



POLICY DOCUMENT

# Safeguarding, Child Protection & Pupil Welfare Policy

Therapeutic Activities Group CIC · The Baxter Project

Policy Reference	TBP-SG-001
Version	3.0
Approved by	David O'Driscoll, CEO, Therapeutic Activities Group CIC
Last Reviewed	May 2026
Next Review	August 2026
Applies To	All staff, contractors, volunteers, and partner organisations
Related Policies	Data Protection Policy · Health & Safety Policy · Code of Conduct · Animal Welfare Policy

**THE WELFARE AND INTERESTS OF CHILDREN ARE PARAMOUNT IN ALL CIRCUMSTANCES. Any member of staff, contractor or volunteer who has a safeguarding concern must act immediately. Do not wait. Do not investigate alone. Contact the DSL without delay.**

## 1. Policy Statement

Therapeutic Activities Group CIC (The Baxter Project) recognises its absolute duty of care to safeguard and promote the welfare of all children and young people engaged in our services. Our safeguarding practice meets statutory requirements, reflects current government guidance (*Keeping Children Safe in Education, Working Together to Safeguard Children, The Children Act 1989 & 2004*), and upholds the highest professional standards.

Every child, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, or socio-economic background, has the right to a safe, positive, child-centred experience with The Baxter Project, and to protection from all forms of abuse, harm, and neglect during and outside of our activities.

## 2. Scope

- All paid staff, contractors, and volunteers
- All sessions delivered by The Baxter Project in any setting
- All partner schools and organisations
- Community-based and off-site sessions

## 3. Definitions of Abuse and Harm

In line with *Keeping Children Safe in Education*, safeguarding concerns include:

Physical Abuse	Causing physical harm, including hitting, shaking, throwing, or poisoning.
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<b>Emotional Abuse</b>	Persistent emotional maltreatment causing severe and persistent adverse effects on a child's emotional development.
<b>Sexual Abuse</b>	Forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening.
<b>Neglect</b>	Persistent failure to meet a child's basic physical and/or psychological needs.
<b>Child-on-Child Abuse</b>	Bullying, sexual harassment, physical violence between children and young people.
<b>Online Abuse</b>	Exploitation, grooming, or harassment through digital means.
<b>Criminal Exploitation</b>	Including county lines involvement and other forms of exploitation.
<b>Radicalisation</b>	Extremist influence, in line with the Prevent Duty.

## 4. Safeguarding Principles

- Prioritise safety and wellbeing in all decisions and activities
- Ensure all staff, contractors, and volunteers understand their safeguarding responsibilities and receive regular training (minimum annually)
- Recognise and respond to safeguarding concerns without delay
- Take proportionate, timely action to protect children and support those raising concerns
- Maintain accurate, confidential, and secure records in ODISSYS or an approved secure system
- Recruit safely using enhanced DBS checks to prevent unsuitable individuals from working with children
- Maintain robust arrangements in line with national law and local safeguarding partnerships
- Recognise that some children (e.g. those with disabilities or from minority backgrounds) may face additional vulnerabilities

## 5. Reporting Concerns — Procedure

<b>IMMEDIATE RISK</b>	If a child is at immediate risk of harm, call 999 immediately and ensure the child is safe.
<b>REPORT</b>	Share your concern with the Designated Safeguarding Lead (DSL) without delay. Do not investigate alone.
<b>RECORD</b>	Log details accurately and promptly in ODISSYS or another approved secure system. Record facts, not opinions.
<b>ESCALATE</b>	The DSL will contact Social Services, Police, or the Local Authority Designated Officer (LADO) as appropriate.
<b>FOLLOW UP</b>	Continue to monitor and support the child as directed by the DSL or statutory services.

## 6. Low-Level Concerns

- Report any behaviour that causes a “nagging doubt” about a colleague’s conduct, even if not a formal breach
- These concerns may form part of a wider safeguarding picture



- All low-level concerns must be logged with the DSL without delay
- No one will face detriment for raising a concern in good faith

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## 7. Safe Working Practices

- Physical contact should only occur when necessary for safety, comfort, or guided learning — always child-led
- Avoid being alone with a child unless risk-assessed and explicitly approved by the DSL
- Ensure all sessions take place in visible or open spaces wherever possible
- Professional boundaries must be maintained at all times — avoid dual relationships or overfamiliarity

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## 8. Whistleblowing

Any staff member, contractor, or volunteer may raise safeguarding concerns directly with the NSPCC Whistleblowing Advice Line (0800 028 0285) or the relevant statutory authority if they believe their concern is not being acted upon internally. No person will face detriment for raising a concern in good faith.

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## 9. Roles & Responsibilities

<b>Designated Safeguarding Lead (DSL)</b>	First point of contact for all safeguarding matters. Responsible for escalating concerns to statutory agencies and maintaining secure safeguarding records.
<b>Named DSL David O’Driscoll, CEO Therapeutic Activities Group CIC</b> <b>dodriscoll@tagroup.org.uk 07999 229837</b>	David O’Driscoll is the named Designated Safeguarding Lead for The Baxter Project. He is the first point of contact for all safeguarding concerns arising from The Baxter Project’s activities.
<b>All Staff, Contractors &amp; Volunteers</b>	Follow this policy, complete annual safeguarding training, report concerns immediately to the DSL, and record all concerns securely.
<b>Senior Leadership / CEO</b>	Ensure this policy is implemented, reviewed annually, and that sufficient training and resources are in place.

