



Sanatan Cultural Society

Safeguarding Policy

Children & Adults at Risk

Sanatan Cultural Society,
Shri Satyanarayan Mandir
178 Stanhope Road,
Waltham Cross,
EN8 7DJ
Registered Charity #1071327



Policy owner	Sanatan Cultural Society Committee / Trustees
Designated Safeguarding Lead (DSL)	See designated safeguarding contacts at the end of this policy
Deputy DSL	See designated safeguarding contacts at the end of this policy
Review	At least annually and following any serious safeguarding incident or significant change

1. Policy Statement

Sanatan Cultural Society (SCS), Shri Satyanarayan Mandir, is committed to safeguarding and promoting the welfare of children and adults at risk who come into contact with the Society through worship, religious education, music, cultural activities, community events, pastoral support and other activities.

SCS seeks to provide a safe, respectful and welcoming environment in which concerns about abuse, neglect, exploitation or welfare are taken seriously and responded to appropriately. Safeguarding is a shared responsibility. Trustees retain overall responsibility for safeguarding even where duties are delegated to a Designated Safeguarding Lead.

2. Scope

This policy applies to trustees, committee members, faith leaders, volunteers, teachers, activity leaders and anyone acting on behalf of SCS.

For this policy:

- A child is anyone under the age of 18.
- An adult at risk is an adult who has needs for care and support, is experiencing or is at risk of abuse or neglect, and because of those needs may be unable to protect themselves from that abuse or neglect.

Age alone does not make an adult an 'adult at risk'. SCS nevertheless seeks to treat all members of the congregation, including older people, with dignity and care.



3. Safeguarding Responsibilities

Designated Safeguarding Lead (DSL)

SCS will formally appoint a Designated Safeguarding Lead and, where practicable, a Deputy DSL. The current post-holders will be recorded in the SCS Responsible Persons Register.

The DSL will:

- act as the principal point of contact for safeguarding concerns;
- ensure concerns are recorded and referred appropriately;
- maintain safeguarding records securely and confidentially;
- support trustees and volunteers in understanding safeguarding procedures;
- liaise with the relevant local authority safeguarding services, police, DBS or other agencies where required; and
- support the annual review of this policy and safeguarding arrangements.

If a concern or allegation relates to the DSL, it must be reported to the Deputy DSL or Chair of Trustees. If it relates to the Chair, it should be reported to the DSL or another unconnected trustee. No person should manage a safeguarding allegation concerning themselves.

4. Recognising Safeguarding Concerns

Safeguarding concerns may include physical, emotional or sexual abuse; neglect; domestic abuse; bullying; discriminatory abuse; financial or material abuse; exploitation; coercive or controlling behaviour; online abuse; self-neglect; or any other conduct that places a child or adult at risk of harm.

Volunteers are not expected to investigate or determine whether abuse has occurred. Their responsibility is to recognise a concern, respond appropriately, record relevant information and report it promptly.

5. Responding to a Disclosure or Concern

If a child or adult at risk discloses abuse or a safeguarding concern:

- listen calmly and take what they say seriously;
- do not promise secrecy or confidentiality; explain that information may need to be shared to keep them or someone else safe;
- do not interrogate, investigate or ask leading questions;



- record the person's own words as accurately as possible, together with the date, time, circumstances and any relevant observations;
- report the matter to the DSL or Deputy DSL as soon as possible; and
- if someone is in immediate danger or urgent medical assistance is required, contact the emergency services without delay.

The DSL will consider the appropriate next action, including referral to children's social care, adult safeguarding services, the Local Authority Designated Officer (LADO), police, DBS, Charity Commission or another appropriate authority where required. A safeguarding referral must not be delayed merely because a committee meeting has not taken place.

6. Allegations About Trustees, Volunteers or Faith Leaders

Any allegation that a trustee, faith leader, teacher, volunteer or other person acting for SCS has harmed, may have harmed, or behaved inappropriately towards a child or adult at risk must be reported immediately to the DSL or Deputy DSL.

SCS will not attempt to conduct an informal internal investigation where this could interfere with a statutory safeguarding process. The DSL or trustees will seek advice from the appropriate authority and take reasonable interim measures to protect those involved while ensuring that information is handled fairly and confidentially.

7. DBS Checks and Safer Appointment of Volunteers

SCS will assess roles involving children or adults at risk to determine whether a DBS check is legally available and, where applicable, the appropriate level of check. SCS will not request a level of DBS check for which a role is not eligible.

