



## SAFEGUARDING POLICY

### 1.0 Statement

We believe that everyone should be able to participate in, and enjoy, physical activity in a safe environment, and be safeguarded from harm through a duty of care.

Park Yoga acknowledges that children and some adults can be particularly vulnerable to abuse, and we accept responsibility to take reasonable and appropriate steps to ensure their safety and welfare.

We acknowledge our duty of care to safeguard and promote the welfare of children and adults at risk. We are committed to ensuring safeguarding practice reflects statutory responsibilities, relevant local government guidance, and complies with best practice. Park Yoga is committed to collaborating with law enforcement, social services, local services, and other relevant agencies, in accordance with their procedures. This Safeguarding Policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability gender, race, religion or belief, sex or sexual orientation, socio-economic background, everyone:

- Has a positive and enjoyable experience at Park Yoga in a safe environment
- Is protected from abuse whilst participating in Park Yoga.

As part of our Safeguarding Policy Park Yoga will:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults
- Ensure appropriate action is taken in the event of incidents of, or concerns about, about, and provide support to those who raise or disclose the concern
- Ensure that confidential and accurate records of all safeguarding concerns are maintained and accurately stored
- Ensure robust safeguarding arrangements and procedures are in operation
- Ensure all staff members attend safeguarding training as part of their induction (Ann Craft Trust Safeguarding Adults in the Sport and Activity Sector), and safeguarding leads attend relevant training.
- Continue to keep our sessions simple, and take a common-sense approach, in order to minimise risk.

This Safeguarding Policy is shared with our trustees, staff, volunteers and Yoga Instructors. The procedures and guidance laid out are mandatory for everyone involved in Park Yoga. We ask all Park Yoga staff, instructors, volunteers and trustees to familiarise themselves with this Safeguarding Policy so that Park Yoga sessions are delivered to the highest possible standard with safeguarding prioritised at all times.

This policy is reviewed annually, in order to maintain best practice.

### 2.0 Key safeguarding principles

This Safeguarding Policy is based on the following key principles:

- Everyone who takes part in Park Yoga should have the opportunity to have fun and enjoy themselves in an environment that keeps them safe from harm
- The welfare, protection and safeguarding of children and vulnerable adults must always be paramount and should be based on prevention and best practice



- It is everyone's right to be protected from abuse, irrespective of age, ability or disability, gender, race, religion or belief, sex or sexual orientation, or socio-economic background
- Duty of care is the responsibility of all, regardless if in a paid or voluntary role
- Any allegations of abuse will be treated sensitively and seriously, and be responded to swiftly and appropriately
- Confidentiality will be appropriately maintained, but the safety and welfare of the individual/s will be the overriding consideration when making decisions on whether to share information
- Park Yoga will support everyone involved in delivering and supporting sessions to understand their roles and responsibilities for safeguarding children and vulnerable adults; also to be aware of and understand best practice, and know-how to manage any child or vulnerable adult concerns they identify or are informed of.

### 3.0 Park Yoga safeguarding team: Structure and staff

Safeguarding is the responsibility of every adult, whatever their role. However, in order to take all practical steps to best safeguard everyone within the Park Yoga community, Park Yoga has established an internal Safeguarding Team, which is directly responsible for ensuring the development, implementation and monitoring of safeguarding policies, procedures and guidance, and from whom support can be gained.

The Park Yoga Safeguarding Team can be contacted via [hello@parkyoga.co](mailto:hello@parkyoga.co). The team is comprised of two trustees (Lisa Upchurch and Shari McHugh) and the Director, Cathi Farrer-Mitchell.

The Safeguarding Team reviews every reported safeguarding incident as they are reported, and carries out a quarterly review of all safeguarding incidents. The findings of the quarterly reviews inform Park Yoga operating policies and procedures.

### 4.0 Responding to and reporting safeguarding incidents/concerns of abuse

Due to the very open, public nature of Park Yoga, the risk of abuse taking place in a Park Yoga context is low, as are the chances of someone disclosing abuse. However, despite the risk being low, concerns should never be ignored, and we should not assume that it is someone else's responsibility.

Everyone involved in Park Yoga has a responsibility to raise concerns about abuse (potential or actual) or unacceptable behaviour, in order to prevent the problem increasing and to protect or reduce the risk to others.