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## 10. Working Alongside School Safeguarding Teams

- The Baxter Project does not replace school safeguarding responsibilities.
- We work collaboratively with each school’s safeguarding team and DSL.
- Any safeguarding concerns identified during sessions will be recorded and shared with the school’s DSL in accordance with local safeguarding procedures.
- Concerns may also be escalated to statutory agencies where required.

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## 11. Related Policies

- Code of Conduct & Professional Standards Policy
- Health, Safety & Risk Management Policy



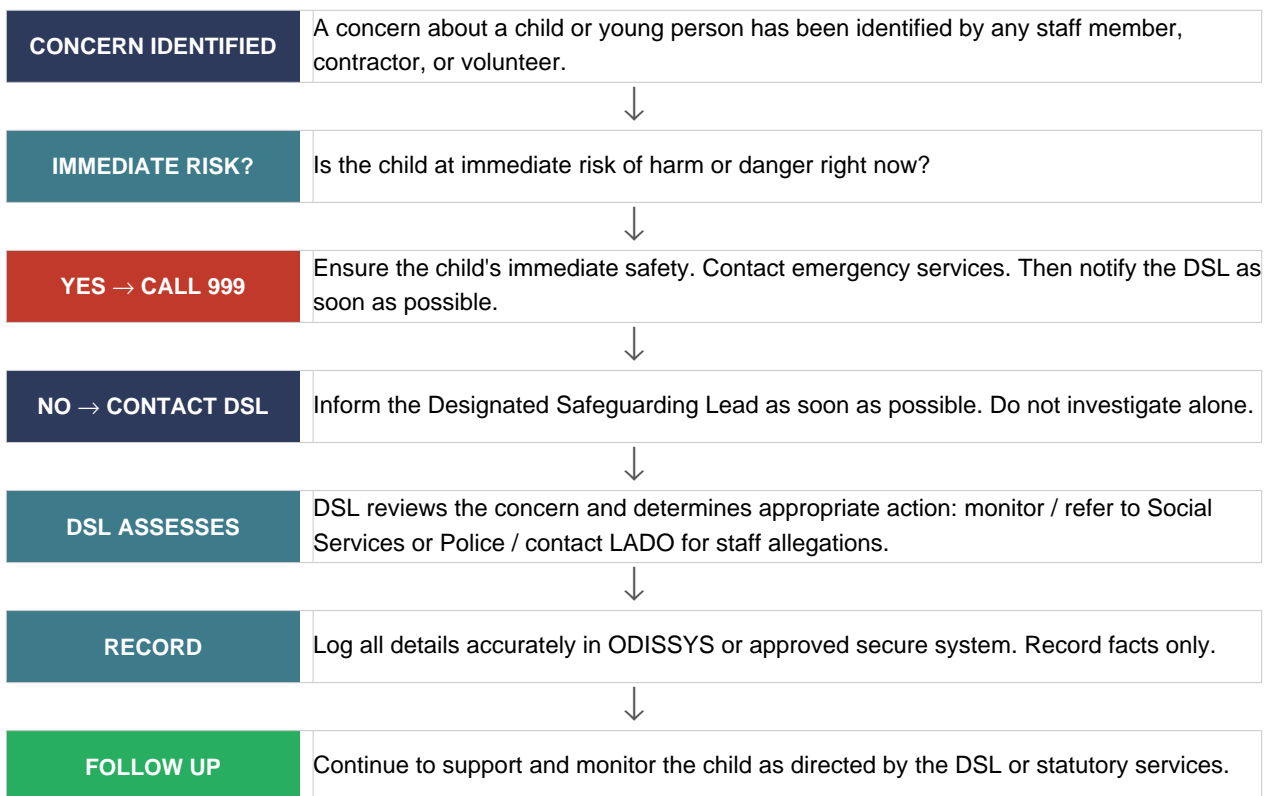
- Equality, Diversity, Inclusion & Respect Policy
- Data Protection & Confidentiality Policy
- Animal Welfare & Dog Handling Policy

## 12. Monitoring & Review

This policy will be reviewed annually or sooner following: legislative changes · updated safeguarding guidance · local safeguarding partnership requirements · any significant safeguarding incident.

### APPENDIX 1 — SAFEGUARDING REPORTING FLOW

## Safeguarding Concern Identified



**NSPCC Whistleblowing Advice Line:** 0800 028 0285 (free, 8am–8pm Mon–Fri)  
**Wales Safeguarding Procedures:** [www.safeguarding.wales](http://www.safeguarding.wales)  
**Internal DSL:** contact via [hello@thebaxterproject.com](mailto:hello@thebaxterproject.com)