

BUTTERFLY HOPE

Safeguarding Policy

Approval and renewal

Policy owner: Director, Grace Thompson, Butterfly Hope	Date of last review: November 2025
Policy approval: Director, Grace Thompson, Butterfly Hope	Date of next review: November 2026

Keeping Everyone Safe

1. Our Commitment

At Butterfly Hope, we believe everyone—especially children, young people, and adults who may be at risk—deserve to feel safe, respected, and supported. Safeguarding is everyone's responsibility, whether you're a staff member, volunteer, freelancer, or director.

We follow UK laws and guidance to protect people from harm, including:

- The Children Act 2004
- The Care Act 2014
- NSPCC safeguarding guidelines

We define:

- A child as anyone under 18
- An adult at risk as someone aged 18+ who may be more vulnerable due to health, disability, or care needs

We aim to:

- Protect people from abuse and neglect
- Support their physical and mental wellbeing
- Help everyone have the best chance in life

This policy applies to all Butterfly Hope activities, whether in our spaces or elsewhere, and to everyone involved in our work.

2. What We Do to Keep People Safe

We work hard to make sure our programmes are safe, inclusive, and enjoyable.

We:

- Train all staff, volunteers, and directors in safeguarding
- Carry out DBS checks for anyone working regularly or unsupervised with people at risk
- Recruit carefully and ask for references, when needed
- Treat everyone equally, regardless of age, disability, gender identity, race, religion, sex, or sexual orientation
- Respond quickly and appropriately to any concerns or allegations
- Keep sensitive information private and only share it with the right people
- Review this policy twice a year and after any serious incident
- Make sure our partners follow safeguarding standards that match our own

3. Everyday Safeguarding Practices

To keep people safe, we follow these steps:

- Risk assessments must be done before all events and sessions
- Sessions must be planned with safety in mind and led by trained staff
- A responsible adult with a DBS check must be present when working with under-18s
- Consent must be obtained from parents/guardians/carers before working with children or adults at risk
- People at risk and their families will be given a named contact for any concerns
- Meetings must happen during the day or evenings and in approved locations or online
- Staff should avoid being alone with people at risk and must not take them to their homes
- Lifts should only be offered with written consent and a second adult present, plus valid insurance
- Online/text communication with young people should include a Butterfly Hope staff member. If under 18 or an adult at risk, the Safeguarding Lead must be included
- Staff must promote fairness, respect, and inclusion at all times
- Staff must dress and behave professionally and respectfully
- Physical activities require parent/ guardian/carer consent
- All accidents or incidents must be recorded using Butterfly Hope forms

- Staff must know emergency procedures and report any safeguarding concerns immediately

4. Reporting Concerns

If you're worried about someone's safety or wellbeing, here's what to do:

- Tell the Director (Safeguarding Lead) immediately
- Fill out an Incident Record Form with:
 - What the person said
 - What you asked (if anything)
 - What you observed
 - Stick to facts—don't include guesses or opinions
- Make sure the person has access to another trusted adult (e.g. teacher, youth worker)
- The Director will decide whether to report to external authorities
- You can also report directly to Children's Services, Adult Services, or the Police if needed

If Someone Tells You About Abuse

Do:

- Stay calm and listen
- Reassure them they were right to speak up
- Explain that you'll need to tell someone else
- Write down exactly what they said, as soon as possible
- Avoid interrupting or asking leading questions
- Offer support, but don't make personal promises

Don't:

- Rush into details or ask probing questions
- Promise to keep secrets
- Handle it alone—always report and seek support

5. Boundaries and Behaviour

No one working with Butterfly Hope should:

- Start a personal or romantic relationship with someone at risk
- Engage in any sexual or provocative behaviour with people at risk
- Allow inappropriate touching or language


- Make sexually suggestive comments
- Ignore or fail to report any allegations made by people at risk
- Be alone with a person at risk in a private space

6. Photos, Stories, and Media

We respect everyone's right to control their image and story. That means:

- No photos will be taken without informed consent
- Under-18s require consent from both the young person and their parent/guardian/carer
- No one is required to be in photos or media unless they choose to
- Businesses created through Butterfly Hope may be featured in publicity, but individuals can opt out
- All website and social media content must be shared with full consent
- Photos and stories must be accurate, respectful, and use pseudonyms when appropriate

7. Contact

Safeguarding Lead: Grace Thompson, Director of Butterfly Hope 
thebutterflyhope@gmail.com Subject line: URGENT SAFEGUARDING

If you're ever unsure, ask. If you see or hear something that worries you, speak up. Together, we can make Butterfly Hope a safe and empowering space for everyone.

Linked Policies

Equality, Diversity and Inclusion

Data Protection

Appendix 1:

Butterfly Hope Safeguarding Incident Form

Use this form to record any concerns about a child, young person, or adult at risk. If someone shares something worrying with you, or you notice something concerning, please:

- Tell the Director (Safeguarding Lead) immediately
- Fill out this form as soon as possible
- Stick to facts—don't guess or give opinions

1. Your Details

Your name: _____

Your role (e.g. volunteer, staff, apprentice):

Date of incident: _____ / _____ / _____

Time of incident: _____ : _____

2. About the Person at Risk

Name of person at risk (if known):

Age (if known): _____

Do they have a trusted adult with them now (e.g. teacher, youth worker)?

Yes No Not sure

If no, please make sure they are supported by a trusted adult.

3. What Happened

Please write clearly and stick to facts.

What did the person at risk say? (Use their exact words if possible)

Did you ask any questions? If yes, what did you ask? (Avoid leading or probing questions)

What did you observe? (Include any injuries, behaviour, or other concerns)

4. Action Taken

Who did you report this to? Director (Safeguarding Lead) Children's Services Adult Services Police Other:

Date reported it: _____ / _____ / _____

Time reported it: _____


Name of person you reported to:

5. Signature

Your signature: _____

Date completed: _____ / _____ / _____

 **Safeguarding Lead Contact:** Grace Thompson, Director Email:
thebutterflyhope@gmail.com

 Please give this completed form to the Director. It will be stored securely and only shared with the appropriate people if needed.