

Supporting safeguarding policies and procedures

Link Up & Live CIC

Version 1.1 | Approved effective 13 October 2026 | Reviewed 16 October 2026 | England

This pack sets out how we recruit safely, support our people and protect children, families and staff across music production, sound engineering, DJ classes, dance, podcasting and linked community festivals. It applies to directors, employees, volunteers, youth leaders, contractors and delivery partners.

Use this pack as named subsections or an appendix referenced from the children and young people, adults and families, and staff safeguarding policies. It complements the main reporting and escalation procedures; it does not replace them. Staff welfare concerns may also need employment procedures, while adult safeguarding applies where the relevant care and support criteria are met.

Document control and responsibilities

Approved and effective: 13 October 2026. Last document review: 16 October 2026. Next review: 13 October 2027, and sooner after serious incidents or relevant changes. Approval record: LUL SG 2026 10 13.

Child lead: Kabichi Kabala (Ella), 07597 136755; deputy Marcia Marshall, 07902 950884. Adult lead: Marcia Marshall, 07902 950884; deputy Kabichi Kabala (Ella), 07597 136755. Email: info@linkupandlive.org. These are the only safeguarding leads and deputies.

Use telephone contact for urgent concerns and 999 for immediate danger. Use the shared email only for initial contact, not sensitive case records or allegations about mailbox users. Report to an uninvolved lead or directly to statutory services where either lead is conflicted; use statutory services directly if both are implicated.

The relevant lead oversees restricted case records; deputy access is limited to authorised, unconflicted handling.

The board owns this pack and resources its implementation. The DSL maintains referral arrangements, advises staff and monitors concerns. The recruitment lead verifies checks. Session and event leads implement staffing and safety plans. Every representative must report concerns promptly.

Implementation before delivery

- Display the named contacts and test reporting routes. Preserve an independent external route for concerns about either lead; exclude conflicted people from decisions and records.
- Implement the approved procedures and section 6 retention schedule. Confirm local referral routes, age ranges, venues and any childcare registration requirements before delivery.
- Issue the pack alongside the main safeguarding policies, collect staff acknowledgements and deliver induction before contact with participants.
- Review at least annually and after a serious incident, significant change in delivery or relevant change in law or guidance. Record amendments and brief everyone affected.

1 Safer recruitment and selection

We select staff, volunteers, directors with delivery roles and contractors against clear role requirements. No person gains access to children simply because they are known to a director or already holds a DBS certificate.

Recruitment process

- Prepare a role description identifying safeguarding responsibilities, supervision arrangements and the legally eligible DBS level. Advertisements state our safeguarding commitment and checks.
- Use a consistent application process covering relevant experience, employment and volunteering history, gaps, qualifications and references. Offer accessible formats and reasonable adjustments.
- At least two suitable selectors assess candidates where practical. Declare relationships and conflicts; conflicted selectors withdraw. Record scoring and decisions.
- Interview about boundaries, responding to a disclosure, inclusion and relevant role risks. Explore unexplained gaps and discrepancies without discriminatory assumptions.
- Verify identity, relevant qualifications, and right to work where required for employment. Obtain two references, normally including the most recent relevant employer or volunteer supervisor, directly from the referee. Check authenticity and follow up concerns.
- Make appointments conditional on satisfactory checks and a recorded suitability decision. An unchecked person must not undertake unsupervised participant work; use restricted non-contact duties or defer the start.
- Provide written responsibilities, a code of conduct and a probation or initial review period. Reassess suitability when duties change or new information arises.

DBS decisions and ongoing checks

Assess each role using current DBS eligibility guidance. Regular teaching, training or supervision of children may be regulated activity depending on frequency, supervision and statutory exceptions. Use an enhanced children's workforce check and children's barred list check where the role is eligible for both. For other eligible roles, use the appropriate enhanced or standard check; do not request a barred list check without entitlement. Adult checks depend on the actual activity, not attendance at a family event or disability alone.

Record the eligibility assessment, certificate date and number, workforce, check level, verifier and appointment decision. An existing certificate or Update Service result is acceptable only after identity, workforce, level and eligibility are checked, with the applicant's permission where needed. Overseas history may require additional checks. A DBS result is one part of recruitment, not proof of suitability.

