



Pop'n'Oilly Ltd
Company Number: 11939275
Unit 1, The AJM Centre
Prospect Business Park
Swanage
BH19 1FE
info@popnolly.com

Safeguarding Policy

This document includes:

1. Policy statement
2. Safeguarding policy
3. Procedures for engaging with children in schools
4. Procedures for reporting a safeguarding issue

1. Policy statement

The purpose of this policy is:

- to protect children and young people who come into contact with Pop'n'Oilly from harm; and
- to provide staff and volunteers, as well as children, their families, and schools, with the overarching principles that guide our approach to child protection.

We believe that everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to operate in a way that protects them. Children should never experience abuse of any kind. We will give equal priority to keeping all children and young people safe regardless of their age, disability, sex, gender reassignment, religion or beliefs, race or sexual orientation.

We recognise that some children are particularly vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs and other issues. We know that children in the care system, who are seeking asylum, who are refugees, who are young carers, or who have one or more protected characteristics may be particularly vulnerable.

We recognise that the welfare of children is paramount in all the work we do and in all the decisions we take. We work in partnership with children and those around them to promote the welfare of the children.

This policy applies to all Pop'n'Oilly staff, including directors, contractors, employees, workers, volunteers, agency staff and students.

Our Commitment

At Pop'n'Oilly, our commitment to keeping children safe includes:

- listening to children and respecting them;
- appointing a Designated Safeguarding Officer who takes responsibility for safeguarding in the organisation and monitoring compliance with our safeguarding policies and procedures;
- having clear policies and procedures for safeguarding and child protection in our work;



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- making sure all staff know, understand and follow the safeguarding and child protection policies and procedures;
- training, supporting, and supervising staff in our safeguarding and child protection policies and procedures;
- ensuring that organisations we work with know about these safeguarding and child protection policies and procedures;
- using our safeguarding and child protection policies and procedures to share concerns and relevant information with agencies who need to know, and involving children and those around them appropriately;
- using our policies and procedures to manage any allegations against staff appropriately;
- processing information professionally and securely in line with data protection legislation and guidance;
- building a culture where all staff, volunteers and children feel safe to share concerns;
- making sure children and those around them know where to go for help if they have a concern; and
- ensuring that anyone who works with children is fully DBS-checked before being allowed to undertake any work on behalf of Pop'n'Olly.

Revision History

This policy and related guidance will be:

- monitored by the Designated Safeguarding Officer on a regular basis for compliance;
- updated to reflect any changes to relevant legislation and statutory guidance; and
- reviewed at least annually.

Date approved or amended	Amendments	Signed
02.10.25		 (Mel Lane)



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2. Safeguarding Policy

Definitions

Abuse includes the four main categories of abuse: (1) sexual, (2) physical, (3) emotional; and (4) neglect. There are more specific types of abuse that fall within these categories, including, but not limited to: bullying and cyberbullying; child sexual exploitation; child criminal exploitation; child trafficking; domestic abuse; female genital mutilation; grooming; historical abuse; and online abuse.

A **child** or **young person** is any person below the age of 18.

Safeguarding children is defined in Working Together to Safeguard Children (as below).

Staff includes all directors, paid staff, volunteers, agency workers, and students who deliver the services of Pop'n'Olly, also referred to as Pop'n'Olly Staff.

Legislation and guidance

England and Wales

- The [Children Act 1989](#) provides the legislative framework for child protection in England and Wales. Key principles established by the Act include:
 - the paramount nature of the child's welfare; and
 - the expectations and requirements around duties of care to children.
- [Working Together to Safeguard Children](#), which is the key statutory guidance for anyone working with children in England and Wales.
- [Keeping Children Safe in Education](#), which is the key statutory guidance for schools and colleges.

Our commitments

Pop'n'Olly is committed to the importance of safeguarding and promoting the welfare of children.

- We ensure that child well-being and safety is paramount in all of our services.
- We have a Designated Safeguarding Officer who is responsible for ensuring that our services meet national guidelines and UK law with regards to child well-being and safety. We will work with other agencies where necessary to help ensure the safety and well-being of all children.
- We will ensure that all Staff are aware of the importance of safeguarding, their core requirements with regards to safeguarding and procedures should they witness a disclosure or anything of concern.
- Appropriate disciplinary measures will be implemented against anyone found in breach of this policy, in line with our disciplinary policy. Others who work on behalf of Pop'n'Olly will be subject to action that may result in the termination of their relationship with Pop'n'Olly.

