



# SAFEGUARDING AND CHILD PROTECTION POLICY

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| <b>Policy owner</b>   | Board of Directors                                                                                                    |
| <b>Policy lead</b>    | Andrew Ferguson, Founder and Director                                                                                 |
| <b>Version</b>        | 1.0                                                                                                                   |
| <b>Effective date</b> | 4 September 2026                                                                                                      |
| <b>Review date</b>    | 4 September 2027, or sooner following a safeguarding incident or material change                                      |
| <b>Applies to</b>     | Directors, workers, volunteers, contractors, participants, visitors, children, young people and partner organisations |

## 1. Policy Statement

The Joinery Hub Glasgow CIC is committed to providing a safe, welcoming and inclusive environment for children, young people and adults who may require additional support. We create practical learning opportunities through joinery, woodworking, digital design and manufacturing while placing welfare, dignity and safety at the centre of our work.

## 2. Purpose

- Protect children and young people who receive our services from harm
- Provide clear safeguarding principles for Directors, workers, volunteers, participants, families and partners
- Ensure concerns, disclosures and allegations are responded to appropriately
- Support safe recruitment, information sharing, supervision and workshop practice

## 3. Legal and Practice Framework

- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- Protection of Vulnerable Groups (Scotland) legislation
- National Guidance for Child Protection in Scotland
- UK GDPR and Data Protection Act 2018

## 4. Safeguarding Principles

- Children and young people should never experience abuse of any kind
- The welfare of children and young people is paramount
- Everyone has an equal right to protection from harm
- Safeguarding concerns will be listened to and taken seriously
- Information will be shared on a need-to-know basis where necessary to protect someone from harm
- We will work with families, carers, referral partners and statutory agencies where appropriate

## 5. Our Safeguarding Commitments

- Value, listen to and respect children, young people and participants
- Maintain a clear safeguarding lead and route for escalating concerns
- Use safer recruitment and PVG checks where legally required
- Provide appropriate induction, supervision and safeguarding guidance
- Maintain clear workshop rules and appropriate supervision around tools and machinery
- Record, store and share safeguarding information securely
- Respond promptly to concerns, disclosures or allegations
- Maintain clear complaints, whistleblowing and anti-bullying arrangements
- Create a culture where people feel able to raise concerns without fear of unfair treatment

## 6. Reporting a Safeguarding Concern

Safeguarding concerns should be reported as soon as possible to Andrew Ferguson, Founder and Director, at [info@thejoineryhubglasgow.co.uk](mailto:info@thejoineryhubglasgow.co.uk) or 07438 105769. If a concern involves Andrew Ferguson, it should be raised with another Director of The Joinery Hub Glasgow CIC through the same organisational contact details.

If someone is in immediate danger, call 999. Concerns about a child in Glasgow can also be reported to Glasgow Social Care Direct on 0141 287 0555 during office hours, or Glasgow and Partners Emergency Social Work Services on 0300 343 1505 out of hours. Police Scotland can be contacted on 101 for non-emergencies. The NSPCC Helpline is 0808 800 5000.

## 7. Responding to a Disclosure or Concern

- Listen calmly and take the concern seriously
- Do not promise absolute confidentiality
- Do not investigate or ask leading questions
- Record what was said as accurately as possible
- Report the concern promptly to the Safeguarding Lead or appropriate external agency
- Preserve relevant records and evidence
- Take immediate steps to protect anyone at risk

## 8. Recruitment, PVG and Conduct

The Hub will use proportionate safer-recruitment arrangements. PVG or disclosure checks will only be requested where lawful and relevant to the role. All people working or volunteering with participants are expected to follow the Hub's code of conduct, safeguarding requirements and workshop safety arrangements.

## 9. Information Sharing and Confidentiality

Safeguarding information will be handled securely and shared only where there is a lawful and proportionate reason. The Hub will not promise absolute confidentiality where there is a safeguarding concern, serious risk of harm or legal requirement to disclose information.

## 10. Related Policies

- Recruitment of Ex-Offenders Policy
- Data Protection & GDPR Policy
- Equality and Diversity Policy
- Health and Safety Policy
- General Workshop Risk Assessment
- Complaints Policy and Procedure

## 11. Review

This policy will be reviewed annually and sooner following a serious safeguarding concern, significant organisational change or relevant change in law or guidance.

## Approval

This policy is approved on behalf of The Joinery Hub Glasgow CIC.

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|-----------------|-----------------------------------------|
| <b>Name</b>     | Andrew Ferguson                         |
| <b>Position</b> | Founder and Director                    |
| <b>Approval</b> | Approved electronically for publication |
| <b>Date</b>     | 4 September 2026                        |