Assess disclosed information fairly, confidentially and proportionately, observing filtering rules and rehabilitation protections. Never permit barred people to undertake activity from which they are barred. Staff must report changes affecting suitability immediately. Review checks at role changes and under a documented organisational recheck cycle; DBS certificates have no universal statutory expiry date.

Where removal from regulated activity and the harm or risk criteria trigger a legal DBS referral duty, make the referral even if the individual resigns. Consult the LADO for allegations involving children and follow police or social care advice; internal discipline does not replace external referral.

2 Definitions and legal framework

Children and young people

For our safeguarding procedures, a child is anyone under 18, including 16 and 17 year olds and young volunteers. Child protection concerns include physical, sexual and emotional abuse and neglect, as well as exploitation, grooming, domestic abuse affecting children, harmful sexual behaviour, online abuse and harm outside the home. Safeguarding includes prevention, early help and action to protect welfare; proof is not required before reporting a concern.

Adults and families

An adult is someone aged 18 or over. Under section 42 of the Care Act 2014, the local authority enquiry duty concerns an adult with care and support needs who is experiencing or at risk of abuse or neglect and, because of those needs, cannot protect themselves. Needs do not have to be funded by the council. Disability, age or staff status alone does not establish these criteria. We still respond to abuse or welfare concerns outside that threshold through appropriate support, police or employment routes.

Adult abuse may include physical, sexual, psychological, financial, discriminatory or organisational abuse, domestic abuse, modern slavery, neglect and self-neglect. Seek the adult's wishes and desired outcome, support communication and presume capacity. Capacity is decision specific; follow the Mental Capacity Act 2005 when relevant and seek competent advice rather than treating an unwise decision as incapacity.

Legislation and guidance used

- Children Act 1989 and Children Act 2004; Working Together to Safeguard Children 2026 and current local safeguarding partnership procedures.
- Current Department for Education information sharing statutory guidance, including the section 16LA information sharing duty where applicable to the organisation and request.
- Care Act 2014 and Care and Support Statutory Guidance; Mental Capacity Act 2005.
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012, with current DBS eligibility and referral guidance.
- Equality Act 2010; Human Rights Act 1998; Domestic Abuse Act 2021 and Sexual Offences Act 2003 where relevant.
- Data Protection Act 2018 and UK GDPR, as amended, including relevant Data (Use and Access) Act 2025 provisions.
- Health and Safety at Work etc Act 1974 and relevant regulations; Public Interest Disclosure Act 1998 and Employment Rights Act 1996 for qualifying disclosures.

The DSL checks current guidance at each review. Applicability depends on our activities and legal status; this list does not mean every statutory duty applies to every volunteer or activity.

3 Reporting concerns and obtaining support

Immediate response

- Call 999 for immediate danger, a serious medical emergency or a crime in progress. Act to keep people safe.
- Listen calmly; take concerns seriously. Do not promise secrecy, ask leading questions or investigate. Explain that information will be shared with people who can help.
- Report to the DSL immediately and record the facts as soon as possible, preferably the same day. Record exact words, times, observations, actions and who received the report; distinguish fact from opinion.
- If the DSL is unavailable, implicated or fails to act, use the deputy, independent board contact or external services directly. Do not delay urgent action waiting for approval.
- The DSL refers promptly to children's social care, adult social care or police as appropriate and records the referral and response. Seek LADO advice within one working day for allegations meeting the local threshold concerning a person working with children.
- Tell parents or carers where safe and appropriate, following agency advice; do not alert someone where that could increase danger, obstruct enquiries or expose the child to retaliation.
- For adults, seek informed agreement and take their wishes seriously. Share without agreement when a lawful, necessary safeguarding reason applies, such as serious risk or risks to others; record reasons.

Key organisations and routes

Police: 999 emergencies; 101 non-emergency reporting. NSPCC: 0808 800 5000 for child safeguarding advice. Childline: 0800 1111 for children and young people. CEOP Safety Centre: www.ceop.police.uk/Safety-Centre for concerns about online sexual abuse or grooming. ICO: ico.org.uk for data protection guidance and reporting.

Bexley children's MASH: 020 3045 5440. Bexley LADO: LADO@bexley.gov.uk using the local referral process. Bexley adult concerns: 020 8303 7777, ask for screeners, or screeners@bexley.gov.uk. These are published daytime routes; record the current out-of-hours route before delivery.

Thamesmead spans Greenwich and Bexley. Use the relevant main policy contact directory and local procedures. Consult the authority where the person lives and the relevant incident or employer authority. An unclear boundary must not delay protection.

