

# Niburu Recordings Ltd

## Safeguarding Policy

April 2026

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## 1. Introduction

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- Niburu Recordings is a non-profit organisation offering dynamic courses in media, music, health, and wellbeing. Founded in 2004, we promote personal growth and community harmony.
- Niburu Recordings is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- This policy details how Niburu Recordings works to maintain the safety of children, young people and vulnerable adults who access Niburu Recordings' services.
- The policy provides staff and volunteers with a firm understanding of the overarching principles and practical application that guide our approach to safeguarding.
- Niburu Recordings believes that all children have the right to enjoy the activities of the organisation in a happy, safe, secure environment.
- The organisation has a policy for the protection of children and vulnerable adults because it has a duty to ensure their health and wellbeing.
- We will rigorously implement the policy and require all staff, volunteers and service users to accept the duty to safeguard the welfare of all children and vulnerable adults and to prevent physical, sexual and emotional abuse of all clients with whom they come into contact.

In addition, we regard the following principles that have been adopted by Niburu Recordings as essential to this quality of service:

- Recognising and respecting all participants in Niburu Recordings projects and services as individuals and not discriminating in relation to age, gender, physical disability, mental or sensory impairment, race, culture, class, economic factors, sexual orientation, marital status, politics, religion, or other specific factors.
- This means that we encourage respect for others' background, appearance, personality, abilities, opinions or preferences and do not countenance any form of abuse, whether physical, sexual or emotional, nor destructive criticism or verbal insults.
- For all participants on any of our projects and services, be they members, volunteers or staff, we seek to ensure that any activities are undertaken in an atmosphere of mutual respect, dignity and support.

## 2. Policy Aims

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- To protect children and vulnerable young people.
- To work to the highest standards of good practice.
- To safeguard the welfare of all participants on Niburu Recordings' projects and activities.

## 3. Policy Objectives

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- To raise awareness of abuse, what is meant by abuse, its causes and symptoms.
- To provide Niburu Recordings' staff and volunteers with clear guidance on how to respond to situations of suspected abuse.

## 4. Key Principles

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Niburu Recordings believes in the following statements:

- That the welfare of the child or vulnerable adult is paramount.
- All children and vulnerable adults have the right to protection from all types of harm and abuse.
- Staff and volunteers at Niburu Recordings have a responsibility to maintain awareness of any abuse of children and vulnerable adults, and to report any such abuse that is discovered or suspected.

## 5. Legal Framework

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This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in the United Kingdom. Policies include:

- Children Act 1989 & 2004
- UN Convention on the Rights of the Child 1991
- Protection of Children Act 1999
- Data Protection Act 2018
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014

## 6. Definitions

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### Abuse

Abuse is the violation of a person's human and civil rights. Abuse may be said to have occurred when a person suffers harm to their physical, emotional or social well-being.

### Adults at Risk

An individual aged 18 or over with care and support needs who is experiencing, or is at risk of, abuse or neglect, and who because of their care and support needs is unable to protect themselves against the abuse or neglect or the risk of it.

### Child

Anyone under 18 years of age.

### Safeguarding

Actions taken to promote the welfare of children and vulnerable adults, and to protect them from harm.

## 7. Data Protection

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The Chief Executive, governed by the Trustees, holds responsibility for data protection within Niburu Recordings Ltd.

Responsibilities include:

- Monitoring compliance with data protection legislation.
- Advising on data protection obligations.
- Acting as a contact point for data subjects and the Information Commissioner's Office (ICO).
- Ensuring all personal information is stored securely and treated as confidential, in accordance with the Data Protection Act 2018 and UK GDPR.

## 8. Types of Abuse

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The following sets out the main types of abuse and their key signs and indicators. Please note that these are intended as a guide. Some signs can be present where there has been NO abuse, and conversely none of the signs may be present where there HAS been abuse.

### Physical

May involve hitting, throwing or other actions causing physical harm, or deliberately causing ill health. Indicators include:

- Injuries that cannot be explained.
- Contradictory or inadequate explanation of injuries by a child's or vulnerable adult's parent or primary carer.
- Bruising and/or injury where there is a long history of bruises and/or accidents.
- Injuries getting progressively worse, or occurring in a pattern (e.g. every Monday).
- Arms and legs kept covered in hot weather.
- Fear of parents being contacted.
- Self-destructive tendencies.
- Constant attention seeking.
- Bite marks, burn marks, scalds or symmetrical bruising.
- Bruised eyes, especially if both at the same time.
- Reluctance to go home at the end of a session.

