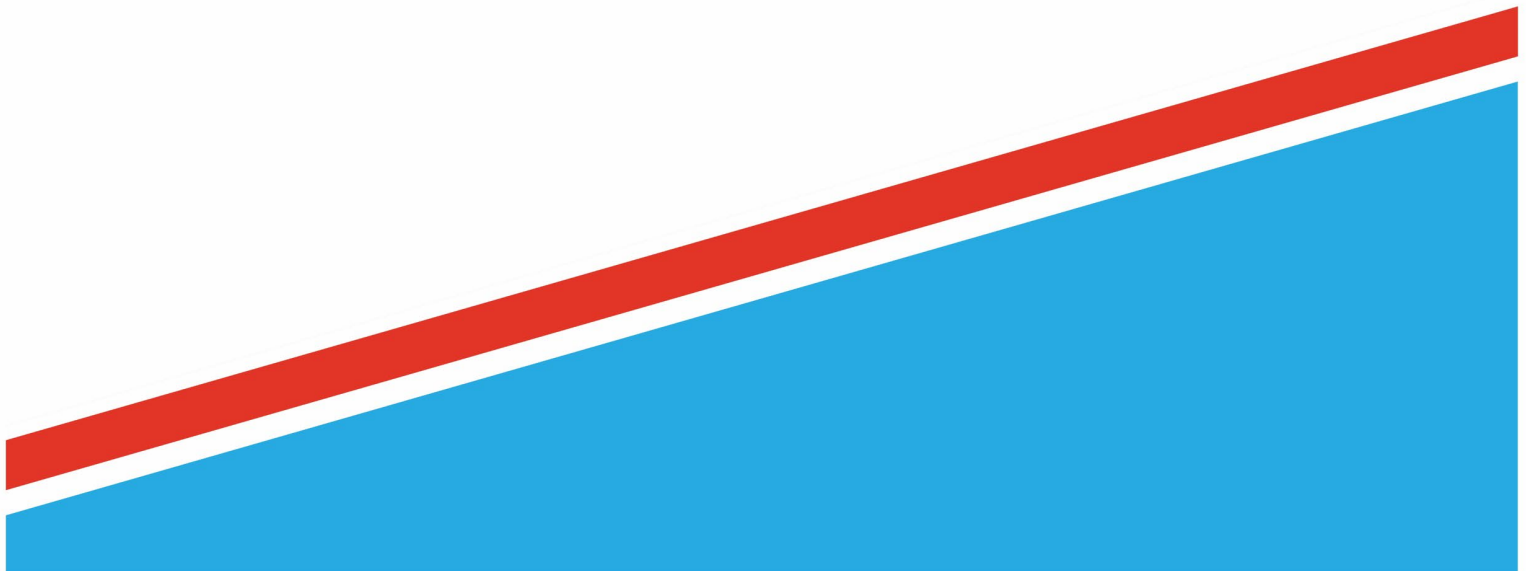




# Conservative Party Safeguarding Procedures

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## Document history

Version	Date	Change By	Description	Approved by	Approval Date
<b>1.0</b>	18/09/2023	Scott Grace	Initial Draft	Board	18/09/2023
<b>1.1</b>	25/03/2024	Scott Grace	Final version approved by KC	Board	25/03/2024
<b>1.2</b>	22/07/2025	Will Mayne	Amended to reflect new DSOs	COO	23/07/2025

## 1. Introduction

The Conservative Party Safeguarding Policy expresses the Party's commitment to the protection of children, young people, and adults at risk of harm, in any activities carried out in its name.

Our approach to safeguarding ensures that we:

- Protect and promote the welfare of children, young people, and adults at risk of harm who engage with us, whether assisting with or attending Party events and activities.
- Communicate our approach to safeguarding in a clear and transparent way.
- Demonstrate compliance with applicable laws, regulations, and statutory guidance.
- Have safeguarding processes and responsibilities that are clear so that people understand how to report safeguarding concerns.

These procedures set out how the Conservative Party will respond to and manage any safeguarding concerns received.

## 2. Principles of safeguarding

To enable the Party to keep everyone safe and respond appropriately to safeguarding concerns, it has adopted the following straightforward 4 'R' principles:

**Recognise** that you have a concern, or someone has made a disclosure to you.

**Respond** by reassuring the individual, ask them what they would like to happen and let them know what action you will need to take.

**Refer** your concerns on by contacting the Safeguarding Team without delay.

**Record** your concerns and/or what you have been told immediately and accurately.

## 3. Safeguarding responsibilities

The responsibilities for dealing with safeguarding lie with the following:

Safeguarding is everyone's responsibility. Anyone undertaking work on behalf of the Party including, staff, volunteers, and elected representatives, are required to report any suspected safeguarding concern to the appropriate authority.

