



The Young Lives Foundation

# SAFEGUARDING

# HANDBOOK

Child and Adult Protection

Policies and Procedures

2021-22



**Our Vision is that every young person in need shall have access to the resources and opportunities needed for them to achieve their potential and lead fulfilled lives**





## CONTENTS

<b>SECTION 1 - INTRODUCTION</b> .....	<b>5</b>
1.1 Child and Adult Protection Policy - Statement .....	5
1.2 Introduction .....	5
1.3 Definitions.....	5
1.4 Ethos .....	6
<b>1.4.1 Aims</b> .....	6
1.5 Named Staff and Trustees with Safeguarding Responsibilities .....	7
<b>1.5.1 Responsibilities</b> .....	8
<b>SECTION 2 – WHAT TO DO IF YOU HAVE A CONCERN</b> .....	<b>8</b>
2.1 Safeguarding Procedures .....	8
2.2 The role of YLF.....	9
2.3 Dealing with Disclosures .....	10
<b>2.3.1 What to do if you suspect a young person is at risk of significant harm?</b> .....	11
2.4 Record Keeping .....	11
<b>2.4.1 Safeguarding and Concern Forms</b> .....	12
2.5 Working with Other Agencies .....	12
2.6 Confidentiality and Information Sharing .....	12
2.7 Types of Abuse and Neglect.....	13
<b>2.7.1 Abuse</b> .....	13
<b>2.7.2 Physical abuse</b> .....	13
<b>2.7.3 Emotional abuse</b> .....	13
<b>2.7.4 Sexual abuse</b> .....	14
<b>2.7.5 Neglect</b> .....	14
<b>2.7.6 Radicalisation</b> .....	14
<b>2.7.7 Peer abuse</b> .....	15
<b>2.7.8 Child on Child Sexual Violence or Harassment</b> .....	16
<b>2.7.9 Nude and/or Semi-Nude Image Sharing by Children</b> .....	17
<b>2.7.10 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)</b> .....	18
<b>2.7.11 Serious Violence</b> .....	19
<b>2.7.12 So-called honour based abuse</b> .....	19
<b>2.7.13 Preventing radicalisation</b> .....	19





2.7.14 Cybercrime .....	20
2.8 Supporting Children Potentially at Greater Risk of Harm .....	20
2.8.1 Safeguarding Children with Special Educational Needs or Disabilities (SEND) .....	20
2.8.2 Children Requiring Mental Health Support .....	21
<b>SECTION 3 – SAFER RECRUITMENT AND ALLEGATIONS .....</b>	<b>21</b>
3.1 Induction and Training .....	21
3.2 Safer Recruitment and Safeguarding Checks .....	22
3.2.1 Safer Recruitment Policy - Aims and Objectives .....	22
3.2.2 Roles and Responsibilities .....	23
3.2.3 Definition of Regulated Activity and Frequency .....	23
3.2.4 Recruitment and Selection Procedure .....	23
3.2.5 The Rehabilitation of Offenders Act 1974 .....	25
3.2.6 DBS (Disclosure and Barring Service) Certificate .....	25
3.2.7 Portability of DBS Certificates Checks .....	26
3.2.8 Copies of DBS Checks .....	26
3.2.9 Dealing with Convictions .....	26
3.2.10 Proof of Identity and Right to Work in the UK .....	26
3.2.11 Overseas Checks/Certificate of Good Conduct .....	26
3.2.12 Medical Fitness .....	27
3.2.13 Single Central Register for members of staff and volunteers .....	27
3.2.14 Record Retention/Data Protection .....	28
3.2.15 Ongoing Employment .....	28
3.2.16 Leaving Employment at The Young Lives Foundation .....	28
3.3 Allegations .....	28
3.3.1 Allegations/concerns raised in relation to staff, volunteers and contractors .....	29
3.3.2 Concerns that meet the ‘harm threshold’ .....	29
3.3.3 Concerns that do not meet the ‘harm threshold’ .....	29
3.3.4 Safe culture .....	30
3.4 The Use of Premises by Other Organisations .....	30
3.5 Site Security .....	31
3.6 Supporting People to Stay Safe .....	31
3.7 E-Safety .....	31





3.7.1 Your Responsibilities .....	32
3.7.2 References to the Charity .....	32
3.7.3 Business Use of Social Media.....	33
3.7.4 Communicating with Service Users .....	33
3.7.5 General policies and procedures .....	34
3.7.6 Specific protective guidelines for trustees, paid staff and volunteers.....	35
3.7.7 Passwords.....	36
3.7.8 Email and SMS (texts) .....	37
3.7.9 Publishing service-users’ images and creative work.....	37
3.7.10 Staff use of the hardware, digital and social media at work.....	38
3.7.11 Misuse and Moderation rules.....	38
3.7.12 E-safety complaints procedure .....	39
3.7.13 E-Safety for service-users.....	39
3.7.14 Compliance with related policies .....	40
3.8 Supervision and Support.....	40
3.9 Safe Working Practice .....	41
3.10 Complaints .....	41
3.11 Photography and Images .....	41
3.12 Accountability and Responsibility .....	42
3.13 Monitoring and Review.....	42
3.14 Communications .....	42
<b>SECTION 4 - APPENDICES.....</b>	<b>44</b>
APPENDIX 1 .....	44
<b>RECOGNISING ABUSE .....</b>	<b>44</b>
APPENDIX 2 .....	49
<b>YLF CONCERN FORM .....</b>	<b>49</b>
APPENDIX 3 .....	49
<b>SPECIFIC SAFEGUARDING ISSUES.....</b>	<b>52</b>



