart of how we create spaces that nurture growth, connection, and expression. Whether someone is stepping onto our stage, into one of our workshops, or through our doors for the first time, their safety and wellbeing matter deeply to us.

This policy sets out our commitment to safeguarding and outlines how we support all staff, volunteers, freelancers, and partners to fulfil their responsibilities with clarity, care, and confidence. It exists to ensure that everyone involved in the work of Future Yard understands how to recognise, respond to, and report concerns—and that our community remains a place where people feel safe to take creative risks, be themselves, and thrive.



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1. SCOPE, PROGRAMME OVERVIEW + INTENT

Future Yard CIC delivers creative music-making programmes to children, young people and adults, including:

- Mosh Tots
- New Noise Music Centre
- Soundcheck Training Programme
- Band Clubs and Lessons
- Propeller
- Events and Gigs
- Hire of Facilities

We have varying levels of contact with children, young people, and vulnerable adults through weekly group sessions, one-to-one mentoring, live events, and community engagement – both on-site at Future Yard and in external settings such as schools and partner organisations.

Our Skills Bootcamp training programmes are for adults aged 19+, many of whom face personal, social, or economic vulnerabilities. These courses are designed to build confidence, develop employability, and create accessible pathways into the creative industries. Safeguarding is embedded throughout the learner journey, using a trauma-informed and person-centred approach.

At Future Yard CIC, safeguarding is not simply a set of procedures, it is a culture, a responsibility, and a shared commitment that runs through everything we do. For us, safeguarding means doing everything within our power to prevent abuse before it happens. We do this by raising awareness, deepening understanding, and creating environments where everyone feels safe, respected, and empowered.

This policy sets out how we work collectively, not just within our own teams, but with external partners, agencies, and most importantly, the individuals we support. We believe in working with people, not just for them, helping individuals understand the risks they may face and supporting them in making informed choices about their own safety and wellbeing.

Safeguarding is a shared responsibility, and this policy reflects our commitment to approach it with clarity, compassion, and confidence, ensuring that every voice is heard, and every concern is taken seriously.

2. KEY PERSONNEL + RESPONSIBILITIES

Designated Safeguarding Lead (DSL):

Head of Skills and Learning - Stu Nicholls - stu@futureyard.org.

Responsible for:

- Oversight of safeguarding procedures
- Promoting culture of safeguarding and supporting/advising staff
- Liaising with external agencies

Deputy Designated Safeguarding Leads (DDSLs):

Head of Talent Development

Soundcheck Lead

Skills & Learning Coordinator

Responsible for:

- Supporting the DSL in all aspects of their role
- Acting in the absence of the DSL or when delegated
- Receiving and responding to safeguarding concerns
- Assisting with record keeping and communications
- Helping to deliver training or briefings to staff, partners, and volunteers

All safeguarding concerns must be reported to the DSL or one of the DDSLs as soon as possible.

3. DEFINITIONS

This section provides clear definitions of key safeguarding terms to ensure consistent understanding and application across Future Yard CIC's work. These definitions are aligned with statutory guidance, including Working Together to Safeguard Children (2023) and the Care Act (2014).

A **child** is defined as any individual under the age of 18, regardless of their living arrangements, employment status, or whether they are in education or not.

A **vulnerable adult**, also referred to as an adult at risk, is defined as a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect,
- And, as a result of those needs, are unable to protect themselves against the abuse or neglect or the risk of it.

DEFINITIONS CONTINUED

This may include (but is not limited to) people with:

- Physical or learning disabilities
- Mental health conditions
- Sensory impairments
- Substance or alcohol dependency
- Dementia
- Terminal illness
- Situational vulnerabilities such as homelessness, recent trauma, or experience of exploitation

Abuse is a form of maltreatment of a child or adult at risk. Somebody may abuse or neglect a person by inflicting harm or by failing to act to prevent harm. Abuse may be deliberate or unintentional, perpetrated by an individual or group, one-off, repeated, or sustained over time

(Types of abuse indicated in appendix B)

Staff must be aware of signs of:

- Physical or emotional abuse
- Neglect
- Sexual abuse
- Bullying or exploitation
- Online harm or radicalisation
- Self-harm or suicidal thoughts

Children and vulnerable adults may disclose harm in a number of ways. Staff must never promise secrecy and must record any disclosure accurately and factually.