### Neglect

The persistent failure to meet physical or physiological needs likely to result in impaired health, wellbeing or development. Indicators include:

- Looks very thin and unwell.
- Well below average in weight and height (failure to thrive).
- Complaints of hunger and lack of energy.
- Repeated accidents, especially burns.
- Left alone at home inappropriately.

- Repeatedly unwashed and/or malodorous.
- Speech delay.
- Destructive tendencies.
- No social relationships.

## **Sexual**

Forcing or enticing someone to take part in sexual activities, whether or not the person is aware of what is happening. Indicators include:

- Disclosure by the child or vulnerable adult.
- Overly sexualised behaviour.
- Poor self-image or self-mutilation.
- Unhappiness and isolation.
- Urinary infections.
- Disordered eating (anorexia, bulimia or excessive comfort eating).
- Finger-tip bruising.

## **Emotional or Psychological**

The persistent emotional ill-treatment of someone so as to cause a severe or adverse effect on their emotional development. Indicators include:

- Difficulties in concentrating.
- Low self-esteem.
- Over-reaction to mistakes.
- Sudden speech disorders.
- Fear of new situations.
- Inappropriate emotional responses to situations.
- Self-mutilation.
- Fear of parents being contacted.
- Extremes of passivity or aggression.
- Alcohol, drug or substance misuse.
- Scavenging for food or clothes.

## **Financial or Material**

The withholding or mismanagement of money or possessions. Indicators include:

- Onset of stealing from others.
- Unexplained lack of funds.
- General dishevelled appearance.
- Unexplained loss of property.
- Loss of weight.
- Low standards of personal hygiene.

## 9. Roles & Responsibilities

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### Designated Safeguarding Lead (DSL)

**Colin Francis | Mobile: 07872 075422**

The Designated Safeguarding Lead is responsible for:

- Being the first point of contact for all safeguarding concerns.
- Maintaining accurate records of all safeguarding concerns.
- Providing guidance to other staff on safeguarding issues.
- Raising concerns and liaising with relevant agencies such as the police and social services.

### Deputy Designated Safeguarding Lead

**Antho Osbourne | Mobile: 07985 924840**

The Deputy Designated Safeguarding Lead is responsible for all elements detailed above in the absence of the Designated Safeguarding Lead.

### Administration

Niburu Recordings' Administration is responsible for ensuring that the safeguarding policies and procedures are reviewed annually, with compliance monitored on an ongoing basis.

### All Staff and Volunteers

All Niburu Recordings staff and volunteers are responsible for:

- Maintaining awareness of the signs of abuse and neglect.
- Reporting immediately any concerns to the DSL.
- Reviewing, understanding and complying with this safeguarding policy.

## 10. Code of Conduct

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All Niburu Recordings staff and volunteers must ensure:

- All children and vulnerable adults are treated with respect.
- A safe and inclusive environment is provided.
- The views of children and vulnerable adults are listened to and respected.
- Any form of bullying, discrimination or inappropriate behaviour is challenged.

## 11. Confidentiality

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- Niburu Recordings Ltd is committed to ensuring children and vulnerable adults have the right to be protected from abuse.
- Such rights may require Niburu Recordings Ltd to share information with other agencies where this is necessary to protect children and vulnerable adults.
- Information will only be shared on a 'need to know' basis.
- All personal information will be stored securely and treated as confidential, in accordance with data protection legislation (UK GDPR).

## 12. Record Keeping

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- All safeguarding concerns and communications will be recorded in writing.
- Records will be stored securely, with access limited to the Safeguarding Lead and Deputy.

## 13. Measures for Personal Safety and the Prevention of Abuse

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### Vetting and Supervision Procedures

All volunteers and paid staff must:

- Complete a written application.
- Attend an application interview undertaken by at least two Executive Committee Members.
- Provide at least two referees and give permission to take up references (in writing and in person).
- Provide details of any criminal convictions (including any 'spent' convictions under the Rehabilitation of Offenders Act 1974) and give permission to check for any police criminal record.
- Provide details of previous experience, voluntary or paid, of working with children and/or vulnerable young people and adults.
- Commit to the duty of safeguarding the welfare of clients who have a disability.
- Provide all necessary documentation to enable Niburu Recordings Ltd to obtain a full enhanced Disclosure and Barring Service (DBS) check.

**No paid staff or volunteers may take up employment until satisfactory references and a full enhanced DBS check have been received by the organisation.**

### Safeguarding Training

- Niburu Recordings is committed to providing training for volunteers and paid staff in all areas, including protection practices.
- All volunteers and paid staff are required to attend safeguarding training at induction, with re-training within a three-year period.