The Designated Safeguarding Lead (DSL) is responsible for safeguarding within the Conservative Party. This includes responding to safeguarding concerns, ensuring effective processes and procedures, training and maintaining a record of all safeguarding cases. The DSL is supported in this work by Safeguarding Officers.

The Director of Party Organisation is the responsible Senior Manager. The work of the Safeguarding Team is overseen by the Governance and Risk sub-committee of the Party Board.

## 4. Reporting safeguarding concerns

### If you have a safeguarding concern

If you are concerned about a child or adult at risk, talk to the Safeguarding Team to discuss your concerns at the earliest opportunity.



**If there is an immediate risk of harm, this should be reported to the police by calling 999** and then reported to the CCHQ Safeguarding Team.

You can contact the Safeguarding Team by emailing: [Safeguarding@Conservatives.com](mailto:Safeguarding@Conservatives.com) or calling 0207 984 8040.

### **If you receive a safeguarding disclosure**

If you receive a disclosure, either directly or indirectly, you should record your concerns immediately after the disclosure is raised. You must ensure that your record is accurate and comprehensive, ensuring it is a factual account of what has happened and does not contain any opinion or judgements including whether what you are being told is correct.

Your report should include:

- Details of the person making the disclosure including name, contact details, communication requirements and other relevant information.
- What the person said or what signs or indicators you saw.
- Details of the person accused, if known.
- Time, date, location, and any witnesses.
- Details of the discussion about consent and sharing information.
- Details of anyone else at risk of harm.
- Your details and/or the details of the person who raised the concern including their name and role.
- Details of how the concern was raised and of anyone else present.
- Details of your response including what you said to the person and any actions you have taken including if you have referred the matter to the Safeguarding Team.

### **What NOT to do if you have a safeguarding concern or receive a disclosure:**

If you have a safeguarding concern or receive a disclosure, you **MUST NOT** do the following:

- Ignore the allegation or be dismissive of the concern.
- Confront the alleged abuser.
- Investigate or interview beyond eliciting the information necessary to complete the Safeguarding Report Form.
- Seek proof of the allegation.
- Ask leading questions - A 'leading question' is one which suggests a particular answer or contains the information you are seeking to confirm. Asking leading questions can cause problems for any subsequent investigation. Examples of non-leading questions are those which start with 'who', 'what' and 'where'.
- Assume information.
- Consult with persons not directly involved with the situation.

### **Information sharing**

Neither the Data Protection Act 2018 or the General Data Protection Regulations ('GDPR') prohibit or prevent the sharing of information in relation to the safeguarding. Safeguarding information or concerns must always be shared with the Safeguarding Team.

The Safeguarding Team must always be contacted before any safeguarding information is shared with any external agencies except where there is an immediate risk of harm. The Safeguarding Team will manage the sharing of safeguarding information with any external agencies.

## 5. Response of the Safeguarding Team

The Safeguarding Team will lead the response to any safeguarding concerns. It is not the role of the Safeguarding Team to investigate concerns reported to the team or make judgements in relation to the accusations or the individuals involved. Its role is to ensure that appropriate referrals are made to the relevant agencies and take any appropriate internal actions to ensure that people are kept safe.

When the Safeguarding Team receive a safeguarding concern, they will:

- Consider the information received and identify any risks to individuals within the report.
- Consider if urgent action is required to remove or manage the risks and take such action.
- Decide if the information in the safeguarding disclosure constitutes a safeguarding allegation against a member of Party staff, volunteer, member or elected representative.
- Decide if a referral to an external agency is required.
- Decide what further action is required of the Party including referring the case to the Member Governance Team who will respond in line with the Code of Conduct procedures.

When it is deemed a safeguarding concern does not constitute a safeguarding allegation, it may be appropriate to refer the concerns to another team within the Party e.g., the Member Governance Team or the Conservative Councillors' Association.

### **Allegations involving children or young people**

Where a safeguarding allegation involves a child or young person, the Party will always refer these to the relevant agency without delay. Although we will always take into account the views of the children or young person involved, a referral will be made with or without their consent. Where possible, we will always speak to the child or young person's parents or guardians unless the DSL determines that their involvement will place the child or young person at an increased risk of harm.

### **Allegations involving adults at risk of harm**

Where a safeguarding allegation involves an adult at risk, wherever possible they should be consulted about the need to refer the allegation to an external agency or encouraged and supported to make the referral themselves. Referrals should be made without delay, usually within 24 working hours.

In some circumstances, allegations involving adults at risk will be referred to an external agency without their consent. This should only happen in the following circumstances:

- The adult at risk appears to not have the mental capacity to make decisions about their own safety and well-being.
- If a child or young person is also at risk. This includes all situations where there is domestic abuse within a household where a child lives.
- The allegation is in relation to a person employed or volunteering in work with children and/or adults with care and support needs.
- There are other adults at risk of harm such as another family member or a Party member.
- The adult at risk lives in Wales or Northern Ireland where consent is not required.

