



SAFEGUARDING POLICY STATEMENT

Greenwich Pantry recognises its responsibility to safeguard and promote the welfare of children, vulnerable adults, and disabled individuals who engage with our classes, courses, and events. We are committed to ensuring that all participants are protected from harm and treated with dignity and respect.

This policy applies to all staff, volunteers, contractors, facilitators, and anyone working on behalf of Greenwich Pantry, although not all elements will apply equally to every role. Our safeguarding approach is embedded within our wider responsible business framework, which seeks to maximise positive social and economic impact while minimising risk and harm. Engagement with customers, employees, the local community, partners, and suppliers is central to this approach.

This policy should be read alongside our Company Credo, Code of Business Conduct, Responsible Business Policy, and Health and Safety procedures.

Objectives

The objectives of this policy are to:

- Protect children, vulnerable adults, and disabled individuals from harm
- Clarify roles and responsibilities in relation to safeguarding
- Ensure appropriate safeguarding arrangements are in place for all activities
- Promote a culture of awareness, responsibility, and accountability
- Ensure compliance with relevant legislation and statutory guidance

Scope

This policy applies to:

- Children and young people under the age of 16
- Young people aged 16–17 attending with written parental consent
- Vulnerable adults and disabled adults participating in Greenwich Pantry activities

The policy covers all classes, courses, events, and related activities delivered by or on behalf of Greenwich Pantry.

Governance and Responsibility

Overall responsibility for safeguarding rests with the senior management team of Greenwich Pantry Ltd. The Board retains oversight of safeguarding arrangements and reviews this policy on a regular basis.

A named Safeguarding Lead is responsible for the day-to-day implementation of this policy, responding to concerns, and ensuring appropriate action is taken.

Safeguarding Lead: Lara Omoloja

All staff and volunteers have a responsibility to uphold this policy and to report safeguarding concerns promptly.

Principles of Safeguarding

Greenwich Pantry is guided by the following principles:

- The welfare of children, vulnerable adults, and disabled individuals is paramount
- Everyone has an equal right to protection from harm, regardless of background, race,



- ethnicity, gender, disability, religion, or belief
- Some individuals are more vulnerable due to personal circumstances or support needs
- Safeguarding is a shared responsibility
- Early identification and reporting of concerns is essential
- Working with external agencies may be necessary to ensure protection and wellbeing

Safer Recruitment and DBS Checks

Greenwich Pantry is committed to safer recruitment practices.

- All roles are assessed to determine whether they involve regulated activity with children or vulnerable adults
- Individuals engaged in regulated activity must hold an appropriate Enhanced Disclosure and Barring Service (DBS) check, including barred list checks where required
- Self-employed contractors, freelancers, and facilitators working in regulated activity are subject to the same safeguarding requirements as employed staff
- DBS checks must be completed before individuals undertake unsupervised work with children or vulnerable adults
- Records of DBS checks are securely maintained in line with data protection requirements

Safeguarding at Classes, Courses, and Events

Greenwich Pantry activities fall into the following categories:

Events for Adults and Children

- Children under 16 must be accompanied and supervised at all times by a responsible adult aged 18 or over
- The responsible adult must bring and collect the child

Events for Children Only

- Children must be enrolled by a responsible adult prior to attendance
- Booking information must include:
 - Child's full name and age
 - Contact details for the responsible adult or designated carer
- Young people aged 16 or 17 may attend independently only with written consent, and bookings must be made by an adult

Events for Children with Adults or Carers

- Children must remain under the supervision of their responsible adult at all times
- Disabled or vulnerable adults may require the support of a responsible carer

Greenwich Pantry provides a safe and secure environment that supports the health, welfare, and well-being of all participants.

Supervision and Ratios

- Sufficient adults will be present at all events to ensure effective supervision
- In the event of an emergency, arrangements will ensure that children or vulnerable adults remain supervised while the issue is addressed
- Adults will not work alone with children or vulnerable adults unless appropriate safeguards are in place

Health and Safety

- All events are subject to written risk assessments
- Identified risks and control measures are communicated to parents, carers, and



- participants at the time of booking
- Risk assessments are reviewed regularly and retained by the Greenwich Pantry team

Bullying and Harmful Behaviour

Greenwich Pantry does not tolerate bullying, harassment, or discriminatory behaviour of any kind.

- Any incidents of child-on-child bullying will be addressed immediately
- Children may be separated, and parents or carers will be informed
- Serious or repeated incidents may result in exclusion from future events

Photography and Media

- Photography or video recording will only take place with prior written consent from a parent, carer, or responsible adult
- Images will be used in line with stated purposes and data protection requirements
- Any concerns regarding photography or media use must be reported immediately to the Safeguarding Lead

Managing Behaviour, Discipline, and Acceptable Restraint

- Corporal punishment is strictly prohibited
- Physical restraint may only be used as a last resort to prevent immediate harm to a person or serious damage to property
- Any restraint used must be proportionate, reasonable, and the minimum necessary
- Incidents involving restraint will be recorded and reviewed

Exclusion from events is a last resort. Where exclusion is necessary, an appeal may be made to the Safeguarding Lead, whose decision will be final.

Reporting Concerns

All safeguarding concerns, allegations, or disclosures must be reported promptly to the Safeguarding Lead.

Where appropriate, concerns may be referred to external agencies, including local authority safeguarding teams or the police, in line with statutory guidance.

No individual will be penalised for raising a safeguarding concern in good faith.

Policy Review

This policy is reviewed regularly and updated to reflect changes in legislation, guidance, and organisational practice.