Child Safeguarding Procedure

Ever-So-Lean Limited
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1. Purpose

Ever-So-Lean Limited is committed to providing a safe, supportive, and respectful environment for all children and young people who engage with our programmes, workshops, events, coaching, training, and learning activities.

The welfare of children is paramount. This procedure outlines how safeguarding concerns will be recognised, reported, managed, and escalated to help protect children from harm.

2. Scope

This procedure applies to:

- Employees
- Associates
- Contractors
- Volunteers
- Guest speakers
- Delivery partners
- Anyone acting on behalf of Ever-So-Lean

The procedure applies whenever Ever-So-Lean is working with individuals under the age of 18 through:

- Workshops and training programmes
- Educational activities
- Events and conferences

- Online learning and virtual delivery
- Coaching and mentoring activities
- Ever-So-Lean Rising Stars® programmes

3. Our Commitment

Ever-So-Lean is committed to:

- Protecting children from harm, abuse, neglect, and exploitation
- Creating a safe environment where children feel respected and valued
- Taking all safeguarding concerns seriously
- Acting promptly and appropriately when concerns arise
- Following relevant safeguarding legislation and guidance
- Promoting a culture of vigilance, respect, and accountability

We believe every child has the right to be safe and protected regardless of age, disability, gender, race, religion, or background.

4. Safeguarding Responsibilities

Everyone working on behalf of Ever-So-Lean has a responsibility to:

- Remain alert to safeguarding concerns
- Report concerns immediately
- Treat all disclosures seriously
- Maintain appropriate professional boundaries
- Follow this procedure at all times

Safeguarding is everyone's responsibility.

5. Recognising a Safeguarding Concern

A safeguarding concern may arise where there are indications of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying or cyberbullying

- Exploitation
- Radicalisation or extremism
- Online safety concerns
- Domestic abuse affecting a child
- Self harm or significant welfare concerns

Concerns may arise through direct disclosure, observation, communication from others, or behavioural indicators.

6. Receiving a Disclosure

If a child shares information about a concern:

Do:

- Stay calm and listen carefully
- Take the child seriously
- Reassure them they have done the right thing by speaking up
- Record information accurately as soon as possible
- Report the concern immediately

Do Not:

- Promise confidentiality
- Ask leading questions
- Investigate the matter yourself
- Express shock or disbelief
- Make assumptions or judgements

The role of Ever-So-Lean personnel is to listen, record, and report.

7. Reporting a Concern

Any safeguarding concern must be reported immediately to the Managing Director or designated safeguarding lead.

The report should include:

- Date and time of concern
- Name of child involved
- Nature of concern

- Details disclosed or observed
- Any immediate actions taken
- Name of person reporting

Accurate records should be maintained and stored securely.

8. Immediate Risk

Where a child is believed to be at immediate risk of harm:

- Emergency services should be contacted immediately by calling 999
- Relevant safeguarding authorities should be informed without delay
- The child's immediate safety must take priority over all other considerations

No action should be delayed where immediate risk exists.

9. Confidentiality

Safeguarding information will be handled sensitively and shared only on a need to know basis.

Confidentiality cannot be guaranteed where concerns indicate a child may be at risk of harm.

Information will only be shared with appropriate individuals and authorities responsible for safeguarding and protection.

10. Online Safety

Where activities are delivered online, Ever-So-Lean will:

- Use appropriate and secure digital platforms
- Maintain professional standards of communication
- Avoid private one to one messaging with children where possible
- Encourage participation in safe and monitored environments
- Take concerns relating to online safety seriously

11. Safer Working Practices

Individuals representing Ever-So-Lean should:

- Maintain professional boundaries at all times
- Avoid situations where they are alone with a child wherever possible
- Use appropriate language and behaviour
- Treat all children fairly and respectfully
- Avoid physical contact unless necessary, appropriate, and understood

12. Continuous Improvement

Ever-So-Lean is committed to regularly reviewing safeguarding arrangements to ensure they remain effective, appropriate, and aligned with current legislation and best practice.

Any safeguarding incidents, concerns, or learning points may be reviewed to identify opportunities for improvement.

13. Contact Details

Safeguarding concerns should be reported to:

Matt Sims
Managing Director
Ever-So-Lean Limited

The Old Cinema
Fishmarket Road
Rye
East Sussex
TN31 7LP
United Kingdom

Email: support@eversolean.com
Website: www.eversolean.com