## SECTION 1 - INTRODUCTION

### 1.1 Child and Adult Protection Policy - Statement

The Young Lives Foundation (YLF) is committed to the safeguarding and well-being of children and vulnerable adults both in society as a whole and in our own operations and activities. We will champion and promote the safety of children and vulnerable adults above all else and expect all staff, volunteers and trustees to share this commitment and to create an open environment where everyone feels able to raise concerns, knows that concerns are listened to with a readiness to involve other agencies as necessary. As a voluntary agency working with children and vulnerable adults, YLF form part of a wider safeguarding system as described in Working Together to Safeguard Children 2018 and we work with partners as appropriate, in accordance with our statutory responsibility, to promote the welfare of children and vulnerable adults and protect them from harm.

We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and vulnerable adults receive effective support, protection and justice. We will act promptly whenever a concern is raised about a child or vulnerable adult, or about the behaviour of a child or vulnerable adult, and will work with the appropriate statutory bodies when an investigation into abuse is necessary.

We will set best practice standards for working with children and vulnerable adults within YLF's own operations and activities and will promote best practice in the wider community. We will work with all agencies including statutory, private and voluntary organisations to promote the safety and well-being of children and vulnerable adults. We will seek to provide a safe and welcoming environment where all children and vulnerable adults are respected and valued.

### 1.2 Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; and in line with government publications: Working Together to Safeguard Children, Keeping Children Safe in Education (KCSIE) as it can apply to YLF, and the Kent Safeguarding Children Multi-Agency Partnership Arrangements (KSCMP) and will be reviewed and updated annually.

### 1.3 Definitions

Safeguarding and promoting the welfare of children and vulnerable adults is defined for statutory purposes as:

“Protecting them from maltreatment; preventing impairment of their health or development; ensuring that they live in circumstances consistent with the provision of safe and effective care; and taking action to enable them to have the best outcomes”.

The term **child or children** refers to anyone under the age of 18.

The term **vulnerable adult** refers to a person over the age of 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.

Vulnerable adults may:

- Be elders
- Have mental health needs
- Have a physical disability or sensory impairment
- Have a learning disability
- Have a chronic disabling illness
- Misuse substances or alcohol
- Have dementia

## 1.4 Ethos

YLF is part of a community and all those directly connected (staff, volunteers, trustees, parents, carers, other support agencies, and service users) have an essential role to play in making it safe and secure. We welcome suggestions and comments that will contribute to this process.

YLF recognises the importance of providing an ethos and environment that will help children and vulnerable adults to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to.

We recognise that some children and vulnerable adults who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. We aim to provide a stable, secure and predictable element in children and vulnerable adults' lives.

### 1.4.1 Aims

YLF will endeavour to support the welfare and safety of all people we work with through:

- Maintaining people's welfare as our paramount concern including when we develop and deliver activities
- Ensuring the content of activities includes aspects of social and emotional development
- Ensuring that we help children/vulnerable adults to stay safe by providing support that helps them to recognise when they don't feel safe and identify who they can talk to
- Providing suitable support and guidance so that children/vulnerable adults have a range of supportive adults to approach if they are in difficulties
- Ensuring all steps are taken to maintain physical safety
- Working with parents, carers and other agencies to build an understanding of YLF's responsibility to ensure the welfare of all children/vulnerable adults including the need for referral to other agencies in some situations

- Ensuring all staff and volunteers are able to recognise the signs and symptoms of abuse and are aware of YLF's procedures and lines of communication
- Monitoring children/vulnerable adults who have been identified as having welfare or protection concerns; keeping confidential records which are stored securely and shared appropriately with other professionals
- Developing effective and supportive liaison with other agencies
- Providing all staff, volunteers and trustees with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children and vulnerable adults
- Demonstrating that YLF's top priority is to safeguard children and vulnerable adults and promote their welfare by consistently modelling good practice

## 1.5 Named Staff and Trustees with Safeguarding Responsibilities

### Designated Safeguarding Lead (DSL)

Kristy Tidey (Advocacy Manager) | 07525 590252 | kristy.tidey@ylf.org.uk

Kristy has overall responsibility for safeguarding as detailed above. In addition, she will ensure this policy is updated annually, compliant with legislation, is fully embedded within YLF and is effective in protecting and supporting the wellbeing of children and vulnerable adults. She will ensure YLF's Safer Recruitment Policy is implemented and safeguarding training is up to date. She will report any concerns to the Lead Trustee and/or Chairman.

