

01 Safeguarding & Child protection policy

Safeguarding and Protection Policy

Purpose and Scope

At Pwynt CIC (t/a STEAMSpace) , the safety and wellbeing of every child, young person, and adult at risk is our highest priority. This policy outlines how we:

- Protect children and young people from harm.
- Respond to any allegations or concerns.
- Ensure staff and volunteers are trained and accountable.

This policy applies to everyone working on behalf of Pwynt CIC (t/a STEAMSpace) . It will be reviewed annually, or sooner if safeguarding protocols change.

We follow the Welsh Government's **Keeping Learners Safe** guidance and comply with the **Social Services and Wellbeing (Wales) Act 2014**.

Our Commitment

We want every learner to feel safe, respected, and supported during our clubs, classes, tutoring, and events. Safeguarding is a partnership between our team, parents/carers, and external safeguarding agencies.

We believe that strong, positive relationships with parents and carers are key to understanding the needs and behaviours of children and young people. By working closely with families, we can provide the right support, adapt provision where needed, and respond quickly to any concerns. This approach strengthens safeguarding by ensuring we see the whole picture of a child's wellbeing.

Last document review: August 2025

Responsibilities

- **Designated Safeguarding Lead (DSL):** Michael Hughes, hello@pwynt.org
- **Deputy DSL:** Michelle Stonehill, hello@pwynt.org

All staff and volunteers:

- Undergo an **Enhanced DBS check** before working with children (renewed annually).
- Receive safeguarding training at least every two years.
- Are expected to report any concerns following our procedures.

How We Keep Children Safe

- **DBS checks:** All staff/volunteers are fully vetted.
- **Training:** Regular safeguarding training and updates.
- **Safe ratios:** Aim for approx. 1:12 for younger groups, 1:15 for older groups (adjusted to needs).
- **Supervision:** Sessions led by trained facilitators; volunteers are always supervised.
- **Safe venues:** Risk assessments for all sites, with first-aiders present and first aid kits available.
- **Dismissal:** Children only released to named adults (independence for older learners can be agreed).
- **Online safety:** Safe digital platforms, no streaming/recording without parental consent, clear behaviour rules (no bullying/harassment).
- **Photos/videos:** Parental written consent required; activity-focused images only.

Recognising Risks

We acknowledge some children and young people are more vulnerable. We follow All Wales Practice Guides for circumstances including:

- Child sexual/criminal exploitation (CSE/CCE).
- Neglect, domestic abuse, radicalisation.

- Children missing education, home educated learners.
- Forced marriage, Female Genital Mutilation (FGM).
- Disabilities, mental health, parental substance misuse.
- Online abuse and harmful sexual behaviour.

We also have a duty to report concerns for **adults at risk**.

Handling Concerns

If a child discloses something:

- We listen carefully, without interrupting or leading questions.
- We reassure them, explain some information must be shared to keep them safe.
- We record what was said (using their exact words if possible), with date, time, and witnesses.
- Concerns are passed to the DSL and, if needed, to the Local Authority Safeguarding Team.
- If a child or adult is in immediate danger, we call **999**.

Records are stored securely and shared only if necessary to protect a child/adult.

Useful Contact Details

- **Pembrokeshire Child Care Assessment Team:** 01437 776444
 - **Pembrokeshire Adult Safeguarding Team:** 01437 776056
 - **Local Police (non-emergency):** 101
 - **Emergency services:** 999
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Training and Review

- Safeguarding training is updated every two years.
 - Training records and certificates are maintained.
 - Policy reviewed annually to ensure compliance and effectiveness.
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Working Together

We:

- Share our safeguarding policy with parents/carers.
- Discuss additional support needs as required.
- Adapt arrangements to meet learner needs.

Safeguarding is everyone's responsibility. Together, we ensure Pwynt CIC (t/a STEAMSpace) is a safe and enjoyable place for every learner.

Reviewed by: Michael Hughes

Date: August 2025

Company No.: 16237841