



**SAFEGUARDING CHILDREN
POLICY & PROCEDURES
NOVEMBER 2023**

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SECTION 1 – SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

INTRODUCTION

Youth Leads UK is committed to Safeguarding children and young people in line with national legislation and relevant national and local guidelines.

We will safeguard children and young people by ensuring that our activities are delivered in a way which keeps all children and young people safe.

Youth Leads UK is committed to creating a culture of zero-tolerance of harm to children and young people.

Safeguarding is everyone's responsibility. The purpose of this document is to specify Youth Leads UK's safeguarding policy and procedures for the protection of children and young people. A child is defined as up to the age of 18.

This document applies to all Youth Leads UK staff, volunteers, trustees, freelancers, and anyone working with Youth Leads UK. The policy and procedures apply to all of Youth Leads UK's activities.

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances.

POLICY STATEMENT

Youth Leads UK seeks to provide an environment where everyone can work safely, and children and young people can engage with our activities and enjoy programmes provided through the work of Youth Leads UK or in partnership with other organisations and/or the community and voluntary sector.

It is the policy of Youth Leads UK to safeguard the welfare of children and young people in the work we do by protecting them from neglect, physical, sexual, or emotional abuse. It is also Youth Leads UK's policy to provide those working for or with the Charity with a framework to operate within to keep everyone who is engaged in the Charity's activities safe. It is therefore Youth Leads UK's policy to:

- Ensure that all staff, volunteers, trustees and consultants or any otherwise legally responsible adults working with children and young people are carefully selected, checked by the Disclosure and Barring Service (DBS), have two appropriate references and understand and accept their responsibility for the safety of children and young people in their care.
- Raise awareness of child protection issues amongst any networks that we are part of.
- Ensure that children and young people's welfare is of paramount importance, regardless of their age, gender, sexual orientation, religion, ability, or race when planning, organising, advising on and delivering programmes.
- Responding swiftly and appropriately to all suspicions or allegations of abuse and to ensure confidential information is restricted to those on a 'need-to-know' basis.
- Monitor and review the effectiveness of this policy on a regular basis (no longer than two years in between each review).
- Ensure that the principles of this policy are adopted by all organisations or individuals with whom Youth Leads UK works.

The Child Protection elements of this policy and associated procedures also seek to manage effectively the risks associated with activities and events involving children and young people by:

- Completing risk assessments to identify risks and means of reducing or eliminating these.
- Implementing the required action identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.
- Ensuring that appropriate DBS checks are conducted depending on eligibility.
- Requiring new employees and individuals working with children and young people to familiarise themselves with the content of this policy and receive appropriate training.

RECRUITMENT OF EMPLOYEES, VOLUNTEERS, TRUSTEES AND CONSULTANTS

The aim of the recruitment and selection processes for employees, volunteers, Trustees, freelancers, and consultants is to ensure that the best person for a particular role is appointed. However, Youth Leads UK needs to balance the need to protect the interests of young people with its desire not to discriminate unfairly against ex-offenders. For this reason, the Charity does not have a blanket ban on the recruitment of ex-offenders – these are managed on a case-by-case basis. All staff, trustees and regular volunteers are required to have two appropriate references, attend specific training, and hold a valid enhanced DBS certificate.

WORK WITH CHILDREN AND YOUNG PEOPLE

Youth Leads UK requires all those working directly with children and young people on behalf of the charity in any situation to follow the procedures below, in order to create a safe environment in which to work with them.

GUIDANCE FOR SAFER WORKING PRACTICE

The word 'session' is used below to cover all delivery of our work and 'staff' includes all legally responsible adults.

Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments. Due regard should be given to the potential influences and associated risks that different groups will have on each other.

Staff working with children and young people should:

- Be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
- Should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.

Staffing ratio guidelines must be followed. In practice, the ratio of responsible adults to children and young people tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times for children under the age of 12 years old.

Wherever possible, staff should avoid being alone with children and young people, and staff shouldn't take them to their own home.

Staff shouldn't offer a lift to a child or young person unless they have written parental consent, or a second adult is present.

Staff should only train children and young people in a non-intrusive manner.

Staff will be expected to keep an attendance register for all organised sessions.

Parental consent and medical information about the child or young person must be obtained in advance when Youth Leads UK is working directly with, and has responsibility for, them.