### Deputy Designated Safeguarding Leads

Neil Vickery (Operations Manager) 07808 310409 | neil.vickery@ylf.org.uk

And; Stephen Gray (CEO) | 07814 387161 | stephen.gray@ylf.org.uk

Neil and Stephen will support the DSL in all safeguarding functions as above and cover for her on occasions that may be necessary.

### Chair of Body of Trustees

Les Hutchinson | Contact details on request

Les will ensure that YLF and its Trustees comply with their duties under legislation and YLF's policy. He will ensure Trustees have up to date safeguarding training to level 1 and would be responsible for dealing with any allegation against the CEO.

### Lead Trustee for Safeguarding

Marilyn Hodges | 07595 933503 | marilyn hodges@blueyonder.co.uk

Marilyn is the nominated Trustee for safeguarding. She will take the lead role on behalf of Trustees in ensuring that YLF has an effective policy which interlinks with related policies; that locally agreed





procedures are in place and being followed; and that the policy and structures supporting safeguarding children and vulnerable adults are reviewed annually.

### 1.5.1 Responsibilities

Everyone who comes into contact with children/vulnerable adults and their families and carers has a role to play in safeguarding. YLF form part of the wider safeguarding system.

All staff and volunteers have a responsibility to identify people who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff and volunteers then have a responsibility to take appropriate action as YLF policy and to support working with other services as needed.

The Designated Safeguarding Lead (DSL) has overall responsibility for the day to day oversight of safeguarding practice and procedures within YLF. This includes:

- Acting as a consultant for staff, volunteers and Trustees to discuss concerns
- Maintaining a confidential recording system
- Co-ordinating safeguarding action for individual children/vulnerable adults
- Liaising with other agencies and professionals
- Ensuring that locally established procedures are followed and making referrals as necessary
- Representing or ensuring YLF is appropriately represented at inter-agency safeguarding meetings when invited to do so (including Child Protection conferences, FGCs, Case Reviews) and managing/monitoring this participation
- Organising training for all YLF staff, volunteers and Trustees

The Trustees will ensure that the DSL is properly supported in this role.

The welfare and safety of young people and vulnerable adults however are the responsibility of all YLF staff and volunteers and ANY concern for a child/vulnerable adult's welfare MUST be reported to the Designated Child Safeguarding Lead (DSL).

In order to protect confidentiality, safeguarding information about individual children/vulnerable adults is shared on a need to know basis only and thus, what may seem to be a minor issue to one staff member, may be highly significant to the bigger picture of risk.

## SECTION 2 – WHAT TO DO IF YOU HAVE A CONCERN

### 2.1 Safeguarding Procedures

YLF adheres to the Kent Safeguarding Children Multi-Agency Partnership Arrangements. The full KSCMP procedures document and additional guidance relating to specific safeguarding issues can be found on the KSCMP website [www.kscmp.org.uk](http://www.kscmp.org.uk)





Additional guidance can be found in the staff room and YLF shared folders including:

- 'What to do if you are Worried About a Child Being Abused'
- Kent Support Levels Guidance
- The Assessment Framework for Children in Need and their Families

All staff, volunteers and trustees are provided with a copy of a summary safeguarding policy which includes who to contact.

It is the responsibility of the DSL to receive and collate information regarding individual children/vulnerable adults, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents/carers/the local authorities). This includes the need to make referrals to partner agencies and services. To help with this decision he may choose to consult with Specialist Children's/Adults Services Duty Social Workers who offer opportunities for consultation as part of the Child/Adult Protection process.

Issues discussed during consultations may include the urgency and gravity of the concerns for a child/vulnerable adult and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision is made to refer to Specialist Children's Services or other services.

Such referrals might include to Specialist Children's Services as either Child/Adult Protection or Child in Need, to Police where there are potential criminal issues, referral to the CAF (Common Assessment Framework) or Early Help Notification processes or referral to services such as Child and Adolescent Mental Health Service (CAMHS) etc.

Referrals to Specialist Children's Services will be made using the local authorities recommended procedure and with reference to the Kent and Medway Interagency Threshold Criteria for Children in Need. In situations where there are felt to be urgent or grave concerns, a telephone consultation will be made prior to the form being completed and sent to the County Duty Team. All referrals are now made via the Centralised Duty Teams unless it's already an open case.

In all but the most exceptional circumstances, parents/carers will be made aware of the concerns felt for a young person/vulnerable adult at the earliest possible stage. In the event of a referral to Specialist Children's Services being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so.

## 2.2 The role of YLF

The role of YLF in situations where there are child/vulnerable adult protection concerns is NOT to investigate but to recognise and refer.

On occasion, staff/volunteers may pass information about a person to the DSLs, but remain anxious about action subsequently taken. Staff/volunteers should feel able to clarify with the DSLs further progress, so that they can reassure themselves the referred person is safe and their welfare is being considered. If following this process, the member of staff/volunteer remains concerned that

appropriate action is not being taken, it is the responsibility of that member of staff/volunteer to seek further direct consultation from the local Specialist Services Teams who will be able to discuss the concern and advise on appropriate action to be taken.

