

THE LORD'S HUB CIC SAFEGUARDING POLICY 2025

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Designated Safeguarding Lead (DSL)	Lordina Owusu (Founder & Director)
Deputy DSL	Leon Freeman
Company Number	16054485
Location	Dartford, United Kingdom

DOCUMENT CONTROL

Policy Name: Safeguarding and Child Protection Policy

Organisation: The Lord's Hub CIC

Company Number: 16054485

Approved By: Board of Directors

Designated Safeguarding Lead (DSL): Lordina Owusu

Deputy DSL: Leon Freeman

Trustee Safeguarding Lead: Gadina Jones

Date Approved: November 2025

Date Updated: March 2026

Next Review Date: November 2026

Policy Owner: Designated Safeguarding Lead

Version: 2.0

1. POLICY STATEMENT AND SCOPE

The Lord's Hub CIC is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We believe that everyone has the right to live free from harm, abuse, or neglect, and to be treated with dignity and respect.

This policy outlines how we ensure a safe, supportive environment across all programmes and activities operated by The Lord's Hub CIC, including Move Forward, Zamara Voices, EmpowerED, GenNext, Meet Up Eat Up, Online programmes and digital activities, Partnerships and collaborative delivery, Commissioned services, all community events and any activity delivered under The Lord's Hub CIC name or by its representatives.

This policy applies whether activities take place:

- ✓ In person or online
- ✓ At our regular venues or off-site
- ✓ During term-time or holidays
- ✓ Through direct delivery or partnership arrangements

2. LEGAL FRAMEWORK

This policy has been developed in accordance with key UK legislation and guidance, including:

- Working Together to Safeguard Children (HM Government, 2023)
- Keeping Children Safe in Out-of-School Settings (DfE, 2024)
- Care Act 2014 (Safeguarding Adults)
- Children Act 1989 & 2004
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 and UK GDPR
- Equality Act 2010

3. SAFEGUARDING GOVERNANCE AND ACCOUNTABILITY

The Lord's Hub CIC recognises that safeguarding is not only an operational responsibility but also a governance responsibility.

The Board of Directors holds ultimate accountability for safeguarding across the organisation. The Board ensures that appropriate safeguarding policies, procedures, training, and safer recruitment practices are in place and regularly reviewed.

Safeguarding Structure:

Board of Directors – Overall safeguarding governance and accountability

Trustee Safeguarding Lead – Independent oversight of safeguarding and management of allegations against senior leaders

Name: Gadina Jones (Director)

Contact: 07969754359 | gadinaj@hotmail.com

Designated Safeguarding Lead (DSL) – Day-to-day safeguarding responsibility and referrals

Name: Lordina Owusu

Contact: 07496 430 505 | support@thelordshub.com

Deputy DSL – Supports DSL and acts in their absence

Name: Leon Freeman (staff)

Contact: 07399064620 | leonfreeman.lrf@outlook.com

All Staff and Volunteers – Responsible for reporting concerns and following procedures

Board Oversight:

The Board of Directors:

- Reviews safeguarding at least annually
- Receives safeguarding reports from the DSL
- Monitors safeguarding training completion
- Reviews and approves this policy
- Investigates serious safeguarding incidents
- Ensures adequate resources are allocated to safeguarding
- Holds senior leadership accountable for safeguarding outcomes

The Board of Directors recognises safeguarding as a standing agenda item at board meetings and ensures safeguarding is embedded into organisational planning, risk management, recruitment, training, and programme delivery. The Board will also review safeguarding immediately after any serious incident, allegation against staff, or regulatory inspection.

4. ROLES AND RESPONSIBILITIES

All staff, volunteers, and contractors have a duty to safeguard and promote the welfare of children and vulnerable adults. The Designated Safeguarding Lead (DSL) holds overall responsibility for implementing this policy and ensuring effective procedures are followed.

