

SAFEGUARDING POLICY

Policy Owner	Elaine Cook
Last reviewed	January 2026
Next review date	January 2027
Policy Version	1.0

1. Purpose and Scope

About Chill State Yoga

Chill State Yoga provides yoga and mindfulness services for children, teenagers, and adults across Wiltshire, Bath, and Bristol. Our services include:

- Weekly yoga classes for children and teens
- School workshops and wellbeing programmes
- Holiday clubs and retreats
- Mindful birthday parties
- Community yoga classes
- Teacher development workshops

Purpose of This Policy

The purpose of this safeguarding policy is to:

- Protect children and young people who access Chill State Yoga's services from harm
- Provide clear guidance to Elaine Cook (owner), freelance staff, volunteers, parents, and partner organisations on safeguarding procedures
- Demonstrate Chill State Yoga's commitment to creating safe environments for all children and young people

Who This Policy Applies To

This policy applies to:

- Elaine Cook (owner and lead yoga teacher)
- Any freelance yoga teachers or assistants working on behalf of Chill State Yoga
- Volunteers supporting sessions or events
- Partner organisations (schools, community venues, holiday clubs)

2. Legal Framework

This policy has been developed in accordance with legislation and guidance protecting children in England, including:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)
- Data Protection Act 2018 and UK GDPR

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- Equality Act 2010

For more information, visit:

[nspcc.org.uk/childprotection](https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/)

3. Our Safeguarding Principles

We Believe That:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to keep them safe
- The welfare of children is paramount in all our work and decisions

We Recognise That:

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from harm
- Some children are additionally vulnerable because of previous experiences, level of dependency, communication needs, or other factors
- Working in partnership with children, young people, parents, carers, and other agencies is essential in promoting welfare
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

4. How We Keep Children and Young People Safe

We are committed to safeguarding by:

Safe Recruitment and Vetting

- Enhanced DBS checks for all staff and freelancers working with children
- First Aid qualifications (Paediatric First Aid and/or Emergency First Aid at Work)
- Independent safeguarding training (e.g., NSPCC Child Protection in Sport and Physical Activity)
- References and qualification verification for all staff and freelancers
- Clear role descriptions and expectations

Professional Standards and Insurance

- Professional membership: Yoga Alliance UK (Yoga Pros)
- Public Liability Insurance: £6 million cover (Balens Insurance)
- Adherence to professional codes of conduct

Training and Qualifications

Elaine Cook holds:

- 200hr Foundation Yoga Teacher Training (Bristol School of Yoga)
- 100hr Teen Yoga Specialist Training (Teen Yoga Foundation)
- 40hr Kids Yoga Training (Wild Tree Yoga)
- Emergency First Aid at Work (valid until 16 December 2027)

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- Paediatric First Aid (valid until 28 February 2029)
- NSPCC Child Protection in Sport and Physical Activity
- Enhanced DBS certificate (available on request)

Safe Practice in Sessions

- Appropriate supervision ratios based on age, ability, and activity
- Open and transparent environment: classes take place in visible, accessible spaces
- Physical adjustments only with consent and age-appropriate explanations
- Respectful language and behaviour at all times
- Safe physical environment: risk assessments for all venues and activities
- Clear boundaries: maintaining professional relationships with children and families

Information Sharing and Confidentiality

- Information about children is stored securely and in line with UK GDPR
- Personal information is only shared with those who need it to keep children safe
- Parents/guardians are informed about what information we collect and why
- Safeguarding concerns are shared appropriately with relevant agencies

Working in Partnership

- In schools: We follow the school's own safeguarding policy at all times and report any concerns to the school's Designated Safeguarding Lead
- At external venues: We adhere to venue-specific safeguarding policies where these exist
- With parents/carers: We maintain open communication and encourage parents to share relevant information about their child's needs

Anti-Bullying

We create and maintain an inclusive, respectful environment where:

- Bullying, discrimination, or unkind behaviour is not tolerated
- Children are encouraged to speak up if they feel unsafe or uncomfortable
- All concerns about bullying are taken seriously and addressed promptly

Online Safety

When delivering online sessions or communicating digitally:

- Video calls take place on secure platforms with appropriate privacy settings
- Communications with children and young people are transparent and professional
- Parents/guardians are informed of any online contact
- Digital content is appropriate and safeguarding-aware

Photography and Image Sharing

- No photographs are taken during yoga classes or sessions
- For promotional or website images, separate written consent is obtained from parents/guardians in advance
- Children are never identified by full name alongside photographs
- Images are stored securely and used only for agreed purposes

5. Recognising Abuse and Harm

All staff are trained to recognise signs of physical, emotional, sexual abuse and neglect.