A statement on YLF's website will inform parents and carers and others about our duties and responsibilities under child/adult protection and safeguarding procedures. Interested parties can obtain a copy of the YLF's Safeguarding Policy and other related policies on request in addition to being able to view them on the website [www.ylf.org.uk](http://www.ylf.org.uk)

### 2.3 Dealing with Disclosures

It takes a lot of courage for a child/vulnerable adult to disclose that they are being neglected and/or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault. If a child/vulnerable adult talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets or promise confidentiality. The point at which you do this is a matter for professional judgement. If you jump in immediately they may think that you do not want to listen; if you leave it till the very end of the conversation, they may feel that you have misled them into revealing more than they would have otherwise.

In the event of a member of staff or volunteer receiving a disclosure of abuse, s/he will:

- Listen carefully to what the child/vulnerable adult is saying without interrupting, remain calm and do not over-react – the child/vulnerable adult may stop talking if they feel they are upsetting you
- Make clear that s/he is taking the child/vulnerable adult seriously and acknowledge how difficult it must be for them; give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'
- Explain, at an appropriate time as early as possible, that because of the seriousness of the matter and our concern for the child/vulnerable adult's health, safety and well-being, the information provided by them will need to be shared with others strictly on a need to know basis
- Under no circumstances ask investigative or leading questions – such as how many times this has happened, whether it happens to siblings too, only ask questions for clarification and avoid asking questions that suggest particular answers or are in any way probing
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child/vulnerable adult who has been abused
- Avoid admonishing the child/vulnerable adult for not disclosing earlier. Saying 'I do wish you had told me about this earlier' or 'I can't believe what I'm hearing' may be your way of being supportive but the child/vulnerable adult may interpret it that they have done something wrong
- Let the child/vulnerable adult know what will happen next, to whom the information is to be passed on, and what will happen once it has been passed on

- Undertake to keep the child/vulnerable adult informed as to any action that is proposed and to offer support through that process, if that is requested
- As soon as possible, record all the details of what was said, using the exact words that the child/vulnerable adult has used and not interpreting any of the information
- Seek support for yourself from your line manager if you are distressed

The member of staff/volunteer will immediately inform the DSL or Deputy DSL of the situation and a decision will be made whether to make a referral to either the children's/adults services duty team or the police. All serious allegations of abuse will be referred.

A Safeguarding and Concern Form must be completed, signed and dated by the member of staff/volunteer and the DSL/Deputy DSL.

### 2.3.1 What to do if you suspect a young person is at risk of significant harm?

There may be occasions when a member of staff or volunteer suspects that a child/vulnerable adult may be at serious risk, but you have no 'real' evidence. The child/vulnerable adult's behaviour may have changed or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child/vulnerable adult the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child/vulnerable adult if they are alright or if you can help in any way. If the child/vulnerable adult does begin to reveal that they are being harmed or at risk of significant harm you should follow the advice above: Dealing with Disclosures.

Concern about the possibility of abuse or significant harm must be reported at the earliest opportunity to the DSL, Deputy DSL. Use the Safeguarding and Concern Form (see: Appendix 2) to record these early concerns and pass it to the DSL immediately. If there is a risk of immediate serious harm to a child or vulnerable adult a referral should be made to Central Duty Teams immediately.

Once a concern has been raised the DSL will decide on an appropriate course of action:

- Further clarification is needed
- There is no cause for concern and no further action is necessary
- There is no cause for immediate concern but the situation should be monitored and recorded
- Consultation with children/adults services is required within a defined timescale
- There is immediate cause for concern and the matter will be referred to children's/adult services

## 2.4 Record Keeping

Staff and volunteers must record any welfare or safeguarding concern or disclosure about a child/vulnerable adult on YLF's Safeguarding and Concern Form (with a body map where injuries

have been observed if relevant) and pass this without delay to the DSL. All incidents must be recorded as soon as possible and at the latest within 24 hours of the situation arising, preferably using the Safeguarding and Concern Form and must be signed and dated by the member of staff or volunteer and counter signed by their manager.

#### 2.4.1 Safeguarding and Concern Forms

These are provided in Appendix 2 of this document and are available in staff handbooks and on the shared resources. In the event of a YLF form not being available, recording the event or concern must include:

- Date and time of incident
- Details of the incident giving rise to concern (e.g. any relevant conversations that took place, details of any injury, etc.)
- Any action taken

Safeguarding records are kept centrally and securely by the DSL and are shared on a need to know basis only.

## 2.5 Working with Other Agencies

YLF recognises and is committed to its responsibility to work with other professionals and agencies both to ensure people's needs are met and to protect them from harm. We will endeavour to identify those people and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.

YLF is not the investigating agency when there are child/vulnerable adult protection concerns and will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required and recognise a crucial part of this may be in supporting the child/vulnerable adult whilst these take place.

YLF will always work to establish strong and co-operative relationships with relevant professionals in other agencies.

## 2.6 Confidentiality and Information Sharing

We recognise that all matters relating to child/adult protection are confidential and our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE.

