



WaveUp Radio

Safeguarding Policy

1. Policy Statement

WaveUp Radio is committed to creating and maintaining a safe, respectful and inclusive environment for all individuals who engage with the organisation.

The station recognises its responsibility to safeguard and promote the welfare of:

- Children and young people
- Vulnerable adults
- Staff, volunteers and contributors
- Members of the public engaging with WaveUp Radio activities

WaveUp Radio aims to ensure that all activities, broadcasts and interactions are conducted safely, responsibly and professionally.

2. Purpose

The purpose of this policy is to:

- Protect children, young people and vulnerable adults from harm
 - Promote safe working practices
 - Provide guidance for staff, presenters and volunteers
 - Ensure concerns are reported appropriately
 - Support compliance with safeguarding expectations and relevant legislation
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3. Scope

This policy applies to:

- Employees
- Freelancers
- Volunteers
- Presenters
- Contributors
- Guests and interview participants
- Contractors acting on behalf of WaveUp Radio

The policy applies to:

- Broadcasting activities
 - Online and social media interactions
 - Events and community engagement
 - Work experience placements
 - External collaborations
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4. Safeguarding Principles

WaveUp Radio is committed to:

- Treating all individuals with dignity and respect
 - Promoting a safe and inclusive environment
 - Taking safeguarding concerns seriously
 - Responding appropriately to concerns or disclosures
 - Encouraging safe conduct both on-air and off-air
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5. Appropriate Conduct

All individuals representing WaveUp Radio are expected to:

- Behave professionally and respectfully
 - Avoid inappropriate language or conduct
 - Maintain suitable boundaries
 - Avoid discriminatory, abusive or exploitative behaviour
 - Act responsibly when engaging with young or vulnerable individuals
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6. Working with Children & Vulnerable Adults

Where activities involve children or vulnerable adults, WaveUp Radio will aim to:

- Obtain appropriate consent where necessary
- Ensure supervision arrangements are appropriate
- Conduct suitable safeguarding checks where applicable
- Minimise risks during broadcasts, interviews or events

Certain roles may require enhanced safeguarding procedures or background checks.

7. Online Safety & Social Media

WaveUp Radio recognises the importance of digital safeguarding.

Staff, presenters and contributors should:

- Use professional communication standards online
 - Avoid inappropriate private communication with minors
 - Report harmful or concerning online behaviour
 - Respect privacy and confidentiality
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8. Reporting Concerns

Any safeguarding concerns, disclosures or incidents should be reported as soon as possible to management.

Concerns may include:

- Abuse or neglect

- Harassment or exploitation
- Unsafe behaviour
- Inappropriate contact or communication
- Welfare concerns involving vulnerable individuals

Reports will be treated seriously and handled confidentially where possible.

9. Responding to Concerns

WaveUp Radio will:

- Listen appropriately and respectfully
- Record concerns where necessary
- Assess risks and appropriate action
- Refer serious concerns to relevant authorities where required

WaveUp Radio does not investigate criminal matters directly and may involve external agencies when appropriate.

10. Confidentiality

Safeguarding information will be handled sensitively and shared only where necessary to protect individuals or comply with legal obligations.

11. Training & Awareness

WaveUp Radio aims to promote safeguarding awareness among staff, volunteers and contributors through:

- Internal guidance
- Policies and procedures
- Safe conduct expectations

Additional safeguarding training may be introduced as the organisation develops.

12. Equality & Inclusion

Safeguarding procedures will be applied fairly and without discrimination.

WaveUp Radio is committed to maintaining a safe environment for individuals of all backgrounds and protected characteristics.

13. Policy Review

This policy will be reviewed periodically to ensure continued effectiveness and compliance with relevant safeguarding expectations.

14. Responsibility

All staff, presenters, volunteers and contributors share responsibility for safeguarding and promoting safe conduct throughout the organisation.

Management is responsible for overseeing safeguarding arrangements and responding appropriately to concerns.

15. Policy Approval

Organisation:

WaveUp Radio

Approved by:

PrimeVortex Holdings Limited

Effective Date:

1 May 2026

Review Date:

1 May 2027