

novi

Safeguarding Policy

Our Commitment

At Novi (Forward Ladies Limited), we're committed to safeguarding children, young people and adults at risk. Everyone has the right to be safe from harm, and we take our responsibility to protect people seriously.

Our core work — leadership development programmes, coaching, keynote speaking, workshops and events (including the Novi Awards) — is delivered to adult professionals. This policy is primarily relevant to us because we host work experience placements and internships, which may involve participants under 18.

Novi Futures is a separate charitable entity and maintains its own, separate Safeguarding Policy, appropriate to its work with young people; that policy governs Novi Futures' own programmes and activities and is not superseded or duplicated by this document.

Who This Applies To

This policy applies to everyone who works with us: employees, associate facilitators, speakers, coaches, and contractors, and specifically to anyone involved in hosting or supervising work experience or internship placements. All are expected to share our commitment to safeguarding.

Designated Safeguarding Lead

Our Designated Safeguarding Lead is:

Griselda Togobo

Email: griselda.togobo@wearenovi.com

Recognising Abuse

Abuse can take many forms, including:

- Physical abuse: hitting, pushing, restraining, giving inappropriate medication
- Emotional abuse: threats, intimidation, humiliation, isolation, bullying
- Sexual abuse: any sexual activity without consent
- Neglect: failure to meet basic needs or provide adequate care
- Financial abuse: theft, fraud, exploitation, pressure around money

What To Do If You Have Concerns

If you're worried about a child, young person or adult at risk:

- Take it seriously: listen carefully and don't dismiss concerns
- Don't investigate: that's not your role — pass it on
- Record: write down what you've seen or been told, using their own words
- Report: contact the Designated Safeguarding Lead immediately

If someone is in immediate danger, call 999.

Safer Recruitment and Placements

Before offering a work experience placement or internship to anyone under 18, and for any other role involving regular contact with children, young people or adults at risk, we:

- Require enhanced DBS checks for anyone directly supervising the placement
- Take up references
- Verify identity and qualifications
- Confirm parental or guardian consent, and an emergency contact, before a placement involving anyone under 18 begins
- Provide a clear point of contact (the Designated Safeguarding Lead) for the duration of the placement

Training

Everyone who works with children, young people or adults at risk receives appropriate safeguarding training and regular updates.

Useful Contacts

- Police (emergency): 999
- NSPCC Helpline: 0808 800 5000
- Childline: 0800 1111
- Local authority safeguarding teams (contact details vary by area)

Review

This policy is reviewed at least annually by Griselda Togobo, and following any safeguarding concern or significant change to how our activities are delivered.

Approved by: Griselda Togobo Date: 12 August 2026