The DSL/Deputy DSLs will disclose information about a child or vulnerable adult to other members of staff on a need to know only basis.

All staff/volunteers must be aware that whilst they have duties to keep information confidential, in line with our confidentiality policy (link) they also have a professional responsibility to share information with other agencies in order to safeguard children and vulnerable adults. All staff/volunteers must be aware that they cannot promise a child or vulnerable adult to keep secrets

which might compromise the child or vulnerable adult's safety or wellbeing (see above: Dealing with Disclosures).

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE). DfE "Information sharing advice for safeguarding practitioners" (2018) provides further detail.

## 2.7 Types of Abuse and Neglect

Staff/volunteers need to remember that abuse can occur within all social groups regardless of religion, culture, social class or financial position. Children/vulnerable adults who have a disability are statistically subject to greater risk of abuse and are particularly vulnerable. It is also important to remember that those who abuse children/vulnerable adults can be of any age, gender, ethnic group or background and it is important not to allow personal preconceptions to prevent recognition or action taking place.

### 2.7.1 Abuse

A form of maltreatment. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children or inflicting self-harm. There are elements of emotional abuse in all forms of abuse and some children/vulnerable adults may be subjected to more than one form of abuse at any one time.

### 2.7.2 Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult.

### 2.7.3 Emotional abuse

The persistent emotional maltreatment of a person such as to cause severe and adverse effects on their child/vulnerable adult's emotional development. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a person's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing people to feel frightened or in danger, or the exploitation or



corruption of a vulnerable person. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.

#### 2.7.4 Sexual abuse

Involves forcing or enticing a child/vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/vulnerable adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children/vulnerable people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children/vulnerable people to behave in sexually inappropriate ways, or grooming a child/vulnerable adult in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

#### 2.7.5 Neglect

The persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child/vulnerable adult from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

#### 2.7.6 Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined by the Government in the Prevent Strategy as:

“Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.”

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

More information on recognising forms of abuse, including Financial and Institutional Abuse is detailed in Appendix 1.

### 2.7.7 Peer abuse

All members of staff and volunteers at YLF recognise that children are capable of abusing their peers, and that it can happen both inside and outside of engagement with the organisation and online.

YLF recognises that peer on peer abuse can take many forms, including but not limited to:

- bullying, including cyberbullying, prejudice-based and discriminatory bullying
- abuse in intimate personal relationships between peers
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- initiation/hazing type violence and rituals

YLF believes that abuse is abuse and it will never be tolerated or dismissed as “banter”, “just having a laugh”, “part of growing up” or “boys being boys” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children and that even if there are no reported cases of peer on peer abuse, such abuse is still likely to be taking place.

All staff and volunteers have a role to play in challenging inappropriate behaviours between peers. Staff and volunteers recognise that that some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved, i.e. for gender based abuse, girls are more likely to be victims and boys more likely to be perpetrators.

Concerns about service user behaviour, including peer on peer abuse taking place offsite will be responded to as part of a partnership approach with service users and parents/carers. Offsite behaviour concerns will be recorded and responded to in line with existing appropriate policies, for example anti-bullying.

The Young Lives Foundation will take steps to minimise the risk of all forms of peer on peer abuse. We will ensure that appropriate time is dedicated to training staff and volunteers to spot the signs of peer on peer abuse and enable children to develop an awareness and understanding of abusive behaviour and to ensure that children recognise warning signs.



Service users who have experienced peer on peer abuse will be supported by:

- Offering them an opportunity to discuss the experience with a member of staff of their choice as soon as possible
- Being advised to keep a record of concerns as evidence and offer discussions regarding how to respond to concerns and build resilience, if appropriate
- Providing reassurance and support
- Making appropriate safeguarding referrals to relevant Local Authorities in line with YLF's safeguarding policy if required

Service users who are alleged to have abused other young people will be helped by:

- Discussing what happened, establishing the specific concern and the need for behaviour to change
- Providing appropriate education and support either internally or signposting to appropriate external agencies
- Making appropriate safeguarding referrals to relevant Local Authorities in line with YLF's safeguarding policy if required
- Sanctioning in line with YLF behaviour agreements signed and agreed by young people accessing YLF Services

The Young Lives Foundation is aware of and will follow <https://www.kscmp.org.uk/> procedures for supporting children who are at risk of harm as a result of their own behaviour.

[www.anti-bullyingalliance.org.uk/tools-information](http://www.anti-bullyingalliance.org.uk/tools-information)

### 2.7.8 Child on Child Sexual Violence or Harassment

When responding to concerns relating to child on child sexual violence or harassment, YLF will follow the guidance outlined in Part Five of KCSIE 2021 and the DfE 'Sexual Violence and Sexual Harassment Between Children in Schools and Colleges' guidance.

YLF recognises sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment is never acceptable.

All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.

When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis

which explores how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).

- The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children, and staff and any actions that are required to protect them.
- Reports will initially be managed internally by the organisation and where necessary will be referred to Integrated Children’s Services and/or the Police.
- The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the children involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other children, adult students or organisation staff and volunteers, and, any other related issues or wider context.
- If at any stage the DSL is unsure how to proceed, advice will be sought from the Local Authority Front Door.

