

Mini CHANGE MAKERS

SAFEGUARDING POLICY

Version 1.3

Policy information

Organisation	Mini Change Makers UK CIC
Policy owner	Directors
Approved by	Frednalyn (Gail) Peck (Managing Director) and Cherry (Dee) Duchemin (Creative Director). Previous v1.2 approved 6 November 2026; no signatures affixed
Approval date	20 November 2026
Next review date	Within 12 months of adoption, or sooner following significant changes
Version	1.3

1. Our commitment

Mini Change Makers UK CIC (MCM) is committed to creating safe, welcoming and supportive environments where children can explore, learn, connect and make a positive difference in their communities.

We believe every child deserves to feel safe, valued, listened to and protected from harm. Safeguarding is everyone's responsibility, and the welfare of children will always come first in our activities and decisions.

We recognise that children have different needs, experiences and circumstances. We will work with parents, carers, volunteers and community partners to promote children's wellbeing, recognise safeguarding concerns and respond promptly and appropriately when someone may be at risk.

2. Purpose and scope

This policy sets out how Mini Change Makers UK CIC (MCM) safeguards children and young people, promotes their wellbeing and responds to concerns about their safety.

Although our activities are primarily designed for children aged 12 and under, our safeguarding responsibilities extend to all children and young people under 18 who may be involved in or affected by our work.

The policy applies to MCM's directors, employees (if appointed), volunteers, activity leads and community partners involved in delivering our activities.

Children normally participate alongside their parents or carers, who remain responsible for supervising them unless a different arrangement has been expressly agreed. However, parental supervision does not remove MCM's responsibility to provide safe activities and respond appropriately to safeguarding concerns.

Everyone involved in delivering MCM activities is expected to understand their safeguarding responsibilities, follow this policy and raise concerns promptly.

Where activities involve adults at risk, including residents of care homes, MCM will also follow appropriate adult safeguarding arrangements.

MCM will confirm supervision arrangements before each activity. Children must not be dropped off or left in MCM's care unless this has been expressly agreed in advance, with appropriate safeguarding and supervision arrangements in place.

3. Safeguarding principles

At Mini Change Makers UK CIC (MCM), the safety and wellbeing of children are at the heart of everything we do. We believe every child has the right to feel safe, respected and supported, regardless of their background, abilities or circumstances.

Our safeguarding approach is guided by the following principles:

- Children's welfare comes first. Their safety and wellbeing will always take priority in our activities and decisions.

- Every child deserves protection. We recognise that some children may need additional support because of their circumstances, experiences, disabilities or communication needs.

- Children's voices matter. We will listen to children, take their concerns seriously and help them feel confident speaking up.

- Safeguarding is everyone's responsibility. Directors, volunteers, activity leads and partners all have a role in recognising and reporting concerns.

- Prevention is better than harm. We will plan activities carefully, assess risks and take reasonable steps to create safe environments.

- Concerns must be acted upon. We will respond promptly, record concerns appropriately and seek advice or refer matters to relevant safeguarding agencies when necessary.

- Working together keeps children safer. We will work with parents, carers and community partners while recognising that information may need to be shared with safeguarding professionals to protect a child.

We are committed to building a culture where safeguarding is part of everyday practice, not simply a policy we follow when something goes wrong.

4. Roles and Responsibilities

Safeguarding is everyone's responsibility. At Mini Change Makers UK CIC (MCM), we will ensure that everyone involved in delivering our activities understands their role in keeping children safe.

Directors

MCM's directors have overall responsibility for safeguarding and will:

- Approve, implement and review the safeguarding policy.
- Maintain a Designated Safeguarding Lead (Frednalyn (Gail) Peck) and Deputy DSL (Cherry (Dee) Duchemin), with clear reporting routes to statutory safeguarding agencies where concerns involve either or both directors.
- Ensure appropriate safeguarding arrangements, risk assessments and reporting procedures are in place.
- Support safe recruitment, induction and supervision of volunteers.
- Ensure safeguarding concerns are taken seriously, recorded securely and referred to appropriate agencies when necessary.
- Review safeguarding practices and identify improvements as MCM develops.

Designated Safeguarding Lead (DSL)

MCM has appointed Frednalyn (Gail) Peck (Managing Director) as Designated Safeguarding Lead (DSL) and Cherry (Dee) Duchemin (Creative Director) as Deputy DSL, by agreement of both directors on 6 November 2026. Frednalyn (Gail) Peck leads safeguarding coordination; Cherry (Dee) Duchemin provides cover, receives concerns when Frednalyn is unavailable, and handles referrals concerning Frednalyn (Gail) Peck without Frednalyn (Gail) Peck investigating herself.

The DSL will:

- Be the main point of contact for safeguarding concerns.
- Provide guidance to volunteers and activity leads.
- Ensure concerns are recorded accurately and confidentially.
- Seek advice from, or make referrals to, relevant safeguarding agencies when appropriate.