- DBS checks will be obtained for eligible roles where appropriate to the activities undertaken.
- Where a role is not eligible for the desired level of DBS check, SCS will consider proportionate alternative safeguards, such as references, supervision, role boundaries and risk assessment.
- DBS information and safeguarding records will be handled securely and access limited to those who need it.
- Eligibility will be reconsidered if a person's role or activities change.



A DBS certificate is one safeguarding measure and does not replace appropriate supervision, conduct expectations, training or reporting procedures.

8. Activities Involving Children

SCS provides activities including Hinduism classes, music and bhajan tuition, participation in worship, cultural events, scriptural storytelling and performances. Those organising children's activities should take reasonable steps to provide appropriate supervision and safe arrangements.

- Parents or carers should be given clear information about activities and arrangements.
- Children should not normally be placed in avoidable one-to-one situations with an adult in a private or isolated area.
- Physical contact must be appropriate to the activity, necessary and respectful.
- Volunteers must maintain appropriate boundaries and must not use their position of trust for personal, financial, sexual or other improper purposes.
- Any accident, significant incident or safeguarding concern must be reported in accordance with SCS procedures.

9. Adults at Risk

SCS recognises that adults may become at risk because of care and support needs, frailty, illness, disability or other circumstances. Volunteers should remain alert to signs of abuse, neglect, exploitation, coercion or financial abuse.

Where an adult has capacity to make their own decisions, their wishes should ordinarily be respected. However, concerns may still need to be shared where there is immediate danger, a risk to other people, coercion, a serious crime, or another lawful safeguarding reason. The DSL should seek appropriate safeguarding advice where there is uncertainty.

10. Photography, Video, Livestreaming and Online Activity

SCS regularly holds religious and community events where photography, video or livestreaming may take place. Reasonable steps should be taken to inform parents, carers and attendees when organised photography or recording involving children is planned.



- Images should be appropriate and respectful and should not present children or adults at risk in a demeaning or unsafe manner.
- Personal information should not be unnecessarily published alongside images.
- Private messaging between adult volunteers and children should be avoided where a parent/carer or appropriate organisational channel can reasonably be used.
- Any online safeguarding concern must be reported in the same way as an in-person concern.

11. Confidentiality, Recording and Information Sharing

Safeguarding information will be treated as confidential but not secret. Information should be shared only with people or authorities who need it for safeguarding, legal or regulatory purposes.

Safeguarding records should be factual, dated and stored securely, separately where appropriate from routine administrative records. SCS will handle personal information in accordance with applicable data protection requirements. Concerns should not be discussed casually within the congregation or committee.

12. Training and Awareness

The DSL and Deputy DSL should undertake safeguarding training appropriate to their responsibilities and keep their knowledge reasonably current. Trustees, teachers and volunteers whose roles involve children or adults at risk should receive safeguarding information or training proportionate to their role and know how to report a concern.

All relevant persons should be made aware of this policy and the identity of the DSL and Deputy DSL.

13. Serious Incidents and External Reporting

Trustees remain responsible for considering whether a safeguarding incident is a serious incident that must be reported to the Charity Commission. SCS will also comply with any legal duty to refer an individual to the Disclosure and Barring Service and with requirements of relevant statutory safeguarding authorities.



Where there is immediate danger, call 999. For non-emergency safeguarding concerns, the DSL should use the relevant local authority children's or adult safeguarding route and seek professional advice where necessary.

14. Review and Approval

This policy will be reviewed at least annually, and sooner following a serious safeguarding incident, significant change in SCS activities, relevant legal or regulatory change, or where experience indicates that procedures should be improved.

The Committee/Trustees will review whether safeguarding arrangements remain proportionate to SCS activities, including children's classes, music activities, events, pastoral work and activities involving adults who may be at risk.

Approved by	Committee / Trustees of Sanatan Cultural Society
Policy originally introduced	February 2026
Date approved	October 2026
Chair / authorised signatory	Suresh Sookhoo
Signature	
Next review date	October 2027

Policy Basis

This policy has been prepared with reference to current Charity Commission safeguarding guidance for charities and trustees, the Care Act 2014 framework for safeguarding adults at risk, and current Disclosure and Barring Service guidance on eligibility for checks for roles involving children and adults. It should be read alongside the SCS Responsible Persons Register and other relevant SCS health, safety, data protection and event procedures.

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Designated Safeguarding Contacts

Designated Safeguarding Lead (DSL):	Pandit Haymish Kharag
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