



RISK & SAFEGUARDING POLICY

PREPARED BY
SARVI CHAHAL

EFFECTIVE DATE
SEPTEMBER 2026

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Risk and Safeguarding Policy

Policy Owner	Sarvi Chahal, Founder / CEO
Organisation	Culture and Wellbeing CIC
Primary Community Venue	Ickenham Village Hall, 33 Swakeleys Road, Ickenham, Uxbridge UB10
Effective Date	September 2026
Review Date	September 2027
Review Frequency	Annually, or sooner following a serious incident or relevant change

Culture and Wellbeing CIC is committed to providing a safe, welcoming and inclusive environment for everyone who takes part in our activities, services, events and programmes.

This policy sets out our approach to safeguarding children, young people and adults at risk, and to identifying, assessing and managing risks connected with our community, cultural, creative and wellbeing activities.

1. Purpose and Scope

Our aim is to reduce avoidable harm while enabling people to participate positively and confidently in Culture and Wellbeing CIC activities.

This policy applies to directors, staff, volunteers, session leaders, contractors, students and trainees on placement, and anyone acting on behalf of Culture and Wellbeing CIC.

It applies to activities delivered in person, online, at our usual venues, at external venues, on trips and visits, and at events organised or supported by Culture and Wellbeing CIC.

2. Our Safeguarding Commitment

Culture and Wellbeing CIC will seek to:

- Promote the safety, dignity and wellbeing of everyone who participates in our activities.
- Take safeguarding concerns seriously and respond appropriately.
- Recognise that safeguarding is everyone's responsibility.
- Treat people fairly and with respect, regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity, or other background or circumstance.
- Work with relevant professionals, partner organisations and statutory services where necessary.
- Maintain appropriate confidentiality while sharing information when this is necessary to protect someone from harm.

3. Who May Need Safeguarding Support

Safeguarding concerns may relate to a child or young person under the age of 18, or to an adult who has care and support needs and may be unable to protect themselves from abuse or neglect.

We recognise that vulnerability can change depending on a person's circumstances and that any participant may need additional support at a particular time.

4. Types of Abuse and Harm

Safeguarding concerns may include, but are not limited to:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or exploitation
- Domestic abuse
- Financial or material abuse
- Neglect or acts of omission
- Discriminatory abuse
- Organisational abuse
- Modern slavery or exploitation
- Self-neglect
- Bullying, harassment or intimidation
- Online abuse or unsafe digital contact
- Any behaviour or situation that creates a serious risk to a person's safety or wellbeing.

5. Recognising and Responding to a Concern

Anyone working or volunteering with Culture and Wellbeing CIC should remain alert to signs that a participant may be at risk of harm.

If someone discloses abuse or raises a safeguarding concern, the person receiving the information should:

- Listen calmly and take the person seriously.
- Avoid promising complete confidentiality.
- Do not investigate, interrogate or attempt to establish proof.
- Record the concern as soon as practicable, including the date, time, people involved, what was seen, heard or disclosed, the person's own words where appropriate, and any immediate action taken.
- Report the concern promptly to the designated safeguarding lead or responsible senior person.
- Take immediate action where there is an urgent risk to life or safety.

If there is an immediate danger or medical emergency, emergency services should be contacted on 999.

Where a safeguarding concern requires statutory intervention, Culture and Wellbeing CIC will contact the appropriate local authority safeguarding service, police or other relevant agency.

6. Designated Safeguarding Responsibility

Culture and Wellbeing CIC will identify a person with lead responsibility for safeguarding. Their role includes receiving concerns, ensuring appropriate records are maintained, deciding when concerns should be referred, and supporting staff and volunteers to follow this policy.

Designated Safeguarding Lead: Sarvi Chahal, Founder / CEO

Contact details: sarvi.chahal@cultureandwellbeing.org | 07812 984440

If the concern relates to the designated safeguarding lead, it should be reported to another director or appropriate senior person within Culture and Wellbeing CIC.

7. Confidentiality and Information Sharing

Safeguarding information will be treated sensitively and shared only with people who need the information in order to respond appropriately or protect someone from harm.

Consent will be considered where appropriate, but information may be shared without consent where there is a lawful and necessary reason to protect a child, adult at risk or another person from serious harm.

Safeguarding records will be stored securely and separately from general participation records where appropriate.

8. Safer Working and Recruitment

Culture and Wellbeing CIC will take reasonable steps to ensure that people working with participants are suitable for their roles.

Depending on the role and level of contact, this may include:

- Clear role descriptions and responsibilities.
- References or other appropriate checks.
- Disclosure and Barring Service (DBS) checks where the role is eligible and such checks are appropriate.
- Safeguarding induction and guidance.
- Appropriate supervision and support.
- Clear professional boundaries and standards of conduct.

Students and trainees on placement will also work within the requirements of their university, professional programme and placement agreement.

