

Safeguarding and Child Policy

Practitioner Name: Wiki Ohirko

Business Name: Children's Wellbeing Coaching

Effective Date: 2nd March 2026

Review Date: 1st March 2027

1. Purpose

This policy outlines how I safeguard and promote the welfare of all children and young people attending sessions. Safeguarding means protecting children from harm, abuse, neglect, and exploitation, and promoting their wellbeing.

I am committed to creating a safe, respectful, and supportive environment for every child.

2. Scope

This policy applies to:

- All children attending sessions
- Parents/Guardians
- Any third parties involved in sessions or referrals

3. Legal Framework

This policy follows UK safeguarding guidance including:

- Children Act 1989 & 2004
- Working Together to Safeguard Children
- Data protection principles under GDPR

4. Definition of Safeguarding Concerns

Safeguarding concerns may include (but are not limited to):

- Physical abuse
- Emotional abuse
- Sexual abuse

- Neglect
- Exploitation
- Exposure to domestic abuse
- Risk of self-harm
- Risk to others

5. Practitioner Responsibility

As a practitioner working with children, I will:

- Prioritise the child's safety and wellbeing
- Listen respectfully and without judgement
- Never promise confidentiality if safety is at risk
- Record concerns factually and promptly
- Act immediately if a child is at risk of harm

6. Confidentiality & Information Sharing

Information shared in sessions is confidential unless:

- A child is at risk of harm
- Someone else is at risk
- Required by law

If safeguarding concerns arise, relevant information may be shared with appropriate services such as:

- Local safeguarding teams
- Children's social care
- Emergency services

This follows guidance from HM Government safeguarding frameworks.

7. Responding to a Disclosure

If a child discloses harm or risk:

I will:

- Stay calm
- Listen carefully
- Not interrupt
- Not investigate
- Not ask leading questions
- Reassure the child they did the right thing

- Explain I may need to share information to keep them safe

I will then:

- Record exactly what was said
- Dare and sign notes
- Contact safeguarding services if required

8. Reporting Concerns

If I believe a child is at immediate risk:

- I will contact emergency services

If risk is not immediate but safeguarding concerns exist:

- I will contact the local safeguarding authority or children's services

9. Record Keeping

Safeguarding records will be:

- Factual
- Dated
- Stored securely
- Kept confidential
- Separate from general session notes

Records are retained in accordance with UK data protection requirements.

10. Professional Boundaries

To maintain safety and professionalism:

I will not:

- Meet children without parental consent
- Communicate privately with children outside of sessions
- Accept gifts of significant value
- Transport children in my vehicle unless formally agreed and insured

11. Online & Communication Safety

If sessions or communication occur digitally:

- Secure platforms will be used
- Parents will consent
- No sessions will be recorded without written permission

12. Concerns About the Practitioner

If a parent or child has a safeguarding concern about me, they should contact:

Local Safeguarding Authority:

Email:

Phone:

All concerns will be taken seriously and responded to appropriately.

13. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Safeguarding guidance updates
- Practice procedures change

Signed:

W Ohirko

Name:

WIKTORIA OHIRKO

Date:

01/03/2026