

Common Purpose Charitable Trust

Safeguarding Children Policy



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SMT Sponsor:	Adirupa Sengupta (Group Chief Executive of Common Purpose Charitable Trust)
Area of Governance:	Board of Trustees
Date for Renewal:	March 2027
Approved by:	Common Purpose Board of Trustees
Geographical Scope:	For all Common Purpose employees, volunteers and representatives worldwide, except in countries where the following policy contravenes local legislation. In these cases, local legislation must be followed with guidance from the Director, Creative Futures Lab. This document will apply if Common Purpose policy is more stringent than local legislation.
Confidentiality:	Public, additional guidelines and materials are available internally

Policy Statement

Common Purpose is committed to safeguarding and promoting the welfare of **children and young people**. A child is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

Safeguarding means:

- Protecting children from maltreatment
- Preventing impairment of health or development
- Ensuring safe and effective care
- Taking action to enable the best outcomes

All Common Purpose activities operate a **'No Tolerance' approach** to abuse.

Purpose

The purpose of this policy is to ensure that Common Purpose:

- Exercises its duty of care to safeguard children
- Protects children from harm arising from:
 - The conduct of staff, trustees, or associated personnel
 - Programme design and delivery
- Provides clear responsibilities and reporting mechanisms
- Ensures compliance with UK statutory guidance and international best practice

Scope

This policy applies to:

- All Common Purpose staff, trustees, volunteers, and contractors
- Associated personnel engaged in programme delivery
- Partners, licensees, and suppliers
- All children participating in Common Purpose activities

Programme participant behaviour is addressed through the Common Purpose Conventions and programme terms, **but all children remain in scope for safeguarding protection.**

Principles

- The child's welfare is paramount
- Safeguarding is the responsibility of all
- Children have the right to protection regardless of age, gender, disability, ethnicity, or background
- Early recognition and reporting of concerns is critical
- Safeguarding must be integrated into programme design and operational practice

Legal Framework

- Children Act 1989 & 2004
- Working Together to Safeguard Children (latest version)
- Keeping Children Safe in Education (latest version)
- UN Convention on the Rights of the Child (1989)
- Human Rights Act 1998

Implementation

Responsibility for leading implementation of this policy and procedure rests with the Common Purpose Operations Team, namely the Director, Creative Futures Lab.

The Director, Creative Futures Lab will have overall responsibility for implementation of this policy and procedure within their administrative area, and will ensure that each manager of relevant Common Purpose activities will undertake the following:

- Communicate this policy to all staff and volunteers
- Appropriate training is provided
- Ensure that service specific procedures are developed, implemented and reviewed in compliance with this policy

Definitions of Abuse

Abuse is any act, or failure to act, that harms or risks harming a child's wellbeing, physical or emotional integrity, or human rights. Abuse may result from:

- Intentional acts
- Negligence
- Poor programme or organisational practice

Types of Abuse

- **Physical abuse:** hitting, slapping, pushing, inappropriate restraint, or misuse of medication
- **Sexual abuse:** rape, sexual assault, sexual activity a child cannot consent to, grooming
- **Emotional/psychological abuse:** threats, humiliation, controlling behaviour, isolation, bullying
- **Neglect:** failure to provide adequate nutrition, medical care, supervision, or protection
- **Financial or material abuse:** exploitation of a child's property, benefits, or assets
- **Discriminatory abuse:** racism, sexism, ableism, or other harassment
- **Institutional abuse:** poor standards of care, rigid routines, inadequate response to needs

Related Areas to Safeguarding

- Child sexual exploitation
- Female genital mutilation (FGM)
- Forced marriage
- Honour-based violence
- Modern slavery
- Domestic abuse
- Stalking and harassment
- Hate crime
- Extremism and radicalisation
- Cyber abuse / online safety risks
- Gangs and county lines
- Bullying

Prevention

Common Purpose Responsibilities

Common Purpose will:

- Promote safeguarding awareness across all programmes
- Design and deliver programmes to minimise risk of harm
- Implement safer recruitment practices:
 - DBS or equivalent international checks
 - References
 - Safeguarding questions in interviews
- Provide ongoing safeguarding training
- Develop and enforce a staff and volunteer code of conduct
- Implement effective e-safety measures
- Conduct programme-specific risk assessments
- Record and store safeguarding information securely and confidentially
- Maintain clear complaints and whistleblowing mechanisms
- Ensure safe physical environments for children and staff

Staff Responsibilities

Staff and associated personnel must:

- Treat children with dignity, respect, and empathy
- Promote positive behaviour and safeguarding culture
- Follow reporting procedures promptly and accurately
- Maintain professional boundaries
- Never engage in abuse or exploit children

Staff must not:

- Engage in sexual or abusive behaviour with children
- Exchange money, employment, goods, or services for sexual activity

Reporting Procedures

All safeguarding concerns must be reported immediately. Staff do **not** investigate concerns themselves.

