

Dicing With Life CIC Joint Children and Adults at Risk Safeguarding Policy



Organisation	Dicing With Life CIC
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Approved by	Dicing With Life CIC Board
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1. Policy statement

Dicing With Life CIC is committed to safeguarding and promoting the welfare of every child, young person and adult at risk who takes part in, visits, volunteers with, works for or otherwise comes into contact with our community gaming activities. We recognise that tabletop roleplaying games, board games, miniature games, social gaming spaces and online play can build confidence, friendship, creativity and belonging, and that these benefits depend on safe, inclusive and well-managed environments.

This policy applies to Dicing With Life CIC directors, employees, volunteers, session facilitators, game masters, visiting contributors, contractors, delivery partners and anyone acting on behalf of the organisation. It covers in-person and online gaming sessions, community events, workshops, youth activities, intergenerational activities, outreach, social media, messaging platforms, livestreaming or recorded content, fundraising events and any commissioned or partner-led activity delivered in Dicing With Life CIC's name.

2. Purpose and principles

The purpose of this policy is to set out how Dicing With Life CIC prevents, recognises, responds to, records and reports safeguarding concerns involving children and adults at risk in community gaming settings. Our approach is underpinned by dignity, respect, inclusion, consent, accessibility, proportionality, accountability and partnership working.

- The welfare of children is paramount.
- Adults at risk have the right to live safely, free from abuse and neglect.
- People should be heard, believed and treated with respect.
- Concerns must be acted on promptly and recorded accurately.
- Safeguarding decisions should be proportionate, person-centred and informed by risk.
- Confidential information should be shared only when lawful, necessary and in the best interests of safeguarding.

As a community activity provider, Dicing With Life CIC will treat safeguarding as part of everyday session planning, including safe and suitable people, clear procedures, health and safety, supervision, governance, risk assessment and routes for children, adults at risk, parents, carers, staff and volunteers to raise concerns.

3. Definitions

A **child** is anyone under the age of 18. An **adult at risk** is a person aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves because of those needs. **Safeguarding** means protecting people's rights to live safely, free from abuse, neglect, exploitation and avoidable harm.

In Dicing With Life CIC activities, the term **participant** includes any child, young person, adult at risk or community member involved in a game, workshop, event or online space. The term **facilitator** includes anyone leading or supporting a session, including game masters, dungeon masters, referees, table hosts, volunteers and paid staff.

4. Legal and regulatory framework

This policy should be read alongside relevant legislation and statutory guidance, including the Children Act 1989 and 2004, Working Together to Safeguard Children, the Care Act 2014, the Care and Support Statutory Guidance, the Mental Capacity Act 2005, the Equality Act 2010, the Data Protection Act 2018 and UK GDPR, the Human Rights Act 1998, safer recruitment requirements including Disclosure and Barring Service checks, and any local safeguarding partnership or Safeguarding Adults Board procedures.

Where the organisation delivers regulated health or social care activities, safeguarding arrangements must also meet applicable regulatory requirements, including clear processes for raising concerns, recognising abuse, preventing abuse, reporting concerns and identifying safeguarding leads.

Because Dicing With Life CIC works through community gaming rather than regulated care provision, this policy should also be read alongside any relevant safeguarding guidance for out-of-school settings, youth organisations, community activities, online safety and safer recruitment. Local safeguarding procedures always take precedence where they set a higher standard.

5. Roles and responsibilities

All staff, volunteers, facilitators and game masters must understand this policy, complete required training, remain alert to signs of abuse or neglect, establish safe table culture, respond calmly to disclosures, report concerns without delay and maintain appropriate boundaries with participants during and outside sessions.

The Designated Safeguarding Lead is responsible for receiving safeguarding concerns, advising staff and volunteers, deciding on referrals or escalation, maintaining secure records, liaising with statutory agencies, supporting learning from incidents and reporting safeguarding activity to senior leaders.

Senior leaders and trustees/directors are accountable for ensuring the organisation has effective safeguarding governance, resources, policies, training, safer recruitment arrangements, incident reporting, risk management and regular assurance.

Session leads must ensure each activity has a named responsible adult, appropriate supervision, attendance awareness, agreed behaviour expectations, an accessible way to pause or leave a game, and clear arrangements for arrivals, departures, breaks, toilets, first aid and emergency contact.

6. Recognising abuse, neglect and exploitation

Safeguarding concerns may arise from direct observation, a disclosure, a third-party report, online activity, changes in behaviour, injuries, neglect, financial irregularities, coercion, harassment, discriminatory abuse, exploitation, radicalisation, self-neglect, organisational abuse or concerns about professional conduct.

Indicators may include unexplained injuries, fearfulness around particular people, withdrawal, poor hygiene, sudden changes in mood or behaviour, inappropriate sexualised behaviour, missing episodes, controlling relationships, unexplained money problems, untreated health needs, poor living conditions, isolation, or signs that someone is being pressured, groomed or exploited.