Local directory: Greenwich children 020 8921 3172; LADO 020 8921 3930, childrens-LADO@royalgreenwich.gov.uk; adults 020 8921 2304; out of hours 020 8854 8888. Bexley children 020 3045 5440; children out of hours 020 8303 7777 or 020 8303 7171; LADO LADO@bexley.gov.uk; adults 020 3045 5159, screeners@bexley.gov.uk; council urgent routing 020 8303 7777. Directory carried forward from the main policies checked 14 October 2026; recheck each term and before events. Use official referral forms and confirm receipt.

4 Induction training supervision and support

Before participant contact

Every representative receives role-specific induction covering the main safeguarding policies, this pack, DSL contacts, reporting and escalation, allegations, professional boundaries, EDI, online safety, photography, confidentiality, emergency arrangements and behaviour support. Record completion and check understanding using practical scenarios. Contractors receive a proportionate briefing and evidence of competence.

Training and supervision

- All participant-facing adults complete suitable children's safeguarding awareness training; those working with adults receive relevant adult safeguarding training. DSL and deputy complete training appropriate to managing referrals and allegations before taking responsibility.
- Provide annual updates and refreshed formal training at the interval recommended by the provider, local partnership or role requirements, with extra training when risks or guidance change.
- Session leads brief teams before each activity and debrief afterwards. The line manager holds recorded supervision at least every three months, more frequently for new staff, concerns or demanding roles.
- Supervision reviews boundaries, wellbeing, incidents, attendance patterns and learning. Provide a safe opportunity to challenge practice and report low-level concerns.
- Support young volunteer leaders through an identified adult mentor. Under 18s remain safeguarded participants and do not count toward adult staffing ratios.
- After a distressing disclosure or incident, offer confidential wellbeing support and appropriate professional signposting. Debrief without sharing unnecessary personal details.

Adult code of conduct

Treat everyone respectfully. Maintain observable professional contact and use approved communication channels. Never use sexualised language, intimidation, humiliation, discriminatory remarks, favouritism, secret gifts, personal social media relationships or private arrangements with children. Do not work impaired by alcohol or drugs. Avoid isolated one-to-one contact; any necessary exception needs a recorded risk plan, visibility and accountability. Physical assistance must be necessary, explained and proportionate, respecting consent and privacy. Never use corporal punishment. Report boundary breaches and concerns about colleagues promptly.

5 Equity diversity and inclusion

We offer fair access to recruitment, participation, support and reporting. We do not discriminate unlawfully on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We also consider barriers linked to poverty, language, caring responsibilities and other circumstances.

Recruitment and participation

Use consistent role criteria and documented decisions. Offer reasonable adjustments to applicants and staff and accessible participation arrangements for disabled young people and adults. Assess safeguarding risks individually; a diagnosis, identity or background is not a reason to presume someone is unsafe. Seek participants' views on communication, access and support needs and plan additional staffing where needed.

Managing concerns fairly

Provide ways to report verbally, in writing, with a trusted supporter or in an accessible format. Arrange interpreters or communication assistance where needed, avoiding an alleged abuser as interpreter. Listen to people whose communication differs from the majority and do not dismiss accounts because of disability, ethnicity, age, faith or gender. Respond to racist, sexist, homophobic, transphobic and disability-related harassment as potential safeguarding concerns as well as conduct issues.

Use an impartial decision maker with no relevant relationship or conflict. Explain the process and offer support to the person raising the concern and the person subject to it without compromising safety. Protect against retaliation. Reasonable adjustments may change the way someone participates or communicates, while safety expectations continue to apply.

The board reviews anonymised concerns, access barriers and recruitment decisions at least annually. Use voluntary equality monitoring only where justified, with appropriate privacy safeguards; never expose sensitive identities in small-group reports.

6 Records storage retention and information sharing

Keep an accurate dated safeguarding record separate from general attendance or personnel files. Only authorised people with a need to know may access it. The data protection lead maintains a processing record, privacy notices, access controls and the retention schedule.

Storage and sharing

Use approved encrypted storage, strong access controls and multi-factor authentication where available. Lock paper records securely. Do not keep case files in personal email, private messaging groups or unsecured devices. Log access and sharing, use secure transfer and verify recipients. Retain factual corrections as dated additions rather than silently rewriting the original account.

