



Safeguarding & Child Protection Policy

Policy	Safeguarding & Child Protection Policy
Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Version	1.0
Approved by	Board of Directors
Date approved	June 2026
Date of next review	June 2027
Policy owner	Designated Safeguarding Lead

1. Our commitment

Elevated Up CIC is committed to keeping children and young people safe. The welfare of the child is always our first priority. We believe every child, whatever their age, ability, background or circumstances, has the right to take part in our activities free from harm.

This policy applies to everyone working on our behalf, including directors, paid staff, sessional coaches and volunteers.

2. Scope

A child is anyone under the age of 18. We run dance, movement and fitness sessions, mentoring and holiday activities for children and young people, and this policy covers all of that work, on our premises, at partner venues and online.

3. Recognising abuse

Abuse can take many forms. We expect everyone to be aware of the main types so they can spot concerns early:

- Physical abuse – for example hitting, shaking or otherwise causing physical harm.
- Emotional abuse – persistent ill-treatment that harms a child's emotional development.
- Sexual abuse – forcing or enticing a child to take part in sexual activities, including online.
- Neglect – failing to meet a child's basic physical or psychological needs.
- We are also alert to wider risks such as bullying, exploitation, radicalisation and online harm.

4. What to do if you have a concern

If you are worried that a child is being harmed or is at risk, act straight away. Do not investigate yourself.

1. Make sure the child is safe and, if there is immediate danger, call 999.
2. Report the concern to the Designated Safeguarding Lead (DSL) the same day.



3. Write down what you saw or were told, using the child's own words, with the date, time and your signature.
4. Keep the information confidential and share it only with the DSL or as the DSL directs.

5. If a child tells you about abuse

- Stay calm, listen carefully and take what they say seriously.
- Do not promise to keep it secret – explain you must pass it on to keep them safe.
- Do not ask leading questions or press for detail.
- Reassure the child they were right to tell you, and report to the DSL immediately.

6. The role of the Designated Safeguarding Lead

The DSL is responsible for managing safeguarding concerns. They will decide on the right action, which may include a referral to Children's Advice and Support Service (CASS), the Police or other agencies, and will keep secure records of every concern and decision.

7. Allegations against staff or volunteers

Any allegation that a member of our team has harmed a child, or behaved in a way that suggests they may be unsuitable to work with children, will be reported to the DSL and referred to the Local Authority Designated Officer (LADO) without delay. We will not attempt to deal with such matters internally alone.

8. Safer recruitment and training

We follow safer recruitment practice, carry out enhanced DBS checks for everyone in regulated activity, and make sure all staff and volunteers complete safeguarding training before they begin and refresh it regularly. (See our Safer Recruitment & DBS Policy and Code of Conduct.)

9. Records and confidentiality

Safeguarding records are kept securely, separately from general files, and shared strictly on a need-to-know basis in line with our Data Protection & Privacy Policy.

Our safeguarding contacts

Designated Safeguarding Lead (DSL): Emma Hobbis, Director – emma@elevatedup.org, 07759 036050

Deputy Safeguarding Lead: Rose Brain – rosebrain23@gmail.com, 07986 353165

Birmingham Children's Advice and Support Service (CASS) and the Local Authority Designated Officer (LADO): contact details are kept current on our safeguarding contacts sheet.

We work within the Birmingham Safeguarding Children Partnership (BSCP) and follow the Right Help, Right Time guidance.

NSPCC Helpline: 0808 800 5000 · Childline: 0800 1111 · Emergency: 999 (or 101 for non-urgent Police).

10. Review

This policy is reviewed every year, or sooner if guidance, the law or our activities change.



Approval

Approved on behalf of the Board of Directors:

A handwritten signature in black ink, appearing to read 'Emma Hobbis', positioned above a horizontal line.

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026