



BALANCED HORIZON

SC052496

SAFEGUARDING POLICY

Working with Children, Young People, Adults at Risk, Volunteers and Community Participants

Policy Owner: Board of Trustees

Designated Safeguarding Lead (DSL): Stuart McKill, Chair

Approved By: Board of Trustees

Original Adoption Date: March 2025

Last Reviewed and Updated: June 2026

Next Review Date: June 2027

1. POLICY STATEMENT

Balanced Horizon is committed to providing a safe, inclusive and respectful environment for everyone who engages with our activities, projects, services and events. Safeguarding is fundamental to our values and forms part of our wider commitment to environmental stewardship, community engagement and responsible governance.

We recognise that children, young people, adults at risk, volunteers, staff and members of the public all have the right to participate in our activities free from abuse, neglect, exploitation, harassment, discrimination, bullying or avoidable harm. We are committed to creating a culture where safeguarding is everyone's responsibility and where concerns can be raised openly and acted upon appropriately.

This policy applies to all trustees, employees, volunteers, contractors, consultants, project partners and anyone acting on behalf of Balanced Horizon.

2. LEGISLATIVE AND BEST PRACTICE FRAMEWORK

This policy is informed by current Scottish legislation and guidance, including:

- National Guidance for Child Protection in Scotland (2021, updated guidance in force June 2026)
- Getting It Right For Every Child (GIRFEC)
- Protection of Vulnerable Groups (Scotland) Act 2007 and subsequent amendments
- Disclosure (Scotland) Act 2020
- Adult Support and Protection (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- UK GDPR and Data Protection Act 2018
- Scottish Charity Governance Code

Balanced Horizon will comply with all applicable safeguarding legislation and recognised good practice standards.

3. OUR SAFEGUARDING COMMITMENT

Balanced Horizon will:

- Promote the welfare and wellbeing of all participants.
- Take all safeguarding concerns seriously.
- Operate safer recruitment practices.
- Provide appropriate safeguarding training and awareness.
- Maintain clear reporting procedures.
- Ensure safeguarding considerations form part of project planning and risk assessments.
- Foster a culture of dignity, inclusion and respect.

- Work collaboratively with statutory agencies where required.
- Maintain secure safeguarding records and information.

4. SAFEGUARDING IN THE CONTEXT OF OUR WORK

Our activities include:

- Coastal and beach clean events
- Marine restoration projects
- Environmental education programmes
- School engagement activities
- Volunteer programmes
- Community events
- Hatchery visits and placements
- Digital communications and content creation
- Public engagement and outreach

Safeguarding considerations are embedded into all activities, particularly where children, young people, adults at risk or vulnerable participants may be present.

Risk assessments must consider:

- Physical safety
- Environmental hazards
- Transport arrangements
- Lone working
- Volunteer supervision
- Online engagement
- Photography and filming
- Behavioural expectations
- Accessibility and inclusion

- Mental wellbeing
- Emergency procedures

5. DESIGNATED SAFEGUARDING LEAD

The Designated Safeguarding Lead (DSL) is responsible for:

- Receiving safeguarding concerns.
- Assessing risk and taking appropriate action.
- Liaising with Police Scotland, local authority services and statutory agencies.
- Maintaining safeguarding records.
- Advising trustees on safeguarding matters.
- Supporting staff and volunteers.
- Monitoring safeguarding compliance.

If concerns relate to the DSL, reports should be made directly to another Trustee.

6. REPORTING A CONCERN

Anyone who has concerns regarding the safety or wellbeing of a child, young person, adult at risk or participant must report the concern immediately.

All concerns will be taken seriously.

Those reporting concerns should:

- Ensure immediate safety where possible.
- Contact emergency services if there is immediate danger.
- Report concerns to the DSL as soon as practicable.
- Record factual observations.
- Avoid investigating the matter themselves.
- Maintain confidentiality.

No individual will be disadvantaged for raising a genuine safeguarding concern.

7. CODE OF CONDUCT

Everyone representing Balanced Horizon must:

- Treat all individuals with dignity and respect.
- Maintain appropriate professional boundaries.
- Act as positive role models.
- Challenge inappropriate behaviour.
- Follow safeguarding procedures.
- Respect privacy and confidentiality.
- Promote inclusion and equality.
- Never abuse a position of trust.

Private communication with children or young people through personal social media, messaging applications or personal devices is prohibited unless specifically authorised and appropriately supervised.

8. ONLINE SAFETY, PHOTOGRAPHY AND DIGITAL COMMUNICATIONS

Balanced Horizon recognises that safeguarding extends to digital environments.

We will:

- Obtain appropriate consent for photography and filming.
- Protect personal information.
- Moderate online platforms where appropriate.
- Ensure digital engagement is appropriately supervised.
- Avoid publishing unnecessary personal information.
- Maintain clear procedures for digital content creation and social media use.

All digital content involving children or vulnerable individuals must be approved in accordance with organisational procedures.

9. RECRUITMENT, DISCLOSURE AND TRAINING

Balanced Horizon is committed to safer recruitment practices.

Where roles involve regulated work, appropriate PVG membership and disclosure requirements will be applied.

Safeguarding awareness will be included in:

- Staff induction
- Volunteer induction
- Trustee training
- Contractor onboarding where relevant

Refresher training and policy reviews will be undertaken regularly.

10. EVENTS, VOLUNTEERS AND PUBLIC PARTICIPATION

Many Balanced Horizon activities involve large-scale public participation, including coastal clean-ups, environmental events and community engagement activities.

For such events we will:

- Undertake appropriate risk assessments.
- Provide event briefings.
- Establish clear reporting arrangements.
- Ensure appropriate supervision.
- Consider accessibility requirements.
- Maintain emergency procedures.
- Manage photography and media activity responsibly.
- Ensure safeguarding responsibilities are clearly allocated.

11. RECORD KEEPING AND CONFIDENTIALITY

Safeguarding information will be recorded accurately, stored securely and accessed only by those with a legitimate need to know.

Information will be handled in accordance with UK GDPR, the Data Protection Act 2018 and safeguarding obligations.

12. REVIEW AND CONTINUOUS IMPROVEMENT

Balanced Horizon is committed to continuous improvement in safeguarding practice.

This policy was formally reviewed and updated in June 2026 to reflect current Scottish safeguarding legislation, guidance and best practice.

The Board of Trustees will review this policy annually, following any significant incident, legislative change or organisational development.

Approved by the Board of Trustees

Balanced Horizon

Scottish Charity No. SC052496

Policy Review Date: June 2026

Next Scheduled Review: June 2027

Balanced Horizon

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