- Keep safeguarding knowledge and training up to date.

The directors will communicate the named DSL and Deputy DSL and their contact arrangements to volunteers and activity leads before child-facing activities. Anyone who cannot safely raise a concern internally may contact statutory safeguarding agencies directly without delay.

A safeguarding concern must never be delayed because the DSL is unavailable. Anyone can contact statutory safeguarding services directly when necessary.

Where a safeguarding allegation involves either director, that director must not investigate or determine the outcome. Report the concern to the other director or directly to the appropriate statutory safeguarding agency. Where both directors are involved, or an internal report would be unsafe, report directly to the appropriate statutory agency. Where relevant, MCM will seek advice from the Local Authority Designated Officer (LADO) before undertaking an internal investigation or making decisions that could compromise an external investigation.

Activity leads and volunteers

Everyone helping to deliver MCM activities must:

- Treat children with kindness, dignity and respect.
- Follow MCM's safeguarding guidance and agreed activity arrangements.
- Maintain appropriate boundaries with children and families.
- Avoid unnecessary one-to-one situations with children.
- Remain alert to signs of abuse, neglect or inappropriate behaviour.
- Report safeguarding concerns promptly without attempting to investigate them.

Parents and carers

Parents and carers are responsible for supervising their children during family-based MCM activities unless alternative arrangements have been expressly agreed.

They are encouraged to share relevant information that may help their children participate safely, follow activity guidance and raise any concerns about children's wellbeing.

Community partners

When working with schools, care homes, community groups or other organisations, MCM will agree relevant safeguarding responsibilities before activities take place.

This includes confirming supervision arrangements, reporting procedures and appropriate points of contact.

Working with a partner organisation does not remove MCM's own safeguarding responsibilities.

5. Recognising and responding to safeguarding concerns

Everyone involved in Mini Change Makers UK CIC (MCM) activities has a responsibility to recognise possible safeguarding concerns and take appropriate action.

Safeguarding concerns may arise through something a child says, changes in their behaviour, signs of injury or neglect, or inappropriate behaviour by an adult or another child.

Recognising concerns

Possible signs of abuse or neglect may include:

- Unexplained injuries or repeated accidents.
- Significant changes in behaviour, confidence or emotional wellbeing.
- Signs of fear, distress, withdrawal or unusual anxiety.
- Inappropriate behaviour, bullying or harmful interactions.
- A child describing something that makes them feel unsafe.
- Concerns about a child's care, supervision or basic needs.

These signs do not necessarily mean abuse has occurred, but they should never be ignored.

If a child shares a concern

If a child tells a director, volunteer or activity lead something worrying, they should:

- Listen calmly and give the child time to speak.
- Reassure them that they have done the right thing by telling someone.
- Take their concern seriously without making assumptions.
- Avoid leading questions or attempting to investigate.
- Never promise secrecy. Explain that information may need to be shared with people who can help keep them safe.
- Record what was said as accurately as possible, using the child's own words where appropriate.
- Report the concern promptly to the Designated Safeguarding Lead (DSL) or Deputy DSL (Cherry).

Reporting concerns

Any safeguarding concern must be reported promptly, even when the person raising it is unsure whether abuse or neglect has occurred.

- If a child is in immediate danger, call 999.
- Report other concerns promptly to MCM's DSL or Deputy DSL (Cherry).
- Where a child may be at risk of significant harm, contact Children's Social Care or the police without delay.
- If a concern involves either director, report to the other director or directly to the relevant statutory safeguarding agency. If both directors are involved, report directly to statutory safeguarding services.
- Do not investigate allegations independently or confront the person involved.

Where concerns involve an adult working or volunteering with children, MCM will seek advice from the Local Authority Designated Officer (LADO) where the applicable referral criteria may be met.

Recording and confidentiality

Safeguarding concerns must be recorded factually, accurately and as soon as possible, including relevant dates, observations, the child's words and actions taken.

Records will be stored securely and shared only with those who need the information to safeguard the child or fulfil legal responsibilities.

Information may be shared with safeguarding agencies without parental consent where necessary and lawful to protect a child. MCM will not inform parents or carers where doing so could increase risk or compromise a safeguarding response.

IF SOMETHING DOESN'T FEEL RIGHT, SPEAK UP

6. Safer recruitment and appropriate boundaries

You do not need proof of abuse to raise a safeguarding concern. Listen, record and report. The child's safety always comes first.

Mini Change Makers UK CIC (MCM) is committed to ensuring that everyone involved in delivering activities is suitable for their role and understands how to keep children safe.

Safer recruitment and volunteers

MCM will:

- Use proportionate recruitment checks, including references where appropriate.
- Carry out Disclosure and Barring Service (DBS) checks where roles are eligible and legally required.
- Provide safeguarding guidance and induction before volunteers begin their roles.
- Ensure volunteers understand their responsibilities and know how to report concerns.