5. LEGAL FRAMEWORK

This policy aligns with:

- Working Together to Safeguard Children (2010)
- The Children Acts 1989 and 2004
- The Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- The Adoption and Children Act 2002
- Care Standards Act 2000
- The Police Act 1997
- Rehabilitation of Offenders Act 1974
- Mental Health Act 1983
- Public Interest Disclosure Act 1998
- Data Protection Act 2018 / GDPR

6. SAFER RECRUITMENT

All recruitment follows safer recruitment procedures:

- Job advertisements contain a statement regarding Future Yard's commitment to its safeguarding responsibilities.
- Job descriptions include safeguarding responsibilities.
- Enhanced DBS checks required for all roles involving contact with children and vulnerable adults.
- Two references acquired before appointment.
- Safeguarding training is included in all induction schedules.

We maintain a current register of roles requiring a DBS and operate a two-year recheck programme. Those without current DBS must not work alone with children or vulnerable adults.

7. INDUCTION + TRAINING

All staff receive:

- A safeguarding induction
- Role-appropriate training
- Access to this policy and related documents

Training requirements vary depending on position.

Safeguarding training is refreshed every two years, or more frequently as required and accessed through the Wirral Safeguarding Children Partnership.

All staff working with children and vulnerable adults are subject to appropriate DBS checks, safeguarding training, and role-specific boundaries.

8. REPORTING A CONCERN

If a staff member becomes aware of a concern:

- Ensure immediate safety of the individual if needed
- Report to DSL or DDSL without delay
- Record all information factually using agreed procedures
- DSL/DDSL assesses and refers to external agencies where appropriate
- All information is stored securely on our safeguarding drive

(See Appendix A)

9. ALLEGATIONS AGAINST STAFF

If a concern is raised about a member of staff:

- The DSL must be informed immediately
- If the concern is about the DSL, inform the CEO or Board
- We follow guidance from the Local Authority Designated Officer (LADO)
- Suspension may be considered if necessary to protect the young person
- ISA and DBS notifications made where applicable

10. SAFE WORKING PRACTICES + BOUNDARIES

- Staff must maintain appropriate professional boundaries
- Relationships must remain strictly professional
- Gifts should not be exchanged without disclosure to management
- Photography/video must have written parental consent

11. HEALTH + SAFETY

Future Yard CIC is committed to ensuring the health and safety of all children and vulnerable adults in our care. The following procedures apply:

- **First Aid:** Designated staff are trained in first aid and CPR. A stocked first aid kit is available at all activities, and staff follow procedures for medical emergencies, including contacting emergency services and informing the DSL/DDSL.
- **Illness and Infection Control:** Participants showing symptoms of illness will be sent home and isolated if necessary. Parents/guardians will be contacted, and cleaning protocols followed to prevent spread.
- **Medication:** Medication may only be administered with written parental/guardian consent. Staff may assist with administration if authorised. All medication is securely stored; self-carrying is allowed only when necessary and with agreement.
- **Risk Assessments:** Risk assessments are carried out for activities and reviewed regularly to identify and manage potential hazards beyond routine health and safety measures.
- **Supervision Ratios:** Staff-to-participant ratios are maintained in line with statutory guidance to ensure safe and effective supervision.
- **Equipment Safety:** All equipment is regularly inspected and maintained. Unsafe equipment is removed, and staff are informed of relevant safety procedures.

H&S CONTINUED

- **Transport and Trips:** Off-site activities are planned with appropriate transport, staffing, and consent. Risk assessments are conducted for all trips.
- **Emergency Procedures:** Evacuation plans and emergency procedures are in place and practiced regularly. Staff receive training to ensure effective response.
- **Health and Hygiene:** Hand-washing and hygiene practices are promoted. Facilities are maintained to a high standard, with enhanced cleaning following illness-related incidents.

12. CONFIDENTIALITY + INFORMATION SHARING

Future Yard is committed to handling all safeguarding concerns with the highest standards of confidentiality, in line with legislation and best practice.

- **Need-to-know basis:** Safeguarding information is only shared with individuals who need it to take appropriate action, this may include DSLs, senior staff, or external safeguarding agencies.
- **Secure storage:** Records are stored securely, either digitally in secure folders or physically in locked storage. Access is strictly limited to safeguarding leads and authorised personnel.
- **Legal compliance:** We follow the UK GDPR and Data Protection Act 2018, which allow lawful sharing of information where a safeguarding concern exists. The safety and welfare of the individual is always the priority.
- **Consent and overrides:** Where appropriate, consent is sought before sharing information. However, concerns may be shared without consent if there is a risk of significant harm, in line with statutory guidance (Working Together to Safeguard Children 2023, The Care Act 2014).
- **Retention of records:** Safeguarding records are retained in line with legal and funder requirements, typically for a minimum of 6 years, or longer if necessary.
- **Third-party sharing:** Information may be shared with agencies such as the local authority, police, or DBS when required. Sharing is always proportionate, necessary, and in the individual's best interests.
- **Staff responsibilities:** All staff, volunteers, and freelancers are briefed on confidentiality and data protection, and must follow procedures at all times.

