



FYNIX
PROJECT

SAFEGUARDING & CHILD PROTECTION POLICY

Rise Through Lived Experience – Practical Tools, Real Healing

Applies to:

This document applies to all Fynix Project activities including workshops (in-person and online), youth provision, community delivery, partnerships, Fynix Verse, Fynix Pod, digital platforms, social media engagement, and all staff, facilitators, volunteers, contractors and collaborators.

Version: 1.0

Approved By: Fynix Project Leadership

Date Approved: 30/01/2026

Next Review Date: 30/01/2027

Designated Safeguarding Lead (DSL): Darryl Craig

Deputy DSL (if applicable): Dextor Snagg

How This Document Should Be Used

This Safeguarding & Child Protection Policy is a working document and must be actively applied in practice.

It should be used to:

- Guide decision-making when safeguarding concerns arise.
- Inform workshop planning and delivery.
- Support staff induction and onboarding.
- Clarify reporting responsibilities.
- Assure partner organisations and commissioners.
- Strengthen organisational accountability.

All staff, facilitators, volunteers, and collaborators must:

- Read and understand this policy before engaging in delivery
- Know who the Designated Safeguarding Lead (DSL) is
- Follow the safeguarding reporting process outlined in this document
- Maintain professional boundaries at all times

The Safeguarding Reporting Flowchart included at the end of this document provides a clear, step-by-step guide for responding to concerns and should be followed immediately where risk is identified.

This document does not replace statutory safeguarding services or emergency procedures. Where risk exceeds the scope of Fynix Project's role, concerns will be escalated appropriately and lawfully.

Safeguarding responsibilities extend beyond Fynix Project's internal activities. Where concerns arise in partnership settings or external agencies, this policy supports proportionate escalation and multi-agency cooperation.

This document should be reviewed:

- Annually
- Following any safeguarding incident
- Following legislative updates
- As organisational delivery expands

Safeguarding is everyone's responsibility. This policy ensures that responsibility is clear, structured, and consistently applied.

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About This Booklet

Fynix Project is a lived-experience-led, trauma-informed organisation committed to creating safe, respectful, and empowering spaces for all individuals who engage with our work.

Our workshops, creative projects, collaborations, and digital platforms often involve conversations around mental health, trauma, adversity, and personal lived experience. We recognise that these spaces require clear safeguarding structures to ensure that children, young people, adults at risk, participants, staff, and partners are protected from harm.

This Safeguarding & Child Protection Policy sets out our commitment, responsibilities, and procedures for preventing harm and responding appropriately where concerns arise. It reflects our legal obligations under UK safeguarding legislation and our moral responsibility to act with integrity, care, and accountability.

Safeguarding at Fynix Project is not simply a procedural requirement — it is embedded in our values of compassion, lived experience, accessibility, and collective responsibility.

This policy should be read alongside our:

- Code of Conduct Policy.
- Equality, Diversity & Inclusion (EDI) Policy.
- Complaints & Feedback Policy.
- Risk Assessments.
- Privacy & Confidentiality Policy.

Together, these documents form our safeguarding framework.

1. Safeguarding Statement

Fynix Project is committed to safeguarding and promoting the welfare of:

- Children and young people.
- Adults at risk.
- Participants.
- Staff, facilitators, and volunteers.

Safeguarding is central to our trauma-informed, lived-experience approach.

We recognise that many individuals engaging with our services may be navigating trauma, adversity, addiction, grief, homelessness, discrimination, systemic inequality, mental health challenges, or emotional distress. We therefore operate with vigilance, compassion, and clear safeguarding structures.

We will:

- Protect individuals from harm, abuse, and exploitation.
- Provide safe, respectful, and trauma-informed environments.
- Respond promptly and proportionately to safeguarding concerns.
- Maintain clear professional boundaries.
- Work in partnership with statutory and safeguarding agencies.
- Balance empowerment with protection.

Safeguarding is everyone's responsibility.

