CHILDREN AND ADULTS AT RISK SAFEGUARDING POLICY

Hot Box Live CIC · 28-29 Viaduct Road, Chelmsford, Essex CM1 1TS

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VERSION 10.2 · 4 NOVEMBER 2026

1. OUR COMMITMENT

Hot Box Live CIC works to keep children and adults at risk safe from harm. Everyone has the right to live, learn, and express themselves safely. We treat all people with respect. We follow all UK safeguarding laws and official guidelines to protect people from harm, abuse, and neglect.

2. WHO THIS POLICY IS FOR

This policy applies to everyone who works with or for Hot Box Live CIC. This includes board members, managers, paid staff, sessional workers, volunteers, contractors, and agency staff across all venue spaces, events, and online platforms.

3. KEY DEFINITIONS

Child: Under the Children Act 1989, a child is anyone under 18 years old.
Adult at Risk: Under the Care Act 2014, an adult at risk is anyone aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and cannot protect themselves because of those needs.

4. SAFEGUARDING CULTURE

Safety is central to everything we do. We actively listen to young people and adults at risk. We plan to set up a Youth Advisory Group to review these guidelines twice a year, so they stay clear, practical, and effective.

Under 18s at public events: anyone under 18 must come with a parent or legal guardian, who stays with them for the whole event, unless the event listing says 16 and 17-year-olds may come on their own. Each event's age limit, and how we check ID, are set out in our Age Policy.

5. SAFE STAFF RECRUITMENT

We screen all candidates before they work with us. We check references, confirm identities, and carry out Disclosure and Barring Service (DBS) checks for all eligible roles. We renew DBS checks every three years. We also encourage staff to join the DBS Update Service.

6. STAFF

Every new staff member and volunteer receives safeguarding awareness instruction when they join us. We ensure at least one fully trained safeguarder is present at events when needed.

7. HOW WE HANDLE SAFEGUARDING CONCERNS

Four-Step Action Plan: Whenever a concern arises, we follow four simple steps:

- (1) **Recognise** – Spot signs that someone may be suffering abuse, harm, or neglect.
- (2) **Record** – Write down accurate, clear facts about what was seen, heard, or reported.
- (3) **Report** – Pass the facts directly to the Designated Safeguarding Lead or emergency services immediately.
- (4) **Respond and Review** – Take immediate action to keep the person safe, and review the situation to prevent future risks.

Reporting Concerns and Whistleblowing: Report all concerns to the Designated Safeguarding Lead right away. If you suspect unsafe behaviour within Hot Box Live CIC, our whistleblowing procedure protects you when you speak up in good faith.

Sharing Information Safely: We keep personal data confidential under UK GDPR laws. However, if someone is in immediate danger, we will share necessary information with the police or social care straight away to protect them.

Secure Records: All incident reports are stored in locked, encrypted files. The board reviews anonymised summaries annually to continuously improve safety practices.

Official Incident Form: All incidents must be logged using the official Safeguarding Incident Report Form to ensure all key details are recorded accurately.

Emergency Escalation: If the Designated Safeguarding Lead and Deputy are both unavailable, contact the Local Authority safeguarding team directly using the contacts listed below. Call 999 immediately if someone is in urgent danger.

8. CODE OF CONDUCT

Staff must maintain professional boundaries at all times. Physical contact is allowed only when necessary for creative activities and agreed in advance. Staff must never message participants using personal social media or personal phone numbers. All communication must use official organisation accounts. Photos or videos of children may only be taken with written consent from a parent or guardian.

9. ROLES & CONTACT DETAILS

Senior Lead for Safeguarding
Name: Jonathan Hughes
Email address: jon@hotboxlive.co.uk
Telephone number: 01245 415952

Deputy Senior Lead for Safeguarding
Name: David Hughes
Email address: dave@hotboxlive.co.uk
Telephone number: 01245 415952

- **Emergency:** Call 999 if a child faces immediate, severe risk or harm.
- **Children and Families Hub:** Call 0345 603 7627 (Monday–Thursday 9am to 5:30pm, Friday 9am to 4:30pm) and ask for the priority line.
- **Out of Hours:** Call 0345 606 1212 for nights, weekends, and bank holidays.
- **Online Form:** Submit a report via the Essex County Council Report a Concern Portal.
- **Allegations Against Staff or Volunteers:** If a concern is about someone who works or volunteers with children, contact the Essex LADO (Local Authority Designated Officer) on 03330 139 797 or lado@essex.gov.uk, or use the LADO online referral form.
- **Police Non-Emergency:** Call 101 if you need to speak with Essex Police.
- **NSPCC Helpline:** Call 0808 800 5000 for free, confidential advice if you are unsure.

10. REVIEW AND MONITORING

Hot Box Live CIC reviews and updates this policy every year to follow current laws and best practices. You can request this document in accessible formats, such as large print, plain language, or screen-reader formats. To request another format, email access@hotboxlive.co.uk.

VERSION CONTROL

Version	10.2
Date	04/11/2026
Description	Added a line on under 18s at public events, pointing to the Age Policy
Author	Dave Hughes

SIGNED ON BEHALF OF HOT BOX LIVE CIC

Name	David Hughes
Date	19/09/2026
Position	Director