

## SAFEGUARDING POLICY

**Publication Date: December 2025**

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### **The Purpose and Scope of this Policy Document**

181st Street is a communications agency, with a strong background in campaigning, advocacy, strategy development and social value service design. Due to the nature of our work, some social value projects will require us to work with vulnerable adults to ensure that projects are inclusive of all stakeholders and design is informed by lived experience.

The purpose of this policy is:

- To protect vulnerable adults who work with 181st Street from harm.
- To provide staff, contractors and collaborators with the overarching principles that guide our approach to protecting vulnerable people

This policy applies to anyone working on behalf of 181st Street.

Partner and client organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work.

### **Safeguarding Principles**

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff, contractors and collaborators, to keep them safe and to work in a way that protects them
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns
- The welfare of vulnerable people is paramount in the work that we do and the decisions that we take
- Working with vulnerable people when designing services to create social value is essential to ensure that outcomes are inclusive, accessible and informed by lived experience

### **We will seek to keep vulnerable people safe by:**

- Valuing, listening and respecting them
- Appointing a nominated safeguarding lead on each project
- Adopting safeguarding best practices through our policies, procedures and code of conduct for staff and contractors
- Having a dedicated safeguarding meeting at the start of each project involving vulnerable people, to understand the safeguarding policy and procedures of all organisations involved, and agree our approach
- Conducting a risk assessment before engaging with vulnerable people
- Ensuring that all staff, contractors and collaborators on the project have read and signed the safeguarding policy, procedure and risk assessment
- Recruiting staff and contractors safely, ensuring all necessary checks are made

- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Making sure that any vulnerable people involved in projects know where they can go for support and who they need to speak to to raise concerns
- Using our procedures to manage any allegations against staff, contractors or collaborators appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for any vulnerable people working with us, by applying health and safety measures in accordance with the law and regulatory guidance
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out

### **Reporting Safeguarding Concerns**

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of staff.

For members of staff or contractors, make your concerns known to your project manager or a Managing Partner. Any complaints regarding managing partners should be directed to Hashmita Malik, Partner: Commercial Operations ([hashmita@181street.com](mailto:hashmita@181street.com))

The Managing Partners and project managers are aware of the Government guidance on handling safeguarding allegations.

### **Safeguarding Lead**

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