

Safeguarding Policy

Organisation: Inner-Awakening.CO.UK

Effective date: 02/11/2025

Next review: 01/11/2026 (Reviewed annually, or sooner if national guidance changes)

1. Purpose

Inner-Awakening is committed to safeguarding and promoting the welfare of everyone who engages with our coaching services — including adults, young people, and children. Everyone has the right to live free from abuse, neglect, and exploitation. We take a proactive, person-centred, and proportionate approach to preventing harm, responding to concerns, and, where necessary, working with statutory agencies to protect those at risk.

2. Scope

This policy applies to:

- All staff, associates, contractors and volunteers working for or with [Inner-Awakening].
- All settings where our work takes place — online or in person.
- Anyone who engages with our services, regardless of age or circumstance.
- All situations where we have a safeguarding concern about any person who may be at risk of harm.

3. Legislative and Policy Framework

Our safeguarding practice aligns with:

- **The Care Act 2014** and **Care and Support Statutory Guidance** (adult safeguarding)
- **Working Together to Safeguard Children (2023)** (inter-agency duties for children)
- **Keeping Children Safe in Education (2025)** – referenced for best practice in partnership work with schools and youth organisations
- **Information Sharing Advice for Practitioners (May 2024)**
- **Data Protection Act 2018 / UK GDPR**
- **Human Rights Act 1998** and **Equality Act 2010**
- Relevant local safeguarding adults' boards (SABs) and safeguarding partnerships.

This policy will automatically adopt any future national safeguarding guidance issued after these dates.

4. Principles

Inner-Awakening's approach to safeguarding is guided by the six principles set out in the *Care Act 2014*.

These principles help ensure that our response to any concern is proportionate, respectful, and focused on client wellbeing.

1. **Empowerment** – Supporting clients to make informed choices and to feel heard and respected.
2. **Prevention** – Being alert to early signs of harm or distress and taking action before a situation escalates.
3. **Proportionality** – Responding appropriately to the level of concern, ensuring our actions are necessary and measured.
4. **Protection** – Knowing how to raise or refer concerns so that those at risk can get the right help quickly.
5. **Partnership** – Recognising that safeguarding is a shared responsibility and working appropriately with statutory services or partner organisations when needed.
6. **Accountability** – Being open, transparent, and committed to ongoing learning and improvement in our safeguarding practice.

5. Responsibilities

Designated Safeguarding Lead (DSL): [Rosemarie Anthony, Coach and Founder]

- Leads on safeguarding across *Inner-Awakening*, ensuring this policy is followed in all coaching and related activities.
- Acts as the first point of contact for any safeguarding concern or disclosure.
- Decides when to seek advice or make a referral to statutory services such as Children's or Adult Social Care.
- Keeps accurate, confidential records of any safeguarding concerns and reviews them as required.
- Keeps safeguarding knowledge and training up to date to ensure good practice.

All Coaches, Staff, and Associates

- Must read and understand this policy when they begin working with *Inner-Awakening* and take part in an annual refresher.
- Must complete safeguarding training suitable to their role and level of client contact.
- Must maintain clear professional boundaries and avoid any conduct that could place clients or themselves at risk.
- Must report any safeguarding concern immediately to the DSL (or Deputy DSL if one is appointed).

- Must respect confidentiality, sharing information only when it is necessary to protect someone from harm.

Leadership / Owner

- Holds overall responsibility for safeguarding within *Inner-Awakening*.
- Ensures appropriate measures, training, and procedures are in place to keep clients safe.
- Reviews safeguarding practice, policy, and training needs at least once a year or sooner if legislation or guidance changes.
- Promotes a culture where safeguarding and client wellbeing are seen as shared responsibilities within the coaching relationship.

6. Promoting a Culture of Safeguarding

We promote a culture where safeguarding is everyone's responsibility by:

At Inner-Awakening, safeguarding is part of everyday practice and everyone involved in the organisation shares responsibility for keeping people safe.