Key Roles:

Designated Safeguarding Lead (DSL): Lordina Owusu

- Overall responsibility for safeguarding policy implementation
- Receiving and responding to all safeguarding concerns
- Making referrals to external agencies (Kent Safeguarding Hub, LADO, Police)
- Maintaining confidential safeguarding records
- Ensuring staff and volunteer training is up to date
- Providing safeguarding reports to the Board of Directors
- Contact: 07496 430 505 | support@thelordshub.com

Deputy DSL: Leon Freeman

- Supporting the DSL in all safeguarding activities
- Acting as DSL when Lordina is unavailable
- Ensuring safe delivery in sports and youth settings
- Phone: 07399064620
- Email: leonfreeman.lrf@outlook.com

All Staff and Volunteers:

- Must report any concern immediately to the DSL or Deputy DSL
- Always follow safeguarding procedures
- Complete required safeguarding training
- Adhere to the Code of Conduct (Appendix G)
- Never promise confidentiality to a child or vulnerable adult

Reporting When Senior Leaders Are Involved:

If a concern involves the DSL or Deputy DSL:

Report directly to the Trustee Safeguarding Lead: Gadina Jones - 07969754359 | gadinaj@hotmail.com

If a concern involves the DSL, a Director, Trustee, or senior leader:

Where a safeguarding concern involves the Designated Safeguarding Lead, a Director, Trustee, or senior leader, the concern must be reported directly to:

1. **Trustee Safeguarding Lead: Gadina Jones - 07969754359 | gadinaj@hotmail.com**

2. Local Authority Designated Officer (LADO):03000 410888

The organisation recognises the importance of independent oversight where senior leaders hold safeguarding roles. No individual should investigate a safeguarding concern in which they are personally involved.

If you are unsure who to report to, you can contact:

- **Kent Children's Safeguarding Hub:** 03000 411111
- **NSPCC Whistleblowing Helpline:** 0800 028 0285

5. RECOGNISING ABUSE AND RESPONDING TO CONCERNS

Abuse can take many forms and all concerns, suspicions, or disclosures must be taken seriously. No one should ever promise confidentiality to a child or vulnerable adult.

If a person is in immediate danger, call 999 immediately.

5A. Types of Abuse and Indicators

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning, or otherwise causing physical harm. Signs may include:

- Unexplained bruises, burns, or fractures
- Fear of going home or of specific adults
- Flinching when approached or touched
- Wearing clothes to hide injuries in warm weather
- Reluctance to participate in physical activities (e.g., Move Forward sessions)
- Inconsistent explanations for injuries

Emotional Abuse

Persistent emotional maltreatment causing severe and persistent adverse effects on emotional development. Signs may include:

- Sudden changes in behaviour or confidence
- Excessive withdrawal or fearfulness
- Age-inappropriate behaviours
- Difficulty forming attachments with peers
- Self-harm or self-deprecating language
- Over-reaction to mistakes or criticism

Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, including physical contact and non-contact activities (e.g., grooming, exploitation, exposure to sexual images). Signs may include:

- Sexually inappropriate behaviour or language for their age
- Unexplained gifts or money
- Fear of specific people or places
- Physical symptoms (pain, infections, unusual discharge)
- Sudden changes in online behaviour
- Withdrawal from friends and activities

Neglect

Persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of health or development. Signs may include:

- Poor hygiene or being consistently unkempt
- Hunger or stealing food at sessions
- Inappropriate clothing for weather conditions
- Untreated medical conditions or dental issues
- Tiredness or poor concentration (may affect EmpowerED tutoring performance)
- Lack of supervision appropriate to age

Online Abuse

Includes cyberbullying, grooming, sexual exploitation, exposure to harmful content, and identity theft. Signs may include:

- Excessive secrecy about online activity
- Sudden changes in device use patterns
- Withdrawal from family and friends
- Receiving gifts from unknown sources
- Screenshots or messages from unknown adults
- Using sexual language they wouldn't normally know

Peer-on-Peer Abuse

Harm caused by young people to other young people, including bullying, sexual harassment, physical violence, harmful sexual behaviour, and initiation/hazing.