Staff should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.

Staff should ensure that programmes follow agreed timings and locations.

Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice – Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity throughout the session.

Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.

Residential and Events for young people should be alcohol free, unless there is an agreement by a senior member of staff that alcohol can be consumed and that a risk assessment supporting the residential or event has mitigated any risks.

All accidents/incidents involving staff or participants should be recorded using the Charity's accident forms immediately or as soon as practicably possible.

Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.

Staff are responsible for reporting suspected cases of child abuse to the appropriate people.

GOOD PRACTICE TO PROTECT AGAINST ALLEGATIONS OF ABUSE

You shouldn't:

- Spend excessive amounts of time alone with children and young people away from others.
- Take children and young people to your own home.
- Offer a lift to a child or young people unless there is a second adult or parental consent has been given.

Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the child or young person's parents/guardians.

Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child or young person even if you think it is 'just fun'.
- Let an allegation of a child or young people makes during a session go unchallenged or unrecorded.
- Do things of a personal nature for children or young people that they can do themselves.
- Place yourself in a situation where you will be left alone with a child or young person – always seek help from another member of staff.
- If you do have to do things of a personal nature for children or young people, then you should obtain permission from their parents/guardians and ensure a second adult is present.

PHOTOGRAPHY AND INTERVIEWS

Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools.

The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. The Football Association advises that photographs should focus on the activity and not on a specific young person.

Formal permission should be obtained for the use of any images or quotes, whether of a child or young person, apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws.

SECTION 2 - ADDITIONAL INFORMATION

SIGNS AND TYPES OF ABUSE

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

If a child or young person displays these signs it does not necessarily mean that they are being abused. Similarly, there may not be any signs; you may just feel something is wrong. If you are worried, it is **not your responsibility to decide if it is abuse** but it is your responsibility to act on your concerns and do something about it by reporting it appropriately.

TYPES OF ABUSE

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child or young person, such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or young people. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children or young people, frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child or young person though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g., rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children or young people in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour

on the Internet, involving them looking at, or in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child or young persons' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from home and abandonment).
- Protect a child or young person from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness, to a child or young person's basic needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child or young person's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children or young people;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children or young people.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g., hitting, kicking, theft), verbal (e.g., racist, or homophobic remarks, threats, name calling) and emotional (e.g., isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children or young people who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present

significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on newborn babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid, or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children or young people, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a child or young person, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- Send or post sexually explicit images of themselves.
- Take part in sexual activities via a webcam or smartphone.
- Have sexual conversations by text or online.

Abusers may threaten to send images, video, or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- Sending threatening or abusive text messages

- ❑ Creating and sharing embarrassing images or videos
- ❑ ‘Trolling’ – sending menacing or upsetting messages on social networks, chat rooms or online games.
- ❑ Excluding children from online games, activities, or friendship groups
- ❑ Setting up hate sites or groups about a particular child
- ❑ Encouraging young people to self-harm
- ❑ Voting for or against someone in an abusive poll
- ❑ Creating fake accounts, hijacking, or stealing online identities to embarrass a young person or cause trouble using their name.
- ❑ Sending explicit messages, also known as sexting
- ❑ Pressuring children into sending sexual images or engaging in sexual conversations.

Online grooming: Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child. They can spend time learning about a young person’s interests from their online profiles and then use this knowledge to help them build up a relationship. It’s easy for groomers to hide their identity online – they may pretend to be a child and then chat and become ‘friends’ with children they are targeting. Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting: Sexting is when someone shares sexual, naked, or semi-naked images or videos of themselves or others or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages.

Sexting may also be called ‘trading nudes’, ‘dirties’ or ‘pic for pic’. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

Cuckooing: Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market, and seaside towns.

Peer on peer abuse; Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as

hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual, and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to:

- physical injuries*
- drug and alcohol abuse*
- going missing*
- committing criminal offences*
- disengagement from school*
- poor mental health*
- sexual health concerns.*

Trafficking: Children and young people can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child or young person who is recruited, transported, transferred, harboured, or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children and young people in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children and young people are protected too.

Children and young people are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Trafficking is carried out by individual adults and organised crime groups. Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003).

RADICALISATION AND EXTREMISM

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children or young people. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence.