New staff, volunteers, session leaders, students and trainees will be made aware of this policy and relevant safeguarding procedures as part of their induction.

9. Risk Management

Culture and Wellbeing CIC uses risk assessment to identify foreseeable hazards and put proportionate measures in place to reduce the likelihood or impact of harm.

Risk assessments may be completed for regular activities as well as for specific events, trips, venues or activities where additional risks are present.

10. Risk Assessment Process

When assessing risk, we will consider:

- What could cause harm.
- Who may be affected and how.
- Existing precautions and controls.
- The likelihood and potential seriousness of harm.
- Any additional action needed to reduce risk.
- Who is responsible for the action.
- When the assessment should be reviewed.

Risk assessments should be practical and proportionate to the activity. They should be reviewed when there is a significant change, following an incident or near miss, or when new information suggests that existing controls may no longer be sufficient.

The person leading or responsible for an activity must take reasonable steps to ensure that relevant control measures are understood and followed.

11. Areas of Risk We Consider

Depending on the activity, our risk assessments may consider:

- Venue access, exits, fire safety and emergency arrangements.
- Slips, trips, falls and physical hazards.
- Accessibility and reasonable adjustments.
- Physical activity, dance, yoga or movement sessions.
- Creative activities and equipment.
- Food, refreshments and known allergies where relevant.
- Trips, transport and activities away from our usual venue.
- Lone working and working outside normal hours.
- Safeguarding and supervision arrangements.
- Photography, filming, social media and online activity.
- First aid and medical emergencies.
- Behaviour, conflict, harassment or discrimination.
- Weather and environmental conditions for outdoor activities.

12. Events, Trips and External Venues

Where Culture and Wellbeing CIC organises a trip, event or activity at another venue, the person responsible will consider the specific risks associated with the location and activity. A specific risk assessment will be completed where the nature, location or circumstances of the activity warrant one.

Participants will be given relevant information about arrangements and any important safety requirements. Where appropriate, emergency contact arrangements, accessibility needs, transport arrangements and venue procedures will be considered in advance.

13. Health, Wellbeing and Emergencies

Participants are encouraged to tell the activity leader about relevant accessibility or support needs where this is necessary for safe participation.

Culture and Wellbeing CIC does not expect participants to disclose more personal or medical information than is reasonably necessary. Any information provided will be handled in accordance with our Privacy Policy.

In an emergency, the priority will be to protect life and prevent further harm. Appropriate emergency services and emergency contacts may be contacted where necessary.

Culture and Wellbeing CIC activities are intended to support community wellbeing and are not a substitute for medical, mental health or emergency services where professional assessment or treatment is required.

14. Incidents and Near Misses

Accidents, safeguarding incidents and significant near misses should be reported to the appropriate responsible person as soon as possible.

We will keep appropriate records and review incidents to identify whether additional precautions, changes to procedures or further action are required.

15. Concerns About Staff, Volunteers or Representatives

Any concern or allegation that a member of staff, volunteer, session leader, contractor, trainee or other representative has harmed a participant, behaved inappropriately or may present a safeguarding risk must be reported promptly to the designated safeguarding lead or another senior responsible person.

Such concerns will be handled seriously, fairly and in accordance with applicable safeguarding and employment or placement procedures. Relevant external agencies will be contacted where required.

A person receiving an allegation should not investigate it themselves or seek to establish proof before reporting it through the appropriate safeguarding procedure.

16. Training and Awareness

People with safeguarding responsibilities will receive information, guidance or training appropriate to their role. Culture and Wellbeing CIC will promote awareness of this policy, make sure people know how to report a concern, and include relevant safeguarding information in induction for new staff, volunteers and placement students.

17. Safeguarding Code of Conduct and Professional Boundaries

Everyone acting on behalf of Culture and Wellbeing CIC is expected to maintain appropriate professional boundaries and behave in a way that protects participants from harm, exploitation, discrimination or inappropriate conduct.

Staff, volunteers, session leaders, contractors, students and trainees should treat participants with dignity and respect, avoid inappropriate physical contact or private communication, use organisational or agreed communication channels where appropriate, and never exploit a position of trust or dependency.

18. Policy Review

This policy will be reviewed annually by Culture and Wellbeing CIC, or sooner following a serious safeguarding or safety incident, a significant change in our activities or services, or relevant changes to legislation or safeguarding guidance.

The Policy Owner is responsible for ensuring that the policy is reviewed and updated as required. The latest approved version will be retained by Culture and Wellbeing CIC and, where appropriate, made available to participants, partners, placement providers and other stakeholders.

19. Key Contacts

Culture and Wellbeing CIC Safeguarding Lead: Sarvi Chahal, Founder / CEO

Email: sarvi.chahal@cultureandwellbeing.org

Telephone: 07812 984440

Emergency services: 999

For non-emergency safeguarding referrals, the appropriate local authority safeguarding service should be contacted according to the location and circumstances of the concern.