Programme-specific risks:

- Move Forward: Physical aggression, competitive bullying, exclusion from teams, inappropriate touching during sport
- Zamara Voices: Mockery of vocal ability, cultural discrimination, exclusion from group activities
- GenNext: Social media harassment between participants, pressure to share inappropriate content
- Meet Up Eat Up: Isolation or exclusion during group meals, food shaming

Radicalisation and Extremism

Process by which someone comes to support terrorism or extremist ideologies (covered by Prevent duty). Signs may include:

- Expressing views that are intolerant of diversity
- Possession of extremist literature or symbols
- Sudden disrespectful behaviour toward staff or peers
- Isolation from previous peer group
- Significant changes in appearance or behaviour
- Accessing extremist content online

Child Exploitation

Including criminal exploitation (county lines, drug running) and child sexual exploitation (CSE). Signs may include:

- Going missing from home or sessions regularly
- Unexplained money, clothes, or electronic items
- Relationships with controlling or older individuals
- Significant changes in emotional wellbeing
- Physical injuries
- Substance misuse

6. REPORTING PROCEDURES

Step 1: RECORD THE CONCERN

- Write down what you have seen, heard, or been told immediately
- Use the Incident Reporting Form (Appendix B)
- Be factual and specific ,avoid interpretation
- Include date, time, location, and exact words used (especially in disclosures)
- Note any physical signs observed
- Sign and date your record

Step 2: REPORT IMMEDIATELY TO THE DSL

- DSL: Lordina Owusu ,07496 430 505
- If unavailable: Deputy DSL: Leon Freeman,07399064620
- Email: leonfreeman.lrf@outlook.com
- Report the same day ,do not wait
- Do not investigate yourself or confront alleged abusers
- Do not discuss with anyone else (confidentiality)

Step 3: DSL ASSESSES THE SITUATION

The DSL will:

- Review the concern and decide on next steps
- Determine if the threshold for external referral is met
- Consider immediate safety measures

Step 4: REFERRAL TO EXTERNAL AGENCIES (IF NEEDED)

If the concern meets safeguarding thresholds, the DSL will refer to:

Kent Children's Safeguarding Hub

- Phone: 03000 411111 (Mon-Fri, 9am-5pm)
- Out of hours: 03000 419191
- For all child protection concerns

Kent Adult Safeguarding

- Phone: 03000 416161
- For vulnerable adults

Police

- Emergency: 999 (immediate danger or crime in progress)
- Non-emergency: 101

Local Authority Designated Officer (LADO)

- Phone: 03000 410888
- For allegations against staff, volunteers, or other adults in positions of trust

NSPCC Helpline

- Phone: 0808 800 5000
- For advice and guidance

Prevent (for radicalisation concerns)

- Kent Police Prevent Team: prevent@kent.police.uk
- Anti-Terrorist Hotline: 0800 789 321

Step 5: RECORD AND FOLLOW UP

- DSL maintains secure, confidential safeguarding records
- Case is monitored and reviewed
- Information shared only on a need-to-know basis
- Parents/carers informed unless this increases risk to the child

Timescales:

- Immediate concerns: Report to DSL same day
- DSL must contact external agencies within 24 hours if threshold met
- Emergency situations: Call 999 first, then inform DSL

6A. LOW-LEVEL CONCERNS PROCEDURE**What is a Low-Level Concern?**

Any behaviour by a staff member, volunteer, or partner that is inconsistent with our Code of Conduct does not meet the threshold for referral to LADO but still raises a sense of unease or "nagging doubt" about its appropriateness.

Examples Include:

- Being overly friendly with specific children
- Using inappropriate language or "banter"
- Poor boundaries (e.g., sharing personal mobile number)
- Being alone with a child unnecessarily
- Making comments about a child's appearance
- Failing to follow policy (e.g., photography without consent)

How to Report Low-Level Concerns:

1. Record it immediately using the Low-Level Concern Form (Appendix C)
2. Report to DSL within 24 hours (or Deputy DSL if the concern involves DSL)
3. DSL reviews and decides on action: informal conversation, additional training, revised role, further investigation, or escalation to allegation management

7. SAFER RECRUITMENT

The Lord's Hub CIC follows safer recruitment practices to ensure all staff and volunteers are suitable to work with children and vulnerable adults.