Record the Article 6 lawful basis and, for special category or criminal offence data, the additional legal condition and safeguards. Maintain an appropriate policy document where required. Safeguarding disclosure must not depend automatically on consent: share relevant, necessary and proportionate information with appropriate agencies under a valid basis. Tell the person unless doing so would be unsafe or otherwise inappropriate. Document decisions to share or not share and the reason.

Approved organisational retention schedule

Approved effective 13 October 2026 under record LUL SG 2026 10 13. These are organisational review points, not universal statutory periods. The relevant lead records the retention purpose and checks specialist guidance, insurer requirements, contracts and applicable law. Apply legal holds for enquiries, complaints, claims and investigations. At each review point, securely delete when no continuing lawful need exists or record a justified extension and next review date.

- Child safeguarding case records: retention until the child's 25th birthday, then review for justified extended retention. Complex abuse, staff allegations or litigation may need a different or longer period.
- Adult safeguarding case records: six years after case closure, then review; extend only with a documented lawful reason.
- Routine registration and attendance records: two years after last attendance; retain only necessary emergency and health details during active participation, reviewing them annually.
- Unsuccessful recruitment applications: six months after the decision. Personnel, vetting decision and training records: six years after the role ends, subject to any longer justified safeguarding hold. Workforce safeguarding allegations are kept until normal retirement age or ten years after closure, whichever is later, then reviewed. An allegation file follows this longer safeguarding schedule rather than routine personnel retention.
- DBS certificate copies and detailed disclosure information: normally no longer than six months after the recruitment decision unless an exceptional justified extension is agreed under DBS guidance. Retain the permitted minimal check and decision record separately.
- Non-safeguarding complaints and ordinary incident logs: three years after closure; move safeguarding material to the safeguarding schedule. Injury and insurance records follow any applicable statutory and insurer retention requirements; the relevant lead records the period and basis before filing. Safeguarding or allegation records also follow the longer applicable safeguarding period.
- Promotional images: maximum two years before renewal or removal review; review permissions annually. Retain minimal permission and withdrawal evidence for the period of use and a justified accountability period.

Keep a disposal log and securely shred or erase records, including managed backup expiry. Handle access and deletion requests through the data protection lead; third-party and safeguarding restrictions may apply. Assess breaches immediately and notify the ICO within 72 hours of awareness where required, and affected people without undue delay where high risk applies. Do not destroy records to avoid disclosure or accountability.

7 Health and safety procedure

The session or event lead completes and records a risk assessment before delivery, with staff, participant and parent input where useful. Reassess for changes in venue, weather, staffing, equipment or support needs. Cancel, pause or adapt activities where risks cannot be managed.

- Check access, capacity, fire exits, toilets, lighting, accessibility, safe waiting areas and emergency evacuation, including individual evacuation support.
- Assess electrical equipment, cable trips, sound levels and hearing protection, dance space, manual handling and stage access. Use competent operators, maintained equipment and appropriate first aid provision.
- For festivals, establish an event safety plan, safeguarding point, lost-child procedure, crowd and weather arrangements, vendor requirements and clear boundaries between public areas and supervised workshops.
- Inflatables and specialist activities require competent suppliers, suitable inspection evidence and their own safe operating limits and supervision; workshop ratios do not replace these controls.
- Use registration and sign-in/out for supervised sessions. Record collection permissions and agreed independent travel arrangements. Check identity where needed; never release a child to an unauthorised or unsafe collector.
- If a child is missing, alert the lead immediately, secure remaining children, check the last known location and activate the event plan. Call police promptly according to risk; do not wait an arbitrary period. Verify identity before reunification and record the incident.
- Record accidents and near misses, inform parents where appropriate and make statutory notifications such as RIDDOR where the conditions apply. Follow safeguarding routes if injury may involve abuse or neglect.

Staff must not improvise personal transport or intimate care. Any agreed transport or care requires prior authorisation, suitable competence, permissions, insurance where relevant and a written risk plan protecting dignity and accountability.

8 Whistleblowing complaints and anti bullying

Whistleblowing

Anyone may raise serious wrongdoing, unsafe practice, concealment or abuse with the DSL or an unconflicted director. Where management is implicated, the route is unsafe or action is ineffective, contact the appropriate external authority directly. Never require internal permission to contact police, social care, the LADO or DBS. Accept anonymous concerns, explaining that anonymity can limit enquiries.