Gaming-specific safeguarding concerns may include grooming through gaming communities, private messaging after sessions, coercive or bullying behaviour at the table, exclusion or harassment, inappropriate sexual or violent content in game scenarios, discriminatory roleplay, blurred boundaries between facilitators and participants, pressure to share personal information, harmful livestream or recording practices, scams, in-game purchases, account theft, doxxing, and unsafe contact with strangers in online games.

For gaming activities involving children and young people, Dicing With Life CIC will consider age ratings, communication and contact functions, messaging and voice chat, in-game purchases, trolling, griefing, scams, blocking and reporting tools, and where participants can get help if something happens online.

7. Responding to concerns or disclosures

1. Listen carefully, stay calm and take what the person says seriously.
2. Do not promise confidentiality; explain that information may need to be shared to keep people safe.
3. Do not investigate, confront the alleged person responsible, or ask leading questions.
4. If there is immediate danger or urgent medical need, call emergency services on 999.
5. Record the concern as soon as possible using the organisation's safeguarding record form.
6. Report the concern to the Designated Safeguarding Lead or deputy without delay, normally on the same working day.
7. If the concern relates to the Designated Safeguarding Lead, report it to the senior leader or trustee/director responsible for safeguarding.

8. Reporting and escalation

All safeguarding concerns must be reported internally and, where threshold is met, referred to the relevant external agency. This may include the local authority children's social care service, local authority adult safeguarding team, police, Local Authority Designated Officer, DBS, regulator, commissioner, funder or Charity Commission where applicable.

If a member of staff or volunteer believes a safeguarding concern has not been handled appropriately, they must escalate it to a senior leader, trustee/director safeguarding lead, local safeguarding partnership, Safeguarding Adults Board, regulator, police or whistleblowing route as appropriate. No one will be penalised for raising a genuine safeguarding concern in good faith.

9. Safer recruitment and suitability

We will apply safer recruitment procedures proportionate to each role, including clear role descriptions, application and interview processes, identity checks, references, qualification checks, right to work checks, values-based assessment, induction and appropriate Disclosure and Barring Service checks where eligible. We will not knowingly allow anyone barred from regulated activity to undertake such activity.

10. Code of conduct and safe practice

Everyone representing the organisation must act professionally, maintain appropriate boundaries, avoid favouritism, use respectful language, obtain consent where required, avoid being alone with a child or adult at risk where this is not necessary or risk assessed, follow lone working and online safety procedures, and report any behaviour that may place people at risk.

11. Safe gaming practice

Dicing With Life CIC will create safer gaming spaces by setting clear expectations before play begins. Facilitators should explain the tone, themes and boundaries of a game; check that content is age-appropriate and suitable for the group; use safety tools such as lines and veils, open-door breaks, pause cards or equivalent approaches where appropriate; and make sure participants know they can opt out of content or leave a session without embarrassment.

Games involving horror, conflict, romance, violence, secrecy, deception, substance use, gambling themes, trauma, loss, criminality or power imbalance must be risk assessed for the age, needs and experience of the participants. Facilitators must avoid introducing sexual content into sessions involving children and must step in promptly if participants introduce unsafe, discriminatory, humiliating or age-inappropriate content.

Where mixed-age or intergenerational gaming takes place, Dicing With Life CIC will assess whether the activity is suitable for children and adults to share the same table, ensure appropriate supervision, make expectations clear to all participants, and consider separate tables, age bands or additional support where this would reduce risk.

12. Online safety, images and communications

Online gaming, Discord-style communities, video calls, social media, group chats, livestreaming and recorded play must be planned and supervised in line with this policy. Dicing With Life CIC will use approved platforms, apply privacy and moderation settings, avoid unnecessary one-to-one private contact, use named moderators where appropriate, obtain consent for photographs and recordings, explain how content may

be used, and report online abuse, grooming, bullying, harassment, unsafe contact or harmful digital behaviour.

Online safety should be ongoing rather than a one-off message: Dicing With Life CIC will talk with children and young people about online risks, involve them in setting rules for online spaces where appropriate, make reporting routes visible, and assess online platforms before use.

13. Consent, capacity and Making Safeguarding Personal

Where concerns involve an adult at risk, the person's views, wishes, feelings and desired outcomes should be central to decision-making wherever possible. Consent should normally be sought before making a referral, unless doing so would increase risk, the person lacks capacity for the relevant decision, there is a public interest reason to share information, another person is at risk, or a crime may have been committed.

14. Recording, confidentiality and information sharing

Safeguarding records must be factual, dated, signed or attributable, stored securely and kept separate from general records where appropriate. Records should include what was seen or heard, the person's own words where possible, actions taken, decisions made, reasons for decisions, referrals made and outcomes known.

Information must be shared on a need-to-know basis and in accordance with data protection law. Safeguarding concerns should not be withheld solely because consent has not been obtained where sharing is necessary to protect a child, adult at risk or others from harm.

