



Mana Charity Safeguarding Policy

Mana Charity is committed to safeguarding and promoting the welfare of all participants, particularly vulnerable adults, ensuring they are protected from abuse, harm and neglect while taking part in our programmes.

This policy applies to all staff, volunteers, trustees and partners involved in the design, delivery and administration of Mana Charity programmes.

The policy recognises that the welfare and interests of participants are paramount in all circumstances. It aims to ensure that, regardless of age, ability or disability, gender identity, race, religion or belief, sex or sexual orientation or socio-economic background, all participants:

- Have a positive and enjoyable experience in a safe and supportive environment.
- Are protected from abuse, neglect or harm while attending sessions or participating in any activities.

1. Principles

- The welfare of participants is paramount.
- All participants, especially vulnerable adults, have the right to be safe and treated with dignity and respect.



- Safeguarding is everyone's responsibility - staff, volunteers and trustees must act to protect participants.
- The charity will work in partnership with carers, families, GP practices and statutory safeguarding agencies.

Key Roles

Designated Safeguarding Lead (DSL): Emily Hyland

- Oversees all safeguarding matters.
- Liaises with safeguarding leads, local authority safeguarding boards and other statutory agencies.
- Maintains safeguarding logs and ensures policy compliance.

All Staff and Volunteers:

- Must complete mandatory safeguarding training and refresher courses.
- Follow reporting procedures immediately if abuse, neglect or harm is suspected
- Ensure participants are supported appropriately and safely during sessions.

Safeguarding and Safety Training Matrix



Staff Recruitment & Training

- All facilitators and volunteers are DBS-checked (Enhanced) prior to working with participants.
- Mandatory safeguarding training covering vulnerable adults, disability awareness, recognising abuse and inclusive practice.
- Ongoing supervision and mentoring to ensure safeguarding standards are upheld.

Participant Safety

- Pre-programme assessments identify participant needs, risks, allergies, mobility and communication requirements.
- Risk assessments conducted for all venues, equipment and materials.
- Clear emergency procedures, first aid provision and session-level safety checks are standard practice.

Reporting and Escalation

- Any safeguarding concerns must be reported to the DSL immediately.
- DSL records the concern in a secure, confidential log.
- Where necessary, concerns are escalated to local safeguarding boards or statutory authorities in accordance with statutory guidance.



- Participants and carers are informed and supported throughout the process.

Confidentiality & Data

- Safeguarding information is shared strictly on a need-to-know basis.
- All records are stored securely, compliant with GDPR and Data Protection Act 2018.

Monitoring and Review

This policy will be reviewed every three years or in the following circumstances: changes in legislation and/or government guidance or as a result of any other significant change or event.

Monitoring: This policy was last reviewed on 15th June 2025.

Signed:

Board of Trustees

A handwritten signature in black ink, appearing to read "Ehyland".

Emily Hyland

A handwritten signature in black ink, appearing to read "A Stalker".

Alexandra Stalker

A handwritten signature in black ink, appearing to read "R Forster".

Rachel Forster