Before Starting:

- Enhanced DBS checks for all staff and volunteers in regulated activity
- Verification of identity (photo ID and proof of address)
- At least two references checked and verified
- Gaps in employment history explored
- Disclosure of any cautions, convictions, or safeguarding concerns
- Interview including values-based and safeguarding scenario questions

Induction:

- Safeguarding policy training (2 hours minimum)
- Code of Conduct review and signature (Appendix G)
- Programme-specific safeguarding briefing
- Clear role descriptions and boundaries
- Introduction to DSL and reporting procedures

Ongoing:

- Regular supervision meetings
- Performance reviews
- Refresher safeguarding training every 2 years minimum
- Requirement to disclose any new cautions or convictions
- Exit interviews when leaving the organisation

DBS Checks:

- All staff and volunteers working in regulated activity must have an enhanced DBS check
- DBS certificates must be dated within the last 3 years
- We participate in the DBS Update Service where possible
- Volunteers cannot start work until DBS clearance is received

8. CODE OF CONDUCT

All staff, volunteers, and representatives of The Lord's Hub CIC must adhere to our Code of Conduct (see full version in Appendix G).

You MUST:

- Treat everyone with dignity and respect
- Maintain appropriate professional boundaries at all times
- Avoid being alone with a child or vulnerable adult where possible
- Report all safeguarding concerns immediately, never delay
- Use positive behaviour management techniques
- Be a positive role model in language, behaviour, and attitude
- Respect confidentiality (except when safeguarding concerns arise)
- Follow all policies and procedures
- Arrive prepared and on time for sessions
- Challenge inappropriate behaviour or language from others

You MUST NOT:

- ❌ Engage in any form of physical punishment or aggressive behaviour management
- ❌ Make sexually suggestive comments or share inappropriate content
- ❌ Develop inappropriate personal relationships with participants
- ❌ Show favouritism or discriminate against any individual
- ❌ Humiliate, shame, or belittle anyone
- ❌ Share your personal contact details with participants
- ❌ Contact participants via personal social media or messaging apps
- ❌ Transport children without proper consent, insurance, and another adult present
- ❌ Promise confidentiality to a child or vulnerable adult
- ❌ Ignore concerning behaviour , "not my job" is never acceptable

Breaches of the Code of Conduct:

- May result in disciplinary action up to and including dismissal/removal from volunteering
- Serious breaches will be reported to police, DBS, and/or LADO as appropriate
- All breaches are recorded and investigated

8A. PEER-ON-PEER ABUSE

The Lord's Hub CIC recognises that children and young people can abuse their peers. We take all reports of peer-on-peer abuse seriously and will never dismiss it as "just banter," "part of growing up," or "boys being boys."

Forms of Peer-on-Peer Abuse:

- Bullying (including cyberbullying, prejudice-based bullying)
- Physical abuse and violence
- Sexual violence and sexual harassment
- Harmful sexual behaviour
- Consensual and non-consensual sharing of nude/semi-nude images
- Initiation/hazing rituals
- Abuse in intimate relationships (teenage relationship abuse)

Prevention Strategies:

- Clear behaviour expectations shared at the start of each programme
- Creating a culture where participants feel safe to speak up
- Staff trained to recognise early warning signs
- Age-appropriate relationships and consent education
- Zero tolerance for discriminatory language or "banter"
- Careful supervision and monitoring of group dynamics

Response Procedure:

When peer-on-peer abuse is reported or suspected:

4. Ensure immediate safety of all children involved
5. Record details using Incident Form (Appendix B)
6. Report to DSL immediately who will assess: external referral need, whether both children are at risk, whether parents need to be informed, and immediate safety measures
7. Support both victim and alleged perpetrator (recognising the alleged perpetrator may also have unmet needs)
8. Risk assessment before allowing continued participation for either party
9. Follow-up and monitoring to ensure safety measures are effective

9. ONLINE SAFETY AND USE OF MEDIA

We recognise that online communication, photography, and media sharing carry safeguarding risks. All digital content involving children must be handled with care and appropriate consent.