### 2.7.9 Nude and/or Semi-Nude Image Sharing by Children

The term ‘sharing nudes and semi-nudes’ is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of 18. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal which makes responding to incidents complex.

The UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people guidance outlines how schools and colleges should respond to all incidents of consensual and non-consensual image sharing, and should be read and understood by DSLs working with all age groups, not just older learners.

YLF recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or “sexting”) can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).

When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff and volunteers are advised to:

- Report any concerns to the DSL immediately
- Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident, this will be immediately reported to the DSL
- Not delete the imagery or ask the child to delete it
- Not say or do anything to blame or shame any children involved

- Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help
- Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.

DSLs will respond to concerns as set out in the non-statutory UKCIS guidance: Sharing nudes and semi-nudes: advice for education settings working with children and young people and the local KSCMP guidance. When made aware of a concern involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos:

- the DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of any child involved. This may mean speaking with relevant staff and the children involved as appropriate
- parents and carers will be informed at an early stage and be involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm
- All decisions and action taken will be recorded in line with our child protection procedures

A referral will be made to ICS and/or the police immediately if:

- the incident involves an adult (over 18)
- there is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, age of the child or they have special educational needs
- the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent
- a child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.

The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.

If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.

#### 2.7.10 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

YLF recognises that CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator

and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

If staff or volunteers are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy.

### 2.7.11 Serious Violence

All staff and volunteers are made aware of the indicators which may signal children are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns.

The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.

### 2.7.12 So-called honour based abuse

So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

All forms of HBA are abuse (regardless of the motivation) and concerns should be responded to in line with section 3 of this policy. Staff will report any concerns about HBA to the DSL (or a deputy).

Whilst all staff and volunteers will speak to the DSL (or deputy) with regard to any concerns about female genital mutilation (FGM), there is only a specific legal duty on teachers.

### 2.7.13 Preventing radicalisation

YLF is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have "due regard to the need to prevent people from being drawn into terrorism", also known as the Prevent duty and the specific obligations placed upon organisations regarding risk assessments, working in partnership, staff training, and IT policies.

YLF recognises that children are vulnerable to extremist ideology and radicalisation and staff and volunteers will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Staff and volunteers will report any concerns to the DSL (or a deputy), who is aware of the local procedures to follow.

### 2.7.14 Cybercrime

YLF recognises that children with particular skill and interest in computing and technology may inadvertently or deliberately stray into 'cyber-enabled' (crimes that can happen offline but are enabled at scale and at speed online) or 'cyber dependent' (crimes that can be committed only by using a computer/internet enabled device) cybercrime.

If staff are concerned that a child may be at risk of becoming involved in cyber-dependent cybercrime, the DSL will be informed, and consideration will be given to accessing local support and/or referring into the Cyber Choices programme, which aims to intervene when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Where there are concerns about 'cyber-enabled' crime such as fraud, purchasing of illegal drugs online, child sexual abuse and exploitation, or other areas of concern such as online bullying or general online safety, they will be responded to in line with this and other appropriate policies.

## 2.8 Supporting Children Potentially at Greater Risk of Harm

Whilst all children should be protected, some groups of children are potentially at greater risk of harm.

### 2.8.1 Safeguarding Children with Special Educational Needs or Disabilities (SEND)

YLF acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse and neglect.

YLF recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be appropriately supported to communicate and ensure that their voice is heard and acted upon.

All members of staff and volunteers will be encouraged to appropriately explore possible indicators of abuse such as behaviour, mood changes or injuries and not to assume that they are related to the child's disability. Staff and volunteers will be mindful that children with SEND or certain medical conditions may be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.

Members of staff and volunteers are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.

To address these additional challenges, our organization will always consider implementing extra support and attention for children with SEND.



## 2.8.2 Children Requiring Mental Health Support

All staff and volunteers will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff and volunteers are aware that children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, can impact on their mental health, behaviour and education.

Staff and volunteers are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff or volunteers have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

## SECTION 3 – SAFER RECRUITMENT AND ALLEGATIONS

### 3.1 Induction and Training

All YLF staff, volunteers and trustees will be offered an appropriate level of safeguarding training. This will include internal responsibilities, child/vulnerable adult protection processes, how to recognise and respond to signs and symptoms of concern and abuse, safe working practice and duties under the PREVENT strategy. Training is organised by the DSL in line with government guidance but no less than:

- The DSL and Deputy DSLs training to level 3 when they first take on the role and then updated every two years
- Other staff and volunteers to attend training to level 1 every 2 years with an annual reminder provided by the DSL or relevant trainer
- The nominated trustee should receive safeguarding training from a strategic perspective on a three yearly basis
- The rest of trustees to receive basic training provided by the DSL, nominated trustee or a relevant trainer every three years or upon appointment
- Any relevant updates to be provided to all personnel annually
- Specific safeguarding training e.g. e-safety, trafficked children/vulnerable adults, FGM, will be available for staff/volunteers as necessary

The DSL will ensure that all new staff and volunteers are appropriately inducted as regards to YLF's internal safeguarding procedures and communication lines. A summary information sheet is available to be given to staff and volunteers to support this process.