We promote this culture by:

- Maintaining safer recruitment and vetting procedures, including obtaining DBS checks where eligible and verifying professional references before work begins.
- Providing induction and ongoing safeguarding training appropriate to each person's role and level of client contact.
- Ensuring safe practice, both online and in person — using professional communication, neutral meeting spaces, and secure digital platforms.
- Recording and storing information securely, in line with data protection and confidentiality requirements.
- Encouraging openness and reflection, using supervision, feedback, and clear routes to raise concerns or whistleblow if something doesn't feel right.

7. Recognising and Responding to Concerns

Abuse or neglect can occur in any setting and may take many forms, including physical, emotional, sexual, financial, discriminatory, organisational, domestic abuse, modern slavery, or self-neglect.

If anyone is in immediate danger, call **999**.

Otherwise:

1. Listen and reassure — remain calm, take the person seriously, and avoid judgement or promises of secrecy.
2. Record — note what was said or observed as soon as possible, using the person's own words where you can. Include the time, date, and your name.
3. Report — share your concern immediately with the Designated Safeguarding Lead (DSL) or Deputy DSL, if appointed.
4. Respond — the DSL will review the concern and decide the most appropriate action. This may include:
 - Seeking advice from the local safeguarding team or the police.
 - Signposting or referring to Children's Social Care, Adult Social Care, or another relevant agency if someone appears to be at risk of harm.
 - Recording the action taken and any advice received.

All safeguarding concerns must be taken seriously and acted upon promptly. Information should be kept confidential and shared only when necessary to protect someone from harm.

8. Information Sharing and Confidentiality

We will share information lawfully, securely and proportionately where necessary to safeguard a person. We follow the Information Sharing Advice (May 2024) which permits sharing without consent where:

- there is a risk of serious harm, or
 - seeking consent would increase that risk.
- All information will be handled in line with UK GDPR and the Data Protection Act 2018.

9. Partnership Working

Safeguarding is most effective when people and organisations work together. *Inner-Awakening* recognises the value of partnership in keeping people safe, while understanding our role as an independent coaching organisation rather than a statutory service.

When safeguarding concerns arise, *Inner-Awakening* will:

- **Cooperate appropriately** with statutory or partner agencies when advice, guidance, or action is required.
- **Refer or signpost** concerns to the relevant statutory service (such as Children's Social Care, Adult Social Care, or the police) if someone appears to be at risk of harm.
- **Seek advice** from safeguarding professionals or local authority teams where there is uncertainty about the best course of action.
- **Share information** only when it is lawful, necessary, and proportionate to protect someone from harm.

- **Work in line** with the safeguarding expectations of any organisations we collaborate with, such as schools, youth programmes, or business clients.

10. Training and Awareness

Safeguarding training supports everyone involved in *Inner-Awakening* to recognise and respond appropriately to concerns.

- The **Designated Safeguarding Lead (DSL)** completes safeguarding training relevant to their role and refreshes it regularly (at least annually when working with young people).
- Any **associates or partners** working directly with clients complete training that is proportionate to their role and level of client contact.
- Safeguarding awareness and updates are built into supervision, reflection, or team discussions as part of ongoing professional development.
- The DSL keeps a record of completed training and ensures safeguarding knowledge remains current.

11. Policy Review and Continuous Improvement

This policy is reviewed **annually**, or sooner if:

- national legislation or guidance changes;
- there are organisational changes that affect safeguarding; or
- learning from a concern, review, or feedback highlights an area for improvement.

The **DSL** is responsible for leading the review, recording any updates, and ensuring all relevant people are informed of changes.

12. Escalation and Whistleblowing

Everyone involved with *Inner-Awakening* has a responsibility to raise safeguarding concerns if they believe a risk has not been recognised or managed appropriately.

- In the first instance, concerns should be raised with the **Designated Safeguarding Lead (DSL)**.
- If it is not appropriate or safe to raise the concern with the DSL, or if the concern relates to the DSL, it may be reported directly to the **local authority safeguarding team** or the **police**.
- Individuals will not be treated unfairly or disadvantaged for raising a genuine concern in good faith.