Key Points

- Safeguarding is everyone's responsibility. Everyone in the organisation must play their full part in ensuring the safety and well-being of all the children we work with.



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- We operate a child-centred approach where children's needs and views are at the heart of our actions.
- All Staff are responsible for safeguarding. All Staff take responsibility for following agreed procedures in schools and at public events.

Confidentiality and data protection

It is essential that appropriate confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to safeguarding concerns and subsequent case management should be shared on a need to know basis only (in accordance with relevant law, guidance, and our policies and procedures), and should be kept secure at all times.

- A written record must be kept about any concern or disclosure. This must include the details of the person involved, the nature of the concern, the actions taken (if any), the decisions made, and the reasons for these decisions. All records must be signed and dated by the person making the report and the Designated Safeguarding Officer.
- All records must be securely and confidentially stored in line with the UK's general data protection regulation.

Safer recruitment

- Pop'n'Olly is committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.
- For any role working with children, Pop'n'Olly will highlight the safeguarding responsibilities for this role, and any advertisements will include a statement about our commitment to keeping children safe and the requirement for a DBS check.
- Shortlisted candidates will be given the opportunity to confidentially inform us about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.
- We will request at least two references, and will check these as part of our vetting checks for shortlisted candidates. Candidates will be told of this requirement in advance, and will be informed that we will ask the referees about the candidate's suitability to work with children.
- We will carry out a search of publicly available online information for shortlisted candidates, and applicants will be informed of this in advance.
- Shortlisting will be carried out by at least two people, with any interviews carried out by at least two people, in person wherever possible.
- Staff who work directly with children will have a valid DBS check before any work with children is carried out. The Nominated Child Protection Lead will monitor DBS certificates and ensure they are renewed every two to three years.



Signs of safeguarding concerns

As Pop'n'Olly work in schools primarily on a one-off basis, the most likely sign of a safeguarding concern is if a child says something giving rise to a suspicion of abuse or neglect.

However, for completeness we include a non-exhaustive list of potential signs of abuse or other safeguarding concerns below. Where these signs are noticed in isolation or in concert, Staff must consider whether it is necessary to follow our Procedure for Reporting a Safeguarding Issue.

- Unexplained changes in behaviour or personality.
- Becoming withdrawn.
- Seeming anxious or depressed.
- Uncharacteristic aggression.
- Poor social skills and few or no friends.
- Poor relationship with a parent or family member.
- Knowledge of adult issues inappropriate for their age.
- Running away or going missing.
- Always choosing to wear clothes which cover their whole body.
- Prolonged tiredness.
- Frequent absences from school.
- Self-harm or suicide attempts.
- Drug use.
- Unexplained injuries, or injuries that don't match the given explanation.
- Inappropriate sexual behaviour with other children.
- Appearing to desperately seek attention or affection.
- Poor personal hygiene.
- Excessive weight with unaddressed medical complications.
- Lack of clothing or supplies.
- Hoarding or stealing food.
- Concerning parental behaviour, including demeaning the child, offering conflicting or unconvincing explanations for signs of concern, or showing little concern for the child.

Specific risk factors for LGBTQ+ children may be as follows:

- Experiencing bullying on the basis of their actual or perceived sexual orientation or gender identity.
- Using adult dating apps.
- Experiencing or being at risk of homelessness.
- Minority stress.

Pop'n'Olly are clear that being LGBTQ+ in itself is not a safeguarding concern.

Important Contacts

- Pop'n'Olly Designated Safeguarding Officer: Mel Lane (mel@popnolly.com)
- Pop'n'Olly CEO: Olly Pike (olly@popnolly.com)
- NSPCC Helpline: 0800 800 5000
- Childline Helpline: 0800 1111
- Emergency services: 999
- Non-emergency police: 101



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3. Procedures for Engagement with Children in School

- Pop'n'Olly (including all Staff) are not responsible for behaviour management in schools or any event we are booked to attend. This responsibility lies with the school or parents and carers.
- Before working with a school, the Pop'n'Olly Staff member(s) attending the school site will ascertain the designated safeguarding lead of the school and obtain their contact details.
- Pop'n'Olly Staff will not enter spaces with children without an adult from the school present.
- Pop'n'Olly personnel will not engage in any 1:1 conversations with a child without the presence of a member of staff from the school in the room. If a child approaches Pop'n'Olly Staff and the adult from the school has moved away, the Pop'n'Olly Staff member will not engage with the child alone but will ask the adult from the school to return and stand with them before speaking with the child.
- Pop'n'Olly Staff will not proactively discuss, affirm or deny any identity or aspect of a child's identity (in particular related to sexual orientation or gender identity) with any child at any time.
- Pop'n'Olly Staff must always act appropriately around children. This includes using age-appropriate language, maintaining appropriate physical boundaries with children, and not contacting children on social media.



