November 2025

Kynda Kids CIC Safeguarding Policy

POLICY PURPOSE AND SCOPE

This policy sets out how Kynda Kids CIC safeguards children, young people and vulnerable adults who attend our sessions, workshops, events and online activities.

It applies to all:

- Staff
- Directors
- Volunteers
- Contractors
- Partners working with or on behalf of Kynda Kids CIC

Everyone connected to Kynda Kids must read, understand and follow this policy.

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1. INTRODUCTION

Kynda Kids CIC organises social activities, creative workshops and educational support for the Home Educating Community, with a specific focus on Black, Caribbean, African and Asian families.

Kynda Kids operates online through www.kyndakids.com and currently delivers sessions at:

Primary Delivery Venue:
Woodpecker Youth Club
20 Woodpecker Road
New Cross
SE14 6EU

Registered Office (Legal Address):
Kynda Kids CIC
17A Electric Lane
Brixton
London
SW9 8LA

This Safeguarding Children Policy applies to everyone working on behalf of Kynda Kids CIC including staff, directors, volunteers, students, contractors and session facilitators. Everyone is expected to comply with this policy and uphold the organisation's safeguarding principles.

2. PURPOSE OF THE POLICY

This policy explains how Kynda Kids CIC safeguards children and young people (anyone under 18). It aims to:

- Protect children from harm
- Provide clarity in how concerns are handled
- Set clear responsibilities for staff and volunteers
- Ensure legal and ethical compliance
- Create safe environments where children thrive

Kynda Kids believes all children have the right to feel safe, valued and supported. Abuse or neglect of any kind will never be tolerated.

3. LEGAL AND REGULATORY FRAMEWORK

This policy is informed by:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2023
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR
- Keeping Children Safe in Out-of-School Settings
- Lewisham Safeguarding Children Partnership procedures
- Disclosure and Barring Service (DBS) Code of Practice

4. OWNERSHIP OF SAFEGUARDING

Kynda Kids CIC takes full ownership of the safeguarding agenda. Responsibility lies at every level:

- **Directors** hold organisational responsibility
- **Safeguarding Officers** manage operational safeguarding
- **All staff and volunteers** must remain vigilant, act appropriately and report concerns immediately

The policy is reviewed annually or sooner if legislation changes.

5. OUR COMMITMENT AND SAFEGUARDING PRINCIPLES

Everyone working with Kynda Kids must:

- Remain alert to signs of abuse
- Create safe environments
- Supervise children appropriately
- Record concerns accurately
- Report concerns promptly
- Maintain professional boundaries
- Challenge inappropriate behaviour
- Never smoke, drink or use illicit substances around children
- Act transparently and cooperatively with safeguarding procedures
- Avoid inappropriate risks
- Support any child protection plan

We believe:

- Children's **welfare** is paramount
- All children have **equal** rights
- Safeguarding is **everyone's** responsibility
- Children must be **listened** to, **respected** and taken **seriously**
- Concerns must be acted on without delay

6. Safeguarding Officers

All safeguarding concerns must be reported to:

Designated Safeguarding Officer (DSL)
Name: **Kylie Thompson**
Email: hello@kyndakids.com
Phone: 07940 183 302

Deputy Safeguarding Officer (DDSL)
Name: **Gwen Lyseight**
Email: gwen@kyndakids.com
Phone: 07956 598 306

7. Confidentiality and Data Protection

All safeguarding information is processed under:

- Data Protection Act 2018
- UK GDPR
- Kynda Kids Privacy Policy (www.kyndakids.com/privacypolicy)

Information is only shared on a need to know basis.

8. Definitions

Child: A person under the age of 18.

Safeguarding: Protecting children from harm, promoting their welfare and ensuring safe care.

Child Protection: Actions taken when a child is suffering or likely to suffer significant harm.

Harm: Ill-treatment or impairment to health or development.

Staff: All adults working on behalf of Kynda Kids.

9. Types of Abuse

As defined in Working Together to Safeguard Children:

1. Physical Abuse

Hitting, shaking, poisoning, burning, suffocating or causing physical harm.

2. Emotional Abuse

Persistent emotional maltreatment that affects emotional development.

3. Sexual Abuse

Forcing or enticing a child to take part in sexual activities, online or in-person.

4. Neglect

Persistent failure to meet basic physical or psychological needs.

10. Specific Safeguarding Issues

Staff must be alert to:

- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- County Lines
- Radicalisation/extremism
- Grooming
- Domestic abuse
- Bullying/cyberbullying
- Harmful sexual behaviour
- Forced marriage
- FGM
- Trafficking and modern slavery
- Online risks
- Self-harm
- Children with SEND (increased vulnerability)
- Private fostering arrangements

11. Recognising Signs of Abuse

General warning signs

- Sudden behavioural changes
- Withdrawal
- Unexplained injuries
- Fear of certain people or places
- Poor hygiene or neglect
- Age-inappropriate knowledge or behaviour

Physical abuse indicators

- Bruising in unusual places
- Bite marks
- Burns
- Flinching from contact

Emotional abuse indicators

- Low confidence
- Overly anxious or withdrawn
- Difficulty forming relationships

Sexual abuse indicators

- Sexualised behaviour
- Genital discomfort
- Sexual language beyond developmental stage

Neglect indicators

- Persistent hunger
- Dirty or inappropriate clothing
- Being left unsupervised

12. Responding to a Safeguarding Concern

Emergency (child at immediate risk)

Call **999**.
Inform the Safeguarding Officer as soon as possible.