Record and assess the concern promptly, protect evidence, arrange an impartial review and give updates where lawful. Retaliation, intimidation or concealment is unacceptable. Qualifying workers may have legal protection under whistleblowing law; volunteers may not have the same statutory protection, but receive our organisational protection and support. Personal employment grievances normally use the grievance route unless they also raise safeguarding or public-interest issues.

Complaints

Accept complaints verbally or in writing through the session lead, DSL or designated complaints contact. Provide an accessible alternative and trusted-supporter option. Acknowledge within five working days; aim to provide a response within 20 working days or explain the delay and next update. An unconflicted person reviews evidence, records findings and explains actions and the appeal route. Appeals go to an unconflicted board member or independent reviewer, normally within ten working days of the response.

A complaint indicating harm or abuse is referred immediately through safeguarding procedures; complaints timelines must never delay protection. Keep information confidential on a need-to-know basis. Explain any limits on sharing outcomes and signpost external routes where relevant.

Anti bullying

Bullying includes repeated intimidation or misuse of power, online harassment and identity-based abuse. A single serious harmful incident still requires action. Stop immediate harm, listen separately, record facts, support the targeted person and assess safeguarding risk. Do not require mediation or confrontation where there is fear, abuse or a power imbalance.

Agree a proportionate safety and behaviour plan, involve parents where safe and review whether the harm stops. Responses may include education, boundaries, additional support or temporary restrictions. Exclusion is a last resort where safe participation cannot be achieved and must include safe handover and consideration of continuing support. Do not remove someone simply for reporting bullying.

9 Online safety and digital communication

This procedure applies to music and podcast production, digital workshops, remote sessions, our website, messaging and social media. The DSL and digital lead assess each platform's age limits, privacy settings, moderation and reporting tools before use. Offer an accessible alternative where a platform is unsuitable.

- Use organisational accounts and approved devices. Staff do not add children to personal social media, send private disappearing messages or move conversations to personal accounts.
- Use moderated group communication with accountable adult oversight. Where direct communication is necessary, use an approved auditable channel with parent involvement as appropriate to age and safety.
- Secure workshop devices, apply updates, safe search and suitable filtering where available. Review controls regularly; explain that no technical filter guarantees safety.
- Remote sessions use controlled entry and participant lists, appropriate names and privacy settings. Apply adult oversight and avoid isolated private breakout rooms. Recording is off by default and requires a specific approved purpose, permissions and retention plan.
- Teach participants about scams, grooming, coercion, online bullying, image sharing, privacy and how to block and report. Explain risks from AI image manipulation without exposing children to harmful examples.
- Before publishing podcasts or music content, check consent, identifying details, disclosures, harmful content and contributors' safety. Moderate comments and remove harmful material promptly.
- Respond to online concerns through the main safeguarding route. Preserve ordinary evidence only where safe and lawful. Never download, copy or forward suspected sexual images of children, or ask a child to send them; record contextual details and seek police or CEOP advice.
- Do not promise that deleting a post removes all copies. Support the child, use platform reporting and specialist removal support where appropriate, and assess immediate safety.

Staff must report accidental access, inappropriate contact and account compromise immediately. The digital lead restricts access and preserves appropriate logs while the DSL considers safeguarding referrals. Adults and families receive practical advice and a clear reporting route.

10 Photography filming and image sharing

We use photographs, video and audio only for a specified approved purpose. Attendance does not imply permission to record or publish. Separate choices cover internal use, website, social media, printed publicity and any livestreaming or external media. Podcast voice recordings can also identify a child.

- Explain intended use, audience, retention and withdrawal in accessible language. Obtain recorded permission from the parent or carer and the child's agreement before planned recording and publication under this policy; respect a child's refusal. For adults obtain their own informed permission, with support where needed.
- Keep participation equally available to anyone who declines. Use a discreet practical system to brief authorised photographers, avoiding stigmatising children or revealing sensitive reasons for restrictions.
- Check permissions before each use. Consider care arrangements, court restrictions, abuse risks and children whose whereabouts must not be revealed.
- Only authorised people use approved organisational devices. Photographers receive a written brief, supervision and boundaries; photography permission does not permit unsupervised access.
- Focus on the activity, appropriate clothing and respectful representation. Do not publish children's full names, personal contact information, exact routines or location metadata alongside images. No recording in toilets, changing or private care areas.
- Livestreaming requires a separate risk assessment and explicit permission; public broadcast creates extra risks and should not be the default for youth sessions.
- Tell spectators the rules before events: avoid photographing other children without permission and do not publish identifiable images of other children without agreement. Use restricted filming areas where needed. Public festival notices support transparency but do not replace planned permissions for featured children.
- Keep files in restricted secure storage with permissions linked to each asset. Do not reuse material for a new purpose without checking permission and safety. Remove from our channels after withdrawal where possible and explain the limits of recalling printed material or third-party copies.