- As part of the induction process, all staff and volunteers must sign to confirm receipt of and understanding of the Policy for the Protection of Children and Young People.

### Protection Guidelines

- Physical contact with clients should only be appropriate and where necessary.
- Wherever possible, being alone with a child or vulnerable adult should be avoided.
- One-to-one situations (one staff member/volunteer to one client) should only occur within sight or hearing range of other participants or staff — they are not to occur in isolation.
- Those supporting a person should know at all times during a project activity where that person is, or who is supporting them in their place.
- All participants have a duty to report to the Niburu Recordings designated project manager any incident or behaviour they feel is not in accordance with this protection policy.
- All concerns or allegations should be reported immediately to the DSL.

## 14. Reporting Procedures for the Protection of Children and Vulnerable Adults

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### a) Immediate Medical Assistance

Niburu Recordings' clients, volunteers and/or staff seeing a person who presents as being abused or in need of immediate medical assistance must:

- Seek medical assistance for the injured person.
- Inform the Niburu Recordings Manager, who will notify the appropriate authority.
- In extreme cases, dial 999 for emergency services/police and alert Social Services (emergency desk).

### b) Observing Concern

Niburu Recordings' clients, volunteers and/or staff seeing a person who presents as being abused must:

- Inform the Niburu Recordings Project Manager immediately of the incident or concern.
- The Project Manager will sensitively take steps to evaluate the reported incident or concern with the relevant individuals.
- If a child or vulnerable adult begins to disclose information about abuse, they must be listened to carefully without prompting or asking leading questions.
- Where possible, the child or vulnerable adult must be made aware that Niburu Recordings has a protection policy that limits confidentiality, necessitating communication to relevant agencies where appropriate.
- The Niburu Safeguarding Lead or Deputy must be informed immediately, and appropriate action will be taken.

### c) Written Reporting

- Written records should be simple and factual.
- They should be written in ink within 24 hours, dated, signed and held confidentially and securely.

- Actions taken by staff should also be recorded.

### **Reports MUST include:**

- The date and time of any incident.
  - Details of what occurred.
  - The date and time that the disclosure was made.
  - The full names of the people involved.
  - What was said or done and by whom.
  - Any action taken to investigate the matter.
  - Any further action taken.
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- It is not the role of Niburu Recordings staff or volunteers to investigate allegations or diagnoses of abuse.
  - If the Safeguarding Lead or Deputy finds cause for concern, they will contact the appropriate authorities (the police, or the appropriate officer of Social Services).
  - Where there appears to be no cause for concern, records must be kept detailing this decision and the relevant reasons why there was no referral made to a statutory agency.

## **15. Other Health and Safety Measures**

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- Any venue and/or equipment used for activities is to be safety-checked by the appropriate Niburu Recordings Manager.
- A fire drill will be carried out at the beginning of each project.
- All participants will be made aware of safety rules specific to a particular venue, in addition to the overall safety rules.

## **16. General Supervision**

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- Niburu Recordings has an access policy that requires all visitors to its premises to sign a visitor's book and provide proof of identity before accessing the unit.
- When clients are taken off-site for activities, a parental permission/consent form is required.

## **17. Whistle Blowing**

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- All staff and volunteers can speak in confidence to the Designated Safeguarding Lead, or the project manager, about any concerns they have regarding the conduct of other staff or volunteers.
- Full protection and confidentiality will be given to anyone who undertakes to follow the whistle blowing procedure.
- Where it is not possible for staff or volunteers to talk to the designated officer, they should contact the NSPCC Child Protection Helpline on 0808 800 5000 or text phone 0800 056 0566.
- Where allegations or concerns have been raised about a member of staff or volunteer, they will be immediately informed and relieved of all duties (on full pay if relevant)

whilst the allegation or concern is investigated. They will be offered support throughout this process by the Deputy Safeguarding Lead.

## 18. Contact Details

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### Safeguarding Lead

Colin Francis  
Mobile: 07872 075422

### Deputy Safeguarding Lead

Anthon Osbourne  
Mobile: 07985 924840

### Local Social Services

Civic Centre, Silver Street, Enfield  
Tel: (020) 8379-3333

### Local Police Station

Ponders End Police  
204–214 High Road, Ponders End  
Tel: (020) 8807-1212

### NSPCC Child Protection Helpline

0808 800 5000

### Text phone

0800 056 0566