The DSL will provide an annual report to the trustees detailing safeguarding training undertaken by all staff/volunteers and will maintain up to date registers of who has been trained.

## 3.2 Safer Recruitment and Safeguarding Checks

YLF is committed to ensuring that all steps are taken to recruit staff and volunteers who are safe to work with children/vulnerable adults and have their welfare and protection as the highest priority.

The safer recruitment of staff and volunteers is the first step to safeguarding and promoting the welfare of children, young people and vulnerable adults. The Young Lives Foundation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. As an employer, the charity expects all staff and volunteers to share this commitment.

The trustees will ensure that the CEO/DSL, other senior staff responsible for recruitment and one trustee complete accredited Safer Recruitment Training in line with government requirements.

The Young Lives Foundation is committed to ensure that develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.

Young Lives Foundation will follow relevant guidance in Keeping Children Safe in Education (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS)

The DSL and leadership team are responsible for ensuring that the organisation follows safe recruitment processes as outlined within guidance

The DSL and leadership team will ensure that there is at least one of the persons who conducts an interview has completed safer recruitment training.

### 3.2.1 Safer Recruitment Policy - Aims and Objectives

The aims of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse children, young people and vulnerable adults or are otherwise unsuited to working with them by having appropriate procedures for appointing staff and volunteers.

The Young Lives Foundation has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant or volunteer for the role. The recruitment and selection process should ensure the identification of the person best suited to the role based on the applicant or volunteer's abilities, qualification, experience and merit as measured against the job description and person specification should the applicant be paid and the role and responsibilities should the applicant be a volunteer.

The recruitment and selection of staff and volunteers will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process have a close personal or family relationship with an applicant or volunteer, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The policy's objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants or



volunteers applying for job vacancies or volunteering opportunities at The Young Lives Foundation.

### 3.2.2 Roles and Responsibilities

It is the responsibility of the trustees to:

- Ensure the Young Lives Foundation has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements
- Monitor the Young Lives Foundation's compliance with them
- It is the responsibility of the CEO and Managers involved in recruitment to:
- Ensure the Young Lives Foundation operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children, young people and vulnerable adults at every stage of the procedure

Trustees have delegated responsibility to the CEO and management team to be involved in staff and volunteer appointments.

### 3.2.3 Definition of Regulated Activity and Frequency

Regulated activity for children is unsupervised activities on a frequent basis, for example, teaching, training, care or supervision, advice or guidance on well-being or driving a vehicle with children as passengers.

Frequency is once a week or more on an ongoing basis or four or more time in a single month or overnight.

### 3.2.4 Recruitment and Selection Procedure

- **Job Description, Role and Responsibilities and Person Specification:**  
A job description (employees) and role and responsibilities (volunteers) are key documents in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job or volunteering role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

- **Advertising:**  
To ensure equality of opportunity, the Young Lives Foundation will advertise all opportunities to encourage as wide a field of application as possible, normally this entails an external advertisement.

Any advertisement will make clear the Young Lives Foundation's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants and volunteers will be treated confidentially in accordance with the Data Protection Act.

- **Application Forms:**

The Young Lives Foundation uses its own application form which all applicants and volunteers will be required to complete. The form contains questions about their academic and full employment history and their suitability for the role. (In addition all applicants are required to account for any gaps or discrepancies in employment history).

The applicant or volunteer will complete the Young Lives Foundation's Safeguarding Declaration Form which includes declaring convictions and information needed when working with children, and makes clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

An optional Equal Opportunities Form is available.

All applicants and volunteers will be made aware that providing false information is an offence and could result in the applicant or volunteer being rejected.

- **References:**

References for volunteers are sought immediately and for employees will be sought after short listing or appointment. At least one reference must be a current or past employer. A total of three references and where applicable a doctor's reference may be obtained. These will be sought directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

- **Interview:**

There will be a face-to-face interview. The interview process will explore the applicant or volunteer's motivation, suitability, commitment and ability to carry out the role. Interviews will always be conducted by a panel, minimum number 2, with at least one panel member being a senior coordinator or above trained in safer recruitment. The interview will enable the panel to explore any anomalies or gaps to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to part disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

Where applicable, young people/service users will be present on an interview panel.

All applicants or volunteers who are invited to interview will be required to bring evidence of their identity and address. Original documents will only be accepted and



photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

- **Accreditation Interview (volunteers):**  
Volunteers will attend an accreditation interview, following successful completion of a YLF training programme, where they are required to sign a Volunteer Agreement ensuring they understand their role and responsibilities, the Young Lives Foundation's safeguarding procedures, have received safeguarding training and understand the policies and procedures relating to their specific role. Volunteers will have been continuously assessed during their training and the feedback obtained from trainers and service users is discussed and reviewed at this interview before a volunteer commences regulated activity.
- **Induction Programme:**  
The Young Lives Foundation has an Induction Policy which set our clear guidelines on inducting new staff and volunteers. All new employees/volunteers will be given an induction programme which will clearly identify the Young Lives Foundation's policies and procedures, including the Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.
- **Offer of Appointment:**  
The appointment of all new employees and volunteers is subject to a satisfactory DBS Certificate, references, medical checks (where applicable) police vetting (where applicable) and proof of identity. A Single Central Register will be used to track and audit paperwork in line with safer recruitment training requirements.