If unauthorised or intrusive filming occurs, intervene safely, inform the event lead and DSL and contact police where risk warrants. Record the incident without exposing the child's private circumstances. Do not seize or search devices without lawful authority.

Permission record fields

Participant name and age; parent or carer and authority where relevant; each permitted purpose and channel; child's agreement; date and expiry or review date; specific restrictions; withdrawal contact; signature or recorded electronic agreement. Store securely and make withdrawal as easy as giving permission.

11 Behaviour code for children and young people

Introduce this code at joining and revisit it with the group. Explain it in age-appropriate language and accessible formats. Invite young people to help shape practical examples.

- Treat others with respect, including people whose identity, beliefs, abilities or experiences differ from yours.
- No bullying, threats, fighting, sexual harassment, discriminatory language or deliberately unsafe behaviour.
- Respect personal space and ask before touching, photographing, filming or sharing information about another person.
- Use equipment and online spaces safely. Follow the leader's safety instructions and stay within agreed activity areas.
- Tell a trusted adult if something worries you, someone is being hurt or you want help. You will be listened to and supported.
- Do not bring weapons, illegal drugs or alcohol to youth activities. Tell an adult if you feel unsafe rather than trying to manage danger yourself.

Supportive response to behaviour

Staff explain the behaviour and safety limit calmly, listen to the child and consider distress, disability, communication needs, trauma or unmet support needs. Offer a supported pause, clear choices and a reasonable adjustment where appropriate. Never shame, threaten, isolate unsafely or use physical punishment.

For repeated concerns, agree a documented support plan with the young person and parents where appropriate, set review dates and increase support. Serious incidents trigger immediate safety measures and safeguarding assessment. Any restrictive physical intervention is a last resort to prevent immediate harm, must be lawful and proportionate, and requires recording, parent notification where safe and review. It must never be a routine discipline method.

If participation must end for safety, arrange safe collection or handover and consider alternative support. Children affected by another child's harmful behaviour receive protection and help; the child displaying harmful behaviour may also need safeguarding support. Record decisions fairly and explain the complaints route.

12 Adult supervision ratios and session control

We adopt the following minimum ratios for ordinary supervised youth activities, informed by NSPCC best practice. These are organisational baselines, not universal legal ratios. The activity risk assessment may require more adults. At least two suitable adults must be present even for a small group.

Age group	Minimum adults to children
4 to 8 years	1 to 6
9 to 12 years	1 to 8
13 to 17 years	1 to 10

Children under four are not accepted into unaccompanied sessions under this pack. Any proposed early years or childcare provision needs a separate assessment of registration, applicable statutory requirements, premises, competence and staffing before opening. Accompanied family activities must clearly explain that the parent or carer remains responsible outside specifically supervised provision.

- Count only suitable adults aged 18 or over who are assigned and available to supervise. Young leaders under 18, spectators and adults occupied with unrelated jobs do not count.
- For mixed ages, use the youngest child's ratio as the default unless a documented assessment provides separately supervised groups. Round adult numbers up and retain the two-adult minimum.
- For example, 17 children aged 9 to 12 require at least three supervising adults. A group of six aged 13 to 17 still requires at least two.
- Plan additional adults for SEND, personal assistance, medical needs, behaviour support, trips, crowded festivals, entrances, toilets and higher-risk activities. Dedicated one-to-one support should normally be additional to general group staffing.
- Allocate adults by area and group, plan breaks and emergencies, and ensure at least one appropriately trained first aider is available. A staff absence must not leave the group below its required safe staffing.
- During transport, the driver is not counted as the sole supervisor. Assess vehicle size, needs and journey risks and provide separate adult supervision.
- Use registers and headcounts at arrival, transitions and departure. Designate the session lead and record the staffing assessment before each session. Pause admissions or stop the activity if staffing falls below the approved requirement.