9A. Staff and Volunteer Communication Rules

What IS Allowed:

- Official Lord's Hub email addresses for work communication
- Group communication via official channels (e.g., closed Facebook groups with parent oversight)
- Video calls with at least two adults present
- Communication during designated working hours (unless safeguarding emergency)

What is NOT Allowed:

- Private messaging with individual participants on personal social media
- Friend/follow requests to participants on personal Facebook, Instagram, TikTok, etc.
- Sharing personal phone numbers (use organisation number: 07496 430 505)
- Communicating outside designated hours without managerial approval
- Asking participants to keep communications secret from parents
- Sharing personal information about your private life

9B. Photography and Filming Protocol

Before taking any photos or videos:

- Check participant consent records (maintained by DSL)
- Ensure photos are taken on official Lord's Hub devices only
- Avoid photos of children alone ,show group activities
- Never take photos in changing areas, toilets, or one-to-one settings
- Ensure children are appropriately dressed

When sharing online:

- Use first names only (never full names unless explicit consent given)
- No location data/geotags that reveal where children live or go to school
- Watermark official photos with The Lord's Hub logo where appropriate
- Store all media in password-protected organisational cloud storage
- Delete photos from personal devices immediately after transferring to secure storage

9C. Social Media Policy

Official Lord's Hub Accounts:

- Managed by designated staff only
- All posts reviewed before publishing
- Comments monitored and responded to professionally
- Privacy settings set to maximum appropriate level

Staff Personal Accounts:

- Must not identify themselves as Lord's Hub staff in bios/profiles
- Must not post about participants or share programme information
- Must maintain professional boundaries (no following/friending participants)
- Any concerning content about children must be reported to DSL

10. WHISTLEBLOWING AND MANAGING ALLEGATIONS

10A. Whistleblowing

The Lord's Hub CIC encourages openness and will support anyone who raises genuine safeguarding concerns. All allegations or concerns about staff, volunteers, or partners must be reported immediately.

If you have concerns about: another staff member or volunteer's behaviour; the way safeguarding is being handled; or any practice that puts children at risk ,you should:

10. Report to the DSL: Lordina Owusu ,07496 430 505
11. If concern involves the DSL, report to the Trustee Safeguarding Lead: **Gadina Jones - 07969754359 | gadinaj@hotmail.com**

12. You can also contact the NSPCC Whistleblowing Helpline: 0800 028 0285

Whistleblowers will be protected under the Public Interest Disclosure Act 1998. We will not tolerate victimisation or discrimination against anyone raising genuine concerns.

10B. Managing Allegations Against Staff or Volunteers

An allegation is any information which indicates that a staff member or volunteer has: behaved in a way that has harmed or may have harmed a child; possibly committed a criminal offence against a child; behaved in a way that indicates unsuitability to work with children; or behaved in a way that calls into question their suitability to work with children (including behaviour outside of work).

Immediate Actions ,if an allegation is made:

13. Do NOT confront the accused or conduct your own investigation
14. Report immediately to DSL (or Trustee Safeguarding Lead if allegation involves DSL)
15. DSL contacts LADO within one working day: Kent LADO ,03000 410888; Out of hours ,03000 419191
16. Follow LADO advice on whether to suspend, move to non-contact role, or conduct internal investigation

11. TRAINING AND SUPERVISION

11A. Training Requirements

Induction Training (Before First Session):

All staff and volunteers must complete:

- 2-hour safeguarding induction covering: overview of this policy, recognising signs of abuse, reporting procedures, Code of Conduct expectations, programme-specific risks, and emergency procedures
- Sign declaration confirming understanding (Appendix G)
- Receive copy of policy and key contact details

Ongoing Training Requirements:

Role	Training Required	Frequency
All staff & volunteers	Safeguarding training	Every 2 years
DSL & Deputy DSL	Advanced Safeguarding / DSL Training	Every 2 years
DSL & Deputy DSL	Safeguarding refresher / updates	Annually
Programme leads	Behaviour management training	Annually
All staff & volunteers	Online safety awareness	Every 2 years

