



Version 1. Date 02 April 2026

## **OUR HAPPY PLACE (OHP)**

### **Safeguarding & Online Safety Policy**

**Organisation:** C3Vision

**Project:** Our Happy Place (OHP)

**Delivery Period:** January: July 2026

**Designated Safeguarding Lead (DSL):** Loveena Tandon

**Deputy Safeguarding Lead:** Suman Sharma (Co-Director, C3Vision)

#### **1. Safeguarding Commitment**

C3Vision is committed to creating a safe, inclusive, and supportive environment for all young people participating in Our Happy Place (OHP). Safeguarding is embedded throughout the project, from recruitment and training to content production, publishing, and evaluation. We recognise that participants (aged 16-18) may face social, emotional, and online risks. Our approach ensures they are protected, respected, and supported at all times.

#### **2. Scope of the Project**

OHP is a short-term, skills-based media project working with 15 young people (16-18). It includes:

- Workshops and group sessions
- Media production (podcast/video)
- Public-facing digital content

This is NOT a therapeutic or counselling service.

### **3. Roles & Responsibilities**

Designated Safeguarding Lead (DSL):

- Responsible for all safeguarding decisions
- Receives and records concerns
- Escalates to external agencies where required

Deputy DSL:

- Provides independent oversight
- Acts if concern involves the DSL

All adults involved:

- Follow safeguarding procedures
- Maintain professional boundaries

### **4. Types of Abuse (Summary)**

Safeguarding concerns may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Exploitation (including online, criminal, or sexual)

### **5. Action we take if a Concern Arises**

If a young person discloses or a concern is identified:

1. We listen calmly without interrupting
  2. Do not promise confidentiality
  3. Record facts accurately
  4. Report immediately to the DSL
  5. DSL will decide on next steps (including external referral)
- Emergency: Contact emergency services if immediate danger.

### **6. Participant Safety & Boundaries**

- Participation is voluntary
- No pressure to share personal experiences
- On-camera participation is optional
- Group-based delivery (no unsupervised 1:1)
- Respectful behaviour expected at all times

### **7. Online Safety & Media Safeguarding**

Given the public nature of content:

- Content is reviewed before publishing
- Participants choose their level of visibility
- Comments are moderated

- Harmful content is removed or reported
- Participants are advised not to engage with online abuse

The project retains the right to withhold or edit content to protect participants.

## **8. Communication Guidelines**

- Communication via approved channels only (e.g. group WhatsApp/email)
- No private 1:1 messaging with participants
- Clear communication hours
- Two adults present in group communications where possible

## **9. Codes of Conduct**

Permanent Staff: All staff hold current and relevant DBS certificates, EDI, Safeguarding for young people and unconscious bias certificates.

Casual staff and Volunteers: Casual staff and volunteers will be accompanied at all times.

A code of conduct briefing will take place prior to all sessions.

Our code of conduct highlights the following 'Do's and Don'ts'

DO:

- Be professional and respectful
- Maintain appropriate boundaries
- Report concerns

DO NOT:

- Be alone unnecessarily with participants
- Engage in inappropriate behaviour
- Use personal social media for communication

## **10. Consent & Data Protection**

- Parental consent is required by all participants under the age of 18 at the time of application.
- Written consent required for participation and media use
- Clear options for visibility and withdrawal
- Data stored securely and only used for project purposes – for further information contact: [hello@ourhappyplace.org.uk](mailto:hello@ourhappyplace.org.uk)

## **11. Escalation & External Support**

Where required, concerns will be referred to:

- Local Authority Children's Services
- Local Authority Designated Officer (LADO)
- Emergency services

## 12. Review

This policy is reviewed for the duration of the project and adapted if required.

Signed:

A handwritten signature in black ink, appearing to read 'Loveena Tandon', written in a cursive style.

Loveena Tandon

Project Lead & DSL, C3Vision

Date: 2<sup>nd</sup> April, 2026