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4. Procedures for Reporting a Safeguarding Issue

General requirements

- In accordance with our Safeguarding Policy, a written record must be kept about any concern or disclosure. This must include:
 - the time and date of the incident or disclosure;
 - the time and date of the report;
 - non-identifiable details of the person(s) involved;
 - the nature of the concern;
 - the actions taken (if any);
 - the decisions made and the reasons for these decisions.
- All records must be signed and dated by the person making the report and the Designated Safeguarding Officer (if different) and stored securely.
- If a child makes a disclosure, we will:
 - give them our full attention, and keep our body language open and encouraging. We will be compassionate, understanding and reassuring.
 - allow them to speak at their own pace. We will not interrupt them, or try to rush them.
 - not promise confidentiality to the child, but ensure that Staff follow the relevant policy and guidance where necessary to escalate concerns.
- We understand that hearing a disclosure can be upsetting for Staff. We will encourage those who have heard about safeguarding issues to obtain appropriate support.

Schools

- Where a safeguarding concern arises in a school, Pop'n'Oilly Staff will report this to the member of school staff escorting the Pop'n'Oilly Staff member in the school, and if Staff consider it necessary, they will also report the issue to the designated safeguarding lead in the school as soon as possible. Anything disclosed by a child during a session will be considered the responsibility of school staff. Pop'n'Oilly will cooperate fully with schools in investigating and acting upon safeguarding issues.

Public places

- If a disclosure takes place in a public space (such as at a Pride event) Staff will not ask exploratory questions. Pop'n'Oilly Staff are not in a position to take responsibility for a disclosure at a public event and should direct a child to speak to a trusted adult or to call Childline. The phone number of Childline should always be visible on a Pride stall and be readily available to Staff. All Staff are responsible for following this procedure.
- If Staff suspect a child is in danger, we will immediately contact the police on 999. We will inform the child that we will be taking these actions and explain that it is to help ensure their safety and that we cannot keep something a secret if we believe a child to be in danger, but that we will limit who we share the information with to the smallest number of people.



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Social media

- If a disclosure takes place on social media, Staff will not ask exploratory questions. Pop'n'Olly will recommend that the person contacting us speak to a trusted adult or contact Childline.
- Pop'n'Olly's social media will be monitored regularly to ensure any messages raising safeguarding concerns are picked up and actioned appropriately.
- Pop'n'Olly will not generally respond substantively to private messages from any child on social media, and Pop'n'Olly should not respond to messages from anyone who appears to be under the age of 13, unless there is a clear safeguarding risk.
- Pop'n'Olly expects that Staff will not respond to messages from children to their personal accounts (i.e., those accounts representing Staff as individuals rather than Pop'n'Olly as an entity, whether 'verified' or marked as business accounts for whatever reason).

Allegations against members of Staff

- Any allegation made against a member of Staff will be treated extremely seriously and fully investigated, regardless of who the person is, how long they have worked with Pop'n'Olly, or their employment status.
- The Designated Safeguarding Officer and all directors must be informed immediately of any allegation made against a member of Staff, unless the allegation is made against any of those individuals, in which case, it will only be addressed by the directors and/or Designated Safeguarding Officer not facing the allegation.
- Concerns will be recorded and notes taken of any discussions.
- Should an allegation arise, the Designated Safeguarding Officer or a director will telephone the NSPCC helpline for the latest advice on how to proceed.
- Where necessary, reports will be made to the police and/or to the relevant local authority's designated officer for safeguarding. Pop'n'Olly will cooperate fully with any external investigation or proceedings.
- If a member of Staff against whom an allegation is made resigns or refuses to cooperate with an investigation, this will not prevent an allegation from being thoroughly and properly investigated. Settlement agreements or confidentiality agreements must not be used in cases of alleged abuse.
- Where appropriate and necessary, a case review will be commissioned by an independent reviewer to consider the case and whether there are any lessons that can be learned to improve Pop'n'Olly's safeguarding practices.