Concerns must be reported to:

- Designated Safeguarding Lead (DSL) – David O'Connor (Director, Creative Futures Lab) – Tel:+44 (0)7305 021758
- Deputy DSL – Ed Herman (Group Operations Director) – Tel: +44(0)7739 319938
- Safeguarding Trustee – Jan Sanders – Email: jansanders10@icloud.com

If unavailable:

- Use whistleblowing procedures

If immediate risk:

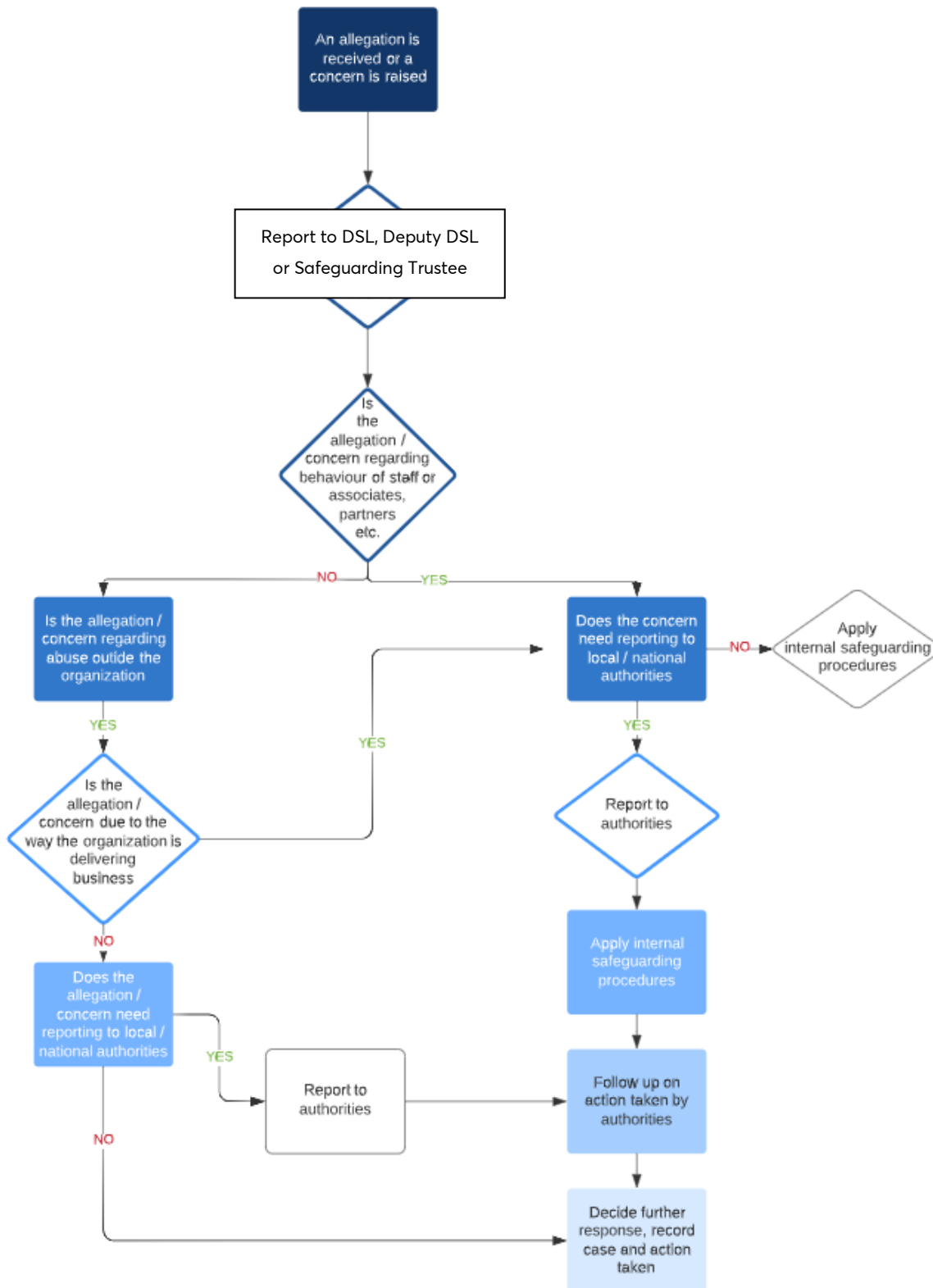
- DSL or Deputy DSL contact details provided above
- Emergency services if immediate danger