2. Legal & Regulatory Framework

This policy is informed by and aligned with:

- Children Act 1989 & 2004.
- Working Together to Safeguard Children (Statutory Guidance).
- Care Act 2014 (Adults at Risk).
- Safeguarding Vulnerable Groups Act 2006.
- Mental Health Act 1983 (as amended).
- Equality Act 2010.
- Human Rights Act 1998.
- Data Protection Act 2018 & UK GDPR.
- Online Safety Act 2023.

Fynix Project follows relevant Local Safeguarding Partnership procedures where applicable.

3. Scope of This Policy

This policy applies to:

- All workshop delivery (in-person & online).
- Youth provision (ages 12–17).
- Staff wellbeing sessions.
- Community partnerships.
- Collaborative programmes.
- Fynix Verse and Fynix Pod.
- Social media and digital communication.
- Direct messages and public engagement.
- All staff, facilitators, volunteers, and contractors.

4. Definitions

Child / Young Person

Anyone under 18 years of age.

Adult at Risk (Care Act 2014)

An adult who:

- Has care and support needs.
- Is experiencing, or at risk of, abuse or neglect.
- Is unable to protect themselves.

Abuse May Include:

- Physical abuse.
- Emotional or psychological abuse.
- Sexual abuse.
- Financial abuse.
- Neglect or self-neglect.
- Coercive control.
- Discriminatory abuse.
- Online exploitation.
- Organisational abuse.
- Modern slavery or trafficking.

5. Organisational Abuse & External Risk

Fynix Project recognises that safeguarding concerns may arise not only from individuals but also from:

Organisational cultures.
Institutional practices.
Partner agencies.
Commissioned services.
Residential or supported accommodation.
Online environments.

Organisational abuse may include:

Unsafe systems or cultures.
Failure to act on concerns.
Coercive or discriminatory practice.
Poor professional boundaries.
Neglect through systemic failure.

If safeguarding concerns arise within another organisation while delivering Fynix services, we will:

- Report internally to the DSL immediately.
- Record factual details.
- Escalate to statutory services where required.
- Follow local safeguarding procedures.
- Inform commissioning bodies where appropriate.

Safeguarding responsibility does not end at organisational boundaries.

6. Duty of Care

Fynix Project has a duty of care to:

- Take reasonable steps to prevent foreseeable harm.
- Act upon safeguarding concerns.
- Provide safe delivery environments.
- Maintain professional boundaries.

However:

- Fynix Project is not a crisis intervention service.
- We are not a replacement for statutory mental health provision.
- We do not provide clinical diagnosis or treatment.

Our duty of care is proportionate to our role as a workshop and community provider.

7. Roles & Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Receiving safeguarding concerns.
- Assessing risk.
- Determining referral pathways.
- Making referrals to local authority safeguarding teams.
- Contacting emergency services where necessary.
- Maintaining safeguarding records.
- Ensuring annual policy review.

All staff and facilitators must report concerns immediately to the DSL.

8. Recognising Safeguarding Concerns

Safeguarding concerns may arise from:

- Direct disclosure.
- Observed behaviour.
- Emotional distress.
- Sudden changes in presentation.
- Concerning online messages.
- Information from third parties.

Fynix Project does not investigate allegations. We record and refer appropriately.

9. Managing Disclosures

If someone discloses abuse or risk:

Staff must:

- Remain calm.
- Listen without judgment.
- Avoid leading questions.
- Not promise confidentiality.
- Explain that information may need to be shared.
- Record factual information.
- Report to DSL immediately.

If there is immediate danger, emergency services will be contacted.

10. Suicide & Self-Harm Risk

If an individual expresses:

- Active suicidal intent.
- Immediate risk of self-harm.

We will:

- Pause the session if necessary.
- Escalate immediately to DSL.
- Contact emergency services where risk is imminent.
- Provide crisis signposting.

We do not provide crisis management beyond our competence.

11. Youth Safeguarding

When delivering to individuals aged 12–17:

- Parental or guardian consent may be required.
- Host safeguarding procedures will be aligned.
- DSL details will be shared.
- Escalation pathways agreed in advance.

Fynix Project does not provide unsupervised childcare.