We are also alert to:

- Bullying (including cyberbullying)
- Peer-on-peer abuse
- Child exploitation
- Radicalisation
- Domestic abuse
- Mental health concerns

6. What to Do If You Have Concerns

If You Are a Parent, Carer, or Member of the Public

If you have concerns about a child's safety or well-being during a Chill State Yoga session, please contact:

Elaine Cook

Email: elaine@chillstateyoga.co.uk

Phone: 07717 427282

If You Are a Staff Member or Freelancer

Step 1: Respond calmly

- Listen carefully to the child without interrogating them
- Do not promise confidentiality - explain you may need to share information to keep them safe
- Reassure them that they have done the right thing by speaking up

Step 2: Record

- Write down what the child said using their exact words where possible
- Note the date, time, location, and anyone else present
- Record your observations (physical signs, behaviour, emotional state)
- Do not investigate or ask leading questions

Step 3: Report

Report your concerns immediately to:

Elaine Cook

Email: elaine@chillstateyoga.co.uk

Phone: 07717 427282

In Schools: Report concerns to the school's Designated Safeguarding Lead following the school's procedures.

Emergency Contacts

If a child is at immediate risk of serious harm, or you believe a crime has been committed:

Call 999 (Police) immediately

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If a child is at risk of significant harm, neglect, or injury:

Integrated Front Door (formerly Multi-Agency Safeguarding Hub)
Phone: 0300 456 0108

If you have concerns about someone working with children in Wiltshire:

Local Authority Designated Officer (LADO)
Email: LADO@wiltshire.gov.uk
Phone: 0300 456 0108

NSPCC Helpline (for advice and guidance):
Phone: 0800 800 5000
Email: help@nspcc.org.uk

7. Allegations Against Staff or Volunteers

If an allegation is made against any member of staff, freelancer, or volunteer:

1. Ensure the child's immediate safety
2. Contact the LADO (Local Authority Designated Officer) immediately: LADO@wiltshire.gov.uk
3. Do not investigate the allegation yourself as this could compromise any formal investigation
4. Follow LADO guidance on whether the person should continue working with children during the investigation
5. Maintain confidentiality throughout the process

We take all allegations seriously, whether they relate to someone who has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates they may pose a risk to children

8. Safer Recruitment of Freelancers

Before any freelancer works on behalf of Chill State Yoga, we ensure:

- Enhanced DBS check (renewed every 3 years or subscribed to the DBS Update Service)
- Current First Aid qualification (Emergency First Aid at Work or Paediatric First Aid)
- Safeguarding training certificate (e.g., NSPCC, UK Coaching, or equivalent)
- Professional qualifications verified (yoga teaching certifications)
- Two professional references obtained and checked
- Agreement signed confirming they have read and will follow this policy

9. Health and Safety

We prioritise the physical safety of all participants by:

- Conducting risk assessments for all venues and activities
- Ensuring adequate first aid provision at all sessions

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- Maintaining appropriate supervision ratios
- Requesting medical information from parents/guardians (allergies, conditions, medications)
- Having emergency contact details for all children
- Following venue-specific health and safety procedures
- Ensuring all equipment is safe and age-appropriate

10. Complaints Procedure

If you wish to make a complaint about any aspect of Chill State Yoga's services or safeguarding practices:

Step 1: Contact Elaine Cook

- Email: elaine@chillstateyoga.co.uk
- Phone: 07717 427282

Step 2: Your complaint will be:

- Acknowledged within 2 working days
- Investigated thoroughly and impartially
- Responded to within 10 working days (or you will be updated on progress)

Step 3: If you are not satisfied with the response:

- You may escalate your concern to Yoga Alliance UK (Yoga Pros): info@yogapros.co.uk
- For safeguarding concerns specifically, contact Integrated Front Door: 0300 456 0108

11. Data Protection and Privacy

All personal information collected about children and families is:

- Stored securely (password-protected digital files and locked physical files)
- Accessed only by those who need it to provide services or keep children safe
- Retained only for as long as necessary
- Processed in accordance with UK GDPR and Data Protection Act 2018

For full details, see our Privacy Policy on our website.

12. Review and Monitoring

This policy will be:

- Reviewed annually (or sooner if legislation or circumstances change)
- Updated to reflect changes in practice, law, or guidance
- Communicated to all staff, freelancers, parents, and partner organisations

Next review date: January 2027

13. Key Contacts Summary

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Contact	Details
Safeguarding Lead	Elaine Cook elaine@chillstateyoga.co.uk 07717 427282
Emergency (immediate danger)	Police: 999
Child at risk of harm	Integrated Front Door (Multi-Agency Safeguarding Hub) Integratedfrontdoor@wiltshire.gov.uk 0300 456 0108
Concerns about staff/volunteers	Wiltshire LADO LADO@wiltshire.gov.uk
NSPCC Helpline	0808 800 5000 help@nspcc.org.uk
Childline (for children)	0800 1111 childline.org.uk

14. Commitment Statement

Chill State Yoga is committed to:

- Putting children's welfare first in all our decisions and actions
- Creating safe, inclusive, respectful environments
- Listening to and valuing children and young people
- Working transparently with parents, carers, and partner organisations
- Continuous learning and improvement in safeguarding practice
- Holding ourselves and anyone working on our behalf to the highest standards of care

END OF POLICY

This policy should be read in conjunction with Chill State Yoga's Privacy Policy, Terms & Conditions, and Health & Safety procedures.

For questions or concerns about this policy, contact: elaine@chillstateyoga.co.uk