www.weiwuwellness.org
info@weiwuwellness.com

Wei Wu Wellness CIC

Safeguarding Policy

Responsible lead: Director (Wei Wu)

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1. Purpose of This Policy

Wei Wu Wellness CIC is committed to providing a safe, respectful and inclusive environment for all participants, volunteers and staff.

This policy sets out how we safeguard:

- Adults (including adults at risk)
- Children and young people (if present at events)

We recognise our duty of care to protect people from harm, abuse, neglect and exploitation.

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2. Our Commitment

Wei Wu Wellness CIC will:

- Promote the wellbeing and safety of all participants
- Take all safeguarding concerns seriously
- Respond promptly and appropriately to concerns
- Work in partnership with statutory agencies when necessary
- Ensure safe recruitment and conduct of staff and volunteers

Safeguarding is everyone's responsibility.

3. Who This Policy Applies To

This policy applies to:

- Directors
- Volunteers
- Contractors
- Guest practitioners
- Anyone representing Wei Wu Wellness CIC

4. Definitions

Safeguarding

Protecting a person's right to live in safety, free from abuse and neglect.

Adults at Risk

An adult who:

- Has care and support needs
- Is experiencing or at risk of abuse or neglect
- Is unable to protect themselves

Types of Abuse May Include:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Financial exploitation
- Neglect
- Discriminatory abuse

5. Safeguarding Lead

The Designated Safeguarding Lead (DSL) is:

Wei Wu
Director, Wei Wu Wellness CIC

The DSL is responsible for:

- Receiving safeguarding concerns
- Recording incidents
- Making referrals if required
- Ensuring appropriate action is taken

If the concern involves the DSL, the concern should be reported to another Director or directly to the Local Authority Safeguarding Team.

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6. Preventative Measures

Wei Wu Wellness CIC will:

- Deliver activities in safe, appropriate venues
- Conduct risk assessments for events
- Ensure participants understand that sessions are educational and voluntary
- Avoid unsupervised one-to-one situations wherever possible
- Ensure clear professional boundaries
- Maintain appropriate public liability insurance

We do not provide medical diagnosis or replace NHS services.

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7. Responding to a Safeguarding Concern

If someone discloses abuse or a concern:

1. Stay calm and listen
2. Do not promise confidentiality
3. Reassure the person they did the right thing
4. Record the facts accurately
5. Report immediately to the Safeguarding Lead

The Safeguarding Lead will:

- Assess the level of risk
- Decide whether to refer to the Local Authority Safeguarding Team or Police
- Record all actions taken

In an emergency, call **999** immediately.

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8. Recording Concerns

All safeguarding concerns will be:

- Recorded in writing
- Dated and signed
- Stored securely and confidentially
- Retained in line with data protection requirements

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9. Confidentiality & Data Protection

Information will be shared only:

- On a need-to-know basis

- With appropriate authorities if required
- In accordance with UK GDPR and Data Protection law

Safeguarding concerns override normal confidentiality.

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10. Code of Conduct

All representatives of Wei Wu Wellness CIC must:

- Treat participants with dignity and respect
- Maintain appropriate professional boundaries
- Avoid inappropriate physical contact
- Avoid personal relationships with vulnerable participants
- Not exploit participants financially or emotionally

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11. Allegations Against Staff or Volunteers

If an allegation is made against a representative of the organisation:

- The concern will be taken seriously
- The individual may be suspended from activities pending investigation
- External authorities may be contacted
- Appropriate action will be taken based on findings

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12. Training & Awareness

Wei Wu Wellness CIC will:

- Ensure the Safeguarding Lead undertakes appropriate safeguarding training
- Ensure volunteers understand basic safeguarding responsibilities
- Review safeguarding procedures annually

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13. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- An incident occurs
- National Lottery requirements change

Signed: Wei Wu Felber

Director

Date: 2 May 2026