

AlchemHer CIC

Safe Guarding Policy

Version 1.0 2025

1. Introduction

AlchemHer is committed to safeguarding all women, young people, and individuals involved in our services. We operate virtually and in-person, offering emotional support, advocacy, coaching, workshops, and peer-led spaces for women recovering from domestic abuse, toxic relationships, and other forms of gender-based harm. Safeguarding is everyone's responsibility.

2. Purpose of This Policy

This policy ensures that AlchemHer meets all legal and ethical obligations in protecting vulnerable adults and children, maintaining safe online environments, identifying and responding to harm, and ensuring appropriate reporting.

3. Scope

This policy applies to all directors, staff, volunteers, contractors, guest speakers, community facilitators, and participants across all virtual and in-person services, including:

- Online support groups
- Coaching sessions
- Private messaging
- Workshops & events
- Advocacy activities

4. Guiding Principles

We follow the core UK safeguarding principles:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

5. Definitions

Safeguarding: Protecting people's health, wellbeing, and human rights.

Adults at Risk: Individuals over 18 who may be vulnerable due to trauma, disability, mental health, coercive control, language barriers, or social isolation.

Children: Anyone under 18.

6. Types of Abuse

We recognise all forms of abuse including physical, emotional, sexual, financial, coercive control, harassment, stalking, neglect, self-harm risks, and digital abuse (including revenge porn, cyberstalking, and online grooming).

7. Online Safeguarding

Because AlchemHer operates digitally, we enforce strong online safety standards:

- No sharing personal contact details publicly
- Secure, confidential virtual spaces
- Moderated group sessions
- Immediate removal of harmful messages or individuals
- Encrypted platforms and secure data handling
- Clear boundaries around coach/client communication

We monitor for digital harassment, impersonation, online grooming, threats, or exploitation.

8. Safeguarding Children

Although AlchemHer primarily supports adult women, children may be indirectly involved. We will:

- Report any concern about a child's wellbeing
- Never allow children into adult support groups
- Ensure staff/volunteers follow UK child protection laws
- Escalate concerns to local authority children's services immediately

9. Reporting Concerns

All concerns must be reported immediately to the Safeguarding Lead.

Emergency (immediate danger): Call 999.

Non-emergency concerns: Record the details and report to the designated Safeguarding Lead within 24 hours.

We keep secure, confidential records and follow GDPR.

10. Responding to Disclosures

When someone shares a safeguarding concern:

- Stay calm and listen
- Do not promise confidentiality
- Record facts only
- Report immediately

11. Safer Recruitment

We ensure all staff and volunteers undergo:

- Application and vetting
- Reference checks
- Enhanced DBS (where required)
- Safeguarding training

12. Training & Supervision

All team members must complete safeguarding training annually and follow internal supervision procedures.

13. Data Protection & Confidentiality

We comply with GDPR and store safeguarding records securely. Information is shared strictly on a need-to-know basis.

14. Whistleblowing

Anyone can report unsafe practice or misconduct. Reports will be taken seriously and without fear of retaliation.

15. Partnership Working

We collaborate with domestic abuse services, police, mental health teams, safeguarding boards, and specialist organisations to protect our members.

16. Review

This policy will be reviewed annually or sooner if legislation changes or safeguarding issues arise.

AlchemHer CIC – Safeguarding Adults Policy

Company Number: 16855423

Safeguarding Lead: *Shyra Pryce*

Contact: safeguarding@alchemher.com

In an emergency: Call 999

Policy Version: v1

Approved by: Director

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Review Due: *November 17 2026*