Sports coaches	Sports safeguarding (CPSU)	Every 3 years
Music facilitators	Arts/music safeguarding	Every 3 years

11B. Supervision and Support

All staff and volunteers receive:

- Regular one-to-one supervision (minimum termly)
- Opportunity to discuss safeguarding concerns in safe space
- Access to reflective practice sessions
- Wellbeing check-ins (safeguarding work can be emotionally demanding)
- Access to DSL for advice and support at any time

12. RESPONDING TO MENTAL HEALTH DISCLOSURES

The Lord's Hub CIC recognises that mental health is a safeguarding concern. Staff may encounter young people experiencing self-harm, suicidal thoughts, or other mental health crises.

12A. Self-Harm and Suicidal Ideation

If a child or young person discloses self-harm or suicidal thoughts:

17. Stay calm and listen without judgment ,your reaction matters
18. Take it seriously ,never dismiss as "attention-seeking" or "just a phase"
19. Ask direct, compassionate questions about current thoughts, plans, and previous incidents
20. Ensure immediate safety: call 999 if imminent risk; report to DSL if serious but not immediate
21. Never promise confidentiality ,explain kindly that you need to get them help
22. Follow safeguarding reporting procedures ,report to DSL immediately

Useful Contacts for Participants:

- Childline: 0800 1111 (free, confidential for under 19s, 24/7)
- Samaritans: 116 123 (24/7 for anyone)
- Papyrus (under 35s): 0800 068 4141
- Shout Crisis Text Line: Text SHOUT to 85258 (24/7)
- The Mix (under 25s): 0808 808 4994
- YoungMinds: www.youngminds.org.uk
- Kooth (free online counselling for young people): www.kooth.com

13. SAFER ENVIRONMENTS ,PRACTICAL GUIDANCE

13A. Physical Environment Standards

Essential Requirements:

- Good visibility ,no hidden corners or closed-off areas
- Adequate lighting throughout
- Clear sightlines for staff supervision
- Accessible, well-stocked first aid equipment
- Fire exits clearly marked, accessible, and regularly tested
- Designated, safe pick-up and drop-off areas
- Appropriate toilet and hand-washing facilities
- Secure storage for equipment and personal belongings
- Emergency contact numbers displayed
- Safeguarding policy and DSL contact details displayed

13B. Session Delivery Safeguards

Every session must ensure:

- At least two adults are always present. A trained Designated Safeguarding Lead (DSL) or Deputy DSL must be available on site or immediately contactable during all activities and programmes.
- Staff positioned to supervise all participant areas ,avoid blind spots
- Registration taken at start and end of sessions
- Late arrivals and early departures logged and parents informed
- No child left alone with one adult unless in open, visible space
- Behaviour management follows positive approaches ,no physical punishment or humiliation
- First aid administered in visible area with another adult present as witness
- Emergency contact details taken to venue and immediately accessible

13C. Programme-Specific Arrangements

Move Forward (Sports Sessions):

- Changing facilities used in groups, never one-to-one
- Staff supervision during changing times (appropriate to gender and age)
- Equipment safety checks before every session
- Physical contact only when necessary for safety/coaching (with explanation)

Zamara Voices (Choir):

- Salvation Army Hall doors remain open during rehearsals
- Hannah, Mike, or equivalent safeguarding-trained venue representative present
- Break times supervised

- Parents wait in designated area (not rehearsal space unless invited)

EmpowerED (Tutoring):

- One-to-one tutoring conducted in open area visible to others
- Tutoring spaces have windows or open doors
- Emergency exits explained to children at first session

Meet Up Eat Up:

- YMCA Dartford venue risk assessment on file
- Allergies recorded and checked before every meal
- Inclusive seating arrangements to prevent isolation

GenNext:

- Workshop spaces set up to enable visibility
- Online safety integrated into programme
- Peer support monitored by staff

14. TRANSPORT AND OFF-SITE ACTIVITIES

14A. Transport Policy

Requirements:

