

Happy Family Mission

Safeguarding Policy · Version 1.0 · Approved by the trustees on 20 October 2026 · Next review: October 2027

1. About this policy

Happy Family Mission ("the charity") advances education and Christian values for the public benefit, especially for children and their families. We do this mainly by providing free online training for adults who care for children: church children's ministry leaders and volunteers, teachers and parents or carers. At present, the charity does not run activities directly with children.

This policy applies to all trustees and volunteers, and to everything the charity does, online and in person. Its aim is to protect children and adults at risk, both those who might be affected by our work and those our trainees support.

2. Our commitments

- The welfare of children and adults at risk always comes first.
- Everyone has the same right to protection, whatever their age, disability, sex, race, religion or belief, or sexual orientation.
- We follow the Charity Commission's guidance on safeguarding duties for charity trustees and the procedures of the Surrey Safeguarding Children Partnership.
- Safeguarding is the responsibility of the whole board of trustees.

3. Key people

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Alexandre Spicacci (volunteer)	hello@happyfamilymission.org · 07776 799707
Safeguarding trustee	Marcio Fanchin	via hello@happyfamilymission.org

The DSL completes designated safeguarding lead training and refreshes it at least every two years. If a concern involves the DSL or a member of their family, it goes directly to the safeguarding trustee.

4. People who act for the charity

- All trustees and volunteers agree to our code of conduct (section 6) and complete safeguarding training when they start, refreshed every year.
- For any role that involves contact with children or adults at risk, we will carry out safer recruitment before the person starts: role description, ID check, two references and an enhanced DBS check where the law allows it.
- Trustees complete the trustee eligibility declaration.

5. Our training content

- All modules are reviewed and approved by at least two trustees before they are published.

- Training for adults who work with children includes clear messages about safeguarding good practice, and reminds them to follow the safeguarding policy of their own church or organisation.
- We do not show children's faces or use children's personal information in our materials without written parental consent.

6. Code of conduct (summary)

- Treat everyone with respect and act with honesty and integrity.
- Do not contact children directly on behalf of the charity. Any contact about children is with their parents or carers.
- Use only charity accounts for charity communications, and keep personal information secure.
- Report any concern about a child or adult at risk to the DSL the same day.

7. Online safety

- Our modules are published on platforms controlled by the charity.
- Comments and messages are moderated by the trustees or the DSL.
- If we run live online sessions, we use a charity-controlled account, with waiting rooms, and private chat between participants switched off.

8. Responding to a concern

1. If anyone is in immediate danger, call 999.
2. Tell the DSL the same day (or the safeguarding trustee if the DSL is not available or is involved).
3. Write down what was said or seen, in the person's own words, with the date and time.
4. The DSL decides whether to refer the concern to Surrey Children's Single Point of Access (C-SPA) on 0300 470 9100 (out of hours: 01483 517898), Surrey Adult Social Care or the police.
5. Allegations about a trustee or volunteer are referred to the Local Authority Designated Officer (LADO), and the person steps back from their role while the matter is looked into.
6. The trustees are informed within 24 hours, and serious incidents are reported to the Charity Commission.

Anyone unsure what to do can also call the NSPCC Helpline on 0808 800 5000.

9. Records and data protection

Safeguarding records are confidential, stored securely and separately from other records, and shared only on a need-to-know basis, in line with UK GDPR and the Data Protection Act 2018.

10. Governance and risk

Safeguarding is a standing item at every trustee meeting. The trustees keep a risk register (covering online safety, data protection, volunteers, partners and safeguarding) and review it at each meeting. Safeguarding decisions are taken by at least two trustees. Trustees keep a register of interests, and anyone with a conflict of interest takes no part in the related decision.

11. Before working directly with children

If the trustees decide in the future to run activities directly with children, they will first update this policy and put in place enhanced DBS checks, safer recruitment, appropriate adult-to-child ratios, at least two adults present at all times, parental consent and written risk assessments.

12. Review

This policy is reviewed every year, or sooner after any incident or change in the law or guidance.

Approved and signed on behalf of the trustees on 20 October 2026.