Appropriate boundaries

Directors, activity leads and volunteers must:

- Treat children with kindness, respect and professionalism.
- Avoid being alone with a child wherever possible.
- Never use inappropriate physical contact, language or behaviour.
- Never contact children privately through personal messaging or social media.
- Obtain appropriate parental or carer consent before taking or sharing photographs.
- Report any inappropriate behaviour or safeguarding concerns promptly.

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

Our approach is simple: recruit carefully, set clear expectations and create safe, positive experiences for every child.

7. Safe activities and working with partners

MCM will take reasonable steps to ensure activities are safe, inclusive and appropriate for the children taking part.

- Complete proportionate risk assessments before activities.
- Agree supervision arrangements and responsibilities with parents, carers, volunteers and partners.
- Consider children's ages, abilities, accessibility and individual support needs.
- Ensure appropriate first aid and emergency arrangements are in place.
- Obtain relevant parental or carer consent where required.
- Agree safeguarding arrangements with schools, care homes and other delivery partners before activities begin.

Children will normally attend family-based activities with a parent or carer. Where different supervision arrangements are proposed, MCM will assess the risks and agree suitable safeguards in advance.

8. Reporting procedures and safeguarding contacts

All safeguarding concerns must be taken seriously and reported promptly.

Contact	Details
MCM Designated Safeguarding Lead (DSL)	Frednalyn (Gail) Peck (Managing Director) — DSL; For urgent concerns, contact statutory safeguarding services or police directly; internal reporting must not delay protection.
MCM Deputy Designated Safeguarding Lead (DSL)	Cherry (Dee) Duchemin (Creative Director) – Deputy DSL; For urgent concerns, contact statutory safeguarding services or police directly; internal reporting must not delay protection.
MCM's published safeguarding email or contact route	Minichangemakers@outlook.com - monitored by the DSL and Deputy DSL
Cambridgeshire Children's Social Care	0345 045 5203
Out-of-hours Emergency Duty Team	01733 234724
Local Authority Designated Officer (LADO)	LADO@cambridgeshire.gov.uk
Emergency services	999

The directors must verify statutory contact details before issuing this revision for use and whenever relevant arrangements change.

How to report a concern

1. Immediate danger: Call 999.
2. Safeguarding concern: Inform the DSL or Deputy DSL promptly.
3. Risk of significant harm: Contact Children's Social Care or the police without delay.
4. Concern involving a volunteer, activity lead or director: Follow the alternative reporting route and seek LADO advice where appropriate.
5. Record the concern: Complete MCM's safeguarding concern or incident record as soon as possible.

Anyone can contact statutory safeguarding services directly. Do not wait for an internal response if a child may be at risk.

9. Training, records and confidentiality

MCM will ensure that directors, activity leads and volunteers receive safeguarding information and guidance appropriate to their responsibilities.

- Provide safeguarding induction before volunteers begin working with children.
- Ensure the DSL and Deputy DSL (Cherry) receive appropriate training.
- Keep safeguarding guidance and reporting procedures accessible.
- Maintain accurate, confidential records of concerns, referrals and actions taken.
- Store personal information securely and share it only where necessary and lawful.
- Review learning from incidents, concerns and feedback to improve safeguarding arrangements.

Safeguarding records will be handled in accordance with applicable data protection requirements and MCM's agreed retention arrangements.

10. Policy review and accountability

MCM's directors are accountable for implementing this policy and ensuring safeguarding arrangements remain appropriate as the organisation develops.

The policy will be reviewed at least annually, or sooner following a significant safeguarding concern, changes in legislation or guidance, or changes to MCM's activities.

Any changes will be approved by the directors and communicated to relevant volunteers and community partners.

11. Reporting records and incident interface

All ordinary injuries, accidents, hazards and near misses must be recorded using the MCM Incident, Accident & Near-Miss Form and Incident Register. A safeguarding concern, disclosure or allegation must instead be recorded using the separate confidential Safeguarding Concern Form and restricted Safeguarding Log. Where both apply, create linked records using reference IDs, avoiding unnecessary sensitive detail in the general register.

Frednalyn (Gail) Peck, as DSL, coordinates safeguarding decisions and secure case records. Anyone may contact children's social care or police directly when needed; no one should delay emergency action while waiting for Frednalyn (Gail) Peck. Concerns about either director must bypass the person concerned and may be referred to the other director or directly to a statutory agency. Where both directors are involved, report externally.

The event lead must review risk assessments and corrective actions after incidents. Restrict access to identifiable safeguarding records, document disclosures factually, and retain records according to the directors' approved retention schedule.

Decision record (6 November 2026, v1.2): Frednalyn (Gail) Peck and Cherry (Dee) Duchemin agreed to appoint Frednalyn (Gail) Peck as DSL. Risk addressed: without a named DSL, concerns could be delayed or mishandled. Impact: clear leadership and accountability for timely, confidential safeguarding responses. Version 1.3 clarifies the two-director safeguarding structure and direct statutory escalation routes