Festival crowd management is a separate responsibility. These ratios apply to the registered supervised youth activity, not to every child attending with family. Signage, booking information and staff briefings must make the handover of responsibility clear.

13 Sharing safeguarding information and good practice

Make safeguarding information visible and understandable before joining, at each venue and on the website. Public material should include our safeguarding commitment, DSL and deputy contact route, how to raise a concern, emergency advice, complaints access and the policies available on request. Publish organisational safeguarding contacts, not private case details.

- Give young people a short welcome leaflet explaining behaviour expectations, online safety, image choices, boundaries and how to speak to a trusted adult.
- Give families accessible joining information covering collection, independent travel arrangements, health needs, supervised areas, photography choices and concerns.
- Offer translations, easy-read versions, large print and verbal explanation as required; do not assume online access.
- Display named safeguarding contacts and a discreet way to request a private conversation at sessions and festivals. Provide an alternative external route.
- Brief staff, vendors and partners on applicable boundaries and who to contact. Incorporate relevant requirements into delivery agreements.
- Ask participants and parents whether they understand the information and feel able to report. Review feedback and update materials. Share learning in anonymised form without identifying children, adults or reporters.

Suggested public wording

Your safety matters at Link Up & Live. Child safeguarding lead: Kabichi Kabala (Ella), 07597 136755. Deputy: Marcia Marshall, 07902 950884. Adult safeguarding lead: Marcia Marshall, 07902 950884. Deputy: Kabichi Kabala (Ella), 07597 136755. Email for initial contact: info@linkupandlive.org. We will listen and explain what happens next. We cannot promise secrecy if someone needs protection. You can participate without agreeing to photography. For immediate danger call 999; urgent concerns should be reported by telephone.

Reference wording for the main policies

This policy must be read with the Link Up & Live CIC Supporting safeguarding policies and procedures pack, version 1.1, approved with effect from 13 October 2026. Its sections 1 to 13 form part of our safeguarding arrangements, including recruitment, training, EDI, records and retention, health and safety, whistleblowing, complaints, anti-bullying, online safety, photography, behaviour, supervision ratios and accessible information. Section 12 requires at least two suitable adults, with minimum ratios of 1:6 for ages 4 to 8, 1:8 for ages 9 to 12 and 1:10 for ages 13 to 17; risk assessments may require more. Immediate protection and external referral take priority.

14 Sources and adoption record

Original guidance preparation: 8 October 2026. Approved effective 13 October 2026; document update recorded 16 October 2026. Review live sources when relevant guidance or activities change.

London Community Foundation safeguarding checklist

<https://londoncf.org.uk/apply/lcfs-safeguarding-checklist>

Working Together to Safeguard Children 2026

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

DfE information sharing statutory guidance

<https://www.gov.uk/government/publications/information-sharing-to-safeguard-children-and-young-people>

Care Act 2014 section 42

<https://www.legislation.gov.uk/ukpga/2014/23/section/42>

ICO safeguarding information sharing guidance

<https://ico.org.uk/10steps>

NSPCC recommended adult to child ratios

<https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children>

NSPCC photographing and filming children

<https://learning.nspcc.org.uk/online-safety/photographing-filming-children>

DBS employer guidance

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

DBS certificate handling

<https://www.gov.uk/government/publications/handling-of-dbs-certificate-information>

Bexley children concerns

<https://www.bexley.gov.uk/services/health-and-social-care/social-care-for-children/reporting-concerns-about-child/worried-about-child>

Bexley LADO

<https://bexleysafeguardingpartnership.co.uk/for-professionals/local-authority-designated-officer/>

Bexley adult concerns

<https://www.bexley.gov.uk/services/health-and-social-care/social-care-for-adults/report-abuse/report-adult-abuse>

Board adoption record

Marcia Marshall — Director and adult safeguarding lead — Marcia Marshall (authorised typed signature)

Kabichi Kabala (Ella) — Director and child safeguarding lead — Kabichi Kabala (authorised typed signature)

Approval effective 13 October 2026. Typed signatures entered on 16 October 2026 on Marcia Marshall's instruction; these are not handwritten or independently authenticated digital signatures. Retention schedule in section 6 approved by Marcia Marshall and Kabichi Kabala (Ella), effective 13 October 2026. Next review: 13 October 2027. Local directory carried forward from main policy checks dated 14 October 2026; confirm routes before delivery.