Youth Leads UK staff, including apprentices, trustees, volunteers, freelancers, and consultants working directly with children and young people must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your Manager or Director or Safeguarding Officer.

Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm.

Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel:

- Isolated and lonely or wanting to belong.
- Unhappy about themselves and what others might think of them.
- Embarrassed or judged about their culture, gender, religion, or race.
- Stressed or depressed.
- Fed up with being bullied or treated badly by other people or by society.
- Angry at other people or the government.
- Confused about what they are doing.
- Pressured to stand up for other people who are being oppressed.
- The desire to be valued and respected.
- There are few other options open to them.
- No one is listening to them/have no voice.

Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists. This harmful behaviour is called extremism. Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and Youth Leads UK staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people who are in danger of being radicalised.

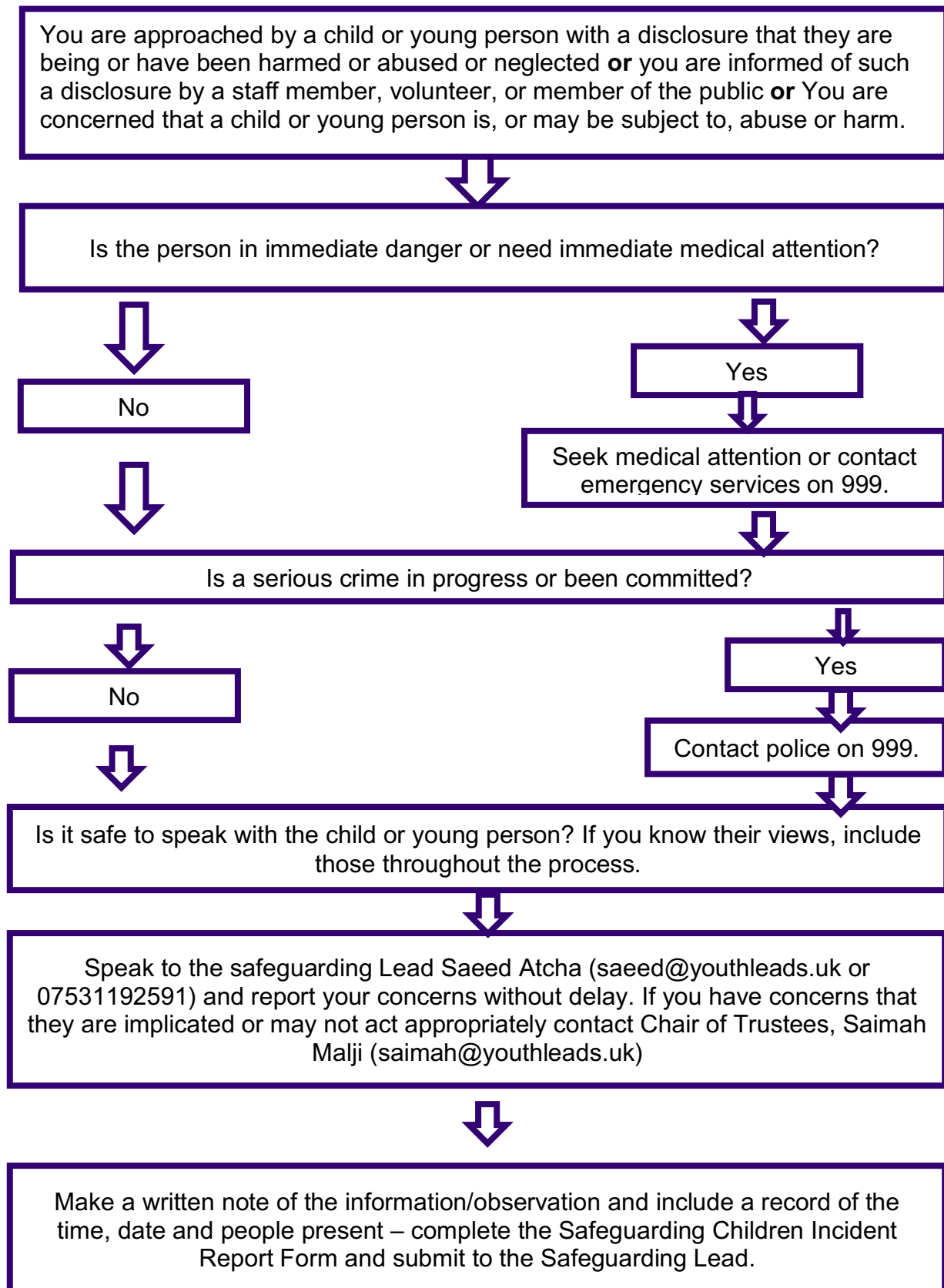
Youth Leads UK staff, including apprentices will be expected to have completed PREVENT awareness training at a minimum biannually to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Trustees, volunteers, freelancers, and consultants ideally will have completed the PREVENT awareness training if direct delivering Youth Leads UK services to children and young people, however it is recognised this is not always practical and therefore a minimum requirement is that they have read this document and have acknowledged reading it.