Unless there is an immediate risk of harm, referrals to external agencies should only be made by the Designated Safeguarding Lead or a Safeguarding Officer and recorded on the safeguarding database.

Referrals involving adults at risk without consent should only be made with the approval of the Designated Safeguarding Lead or Director of Party Organisation if they are not available.

### **Action following a referral**

All referrals to external agencies must be followed up by the referring officer 2 working days following the referral to receive an update on any action that is being taken. This must be recorded in the safeguarding database.

### **Working with external agencies**

The Party will always work in partnership with any external agencies and their associated processes and procedures to manage and respond to a safeguarding concern or allegation.

The main point of contact for external agencies will be the Designated Safeguarding Lead or their nominated Safeguarding Officer.

## **6. Key Contacts**

### **The Conservative Party Safeguarding Team**

CCHQ Leeds  
10 Wellington Place  
Leeds,  
LS1 4AP

Email: [Safeguarding@Conservatives.com](mailto:Safeguarding@Conservatives.com)  
Telephone: 020 7984 8040

Safeguarding Team:

**Designated Safeguarding Lead:** Will Mayne

**Safeguarding Officers:** Jude Richarson  
Courtney Dalton  
Lyll Ainscow  
Sarah Crossley

## **7. Audit**

This policy document will be reviewed and audited initially after 6 months of implementation and then every [12] months or following a significant incident or change within the CCHQ.

Latest Audit Outcome

**Review of impact against the aims of policy:**

This policy was reviewed following a change in the Designated Safeguarding Lead and Designated Safeguarding Officers. There have been no substantive changes to the procedures though efforts have been taken to ensure greater awareness and understanding of the procedures across the organisation.

Does there appear to be any patterns of equality related issues: ~~Yes~~/No]

If yes, please provide actions agreed from an Equalities Impact Assessment: N/A

Reviewed by: Will Mayne, Designated Safeguarding Lead      Date: 22/07/2025      Next audit date: July 2026

## Appendix 1: Types of abuse

*The following is not an exhaustive list of types of abuse or exploitation but gives an illustration of the sort of behaviours that could give rise to a safeguarding concern.*

### Categories of child abuse

**Physical abuse:** physical harm may involve hitting, shaking throwing, poisoning, burning, drowning, suffocation or otherwise causing physical harm to a child.

**Emotional abuse:** persistent emotional harm to a child or young person that causes a severe and long-lasting impact on their emotional development. It may involve saying to a child that they are worthless, unloved, or inadequate. It may involve hearing the abuse of someone else e.g., domestic violence.

**Sexual abuse including child sexual exploitation:** sexual abuse involves forcing or persuading a child or young person to take part in sexual activities, not necessarily involving a high degree of violence, whether or not the child or young person is aware. This may include physical or non-physical involvement. It may include involving children or young people looking at, or involving them in the production of, sexual images or grooming them in preparation for abuse.

This also includes online sexual abuse which can be any type of sexual abuse that takes place online or where technology is used to facilitate abuse offline.

Sexual abuse is not only committed by men, women can also commit sexual abuse, as can other children and young people.

**Neglect:** the failure to meet a child's or young persons basic physical and emotional needs, such as providing sufficient food, clothing, and a safe home.

### Categories of abuse of adults at risk

**Physical abuse:** including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

**Domestic violence and abuse:** including controlling, coercive or threatening behaviour in the domestic environment, which includes psychological, physical, sexual, financial, and emotional abuse and so called 'honour-based violence'.

**Sexual Abuse:** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented to or was pressured into consenting.

**Psychological abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyberbullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse:** including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including that or wills, property, inheritance, or financial transactions or the misuse or misappropriation of property, possessions, or benefits.



**Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude.

**Discriminatory abuse:** including forms of harassment, slurs or similar treatment based upon race, gender and gender identity, age, disability, sexual orientation or religion or belief.

**Organisational abuse:** this includes neglect and poor care practice within an institution or specific care setting.

**Neglect or acts of omissions:** including ignoring medical, physical or emotional care needs, failure to provide access to appropriate health, care and support or educational services, or withholding the necessities of life such as medication, adequate nutrition and heating.

**Self-neglect:** This covers a wide range of behaviours including neglecting to care for one's personal hygiene, health or surroundings and includes such behaviours as hoarding.

## Signs and indicators of abuse:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying Party activity or events. You may notice that a member has been missing from sessions and is not responding to reminders.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person. For example, a member may be looking quiet and withdrawn when they are around specific people or when arriving or leaving events or activities.
- Self-harm.
- A fear of a particular group of people or individual.
- Someone always speaks for the person and doesn't allow them to make their own choices.
- They may tell you / another person they are being abused e.g., you receive a disclosure.