CalderBrick Ltd t/a Bricktopia

Safeguarding Policy

It is the policy of the organisation to safeguard the welfare of all participants by protecting them from physical, sexual and emotional harm. We also strive to ensure that all staff and volunteers feel supported and encouraged to avoid situations which can place them at risk.

Accordingly the company is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people and adults
- respecting the rights, wishes and feelings of the young people and adults with whom it is working
- taking all reasonable practicable steps to protect all from physical, sexual and emotional harm
- promoting the welfare of young people, and adults, and their protection within a relationship of trust.

Code of Behaviour

DO treat everyone with dignity and respect.
DO set an example you would wish others to follow.
DO treat all young people abd adults equally - show no favouritism.
DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others.
DO respect a young person or adult's right to personal privacy.
DO avoid unacceptable situations within a relationship of trust.
DO allow young people or adults to talk about any concerns they may have.
DO encourage others to challenge any attitudes or behaviours they do not like.
DO avoid being drawn into inappropriate attention seeking behaviour.
DO keep other staff and volunteers informed of where you are and what you are doing.
DO remember someone else might misinterpret your actions, no matter how well-intentioned.
DO take any allegations or concerns of abuse seriously and refer immediately.

DO NOT trivialise abuse.
DO NOT form a relationship with a young person that is an abuse of trust.
DO NOT engage in inappropriate behaviour or contact - physical, verbal, sexual.
DO NOT make suggestive remarks or threats to a young person or adult, even in fun.
DO NOT use inappropriate language.
DO NOT let allegations, suspicions, or concerns about abuse go unreported.
DO NOT just rely on your good name to protect you.

Reviewed: Sunday 14th September 2025

If you have a concern about the safety and wellbeing of an individual:

- Immediately tell a manager or member of the venue staff
- Write careful notes of what you witnessed, heard or was told
- Sign, date and pass your notes to a manager or appropriate venue staff member
- Ensure that no situation arises which could cause any further concern

If somebody tells you about abuse by someone else:

- Allow the person to speak without interruption, accepting what is said
- Offer immediate understanding and reassurance, while passing no judgement
- Advise that you will try to offer support but that you must pass the information
- Immediately tell a manager or appropriate member of the venue staff
- Write careful notes of what was said; use actual words wherever possible
- Sign, date and pass your notes to a manager or appropriate member of the venue staff
- Ensure that no situation arises which could cause any further concern

Note: In an emergency (when somebody is at imminent risk of significant harm) contact police or social services / work department (as appropriate) directly. Inform a manager of the action you have taken. Staff members / volunteers should report, immediately, and such occurrence with staff members / volunteers present at a venue.

If you receive a complaint or allegation about any adult or about yourself:

- Immediately tell a manager
- Write careful notes of what you witnessed, heard or was told
- Sign, date and pass your notes to a manager
- Try to ensure no-one is placed in a position which could cause further compromise

Note: Any employee or volunteer has the right to report any concerns, or suspicions about another individual in confidence and free from harassment.

You must refer; you must not investigate.