Non-urgent concerns

Report to the DSL **by the end of the same day.**

If a child makes a disclosure

- Listen calmly
- Take the child seriously
- Do not promise confidentiality
- Avoid leading questions
- Record word-for-word
- Report immediately to the DSL

Safeguarding Officer actions

The DSL will:

- Assess the concern
- Record it securely
- Contact Lewisham Children's Services if required
- Contact police if needed
- Cooperate fully with investigations
- Support any protection plan

13. Concerns About Adults Working With Children

Report concerns about adults immediately to:

- The DSL
- Or DDSL if the concern involves the DSL

Actions may include:

- Internal enquiries
- LADO referral within 24 hours
- Police involvement
- Suspension
- Disciplinary action
- DBS referral

All parties will be treated fairly and investigations handled professionally.

14. Maintaining Safe Premises and Equipment

Kynda Kids ensures:

- Regular venue risk assessments
- Clear supervision areas
- Appropriate ratios
- Safe equipment and materials
- Fire safety briefings
- First-aid provision
- Safe arrival and departure procedures

15. Safer Recruitment

Kynda Kids follows safer recruitment by:

- Verifying identity
- Checking right to work
- Collecting written references
- Verifying references by phone
- Completing Enhanced DBS checks
- Preventing unsupervised contact before checks clear
- Keeping a single central record
- Providing safeguarding induction and annual training

16. Recording Incidents and Concerns

Records must include:

- Child's details
- Date, time and location
- Factual description
- Exact words spoken
- Your signature
- DSL actions and decisions

Records are confidential and stored securely.

17. Whistleblowing and Open Door Policy

Kynda Kids encourages concerns to be raised without fear.

We have:

- Clear whistleblowing reporting routes
- A strict non-retaliation approach
- An open door safeguarding policy

Staff may also contact the NSPCC Whistleblowing Helpline.

18. Activities and Events Safeguarding

Activities include:

Textiles, Photography, Design, Animation, Coding, Business, Web Design, Arts & Crafts, Creative Making, Skating, Music Lessons, Book Writing, Comic Creation and more.

The DSL holds overall responsibility for safeguarding during events.

Risk assessments are completed for all activities.

19. Supervision Ratios

- 0–2 years: 1 adult to 3 children
- 2–3 years: 1 adult to 4 children
- 4–8 years: 1 adult to 6 children
- 9–12 years: 1 adult to 8 children
- 13+: 1 adult to 10 children

Parents are responsible for children they accompany.

20. Behaviour Management

Adults must:

- Treat children fairly
- Respond calmly
- Use physical intervention only to prevent immediate harm
- Report any restraint immediately
- Record incidents accurately

21. Peer-on-Peer Abuse and Bullying

Bullying includes repeated behaviour intended to harm.

Steps:

1. Speak to all children involved
2. Provide support and education
3. Issue warnings
4. Exclude persistent bullies from sessions

Bullying decisions involve the DSL.

22. Photography

We will:

- Obtain written parental consent
- Explain how images will be used
- Protect identities whenever possible
- Store images securely

Parents must not share images containing other children unless permitted.

23. Supporting Protection Plans

We:

- Work cooperatively with Children's Services
- Attend multi-agency meetings
- Support families sensitively
- Follow and uphold any protection plan requirements

24. Related Policies

This safeguarding policy should be read alongside:

- Data Protection Policy
- Photography Policy
- First Aid Policy
- Behaviour Policy
- Community Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Risk Assessments
- Volunteer Policy

25. Policy Review

This policy is approved by Kynda Kids CIC.

It will be reviewed annually or sooner if required by law or organisational changes.

Signed: _____

Kylie Thompson, Safeguarding Officer

Signed: _____

Gwen Lyseight, Safeguarding Officer

Date: _____/_____/_____

APPENDIX: SAFEGUARDING FLOW CHART

If a child is in immediate danger

→ **Call 999 immediately**
→ Inform DSL
→ Record

If a child discloses abuse

→ Listen calmly
→ Reassure them
→ Do NOT promise confidentiality
→ Record exactly what they said
→ Report to DSL same day
→ DSL assesses and refers if needed

If you have a concern (no disclosure)

→ Record your concerns
→ Report to DSL same day
→ DSL decides action

If you are unsure

→ ALWAYS report
→ DSL will assess

If the concern is about a staff member

→ Report immediately to DSL or DDSL
→ DSL contacts LADO within 24 hours
→ Record and preserve evidence
→ DSL follows disciplinary and statutory procedures

If the concern is about the DSL

→ Report to DDSL
→ DDSL contacts LADO