

Safeguarding Policy

1. Purpose

At **UP – The Adult Cerebral Palsy Movement** (“UP” or “the Charity”), the safety and well-being of all participants, staff, and volunteers are our top priority. This safeguarding policy outlines our commitment to providing a safe and inclusive environment. We are dedicated to protecting all individuals, especially those who may be vulnerable, from harm, abuse, or neglect

2. Who This Policy Applies To

This policy applies to everyone involved with UP, including trustees, staff, volunteers, partners and participants, across all UP activities, including our website, Discourse community forum, online events, social media platforms, and all other digital and in-person activities organised by UP.

3. Our Safeguarding Commitment

We believe:

- Everyone has the right to feel safe and respected.
- Abuse, neglect, or exploitation of any kind is never acceptable.
- Safeguarding is everyone's responsibility.

4. Our Principles

- **Zero tolerance** for abuse, bullying, or discrimination.
- **Safe spaces** for open, supportive, and respectful communication.
- **Confidentiality**, unless there is a safeguarding concern.
- **Empowerment** – people are supported to speak up if something feels wrong.

5. Our Safeguarding Lead

We have a named **Safeguarding Officer** who:

- Leads on all safeguarding matters
- Is the first point of contact for concerns or disclosures

6. Safeguarding in Practice

a. Online Support Groups

- All participants must register with their real name.
- Sessions are moderated by a trained host.
- Participants must treat each other with respect – no offensive, discriminatory, or harmful behaviour is tolerated.

- Personal stories shared in the group stay in the group (unless a safeguarding issue arises).
- Links are only shared with registered individuals.
- Sessions are not recorded unless everyone gives consent.

b. Medical emergencies during online sessions

- Where appropriate, UP will request an emergency contact for participants before the session.
- If a medical emergency occurs, the facilitator will end or pause the session as appropriate, contact the emergency services if required, and notify the participant's emergency contact where appropriate

c. Physical and emotionally sensitive online events

- Where appropriate, participants may be asked to complete a pre-session screening form to help identify any support needs or risks.
- Facilitators will review any relevant information before the session and discuss any concerns with the participant where necessary.

d. In-Person Events

- We risk assess all in-person events to ensure accessibility and safety.
- Events are run by staff or volunteers trained in safeguarding.
- Participants are reminded of our code of conduct and how to report concerns.

7. Identifying Abuse

Abuse can be:

- Physical
- Emotional or psychological
- Sexual
- Financial
- Neglect or self-neglect
- Exploitation

Signs may include changes in behaviour, signs of injury, distress, or concerns raised by others.

8. Reporting Concerns

- If someone is at immediate risk, call 999.
- For all other concerns, contact the Safeguarding Officer.
- Reports will be handled sensitively and confidentially, except where information needs to be shared to protect someone from harm.
- Concerns will be taken seriously and acted on promptly.
- Where appropriate, we will involve adult safeguarding teams or other authorities.

If a safeguarding concern arises during an online event:

- The facilitator must report the concern to UP's Safeguarding Officer (or another designated member of staff) as soon as possible.
- The facilitator must make a written record of what was seen, heard or disclosed, as accurately as possible, including any actions taken.

Follow-up for high-risk disclosures: If a participant shares that they are feeling suicidal or at risk of harm to themselves, the Safeguarding Officer or session host will follow up after the session where possible to check their wellbeing. Participants will be signposted to external support, such as Samaritans or NHS 111, as **UP cannot provide 24/7 crisis care.**

9. Training & Culture

- All trustees, staff and volunteers responsible for delivering services complete appropriate safeguarding training before undertaking their role.
- We promote a culture where people feel safe to raise concerns.
- Safeguarding is part of our induction and ongoing supervision.

10. Working With Others

- Partners and funders are expected to have appropriate safeguarding measures.
- We carry out due diligence on any organisations we work with.

11. Online Safety

- We use secure platforms with appropriate privacy settings.
- We don't share photos, videos, or names online without clear consent.
- **Plain English guidance for participants:** Participants are reminded not to share personal details such as addresses, phone numbers, or financial information during sessions. If participants encounter harmful or abusive content online, they should report it to the Safeguarding Officer, who will provide support and guidance on reporting it to the platform or relevant authority.

12. Review

The Trustee Board will review this policy annually and after any safeguarding incident or significant change in legislation or guidance.

13. Contact Details

Safeguarding Officer: Emma Livingstone
Email: emma@upmovement.org.uk
Phone: 07951 019508