SECTION 3: REPORTING PROCEDURES

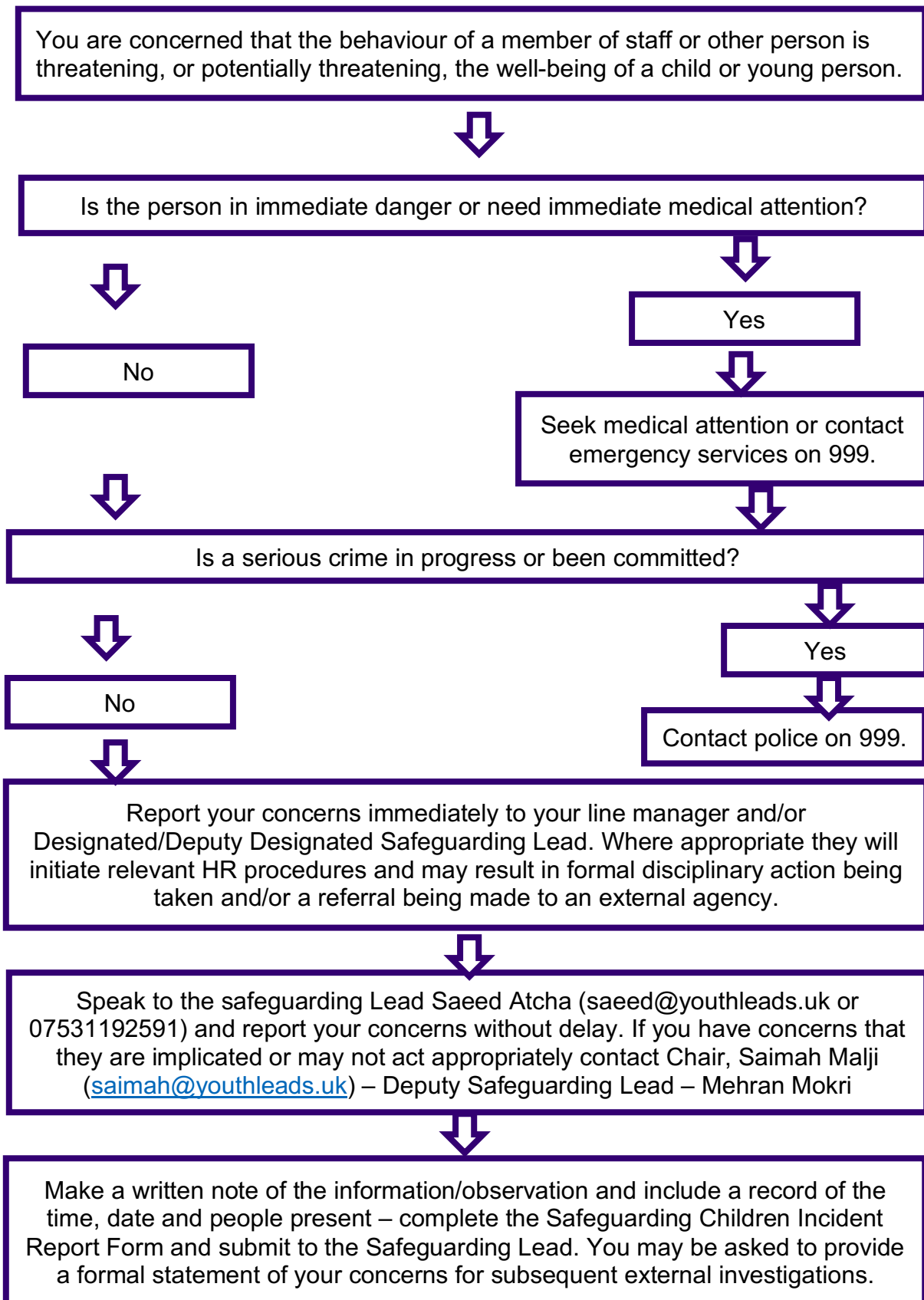
STAFF GUIDANCE FLOWCHART – CONCERNS ABOUT YOUNG PEOPLE

What to do if you have concerns for the safety of a child or young person.