Response

- Concerns are followed up promptly according to Safeguarding Reporting Procedures
- Appropriate referrals to statutory agencies (children's social services, police)
- Support is offered to affected children
- Disciplinary procedures are applied to staff/volunteers found in breach

Safeguarding Decision Tree

The following flow chart highlights the consideration stages we follow when an allegation or complaint is received.



Investigation

Common Purpose is not an investigative authority.

Internal processes may:

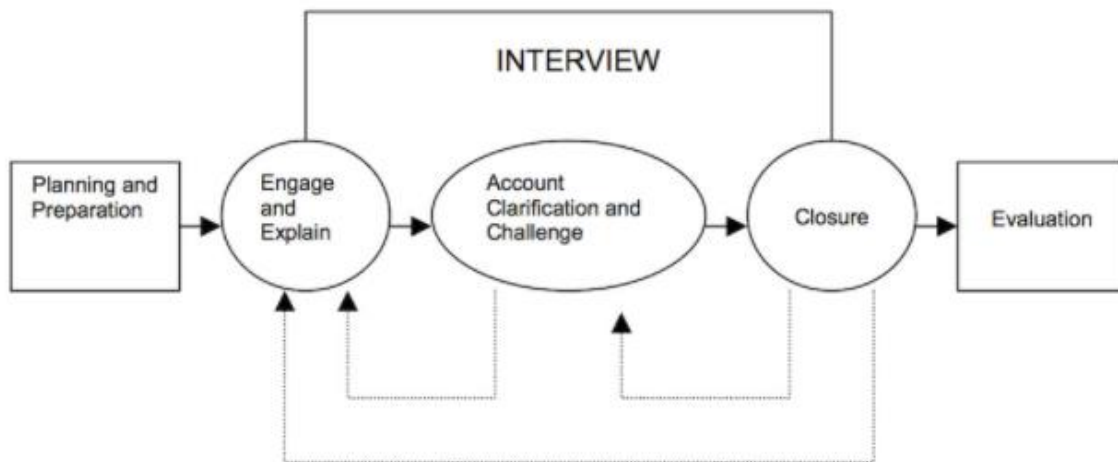
- Gather information
- Support external investigations

Our investigation procedure is based around the following key steps. The steps will be climbed up and down at different stages of the process and may need to be revisited as the investigation progresses.



Investigation Process

To ensure complete transparency, during the investigation stage we use the PEACE model to ensure that we are gathering all pertinent information without bias. Our findings and final reports will outline the information found at each stage of this process.



Confidentiality

Information will be:

- Shared on a need-to-know basis
- Stored securely
- Managed in line with data protection requirements

Recording and Information Sharing

All safeguarding concerns must be:

- Recorded promptly
- Stored securely
- Shared proportionately
- Anonymisation is applied where possible to protect privacy

Decisions must be documented, including:

- Whether information was shared
- With whom
- Why

Safeguarding Leadership

Common Purpose appoints:

- Designated Safeguarding Lead (DSL)

- Deputy DSL
- Safeguarding Trustee

Working with Partners

- Partners are expected to follow Common Purpose safeguarding standards or implement equivalent policies
- Risk assessments and agreements are completed before programme delivery

Online Safety

- Safe digital engagement practices
- Protection of children's data and privacy
- Staff guidance on communication boundaries

Review

Responsibility for reviewing and updating the Safeguarding Policy lies with the Director, Creative Futures Lab and nominated Trustee. This document will be reviewed and updated every 12 months.

Last reviewed: March 2026

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Next scheduled review: February 2027