15. Allegations against staff, volunteers or representatives

Any allegation that a person working for or representing the organisation has harmed, may have harmed, behaved in a way that indicates risk, or breached safeguarding standards must be reported immediately to the Designated Safeguarding Lead and the senior safeguarding decision-maker. Where the allegation involves a child, the Local Authority Designated Officer or equivalent local process should be contacted. Where the allegation involves an adult at risk, the local authority adult safeguarding team, police, regulator or DBS may need to be contacted.

16. Training, supervision and support

All staff, volunteers and trustees/directors will receive safeguarding induction and role-appropriate refresher training. Those with designated safeguarding responsibilities will receive enhanced training. Safeguarding should be discussed in supervision, team meetings and governance reporting so that staff and volunteers feel confident to raise concerns and seek advice.

17. Partnerships, venues and third parties

Where Dicing With Life CIC works with venues, schools, youth organisations, charities, libraries, gaming cafés, conventions, community groups, commissioned providers, funders or contractors, we will clarify safeguarding responsibilities in writing, require appropriate safeguarding arrangements, agree reporting routes, confirm supervision and venue safety expectations, share relevant risk information lawfully, and act where safeguarding standards are not met.

18. Monitoring, review and learning

Safeguarding risks, policies and practice should be reviewed regularly and at least annually, with learning from incidents, complaints, audits, supervision, training feedback and changes in legislation or guidance used to improve practice.

Appendix A: Safeguarding contacts

Contact	Name/role	Telephone/email
Designated Safeguarding Lead	Lauren Gee	07718 999164 lauren@dicingwithlife.com
Deputy Designated Safeguarding Lead	Daniel Tyler-Smith	07979 476181 hello@dicingwithlife.com
Havering children's social care / Child Protection Team	Havering Child Protection Team / MASH	Monday to Friday, 9am to 5pm: 01708 433222 Out of hours/weekends: 01708 433999 Email referrals: tmash@haverling.gov.uk
Havering adult safeguarding team	Adult Social Services Safeguarding Adults Team	Telephone: 01708 433550 Email: safeguarding_adults_team@haverling.gov.uk
Havering Local Authority Designated Officer (LADO)	LADO: allegations against professionals or volunteers working with children	Telephone: 01708 431653 Email: lado@haverling.gov.uk
Havering safeguarding partnerships general enquiries	Havering Safeguarding Adults Board / Safeguarding Children Partnership	Email: safeguardingpartnerships@haverling.gov.uk
Police emergency	Emergency services	999
Police non-emergency	Police	101
NSPCC helpline	Safeguarding advice for adults concerned about a child	0808 800 5000
Childline	Support for children and young people	0800 1111

Appendix B: Quick reporting flow

1. Is anyone in immediate danger? If yes, call 999.
2. Listen, reassure and do not investigate.
3. Record the concern promptly and factually.
4. Report to the Designated Safeguarding Lead or deputy the same working day.
5. The Designated Safeguarding Lead decides whether to refer externally and records the rationale.
6. Escalate if the response is delayed, unsafe or inadequate.

Appendix C: Safeguarding Reporting and Record Sheet

Confidential safeguarding record: Complete this form as soon as possible after a concern, disclosure or incident. Record facts, observations and the person's own words where possible. Do not investigate or ask leading questions. Send the completed form securely to the Designated Safeguarding Lead and store it separately from general participant records.

1. Record details

Date and time this form was completed

Name of person completing the form

Role and contact details

Activity, session, event or online space

Location or platform

2. Person the concern relates to

Full name

Date of birth or approximate age

Child / young person / adult at risk / other

Address and contact details, if known

Parent, carer, advocate or emergency contact, if relevant

Communication, access or support needs

3. Details of the concern, disclosure or incident

Date and time of concern, disclosure or incident

Where it happened or how it was received

Type of concern

Disclosure / observation / third-party report / online concern / allegation against staff or volunteer / other:

Factual account

Record what you saw, heard or were told. Include the person's exact words where possible and distinguish facts from opinion.

Names and contact details of witnesses or others present**Details of any alleged person responsible, if known****4. Immediate response and safety****Is anyone in immediate danger?**

Yes / No

Emergency or medical action taken

Include 999, 101, first aid or other urgent action, with date and time.

What was said to the person**Immediate steps taken to reduce risk****Evidence or relevant material preserved**

For example: messages, screenshots, session logs or photographs. Do not copy or retain illegal material.

5. Internal reporting and external referrals**Designated Safeguarding Lead or deputy notified**

Name:

Date and time:

Method:

Other internal person notified

Name/role, date, time and reason:

External agency contacted or referral made

Agency, contact name, telephone/email, date and time:

Reference number and advice received**Information shared and lawful safeguarding reason**

6. Designated Safeguarding Lead decision and follow-up

Risk assessment and decision

Record the decision, reasons and whether consent was sought or overridden.

Actions required, responsible person and deadline

Outcome or response from external agencies

Support offered to the person and others affected

Further review date

7. Sign-off and secure storage

Completed by

Name:

Signature:

Date:

Reviewed by Designated Safeguarding Lead

Name:

Signature:

Date:

Secure record location or reference

Date record closed