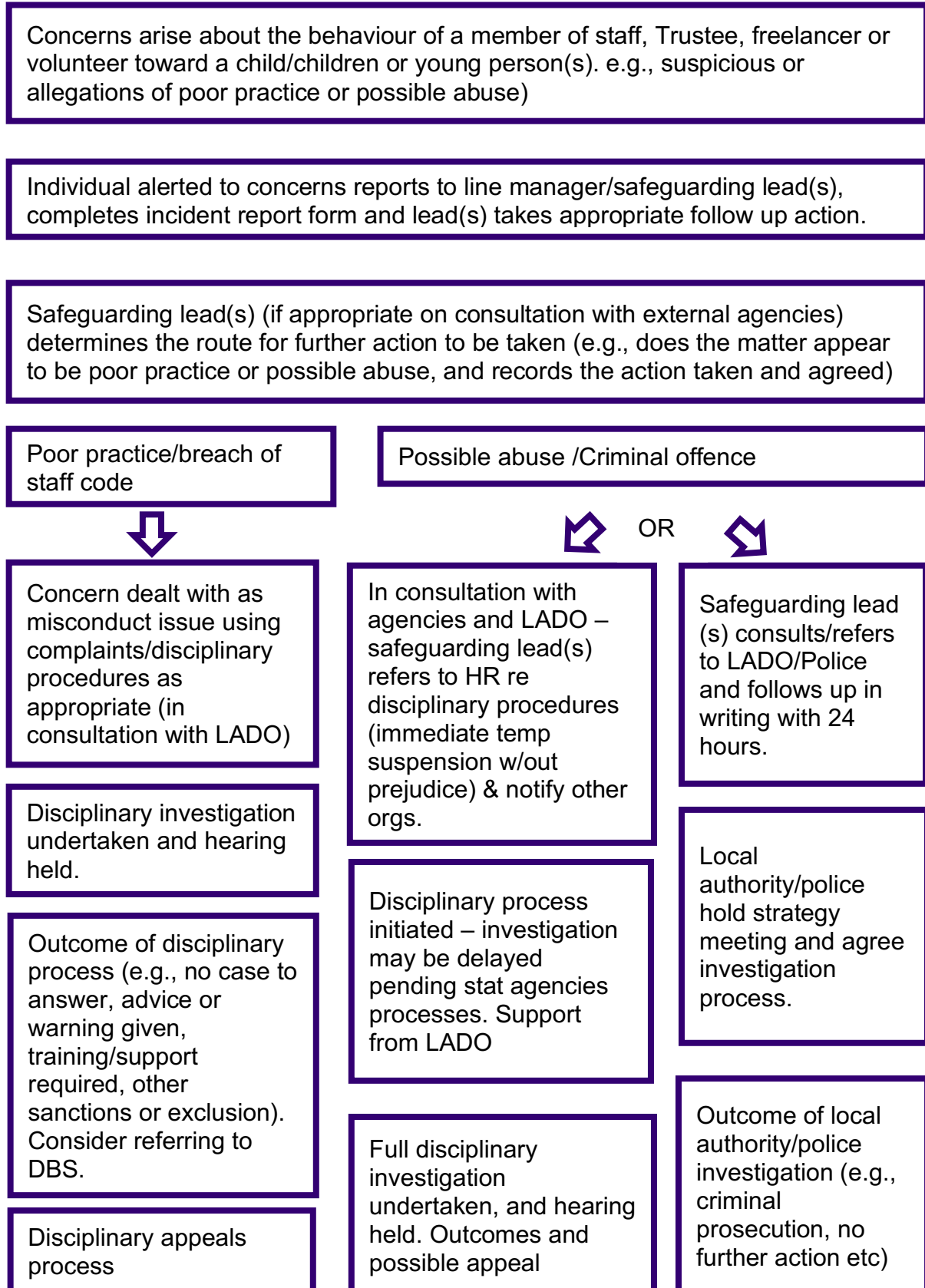
STAFF GUIDANCE FLOWCHART – ALLEGATIONS ABOUT ADULTS

What to do in the case of allegations about a member of staff.



