

Stafford Showground Limited

Safeguarding Policy

Policy Statement

The Company is committed to ensuring that all children, young people and adults at risk are protected from harm, abuse, neglect and exploitation.

We will not tolerate abuse or poor practice and will take all concerns seriously, responding appropriately and in a timely manner.

We recognise our responsibility to safeguard and promote the welfare of children and adults at risk and are committed to working in partnership with relevant agencies where required.

Scope

This policy applies to all employees, contractors, volunteers, and anyone working on behalf of the Company.

It also applies to all activities, events, and environments where the Company has responsibility, including interactions with members of the public.

Safeguarding Commitment

We are committed to:

- Providing a safe environment for all individuals
- Preventing abuse and harm wherever possible
- Taking all concerns seriously and acting appropriately
- Ensuring all staff understand their safeguarding responsibilities
- Promoting a culture where concerns can be raised without fear

Roles and Responsibilities

1. Senior Leadership

Senior leadership has overall accountability for safeguarding and will:

- Ensure appropriate policies, procedures and resources are in place
- Promote a culture of safeguarding across the Company
- Review safeguarding arrangements regularly

2. Managers

Managers are responsible for:

- Ensuring this policy is implemented in practice
- Responding appropriately to safeguarding concerns
- Escalating concerns where required
- Supporting staff in understanding their responsibilities

3. Safeguarding Officer

The Safeguarding Officer is responsible for:

- Acting as the main point of contact for safeguarding concerns

- Receiving and recording concerns
- Assessing risk and determining appropriate action
- Liaising with external agencies where required
- Maintaining appropriate records

4. All Staff

All staff must:

- Take reasonable steps to protect individuals from harm
- Report any safeguarding concerns promptly
- Follow this policy and associated procedures
- Co-operate with any safeguarding investigation

Safeguarding Expectations

All individuals must adhere to appropriate standards of behaviour. This includes, but is not limited to:

- Not engaging in any form of abuse, exploitation or neglect
- Not engaging in any sexual activity with individuals under the age of 18
- Not forming inappropriate relationships
- Not abusing positions of trust

Any breach of these expectations may result in disciplinary action and, where appropriate, referral to external authorities.

Reporting a Safeguarding Concern

All safeguarding concerns must be reported as soon as possible.

Step 1 – Immediate Risk

If someone is in immediate danger or requires urgent medical attention, emergency services (999) must be contacted immediately.

Step 2 – Internal Reporting

Concerns must be reported to:

- The Safeguarding Officer; or
- A manager, who will escalate to the Safeguarding Officer

Step 3 – Recording

The concern should be recorded with as much detail as possible, including:

- What has been observed or disclosed
- Dates, times and locations
- Names of individuals involved

Step 4 – Action

The Safeguarding Officer will assess the concern and determine appropriate action, including whether referral to external agencies is required.

Response to Concern

The Company will:

- Take all concerns seriously
- Respond promptly and proportionately
- Maintain accurate records of concerns and actions taken
- Work with external agencies where appropriate.

Confidentiality

Information relating to safeguarding concerns will be handled sensitively and shared on a need-to-know basis.

Confidentiality cannot be guaranteed where there is a safeguarding concern or risk of harm. Information may be shared with appropriate internal or external parties where necessary to protect individuals.

All information will be handled in accordance with data protection legislation.

Safer Recruitment

The Company is committed to safer recruitment practices and will:

- Carry out appropriate pre-employment checks, including references and right to work verification
- Undertake DBS checks where roles involve contact with children or adults at risk
- Assess suitability of candidates based on role-specific safeguarding risks

Training

The Company will ensure that all staff receive safeguarding training appropriate to their role.

This will include:

- Safeguarding awareness training at induction
- Refresher training at appropriate intervals
- Additional training for those with specific safeguarding responsibilities

Monitoring and Review

The Company will:

- Review this policy annually or following significant changes
- Monitor safeguarding concerns to identify trends and areas for improvement
- Update procedures where necessary to ensure continued effectiveness

Definitions

For the purposes of this policy:

- **Safeguarding** means protecting the health, wellbeing and human rights of individuals and enabling them to live free from harm, abuse and neglect.
- **Abuse** may include physical, emotional, sexual or financial harm, as well as neglect.
- **Adult at risk** refers to an individual who may be unable to protect themselves from harm or exploitation.

This document was last updated in April 2026.