13. EXPECTATIONS FOR PARTNERS, CONTRACTORS, VISITING ARTISTS + ORGANISATIONS

All individuals and organisations working with or on behalf of Future Yard, including partners, contractors, visiting artists, and external organisations, who may come into contact with children, young people, or vulnerable adults, must adhere to our safeguarding standards. This ensures a consistent and robust approach to safeguarding across all areas of our work. They must:

- **Provide a safeguarding policy:** Submit a current copy of their organisation's safeguarding policy to Future Yard prior to any engagement. This policy must demonstrate alignment with statutory safeguarding expectations.
- **Adhere to Future Yard's safeguarding protocols:** Confirm in writing that they will comply with Future Yard's safeguarding procedures and code of conduct while on site or engaged in any Future Yard activity.
- **Undergo supervision:** Be supervised at all times when working directly with children, young people, or vulnerable adults unless appropriate DBS checks and safeguarding training are confirmed and approved in advance by the Designated Safeguarding Lead unless conducting activity as a result of third party contract.
- **Be briefed before contact:** Receive a safeguarding induction or briefing, including key contact information, reporting procedures, and relevant risk assessments, before engaging with any children, young people or vulnerable adults through Future Yard.
- **Report concerns:** Understand their responsibility to report any safeguarding concerns immediately to Future Yard's Designated Safeguarding Lead or deputy.
- **Comply with DBS and legal requirements:** Ensure that all staff and volunteers involved in delivery have appropriate and up-to-date DBS checks in place, where required.

14. MONITORING + REVIEW

Safeguarding is a standing agenda item at:

- Team meetings
- Skills and Learning planning sessions
- Board meetings
- Partnership development meetings

The DSL, with DDSL, monitors:

- Training logs
- Referrals made
- Policy implementation
- Staff feedback and evaluation

15. STAFF SUPPORT + WELFARE

We recognise the emotional impact safeguarding issues may have. Staff will be supported through:

- Access to line management
- Reflective supervision (formal or informal)
- Follow-up after disclosures or incidents

Signposting to wellbeing services where appropriate

16. ESCALATION + DISAGREEMENTS

If there is a professional disagreement between Future Yard and a partner organisation (e.g. a school), we will follow the escalation procedures outlined in Wirral's multi-agency safeguarding arrangements.

17. COMPLAINTS ABOUT SAFEGUARDING PRACTICE

Future Yard takes all safeguarding concerns and complaints seriously. If a child, parent/carer, external partner, or member of the public wishes to raise a concern or complaint about Future Yard's safeguarding practice, they should contact the Designated Safeguarding Lead in the first instance.

If the concern involves the DSL or is not resolved satisfactorily, complaints can be escalated to the CEO or the Chair of the Board of Trustees. Concerns involving immediate risk to a child or adult at risk should be referred directly to the local authority or the police.

Contact details for safeguarding concerns are published on the Future Yard website and available upon request.

18. ONLINE SAFETY

Future Yard is committed to safeguarding children, young people, and vulnerable adults from risks associated with online activity. This section sets out how we protect participants, staff, and volunteers in their digital interactions, both within our organisation and in external online spaces.

Online safety is a core element of safeguarding practice and applies to everyone at Future Yard. Staff and volunteers must uphold the highest standards of professional conduct online, just as they would in person. Children, young people, and adults at risk will be supported to use technology safely, responsibly, and creatively.

- Staff and volunteers must not use personal social media accounts (e.g., Facebook, Instagram, TikTok, WhatsApp, Snapchat) to communicate with, follow, or accept friend requests from children, young people, or their families.
- All online communication with participants must take place through organisation-managed accounts and platforms that have been authorised by the Designated Safeguarding Lead (DSL).
- Staff must not share personal phone numbers, email addresses, or private social media details with children or young people.
- Personal devices should not be used to take photographs, video, or audio recordings of participants. Approved equipment should always be used, with appropriate permissions obtained.
- Staff and volunteers must ensure their own personal social media accounts maintain strict privacy settings and contain nothing that could compromise their professional role.
- Any breach of these rules will be treated as a safeguarding concern and may result in disciplinary action.
- Any concerns about online behaviour (by staff, volunteers, participants, or external contacts) must be reported immediately to the DSL.
- Where a child or young person may be at risk of harm through online activity, the organisation will follow its safeguarding reporting procedures and, where necessary, involve statutory agencies such as the police or children's social care.
- All incidents will be recorded, investigated, and monitored in line with Future Yard's safeguarding procedures.