SAFEGUARDING OFFICER FLOWCHART - INTERNAL

Behaviour of a staff member, Trustee, volunteer, freelancer, or consultant (e.g., allegation about behaviour towards a child or young person)



SAFEGUARDING OFFICER FLOWCHART - EXTERNAL

Behaviour of another organisation's staff member, Trustee, freelancer, volunteer, or consultant (e.g., allegation about behaviour to a child or young person)

Concerns arise about the behaviour of a member of staff, Trustee, freelancer, or volunteer from another organisation toward a child/children or young person(s). e.g., suspicious or allegations of poor practice or possible abuse

Individual alerted to concerns reports to organisation/member of YLUK staff. Safeguarding lead(s) completes the safeguarding incident report form and takes appropriate action.

Safeguarding lead(s) (if appropriate in consultation with external agencies) determines the route for further action to be taken (e.g., does the matter appear to be poor practice or possible abuse, and records action taken and agreed)

Poor practice/breach of staff code

Possible abuse /Criminal offence

Inform subject of concerns of intention to pass information to employing/deploying organisation safeguarding lead(s) in line with safeguarding policy and/or any interorganisational information sharing agreements.

If matter appears urgent and indicates a high level of risk to children or young people either contact social services or Police.

OR

Contact the safeguarding lead(s) in the individuals' employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies and seek confirmation when this has been undertaken. If not agreed - contact statutory agencies directly.

Contact safeguarding lead(s) in employing/deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours (also informing the individual)

Safeguarding lead(s) records and actions and plans agreed and follows up referrals in writing within 24 hours.

SUSPICIONS/REPORTS OF ABUSE

It is not the responsibility of staff or volunteers to deal with suspected abuse, but it is their responsibility to report concerns in line with guidance on reporting child abuse.

You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

1. If a child or young person gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below MUST be followed:

- a. Immediately inform your Manager or the Designated/Deputy Designated Safeguarding Lead.
- b. Use the incident record form to make a record of your actions. Include anything the child or young person said, anything you asked the child and your observations. This may be used as evidence later. Record only the facts as you know them.
- c. Ensure the child has access to an independent adult (another member of staff, teacher etc).
- d. If abuse is suspected, you should report concerns directly to the Designated/Deputy Designated Safeguarding Lead immediately or in their absence, the Chair of Trustees. It is the responsibility of the safeguarding officer to inform the authorities.

The following are some key Do's and Don'ts if a child or young person reports abuse:

Always:

- Stay calm – ensure the child or young person is safe and feels safe.
- Make notes and as soon as possible after the event write up a detailed account of what you and the child or young person discussed.
- Allow the child or young person to speak without interruption, accepting what you have been told (This should not be seen as believing or disbelieving what you have been told).
- Reassure the child or young person and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child or young person that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgement.

Never:

- Rush into details that may be inappropriate.
- Make promises that you cannot keep.

- Take sole responsibility – consult someone else so that you can protect the child or young person and gain support for yourself.

2. If you receive an allegation from an adult about another adult or yourself, the procedure that MUST be followed is:

- a. Immediately inform the Designated/Deputy Designated Safeguarding Officer.
- b. Record the facts as you know them and give a copy to your manager.
- c. If an allegation is suspected, concerns should be reported directly to the Designated/Deputy Designated Safeguarding Officer or in their absence, the Chair of Trustees. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

3. If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child or young person, the procedure that MUST be followed is:

- a. advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child or young person, what was discussed.
- b. advise them to contact the nearest Children’s Social Care with details of the concerns/report, including a copy of the written notes.
- c. immediately inform your Manager or Director or Safeguarding Officer.
- d. record the facts as you know them and give a copy of the record to the Manager or Director.
- e. if abuse is suspected you or the Manager or Director should report concerns directly to the Designated/Deputy Designated Safeguarding Lead or in their absence the Chair of Trustees. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

4. If you are concerned that a child or young person is or may be subject to abuse or harm:

- a. Make a written, dated note of observations.
- b. immediately inform your Manager or Director or the Designated/Deputy Designated Safeguarding Lead or in their absence the Chair of Trustees, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for referral procedure.

