

# Safeguarding Policy

Primrose Weddings & Events Ltd | trading as Funky Fridays / Harrogate Food & Drink Co / Trufflehunters / Tasty Birds

<b>Document Ref</b>	POL-007
<b>Issue Date</b>	May 2026
<b>Last Review</b>	May 2026 — L. Aikman
<b>Next Review</b>	May 2027
<b>Designated Safeguarding Lead</b>	Linda Aikman, Director
<b>Deputy DSL</b>	Andrew Aikman, Operations Director — 07877 680 322

## 1. Statement of Intent

Primrose Weddings & Events Ltd (operating as Funky Fridays, Harrogate Food & Drink Co, Trufflehunters and Tasty Birds) is committed to creating and maintaining a safe environment for children, young people and vulnerable adults at every event, location and workplace where we operate. We recognise that safeguarding is everyone's responsibility — not only the responsibility of the Designated Safeguarding Lead.

## 2. Scope

This policy applies to:

- All directly-employed staff, casual workers, agency staff, contractors and volunteers operating under any of our trading names
- All sites and settings where we operate — festivals, weddings, corporate events, sporting events, film & TV locations, royal shows, hospitality marquees, head office and our prep kitchens
- Any contact (in person or digital) between our representatives and children (under 18), young workers (16-17), and vulnerable adults

## 3. Legal Framework

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018, statutory guidance)
- Care Act 2014 (adults at risk)
- Safeguarding Vulnerable Groups Act 2006
- Disclosure and Barring Service (DBS) regime — see **POL-006 DBS Checks & Senior Management Vetting Policy**
- Children and Families Act 2014
- Modern Slavery Act 2015 — see **POL-009 Modern Slavery Statement**

## 4. Roles & Responsibilities

Role	Safeguarding responsibilities
Designated Safeguarding Lead (DSL)	Linda Aikman, Director. Receives, records and escalates all safeguarding concerns. Liaises with statutory agencies (LADO, Police, Social Services). Holds the safeguarding log.
Deputy DSL	Andrew Aikman, Operations Director. Covers DSL responsibilities in Linda's absence, and is the first point of contact for incidents on a live event site.
Site Manager / Event Manager	Implements this policy on every deployment; briefs staff at toolbox talk; escalates concerns to the DSL or Deputy DSL the same day.
All staff	Recognise the signs of abuse, harm or exploitation. Report concerns to the Site Manager, DSL or Deputy DSL immediately. <b>You do not need to be certain — you only need to be concerned.</b>

## 5. Safer Recruitment

- All Directors and senior management hold an Enhanced DBS check — see POL-006
- References taken for all employees and supervisory casuals
- Right-to-Work verified before first shift
- Probationary period for new employees
- Agency staff supplied with a clear written briefing on this policy on first deployment

## 6. Behaviour Code (all staff)

- Never be alone, out of public sight, with a child or vulnerable adult
- No physical contact other than what is essential and appropriate (e.g. first aid)
- No giving of personal contact details, social media follows, or private communication
- No taking, sharing or posting of photographs that show identifiable children or vulnerable adults without explicit consent of the parent / carer and the event organiser
- No alcohol or drug use on shift
- Treat every guest, colleague and member of the public with dignity and respect — regardless of age, ability, race, religion, gender, sexual orientation or background

## 7. Recognising Harm

Safeguarding concerns include — but are not limited to — physical abuse, emotional abuse, sexual abuse, neglect, financial / material abuse, modern slavery, exploitation (including drug or county-lines exploitation at festivals), self-neglect, and discriminatory abuse. Indicators may include unexplained injuries, withdrawn or fearful behaviour, signs of malnutrition or hygiene neglect, inappropriate adult attention, signs of intoxication in a minor, or a child reported as missing.

## 8. Reporting a Concern

1. **Listen** — take any disclosure seriously. Do not promise to keep it secret.
2. **Record** — write down what was said as soon as possible, in the words used. Date, time, location, who was present.
3. **Refer** — report to the Site Manager or DSL the same day. For an immediate risk of harm, call 999.
4. **Do not investigate** — that is the role of the Police and statutory agencies, not us.
5. For lost-child / vulnerable-adult incidents at events, follow the procedure in **IMP-001 §5.8**.

**If you are concerned about the immediate safety of a child or vulnerable adult, call 999 — then notify the DSL. Do not delay your call to seek permission.**

## 9. Confidentiality & Record Keeping

Safeguarding records are confidential. They are held by the DSL in a locked location separate from general HR files. Information is shared only on a

need-to-know basis and with the relevant statutory authorities. Records are retained for the period required by the Independent Inquiry into Child Sexual Abuse (IICSA) guidance — minimum 25 years for incidents involving children.

### 10. Allegations Against a Member of Staff

---

1. Any allegation against a staff member is reported to the DSL immediately and never to the person it concerns.
2. The DSL contacts the Local Authority Designated Officer (LADO) for the host authority within 1 working day.
3. The staff member may be suspended on full pay pending investigation, on legal advice.
4. Records of allegations and outcomes are retained for 25 years.

### 11. Training

---

- The DSL and Deputy DSL hold current Designated Safeguarding Lead training (refreshed every two years)
- All staff are briefed on this policy at induction and in the event-day toolbox talk
- Site Managers and Event Managers complete a Level 2 Safeguarding course as part of their on-boarding

### 12. Useful External Contacts

---

Service	Contact
Police / immediate danger	999
Police non-emergency	101
NSPCC Helpline	0808 800 5000
Action on Elder Abuse / Hourglass	0808 808 8141
Modern Slavery Helpline	08000 121 700
Local Authority Designated Officer (LADO)	Identified per host authority on every deployment

### 13. Review

---

This policy is reviewed annually by the Designated Safeguarding Lead and the Operations Director, and additionally after any safeguarding incident, change in legislation or change in the safer-recruitment regime.