It is important that confidentiality is maintained at all times, and disclosure should take place only on a 'need to know' basis, remembering to keep the information restricted to as small a circle as possible. Failure to keep the information confidential may lead to disciplinary action.

Park Yoga Instructors should never make a decision on whether someone is at risk of, or likely to suffer harm, or deal with concerns or safeguarding incidents on their own; if concerns are raised at all, it is essential that our **Safeguarding Reporting Process** is followed.



If you are contacted by law enforcement, such as the police, or other services, such as children's social services, disclosing or requesting any information about anyone connected with Park Yoga, in any capacity, please do:

- Take down the agency's contact details (name, telephone number, email address) and pass these details on to [hello@ParkYoga.co](mailto:hello@ParkYoga.co)
- Direct them on to the Park Yoga safeguarding team
- Keep any information you are given confidential.

Please do not:

- Contact the individual in question
- Agree to taking any actions
- Take any actions (for example, please don't issue any bans).

The safeguarding team will liaise directly with the body that is disclosing information and will come back to the venue team to update them with anything appropriate that they need to know.

#### **4.1 Reporting in a non-emergency situation**

If you have any non-emergency/non-urgent concerns of a safeguarding nature, you must:

- Record details of the incident in writing, including names of those involved, times and dates, what happened and where
- Inform the individual you cannot keep the incident confidential
- If anyone reports abuse to you directly, please use the words the individual has used and don't reword it, or lead the wording
- Report it to Park Yoga HQ
- If the PY Yoga Instructor is the alleged perpetrator, or there are concerns that she or he won't report it to HQ, you should contact the Safeguarding Team directly via [hello@parkyoga.co](mailto:hello@parkyoga.co)
- Records may be passed, by Park Yoga HQ, to relevant external agencies, such as local law enforcement agencies or social services. Park Yoga HQ stores safeguarding files online using a secure process.

#### **4.2 Reporting in an emergency situation**

Should you feel that anyone, child or adult, within a Park Yoga setting may be at immediate risk of harm, you should:

- Call the police (or your local equivalent) and follow their advice
- Take reasonable steps to ensure the individual at risk is safeguarded
- Do not take actions that would put your own safety at risk

Once the incident is under control, ensure it is reported to Park Yoga HQ via email to [hello@parkyoga.co](mailto:hello@parkyoga.co)

#### **5.0 Confidentiality and information sharing**

Please ensure that all safeguarding concerns are shared with Park Yoga's Safeguarding Team, even if you have already shared them with external services.



Information sharing between relevant bodies, groups and agencies is important to be able to properly safeguard and promote the welfare of children and adults at risk. Often, it is only when information from a number of sources has been shared, collated, and analysed, that it becomes clear someone is suffering or is likely to suffer, harm. Therefore, to keep everybody safe, information needs to be shared appropriately so that decisions can be made to protect them.

Clear boundaries around information sharing are also important to maintain confidentiality, and to ensure that only those who need the information are made aware of it. However, concerns over

confidentiality must never prevent an individual sharing information with appropriate and relevant persons, when not doing so may prevent appropriate safeguarding action and place someone at risk.

Whenever anyone at Park Yoga receives information that raises concerns about anyone, decisions, therefore, need to be made about information sharing.

There may be times when media (such as television, radio, websites, or journalists), show interest in something related to a specific session, or to Park Yoga in general, and seek information from volunteers or participants. It is important that venue teams make no comment, and refer any media enquiries to [hello@ParkYoga.co](mailto:hello@ParkYoga.co).

Individuals and teams should never pass comment or opinion regarding safeguarding issues on any social media that is connected to the event. If matters related to Park Yoga or people you know through Park Yoga are presented on social media, it can become extremely challenging for us to provide support.

## 6.0 Who to share information with

Park Yogis and volunteers should, as a first step, only share safeguarding concerns with the Park Yoga Instructors or Park Yoga HQ Safeguarding Team.

The Safeguarding Team will:

- Speak with the individual concerned (if it's an adult).
- Determine the wishes of the adult concerned to ensure the process is person led and outcome focused.
- Seek external guidance and advice as appropriate (this could include the venue's local Adults Safeguarding Team, Active Partnership or Ann Craft Trust).
- Offer support and information for the adult concerned to make informed choices.
- Put measures in place to keep the adult safe during the activity (if appropriate).
- Ask for consent to report the concern to statutory agencies if appropriate.
- Keep the adult informed and involved throughout the process.