5. The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child or young person.

- a. If you are concerned that a member of staff is harming or abusing a child or young person, you must report your concerns immediately to your line manager, Director or Safeguarding Officer. Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.

- b. If you suspect any other person is harming or abusing a child or young person, you should contact your line manager, Director or Safeguarding Officer. However, you can contact Children's Services, Adult Services, or the Police.

If you have urgent concerns about the safety of a child or young person and are unable to contact your line manager, Director or Safeguarding Officer, or in their absence the Chair of Trustees, do not hesitate to contact Children's service, adult services, or the police. These external agencies will be in a position to determine an appropriate course of action.

MAKING A REFERRAL

If you are concerned that a child or young person, may be at risk or has disclosed that they are being harmed, you should contact your line manager, Director or Safeguarding Officer. Your line manager, Director or Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Charity's internal procedures.

Where a referral is to be made externally, the safeguarding officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

SECTION 4: FURTHER INFORMATION AND CONTACTS

FURTHER INFORMATION AND CONTACTS

Policies, procedures and supporting information are available on the Youth Leads UK staff Google Drive.

Safeguarding Lead:

Name: Saeed Atcha

Email: saeed@youthleads.uk

Contact: 07531192591

Deputy Safeguarding Lead:

Name: Saimah Malji

Email: saimah@youthleads.uk

Contact: 07596722736

Local Authority Safeguarding Adults Lead (if not in Bolton, use Council website to find the Lead in the Local Authority that the work is taking place/individual is from)

Name: Bolton LADO

Email: boltonsafeguardingchildren@bolton.gov.uk

Contact: 01204 337474

Police

Police non-emergency: 111

In an emergency: 999

NSPCC

Reporting a concern: 08088005000

SECTION 5: APPENDICES

APPENDIX 1 – INCIDENT RECORD FORM

Safeguarding Form

Your Name	Job title
Child/ Young person name:	Child/ young person address
Child date of birth	Parents/carers names and addresses
Date of incident	Time of incident
Your observations	
Record of exactly what the child or young person said and what you said (do not lead the child or young person – record actual details and continue on a separate sheet if necessary)	
Physical Emotional/ Neglect/ Sexual/ Financial/ Inappropriate/ Historical	
Does this indicate the person subject of the concern or allegation has: <ul style="list-style-type: none"> <input type="checkbox"/> Behaved in a way that has harmed a child or young person, or may have harmed a child or young person. <input type="checkbox"/> Possibly committed a criminal offence against or related to a child or young person. <input type="checkbox"/> Behaved towards a child or young person in a way that indicated they may pose a risk of harm to children or young people. <input type="checkbox"/> Behaved in a way that may compromise the Youth Leads UK's reputation to safeguarding the young and the vulnerable 	
	Yes No
Subject of concern/allegation	
Name	
Position	
D.O.B.	Tel No:
Address	
	Postcode
Other	

Any previous concern(s):					
Action taken so far					
External agencies contacted (where time permits, contact Youth Leads UK safeguarding lead for advice)					
	Name	Date/Time		Name	Date/Time
Police					
Local Authority					
Social Services					
Health Services					
Probation Services					
Education					
Details of advice given:					
Youth Leads UK senior management contacted (names, contact numbers and details of advice received)					
Safeguarding officer informed – date and time					
Have parents been informed that contact is going to be made with Children’s Services?					
Yes/No					
NB: parents should be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Safeguarding Lead if you are uncertain.					
Signature				Date/Time	

A copy of this report should be sent to the safeguarding lead and your line manager. In addition, it may be appropriate to keep details of any actions, meetings, or decisions in the incident log for future referral.

Please remember to maintain confidentiality on a need-to-know basis – do not discuss this incident with anyone other than your manager to those who need to know.

The personal information record above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

IN STRICTEST CONFIDENCE WHEN COMPLETED.