

# **KidsCan Safeguarding Policy**

## **1. Purpose**

The purpose of this policy is to define how North West Cancer Research operates to safeguard children in order to;

- protect children and young people from harm. This includes the children of adults who use our services.
- provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

We recognise we have a duty of care, and we are committed to the protection and safety of everyone who comes in to contact with our organisation, including children involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

This policy is a fundamental part of our governance responsibilities and priorities. Trustees' responsibilities include ensuring that the organisation provides a safe environment and protects staff, volunteers, and anyone who comes into contact with it from abuse or maltreatment of any kind.

## **2. Persons affected**

This policy applies to everyone working for or volunteering on behalf of KidsCan/North West Cancer Research, including the board of trustees, paid staff, volunteers, sessional workers, contractors and agency staff, hereafter known as 'workers'.

## **3. Worker responsibilities**

To meet and maintain our responsibilities towards safeguarding we expect our workers to:

- Understand their role in safeguarding children.
- Know how to report concerns about a child's safety or a colleague's conduct.
- Prioritise child welfare and act if they have concerns.
- Set a good example by conducting themselves appropriately.
- Ensure that, whenever possible, there is more than one adult present where they are working in the vicinity of vulnerable adults or children.
- Be aware that any physical contact with children may be misinterpreted, no matter how well intentioned.
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse to the appropriate person at the client premises.
- Do not share personal contact details or social media with any of the children.

- Share any concerns with your supervisor/ manager and/or the Designated Safeguarding Lead at the location without delay.

#### **4. Workers must not:**

- have inappropriate physical or verbal contact with children.
- allow yourself to be drawn into inappropriate attention seeking behaviour or make suggestive or derogatory remarks or gestures in front of children.
- jump to conclusions about others without checking facts by discussing concerns with your immediate line manager.
- either exaggerate or trivialise child abuse issues.
- show favouritism to any individual.

#### **5. Organisational responsibilities**

KidsCan/North West Cancer Research has a duty to ensure that all workers involved in Charity activities:

- Undergo Enhanced DBS Check before commencing work.
- Receive appropriate training before commencing at the location(s);
- Understand and follow this policy, as well as any additional location specific policies.

#### **6. Safeguarding policy**

- We believe everyone has a responsibility to promote the welfare of all children, to keep them safe and to practise in a way that protects them.
- We recognise that while it is the responsibility of the relevant statutory agencies to determine whether abuse has taken place it is everyone's responsibility to report any concerns and all staff, volunteers, trustees and contractors will know how to recognise and report safeguarding concerns.
- We have a zero-tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children at risk of abuse, exploitation, radicalisation and mistreatment.

- We recognise that all children whatever their age, ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse.
- We ensure all of the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect children from abuse.

**We will keep children safe by;**

- Valuing, listening to and respecting them
- Recognising;
  - The welfare of the child is paramount
  - All children have the right to protection from abuse
  - Safeguarding is everyone's responsibility
  - Professional curiosity is important in recognising and responding to safeguarding concerns
  - The importance of following information sharing procedures in safeguarding
- Providing effective management, induction training, regular refresher training and support for all staff, volunteers and trustees to know about and follow our safeguarding policy and procedures for safeguarding children.
- Acting in an appropriate professional behaviour as set out in our Code of Conduct. Failure to maintain standards may be dealt with using our Disciplinary Procedures.
- Recruiting and selecting staff and volunteers safely; ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance and our IT policies and procedures
- Making sure that children, young people and their families know where to go for help if they have a concern
- Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for staff/volunteers and trustees to feel able to raise concerns and feel supported in fulfilling their safeguarding role
- Ensuring a board trustee lead takes leadership responsibility for the organisation's safeguarding arrangements
- Having a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the organisation. Contact details in the Safeguarding procedures and made available to all workers.

- Ensuring that we have effective complaints, grievance and whistleblowing policies and procedures.

## **7. What to do if someone discloses an abusive act or experience to a KidsCan / North West Cancer Research worker**

If a child confides to a KidsCan/North West Cancer Research worker that they are being or have been abused, then they have placed that person in a position of trust. The worker concerned should:

- be clear that they cannot keep secrets or promise confidentiality and that they must pass on information if they think a child has been or is being harmed, or is at risk of being harmed, in some way.
- react calmly. Do not panic as this may frighten or silence the person.
- make a full record of what is being said, heard or seen as soon as possible and report it to the location's Designated Safeguarding Lead and their respective supervisor/ manager
- NOT DELAY IN PASSING INFORMATION ON.

It is not the sole responsibility of KidsCan/North West Cancer Research to decide whether abuse has taken place. This will be decided after a full investigation and the relevant location's Designated Safeguarding Lead has been informed. It is our responsibility to report where there is cause for concern, in order that the location and appropriate agencies can investigate and take the necessary action. All concerns should be reported the same working day.

## **8. Responding to allegations of abuse or inappropriate or dangerous behaviour against an employee of KidsCan / North West Cancer Research**

Regardless of the age of the individual person, if an allegation of abuse or inappropriate conduct is made against a KidsCan/North West Cancer Research worker then it must be reported immediately to the location's Designated Safeguarding Lead and their respective supervisor/manager.

Concerns about workers must be treated with the same rigour as other concerns. If there are concerns that child abuse has taken place then this information will be passed to social services and/or the police for a full investigation by the location, supported by the relevant KidsCan/North West Cancer Research Manager.

The welfare of the child is paramount. Even when the presenting circumstances appear not very serious they must be followed up, and they are examined objectively by someone independent of KidsCan/North West Cancer Research.

We may also refer to any disciplinary policy and procedure and decide whether the worker should be suspended pending a full investigation.

## 9. Review

This policy and related guidance will be monitored by the Chief Executive and the Board of Trustees on a regular basis for compliance and will be reviewed at least annually.

## 10. Contact details of Safeguarding Contact:

- Georgia Lewis
- Email: [georgia@nwcr.org](mailto:georgia@nwcr.org)
- Phone: 07496523764

Signed: **April 2026**



Alastair Richards – Chief Executive  
Officer, NWCR



Georgia Lewis – KidsCan Charity  
Manager and Safeguarding Lead