- Written parental consent specific to each journey/trip
- Driver has enhanced DBS check
- Driver has appropriate business use insurance
- Vehicle is roadworthy with valid MOT and insurance
- At least one other adult in vehicle (never transport a child alone)
- Children seated in rear seats with appropriate restraints
- Emergency contact details in vehicle
- Journey plan shared with DSL

NEVER:

- Transport a child alone (unless genuine emergency ,report to DSL immediately after)
- Transport without proper insurance
- Give lifts in personal vehicles without prior parental consent
- Transport without another adult present as witness

14B. Off-Site Activities and Trips

Before any off-site activity: complete Off-Site Activity Risk Assessment (Appendix F), obtain written parental consent, ensure staff ratios are maintained (5-8: 1:6; 9-12: 1:8; 13-18: 1:10), and ensure emergency plan is in place.

15. SAFEGUARDING YOUNG ADULTS (AGED 18-25)

The Lord's Hub CIC works with young people up to the age of 25 through education, mentoring, music, sport, and community programmes including GenNext, Move Forward, and EmpowerED.

Legal Framework:

While safeguarding legislation primarily focuses on children (under 18), The Lord's Hub recognises that:

- Young adults aged 18-25 may be vulnerable to harm
- The transition to adulthood can create additional vulnerabilities
- Some young adults have ongoing care and support needs

When Safeguarding Duties Apply to Adults:

Where a young adult (or adult of any age) has care and support needs and is unable to protect themselves from abuse or neglect, safeguarding responsibilities apply under the Care Act 2014.

This includes adults who:

- Have a learning disability or cognitive impairment
- Have a physical disability that creates vulnerability
- Have mental health conditions that affect capacity
- Are experiencing domestic abuse
- Are at risk of exploitation (financial, sexual, criminal)
- Have substance misuse issues affecting their safety
- Are homeless or in insecure accommodation
- Are experiencing modern slavery or trafficking

Responding to Concerns About Adults:

If you have concerns about an adult (18+) at risk:

1. Record the concern using the same procedures as for children
2. Report to DSL who will assess the situation
3. DSL will contact Kent Adult Safeguarding if needed:
 - Phone: 03000 416161
 - Email: social.services@kent.gov.uk
4. In emergency/immediate danger: Call 999 first

Key differences from child safeguarding:

- Adults have the right to make their own decisions (even unwise ones) unless they lack mental capacity
- Consent is usually required before sharing information (unless public interest/vital interests apply)
- The adult's wishes should be respected wherever possible
- Mental capacity must be assessed if there are concerns about decision-making ability

Safeguarding vs. Signposting:

For young adults 18-25 without care and support needs:

- We provide information, support, and signposting
- We create safe environments and challenge harmful behaviour
- We may still report serious concerns (e.g., domestic abuse, exploitation) to appropriate agencies
- We follow safeguarding procedures if there's risk to others (e.g., children in the household)






Useful contacts for young adults:

- Samaritans: 116 123 (emotional support)
- The Mix: 0808 808 4994 (under 25s support)
- National Domestic Abuse Helpline: 0808 2000 247
- Shelter (housing): 0808 800 4444
- Citizens Advice: 0800 144 8848
- Kent Adult Safeguarding: 03000 416161

16. PARTNERSHIP AND THIRD-PARTY DELIVERY

When The Lord's Hub CIC works in partnership with other organisations or uses external venues, we ensure safeguarding standards are maintained.

Partnership Requirements ,all partners must:

-  Have equivalent safeguarding policies and procedures in place
-  Provide evidence of DBS checks for their staff working with our participants
-  Share their safeguarding policy with us before joint delivery begins
-  Identify their Designated Safeguarding Lead and share contact details
-  Follow our reporting procedures if concerns arise during joint activities

Current Key Partners:

- YMCA Dartford Venue partner for Zamara Voices, Move Forward, Meet Up Eat Up

17. RECORD KEEPING AND CONFIDENTIALITY

17A. What Records We Keep:

- Incident Report Forms (Appendix B)
- Low-Level Concern Forms (Appendix C)
- Notes of conversations with DSL, external agencies, parents
- Referral documentation (to LADO, Kent Safeguarding Hub, Police)
- Risk assessments for individual children
- Records of actions taken and outcomes
- Training records for all staff and volunteers
- DBS certificates and checks
- Photography consent forms (Appendix D)

17B. Storage and Security:

All safeguarding records will be stored securely in a password-protected digital system or a locked physical filing cabinet; accessible only to DSL, Deputy DSL, and Board Chair; separate from general programme records; and backed up regularly.

