

F1 Safeguarding Policy

Template for your organisation's core safeguarding policy

How to use this template

This template is the foundation of your safeguarding framework. Adapt it for your organisation. Every instruction in [square brackets] must be completed before the policy is adopted. Once adopted, this policy should be approved by your board or governing body and reviewed annually.

Read this policy alongside: F0 (Safeguarding Policy Framework) — the full policy authority; P1 (DSL Appointment) — for your DSL structure; I2 (Reporting System) — for your reporting procedure; I3 (Response Flow Charts) — for immediate response.

Organisation name	[Insert]
Policy adopted	[Insert date]
Approved by	[Insert: Board / Governing body / Trustees]
Review date	[Insert date — at minimum annually]
DSL name and contact	[Insert name, phone, email]
Alternate DSL / External backup	[Insert name, phone, email] Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.

1. Our Commitment

[Organisation name] is committed to the safety and wellbeing of all participants, staff, volunteers and anyone connected with our work. This policy applies to all activities we organise or participate in, including projects involving travel, online components, and partnership working.

Safeguarding is everyone's responsibility. All staff, volunteers, contractors and partners are required to read this policy, understand it, and act in accordance with it at all times.

2. Scope — Who This Policy Covers

This policy covers all people connected to [Organisation name]'s work:

- Participants — including children (under 18), young people (18-30), adult participants, ESC volunteers, and any adult participant at additional risk.
- Staff — all paid and unpaid staff.
- Volunteers — all volunteers at any level of involvement.
- Contractors, mentors, trainers and partners.
- Trustees and board members.

It covers all activities including: in-person projects and events; residential and travel activities; online and hybrid activities; partnership projects in other countries.

3. Safeguarding Roles



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3.1 Everyone's responsibility

Every person who works with or for [Organisation name] is responsible for: following this policy and the Code of Conduct (F2); completing safeguarding induction (P3) before working with participants; recognising safeguarding concerns and reporting them to the DSL; contributing to a safe and respectful culture.

3.2 The Designated Safeguarding Lead (DSL)

[Organisation name] operates at Tier [1 / 2 / 3] of the Safe Spaces tiered DSL model. [Delete as appropriate]:

[TIER 1]: The DSL is [Name]. The external backup is [Name], contactable at [contact details]. The DSL is responsible for all safeguarding decisions. All cases above "no further action" involve the external backup. Internal investigations must not be conducted by the DSL alone.

[TIER 2]: The Primary DSL is [Name]. The Alternate DSL is [Name]. All case decisions above "no further action" are made jointly by both. The Alternate DSL steps in automatically when the Primary DSL is unavailable or has a conflict of interest.

[TIER 3]: The Primary DSL is [Name], with [X] hours per week dedicated to safeguarding. The Alternate DSL is [Name]. [Other DSL structure as appropriate for your organisation.]

The full DSL responsibilities are set out in P2 (DSL Responsibilities Guide). The formal appointment documents are in P1 (DSL Appointment and Terms of Reference).

3.3 The Board / Trustees

The board is responsible for: approving and reviewing this policy; ensuring sufficient resources for safeguarding implementation; receiving an annual safeguarding report; and holding senior management accountable. Board responsibilities are detailed in P5 (Board and Trustees Safeguarding Briefing).

4. Our Safeguarding Standards

We commit to the following minimum standards:

Every person working with participants has completed safeguarding induction before their first contact (P3).

Every project has a completed risk assessment (R0 and R1) before it begins.

Every participant receives the Participant Safeguarding Card (F4) in their language before the project begins.

Every concern is logged in the Incident Log (I1 Part B) before any other action is taken.

Every residential or travel activity has a completed safe travel protocol (A1/A2).

Every partnership has a signed Partnership Safeguarding Agreement (O1) before activities begin.

The annual self-assessment (O4) is completed every year and presented to the board.

5. Responding to Concerns — Summary



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When something concerns you — whether it is something someone tells you, something you witness, or something you suspect — your responsibility is to report it to the DSL. Do not investigate. Do not promise confidentiality. Do not approach the alleged perpetrator.

The full response procedure is in the Response Flow Charts (I3). The Reporting System (I2) explains all four reporting channels including the anonymous channel. Quick Reference Cards (QRC) are available to print and carry.

The DSL's contact details are at the top of this document. In an emergency, call 112 (EU) or 999 (UK).

6. Confidentiality

Information about safeguarding concerns is shared only with those who need to know in order to act on the concern. Need-to-know means: the DSL always; others only as required. All safeguarding records are held in restricted, password-protected storage by the DSL. The full confidentiality and data protection policy is in O3 (GDPR and Safeguarding Data Handling) and F0 Section K.

7. Policy Review

This policy is reviewed annually as part of the safeguarding self-assessment (O4). The review considers: any safeguarding concerns that arose in the year; changes to legislation or guidance; feedback from staff, volunteers and participants; and any external review findings.

Approved by: _____ Date: _____

DSL: _____ Date: _____



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