



Somerset Armed Forces Day CIC  
Company number 13516007

## **SAFEGUARDING POLICY**

Version 2026.final  
Agreed by the executive committee February 2026  
Review Cycle: Annual

## **1. Purpose**

- a. The purpose of this policy is to provide a framework in order protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their attendance at our event "Somerset Armed Forces Day".
- b. This includes harm arising from:
  - i. The conduct of staff or personnel associated with SAFD.
  - ii. The design and implementation of SAFDs programmes and activities
  - iii. The policy lays out the commitments made by SAFD and informs staff and associated personnel of their responsibilities in relation to safeguarding.
- c. This policy does not cover:
  - i. Sexual harassment, Violence, or criminal acts – this will be dealt with by Police during the event.
  - ii. Safeguarding concerns in the wider community will be the responsibility of the stall/display holders who are required to have in place public liability insurance.
- d. Areas of risk will be fenced off to restrict public access.
- e. Visitors will be expected to take due care whilst attending SAFD.
- f. What is safeguarding?
  - i. In the UK, safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and harm.
  - ii. SAFD, understands it has a responsibility to safeguard those attending this event and protect them from harm wherever possible and that all staff, stall/display holders and the public have responsibility for making the event safe.
- g. Further definitions relating to safeguarding are provided in the glossary below.

## **2. Scope**

- a. All staff & volunteers involved with the organisation and running of SAFD.
- b. Associated personnel whilst engaged with work or visits related to SAFD, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities, and politicians.

## **3. Policy Statement**

- a. SAFD believes that everyone we meet, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. SAFD will not tolerate abuse and exploitation by staff or members of the public.
- b. This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).
- c. SAFD commits to addressing safeguarding throughout this event, through the three pillars of prevention, reporting and response.

## **4. Prevention**

- a. SAFD responsibilities
- b. SAFD will:
  - i. Ensure all staff/visitors have access to, are familiar with, and know their responsibilities within this policy.
  - ii. Design and undertake all its displays and activities in a way that protects people from any risk of harm. This includes the way in which information about individuals at our event is gathered and communicated.
  - iii. Implement stringent safeguarding procedures when recruiting, managing, and deploying staff/ volunteers and associated personnel.
  - iv. Ensure staff receive training on safeguarding at a level commensurate with their role in the organization.
  - v. Follow up on reports of safeguarding concerns promptly and according to due process.
- c. Staff / Volunteer responsibilities
  - i. Child Safeguarding

1. SAFD staff and associated personnel must not:
  - a. Engage in sexual activity with anyone under the age of 18.
  - b. Sexually abuse or exploit children.
  - c. Subject a child to physical, emotional, or psychological abuse, or neglect.
  - d. Engage in any commercially exploitative activities with children including child labour or trafficking.
2. Will ensure that authorised adults supervise Cadets and children's groups.
3. DBS certified staff to manage lost children.
- ii. Adult safeguarding
  1. SAFD staff and associated personnel must not:
    - a. Sexually abuse or exploit at risk adults.
    - b. Subject an at-risk adult to physical, emotional, or psychological abuse, or neglect.
    - c. Protection from sexual exploitation and abuse
  2. SAFD staff and associated personnel must not:
    - a. Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
    - b. Engage in any sexual relationships with beneficiaries of assistance since they are based on inherently unequal power dynamics.
    - c. Additionally, SAFD staff and associated personnel are obliged to:
  3. Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
  4. Report any concerns or suspicions regarding safeguarding violations by SAFD staff/ volunteer or associated security personnel to the police on site.

#### **5. Enabling reports**

- a. SAFD will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and stall/display holders along with members of the public during the event.
- b. SAFD will also accept complaints from external sources such as members of the public, stall/display holders.

#### **6. How to report a safeguarding concern**

- a. Staff/ Volunteers members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point which is the SAFD information marquee. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or staff at the information marquee (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate committee member. For example, this could be the chair or directly to the Police.
- b. The Event information marquee location will be made known to all volunteers and will be signposted.

#### **7. Response**

- a. SAFD will report all safeguarding issues to the police on site and ensure that the security team/committee are informed of the issue. Details of the incident will be recorded in the occurrence book which will be located at the information marquee.
- b. SAFD will apply appropriate disciplinary measures to staff found in breach of policy.
- c. SAFD will ensure that those injured or in fear are handed over to the Police or appropriate services.

#### **8. Confidentiality**

- a. It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and

subsequent case management should be shared on a need-to-know basis only and should be always kept secure.

**9. All staff & Volunteers will be briefed prior to the event to ensure they understand the following:**

- a. Code of Conduct
- b. Anti-Bullying and Harassment policy
- c. Child Safeguarding policy
- d. Adult Safeguarding policy
- e. PSEA (Protection from Sexual Exploitation and Abuse by staff) policy
- f. Complaints Policy
- g. Procedures for reporting and response to safeguarding concerns
- h. Procedures for safeguarding in staff.
- i. Other policies as appropriate
- j. The content of the Event management Plan (SAFD EMP)

**10. Glossary of Terms**

- a. Beneficiary of Assistance
  - i. Someone who directly receives goods or services from SAFD, Stall/Display holders.
  - ii. Note that misuse of power can also apply to the wider community that the NGO providers and can include exploitation by giving the perception of being in a position of power.
- b. Child
  - i. A person below the age of 18
- c. Harm
  - i. Psychological, physical and any other infringement of an individual's rights
- d. Psychological harm
  - i. Emotional or psychological abuse, including (but not limited to) humiliating and degrading
  - ii. treatment such as bad Name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation Protection from Sexual Exploitation and Abuse (PSEA)
  - iii. The term used by the humanitarian and development community to refer to the prevention of
    1. sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)
- e. Safeguarding
  - i. In the UK, safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse and neglect. In our sector, we understand it to mean protecting people, including children and at-risk adults, from harm that arises from meeting our staff, stall/display holders or members of the public.
  - ii. One donor definition is as follows:
    1. Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse, and harassment from occurring; to protect people, especially vulnerable adults, and children, from that harm; and to respond appropriately when harm does occur.
    2. This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.
  - iii. Safeguarding applies consistently and without exception across our event, stall/display holders and staff. It requires proactively identifying, preventing, and guarding against all risks of harm, exploitation and abuse and having mature, accountable, and transparent systems for response, reporting, and

learning when risks materialize. Those systems must be survivor-centred and protect those accused until proven guilty.

- iv. Safeguarding puts beneficiaries and affects persons at the centre of all we do.
- f. Sexual abuse
  - i. The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- g. Sexual exploitation
  - i. The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
- h. Survivor
  - i. The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience, and the capacity to survive, however it is the individual's choice how they wish to identify themselves.
- i. At risk adult
  - i. Sometimes also referred to as vulnerable adult. A person who is or may need care by reason of mental or other disability, age, or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
- j. Care of Lost Children – as outlined in our EMP at 6.4 above