12. Online Safeguarding

This applies to:

- Online workshops.
- Social media.
- Direct messages.
- Fynix Verse & Pod platforms.

We will:

- Moderate inappropriate behaviour.
- Remove harmful content.
- Escalate safeguarding concerns.
- Maintain professional digital boundaries.
- Avoid 1:1 emotional dependency relationships.

13. Safer Recruitment

Fynix Project will:

- Undertake DBS checks where required.
- Verify identity and references.
- Provide safeguarding awareness training.
- Ensure staff understand professional boundaries.
- Address allegations against staff appropriately.

14. Allegations Against Staff

Any allegation involving staff or facilitators will:

- Be reported immediately to DSL.
- Be recorded.
- Be referred externally if required.
- Follow fair and proportionate procedure.

15. Recording & Storage

Safeguarding records will:

- Be factual.
- Be signed and dated.
- Be stored securely.
- Be accessible only to DSL.
- Be retained in line with UK GDPR.

16. Training & Review

Fynix Project will:

- Review this policy annually.
- Update in line with legislation.
- Provide regular safeguarding awareness training.

17. Whistleblowing

Concerns about unsafe practice can be raised confidentially via:

info@fynix.org.uk

Whistleblowers will not face retaliation.

Final Statement

Safeguarding is not a standalone procedure at Fynix Project - it is embedded in our culture, our values, and the way we show up in every space.

As a lived-experience-led, trauma-informed organisation, we understand that vulnerability does not always look obvious, and harm does not always happen within clear boundaries. That is why we remain vigilant, reflective, and accountable in all aspects of our work.

We recognise that safeguarding requires courage as well as compassion — the courage to act, to escalate concerns, to challenge unsafe practice, and to place protection above comfort when necessary.

Fynix Project is committed to:

- Protecting children and adults at risk.
- Upholding dignity, rights, and safety.
- Acting proportionately and lawfully.
- Working collaboratively with safeguarding partners.
- Reviewing and strengthening our practice continuously.

We believe that safe spaces do not happen by accident. They are created intentionally, maintained collectively, and protected consistently.

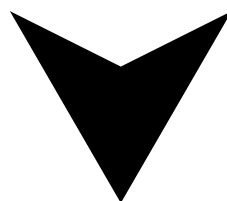
Safeguarding is everyone's responsibility - and at Fynix Project, it is a responsibility we take seriously.

SAFEGUARDING REPORTING FLOWCHART

1

Concern Arises

Disclosure, observation, online message, third-party information, or concern about organisational practice.

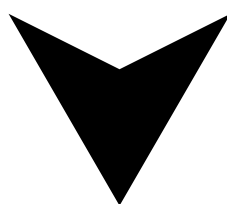


2

Immediate Danger?

YES → Call 999 → Inform DSL → Record incident

NO → Proceed to Step 3



3

Respond Appropriately

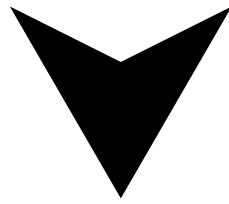
Stay calm

Listen

Do not promise confidentiality

Do not investigate

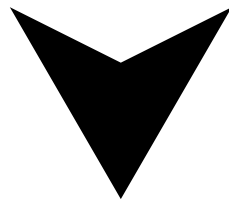
Reassure appropriately



4

Record

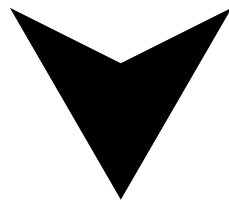
Write factual account
Use exact words where possible
Date, time, location
Sign and date



5

Report Immediately to DSL

[Darryl Craig, Darryl.craig@fynix.org.uk]



6

DSL Decision

DSL will:

- Assess risk
- Determine referral
- Contact the Local Authority Safeguarding Team if required.
- Contact emergency services if necessary
- Inform the host organisation where appropriate
- Record decision and rationale



Follow-Up

- Maintain confidentiality
- Provide signposting
- Monitor where appropriate
- Record all actions taken