19. STAFF ACKNOWLEDGEMENT

All staff are required to acknowledge that they have read and understood this policy by providing a digital signature.

APPENDIX

APPENDIX A – SAFEGUARDING CONCERN REPORTING FLOWCHART

1. You have a concern or a disclosure is made

- Ensure immediate safety
- Do **not** promise confidentiality
- Stay calm and listen
- Record what is said in the person's own words

2. Report concern immediately

- Speak to the DSL (Stu Nicholls) or DDSL (relevant team lead)
- Complete written report form within 24 hours

3. DSL/DDSL decides next steps

- Inform parent/carer (if appropriate)
- Refer to Children's/Adult Social Care, LADO or Police if needed
- Record all actions

4. Support for child/young person/adult is provided

- DSL/DDSL to signpost or refer to relevant internal or external support
- DSL/DDSL maintains oversight of the situation

APPENDIX B: TYPES OF ABUSE

- **Physical Abuse:** Causing physical harm such as hitting, shaking, burning, force-feeding, misuse of medication, or restraint.
- **Sexual Abuse:** Forcing or enticing a child or vulnerable adult to take part in sexual activities, including assault, exploitation, or inappropriate touching or exposure to pornographic material.
- **Emotional or Psychological Abuse:** Persistent emotional maltreatment leading to adverse effects on emotional development or wellbeing. This can include threats, humiliation, isolation, control, verbal abuse, and cyberbullying.

APPENDIX B CONTINUED

- **Neglect and Acts of Omission:** Failing to meet basic needs for health, nutrition, hygiene, or safety. For children, this can affect physical and emotional development. For adults, this may include failure to provide necessary care or access to services.
- **Financial or Material Abuse:** Misuse or theft of money or property, coercion in relation to financial affairs, fraud, or exploitation of a person's resources.
- **Discriminatory Abuse:** Abuse based on a person's protected characteristics such as race, gender, disability, sexual orientation, religion, or age. This can include harassment, slurs, or exclusion.
- **Institutional or Organisational Abuse:** Poor care practices within settings such as care homes, schools, or community organisations. This may involve inadequate staffing, lack of training, authoritarian management, or a culture that tolerates abusive behaviour.
- **Sexual Exploitation (CSE/ASE):** A form of sexual abuse where a person is manipulated or coerced into engaging in sexual activity in exchange for something (e.g. money, attention, accommodation). It may involve grooming and is often linked to criminal networks.
- **Child Criminal Exploitation (CCE):** When a child or young person is exploited to commit criminal acts, often under coercion. This can include involvement in county lines drug trafficking, theft, or violence.
- **Self-Neglect (Adults only):** When an individual neglects to care for their own basic needs, impacting their health, wellbeing, or safety. This may include hoarding or refusal of necessary services.
- **Online Abuse:** Abuse that occurs via the internet, including grooming, exploitation, cyberbullying, and exposure to harmful content.
- **Domestic Abuse:** Any incident of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are (or have been) intimate partners or family members, regardless of gender or sexuality.

COMMITMENT

Future Yard CIC is committed to maintaining the highest standards of safeguarding across all areas of our work. We recognise that safeguarding is a shared responsibility and that it must be embedded in every interaction, programme, and partnership we deliver.

By fostering a culture of vigilance, openness, and accountability, we aim to ensure that every young person and vulnerable adult who engages with Future Yard does so in a safe, respectful, and empowering environment.

This policy is a living document, reviewed regularly to reflect best practice and the evolving needs of our community. It stands as a clear expression of our values, and our unwavering commitment to protect, support, and champion the wellbeing of everyone we work with.

DESIGNATED SAFEGUARDING LEAD

Stu Nicholls - Head of Skills & Learning
stu@futureyard.org



01/07/26

DEPUTY DESIGNATED SAFEGUARDING LEADS

Skills & Learning Programmes Managers
Lead Creative Practitioner
Venue Manager

RESPONSIBLE BOARD MEMBER

Joanne Brown

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