17C. Retention:

- Safeguarding records: Minimum 10 years after case closure OR until child's 25th birthday (whichever is later)
- Low-level concerns: Retained for employment lifetime of individual concerned
- DBS certificates: Recorded on log; certificate not retained (comply with DBS code of practice)
- Consent forms: Duration of participation plus 2 years

17D. Information Sharing:

We share information in accordance with the Data Protection Act 2018, UK GDPR, Working Together to Safeguard Children guidance, and Kent Information Sharing Protocol. Consent is NOT required to share information when: there is a safeguarding concern; sharing is in the child's vital interests; required by law or court order; or public interest outweighs privacy.

17E. Confidentiality and Information Sharing Principles

All safeguarding information is treated as confidential and shared on a need-to-know basis only. However, confidentiality will never prevent information from being shared where a child or vulnerable adult is at risk of harm.

Information sharing decisions are made in line with:

- Working Together to Safeguard Children
- Data Protection Act 2018
- UK GDPR
- Kent Safeguarding Children Multi-Agency Partnership guidance

Staff must never promise confidentiality to a child. If a child discloses abuse, staff must explain that the information will be shared with the Designated Safeguarding Lead so that help and protection can be provided.

18. ACCESSIBILITY

The Lord's Hub CIC is committed to ensuring this policy is accessible to everyone.

This policy is available:

- On The Lord's Hub CIC website: www.tlchub.uk
- In hard copy at all programme venues
- In alternative formats upon request (large print, easy read, audio, translation)

To request an alternative format: Email support@thelordshub.com | Phone 07496 430 505
| Speak to any member of staff at our programmes.

19. SAFER CULTURE & SAFEGUARDING COMMITMENT

The Lord's Hub CIC is committed to creating a safer culture where safeguarding is embedded in all areas of our work.

We will ensure that:

- The welfare of the child is always the first priority
- Safeguarding is everyone's responsibility
- All staff and volunteers feel confident to report concerns
- Low-level concerns are recorded and reviewed
- Children and young people are listened to and respected
- Parents and carers are involved in safeguarding where appropriate
- Staff receive regular safeguarding training and supervision
- Safeguarding is discussed regularly in team meetings
- Policies are reviewed and updated regularly
- We learn from incidents and continuously improve our safeguarding practice

The Lord's Hub CIC recognises that safeguarding is not just about responding to harm, but about creating environments where harm is less likely to occur.

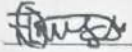
20. POLICY REVIEW AND APPROVAL

This policy will be reviewed annually or sooner if: new legislation or statutory guidance is issued; changes to our programmes or structure require it; following a serious safeguarding incident; or recommended by external review.

This Version:

- Approved by: Board of Directors, The Lord's Hub CIC
- Original Approval Date: 4 November 2025
- Updated: March 2026, Deputy DSL updated from Josephine Opoku-Achampong to Leon Freeman
- Next Review Date: 4 November 2026
- Policy Owner: Lordina Owusu (DSL)

SIGNED:

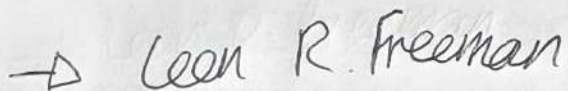


Lordina Owusu

Founder & Designated Safeguarding Lead

Date: 30th March 2026

Leon Freeman



Deputy Designated Safeguarding Lead

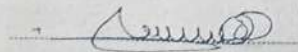
Date: 2nd April, 2026

Gadina Jones

Gadina Jones

Trustee Designated Safeguarding Lead

Date: 2nd April, 2026



Cecilia Anane-Adusei

Chair of Board of Directors

Date: 2nd April, 2026