

*Reflective Gap Safeguarding Policy*

**1. Introduction**

Reflective Gap is committed to providing a safe and supportive environment for all participants, including those sharing their experiences of mental health, trauma, and neurodiversity. This policy outlines our approach to safeguarding and protecting the welfare of all individuals involved in our workshops and speaking engagements.

**2. Purpose**

The purpose of this policy is to:

• Ensure the safety and well-being of all participants.

• Provide clear guidelines for staff, volunteers, and participants on safeguarding practices.

• Promote a culture of respect, inclusion, and support.

**3. Scope**

This policy applies to all staff, volunteers, and participants involved in Reflective Gap activities, including workshops and speaking engagements with professionals, schools, and the general public.

**4. Key Principles**

• Respect and Dignity: All individuals will be treated with respect and dignity, regardless of their background or experiences.

• Confidentiality: Personal information shared during activities will be kept confidential, except where disclosure is required by law or necessary to protect the individual or others.

• Empowerment: Participants will be encouraged to share their experiences in a supportive and non-judgmental environment.

• Safety: Measures will be taken to ensure the physical and emotional safety of all participants.

**5. Safeguarding Procedures**

• Risk Assessment: Conduct risk assessments for all activities to identify and mitigate potential risks.

• Training: Provide safeguarding training for all staff and volunteers to ensure they understand their responsibilities and can recognize signs of abuse or distress.

• Reporting Concerns: Establish clear procedures for reporting and responding to safeguarding concerns. All concerns should be reported to the designated safeguarding lead.

• Support: Offer support to individuals who disclose experiences of abuse or trauma, including referrals to appropriate services.

**6. Designated Safeguarding Lead**

The designated safeguarding lead is responsible for:

• Overseeing the implementation of the safeguarding policy.

• Providing advice and support to staff and volunteers on safeguarding matters.

• Liaising with external agencies when necessary.

**7. Review and Monitoring**

This policy will be reviewed annually to ensure it remains effective and up-to-date. Feedback from participants, staff, and volunteers will be considered in the review process.

**8. Contact Information**

For any safeguarding concerns or questions, please contact the designated safeguarding lead.