Our Safeguarding Team will then make decisions as to any further individuals or organisations who should be made aware. Part of this safeguarding decision-making process will include consideration about who to share information with. This could include:

- Statutory organisations such law enforcement agency and/or appropriate children's or social services, who must be informed about child protection concerns
- Bodies who carry out criminal record background checks may need to be informed



- Other clubs and other sports organisations will need to be considered, in order that they themselves can safeguard children and vulnerable adults in their care who may be at risk of harm
- Internally, at Park Yoga, we only ever share safeguarding information on a strictly-governed need-to-know basis.

Our policy is that only those that need to know are told. This means only those individuals stated within an appropriate reporting structure, who need to know, and no one else unless directed by statutory agencies.

If we request that information is kept confidential, it is essential that this is adhered to, as failure to do so could significantly increase the risk to the welfare of vulnerable individuals, and may lead to disciplinary action or being stepped down from a role.

## 7.0 Social media safeguarding guide

Social media is a great way to promote our sessions and for Park Yogis to interact with each other, share photos, make announcements and share inspirational stories from around the world. The purpose of this guide is twofold; to outline how Park Yoga expects volunteers and staff to behave on social media, and to provide helpful advice for the safe use of social media.

For some adults, a major obstacle when it comes to using social media and technology safely, and for supporting the safeguarding of young people, is a lack of knowledge on the adult's part. Developing a basic knowledge of the technology used by Park Yoga events can help everyone keep safe.

We recommend [thinkuknow.co.uk](http://thinkuknow.co.uk) as a helpful resource for parents, young people and professionals, raising awareness and improving knowledge around keeping people safe online.

There may be times when local, national or international media shows interest in something related to your session, or to Park Yoga in general, and seeks information from volunteers or participants. Particularly with regards to safeguarding-related issues, it is important that venue teams make no comment, and refer any media enquiries to [hello@ParkYoga.co](mailto:hello@ParkYoga.co).

In addition, it is important that teams pass no comment or opinion relating to safeguarding issues, on any social media that is connected to the venue. This includes their own personal social media accounts.

Where Park Yoga volunteers have a relationship with a child or vulnerable adult, developed through their participation in Park Yoga, all communications should be through official Park Yoga channels. Communications should also only be in relation to the day-to-day running of the Park Yoga event.

The publishing of photos and videos on social media is governed by the Park Yoga Photography Policy and the Park Yoga Social Media Policy. In addition, try to avoid fuelling cyberbullying by being thoughtful and considerate with the images you are posting. Once out there it can be very difficult, and at times impossible, to delete them.



Always be aware that social networking sites are public, and are bound by the law. Please do not post negative, unpleasant or defamatory remarks, comments or photos on social media. Once such comments are posted they are impossible to fully delete and can cause upset and damage to reputations. Incidents or disputes that spill over onto social media can be blown out of proportion and can become much harder to resolve.

If you have any concerns about online content related to Park Yoga, always report it to the Park Yoga Safeguarding Team via [hello@ParkYoga.co](mailto:hello@ParkYoga.co).

If you or someone else is in immediate danger, always call your local law enforcement agency in the first instance.

### 8.0 Useful contact information

- Hourglass (Action on Elder Abuse): 0808 8088 141
- Ann Craft Trust: 0115 9515400
- Health/ambulance (emergency): 999
- Health/ambulance (non-emergency): 111
- National Domestic Abuse Helpline: 0808 2000 247
- NSPCC: 0808 800 5000
- Police (emergency): 999
- Police (non-emergency): 101
- The National Careline: 0800 0699 784

*For internal use:*

Version 1.1 approved on 23<sup>rd</sup> October 2025.

### Record of changes

Date	Version	Section/clause	Change made
25.09.25	1.1	Footnote	Updated address
02.10.25	1.1	Throughout	Changed wording from 'events' to 'sessions' or venue
02.10.25	1.1	1.0	Included volunteers as a stakeholder which this policy is also relevant for
02.10.25	1.1	Throughout	Added in clause numbers
02.10.25	1.1	8	Added in section
02.10.25	1.1	6.0	Added in section on what the Safeguarding Team will do (text from Ann Craft Trust training)