

# Safeguarding Policy – CAJ Services



## 1. Statement of Commitment

CAJ Services is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safeguarding is a priority in all activities, and all reasonable steps will be taken to ensure participants feel safe, respected, and supported.

## 2. Scope

This policy applies to all services delivered by CAJ Services, including all services involving children (under 18) or vulnerable adults.

## 3. Responsibilities

As a sole operator, the owner of CAJ Services is responsible for safeguarding and for ensuring appropriate conduct during all sessions. This includes:

- Maintaining appropriate professional boundaries
- Ensuring sessions are conducted in safe and appropriate environments
- Encouraging openness and transparency with parents/guardians where appropriate

## 4. Safe Practice

CAJ Services will:

- Obtain parental, guardian or client consent for participants under 18
- Ensure sessions are conducted in visible or appropriate environments where possible
- Avoid situations where a participant is placed at unnecessary risk
- Communicate clearly with parents or guardians regarding session details when working with minors

## 5. Recognising and Responding to Concerns

If a safeguarding concern or disclosure arises, CAJ Services will:

- Listen calmly and take the concern seriously
- Avoid making promises of confidentiality
- Record the concern as soon as possible
- Where necessary, report concerns to the appropriate safeguarding authority or organisation

## 6. Conduct and Boundaries

CAJ Services will maintain professional behaviour at all times, including:

- Appropriate language and behaviour
- No inappropriate physical contact
- Respect for personal boundaries
- Communication with young people conducted transparently and, where appropriate, through parents or guardians

## 7. Confidentiality and Records

Any safeguarding concerns will be recorded and handled sensitively. Information will only be shared with relevant authorities or guardians where necessary to protect the individual.

## 8. Policy Review

This safeguarding policy will be reviewed periodically and updated where necessary to ensure continued compliance with safeguarding best practice.

### CAJ Services

Safeguarding Lead: Owner / Coach

Policy Review Period: Annually