



1. Purpose

Spread Some Sunshine Charity is committed to safeguarding and promoting the welfare of all children and young people. We believe that every child has the right to be protected from harm, abuse, and exploitation, and to grow up in a safe and supportive environment.

This policy sets out how the charity prevents harm, responds to safeguarding concerns, and ensures that everyone working on behalf of the charity understands their responsibilities.

2. Scope

This policy applies to:

- Trustees
- Volunteers
- Freelancers and contractors
- Anyone working on behalf of Spread Some Sunshine Charity

It applies to all safeguarding activity connected to the charity, including commissioned projects delivered by partner organisations.

3. Definitions

Safeguarding: Protecting children from maltreatment, preventing impairment of health or development, ensuring safe and effective care, and enabling children to have the best outcomes.

Child / Children: Anyone under the age of 18.

Abuse: A form of maltreatment including physical, emotional, sexual abuse, neglect, or exploitation. Abuse can occur in person or online and may be carried out by adults or other children.

Contextual Safeguarding: Recognises that harm can occur outside the home, including in schools, communities, peer groups, or online environments.

Beneficiaries: Children, young people, parents, or families who receive support directly or indirectly through the charity's work.

4. Safeguarding Principles

Spread Some Sunshine Charity recognises that:

- The welfare of the child is paramount
- Every child has the right to protection regardless of age, disability, gender identity, race, religion, or sexual orientation
- Children's views should be listened to and taken seriously
- Safeguarding is everyone's responsibility
- Concerns must be acted upon promptly

5. Roles and Responsibilities

Trustees

Trustees are responsible for:

- Ensuring this policy is implemented and reviewed regularly
- Appointing Designated Safeguarding Officers (DSOs)
- Ensuring safer recruitment practices are followed
- Ensuring safeguarding training is available where appropriate

Designated Safeguarding Officers (DSOs)

The DSOs are responsible for:

- Receiving and managing safeguarding concerns
- Making referrals to statutory agencies when required
- Keeping accurate and confidential records
- Providing guidance and support to volunteers and trustees
- Keeping safeguarding procedures up to date

All Trustees, Volunteers and Representatives

Everyone working with or for the charity must:

- Be alert to signs of abuse or neglect
- Report concerns to a DSO immediately (or within 24 hours)
- Record concerns accurately
- Maintain confidentiality
- Follow this policy at all times

6. Working with Partner Organisations

Where services are delivered by partner organisations:

- Partners must have robust safeguarding policies and procedures in place
- Clear communication channels must be maintained
- The partner organisation will usually act as the lead agency for child protection matters
- Spread Some Sunshine Charity reserves the right to escalate concerns to statutory authorities if necessary

7. Reporting Safeguarding Concerns

If you are concerned about a child or young person:

- Report immediately to a Designated Safeguarding Officer
- If a child is in immediate danger, contact the police or social services straight away
- Complete a safeguarding concern record as soon as possible
- Concerns should never be ignored, delayed, or investigated personally by volunteers or trustees.

8. Responding to Disclosure

If a child discloses abuse:

- Listen calmly and take them seriously
- Do not promise confidentiality
- Reassure them they have done the right thing
- Avoid asking leading questions
- Record the information accurately
- Report immediately to a DSO
- Support will be offered to anyone affected by handling safeguarding disclosures.

9. Record Keeping and Confidentiality

- All safeguarding records will be kept securely
- Information will only be shared on a “need to know” basis
- Records will be stored separately from other charity records
- Data will be processed in line with data protection legislation

10. Safer Recruitment

Where applicable, the charity will:

- Carry out DBS checks for relevant roles
- Obtain references
- Provide safeguarding induction and guidance
- Ensure ongoing suitability for safeguarding roles

11. Training and Awareness

Trustees and volunteers will:

- Be made aware of this policy
- Receive safeguarding guidance appropriate to their role
- Be informed of how to report concerns

12. Review

This policy will be reviewed regularly and updated as required to reflect changes in legislation or charity activities.

Approval and Review

Approved by: Board of Trustees, Spread Some Sunshine Charity

Date of Approval: January 2026

Policy Owner: Board of Trustees

Review Frequency: Every 2 years *(or sooner if required)*

Next Review Date: January 2028