

Safeguarding Policy (Children & Vulnerable Adults)

Policy title: Safeguarding Policy

Organisation: Kiran's Trust

Applies to: Children, young people, and vulnerable adults; all staff, volunteers, trustees/board members, contractors, and anyone representing Kiran's Trust.

Effective from: January 2026 | Review date: January 2027

Commitment

Kiran's Trust is committed to safeguarding children and vulnerable adults from harm, abuse, and neglect. We will create a safe and supportive environment where concerns are taken seriously, reported promptly, and handled appropriately.

What our safeguarding means

Safeguarding includes protecting people from:

- Physical, emotional, and sexual abuse
- Neglect
- Exploitation and coercion
- Bullying, harassment, and peer abuse
- Harmful or unsafe online activity
- Any other conduct that causes harm or puts someone at risk

A safeguarding concern may include a disclosure, an allegation, or observed behaviour that suggests someone may be at risk.

Roles and responsibilities

Designated Safeguarding Lead (DSL): Johnny Martin - 07777667423

Deputy/Alternate: Meredith Short (DSD) - 07554 335425

All our staff/volunteers/contractors: must follow this policy, attend training where required, and report concerns immediately.

Kiran's Trust will ensure there are clear reporting routes, safe working practices, and appropriate training for everyone who works with children or vulnerable adults. However we, Kiran's Trust should never directly interface with vulnerable people without their teachers, coaches, instructors present.

The designated leads of Kiran's Trust are both level 1 registered with Disclosure Scotland

If someone is in immediate danger

If there is immediate risk of harm or urgent danger:

- Call emergency services - police immediately, and
- Inform the DSL/alternate DSL as soon as it is safe to do so.

Reporting concerns (internal procedure)

If you have a concern, you must ****report it promptly**** —do not wait for proof and do not investigate yourself.

Report to:

- DSL: Johnny Martin - 07777667423
- If DSL unavailable, report to: (DSD) Meredith Short - 07554 335425

What to include (as far as you can):

- What you saw/heard (use exact wording where possible)
- Date/time and location
- Names/roles of people involved
- Any immediate actions taken
- Any relevant information or evidence you hold (do not download/share sensitive material unless the reporting procedure requires it)

If you are unsure whether it is a safeguarding concern, report it anyway so it can be assessed.

Responding to disclosures

If someone tells you about abuse or harm:

- Listen carefully and stay calm
- Do not promise secrecy/confidentiality
- Do not ask leading questions
- Record what was said factually (including exact words where possible) and inform the DSL immediately

Confidentiality and information sharing

We handle safeguarding information on a need-to-know basis to protect the person and support appropriate action. Information may be shared with statutory agencies and relevant professionals when required by law or safeguarding procedures.

Managing allegations against staff/volunteers

Any allegation or concern about a staff member, volunteer, contractor, or trustee/board member must be reported immediately to the DSL (or alternate DSL). During assessment/response, Kiran's Trust may restrict or remove

duties from the individual where necessary to manage risk, according to our procedures.

Safer recruitment and working practices

Kiran's Trust will use proportionate safer recruitment and vetting processes, including role-appropriate checks where lawful and permitted. We will also provide safeguarding training before unsupervised work and ongoing refresher training. Our preference is not to undertake unsupervised work!

- Set clear expectations for appropriate conduct and supervision
- Maintain professional boundaries and safe working arrangements
- Ensure digital/online behaviour is addressed through relevant guidance and rules

Training and awareness

While we do not envisage any sessions that will include unsupervised work, however we can arrange safeguarding training for all staff and volunteers:

- Induction: [e.g., before role starts]
- Refreshers: [e.g., annually / every 2 years]
- DSL training: [every 4 years]

Whistleblowing / raising concerns

If you believe safeguarding procedures are not being followed, you must raise the concern using the reporting route above. People raising concerns in good faith will not be penalised.

Policy review and approval
Approved by: J A Martin, Director
Date approved: January 2026
Review date: January 2027