### 3.2.5 The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at the Young Lives Foundation.

### 3.2.6 DBS (Disclosure and Barring Service) Certificate

All staff and volunteers at the Young Lives Foundation require an appropriate DBS Certificate therefore a DBS Certificate must be obtained before the commencement of employment of any new employee or volunteer. Level of checks are decided in line with DBS guidance. All regulated activity will include checks on the barring lists.

It is the Young Lives Foundation's policy to re-check DBS Certificates every three years and in addition any employee or volunteer that takes a break for more than three months (i.e. maternity leave, career breaks etc.) must be re-checked before they return back to work. It

is the employee or volunteer's obligation to inform the CEO or line manager of any cautions or convictions that arise between these checks taking place.

### 3.2.7 Portability of DBS Certificates Checks

Staff and volunteers may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17<sup>th</sup> June 2013, for a fee of £13 per annum, which is payable by the applicant. It is free for volunteers.

### 3.2.8 Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore when YLF has confirmation that a DBS check has content a senior coordinator or manager will arrange to meet with the applicant to see the certificate and discuss the content. In these circumstances the recruitment process cannot continue until the DBS check has been seen and a decision taken on the content.

### 3.2.9 Dealing with Convictions

The Young Lives Foundation operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One-off or history of offence
- Changes in circumstances
- Decriminalisation and remorse

A formal meeting will take place face-to-face to establish the facts. Following this a decision will be agreed by the senior management team.

### 3.2.10 Proof of Identity and Right to Work in the UK

All applicants or volunteers invited to interview at the Young Lives Foundation will be required to bring their identification documentation such as passport, birth certificate, driving licence etc with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice.

### 3.2.11 Overseas Checks/Certificate of Good Conduct

Enhanced Disclosure and Barring Disclosures will not generally show offences committed by individuals whilst living or working abroad. Therefore, in addition to an Enhanced Disclosure

and Barring Disclosure, additional checks such as obtaining Certificates of Good Conduct from relevant embassy's or police forces are necessary.

Staff/volunteers who have lived/travelled abroad for more than 6 months in the last 10 years will need to obtain a criminal records check from the relevant country or the relevant embassy in the UK. The member of staff/volunteer will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the CEO.

The level of information contained in these certificates varies from country to country: some are complete extracts from the criminal record; others are partial. However, the CEO will have discretion to allow an individual to begin work pending receipt of the Disclosure. Where it is necessary to engage a member of staff/volunteer where the Disclosure remains outstanding, the CEO must ensure that the employee/volunteer is appropriately supervised, and the request for a Disclosure has been submitted, in advance of the individual starting work.

Where a member of staff/volunteer is from or has lived in a country where criminal record checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, YLF must take extra care in taking up references and carrying out other background checks. For example, additional references should be sought, and references followed up by phone as well as letter.

Further information about the criminal record information which may be obtained from overseas police forces and countries, is available from the CRB at [www.crb.gov.uk](http://www.crb.gov.uk) or [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/579220/Criminal\\_Record\\_Checks\\_FAQ\\_Dec\\_16.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/579220/Criminal_Record_Checks_FAQ_Dec_16.pdf)

### 3.2.12 Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicant and volunteers are requested to declare any health issues at application stage and a doctor's reference is required where applicable.

### 3.2.13 Single Central Register for members of staff and volunteers

In addition to various staff and volunteer records kept and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Department for Education and Skills' requirements. This is kept up-to-date and retained by Senior Management Team. The single Centralised Register will contain details of the following:

- All employees who are employed to work at The Young Lives Foundation
- All others who have been chosen by The Young Lives Foundation to work in regular contact with children. This will cover volunteers and trustees

- A designated trustee will be responsible for auditing the Single Centralised Register and reporting his/her findings to the Board of Trustees.

### 3.2.14 Record Retention/Data Protection

The Young Lives Foundation will retain all interview notes on all applicants and volunteers for a minimum period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6 months' retention period is in accordance with the Data Protection Act 1998 and will also allow the Young Lives Foundation to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees and volunteers is kept centrally in a locked and secure cabinet.

### 3.2.15 Ongoing Employment

The Young Lives Foundation recognises safer recruitment and selection is not just about the start of employment or volunteering, but should be part of a larger policy framework for all staff and volunteers. The Young Lives Foundation will therefore provide ongoing training and support for all staff and volunteers, as identified through the annual review/appraisal procedure.

### 3.2.16 Leaving Employment at The Young Lives Foundation

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children, young people and vulnerable adults are raised. In cases relating to the behaviour of an employee or volunteer (these behaviours are within the context of four categories of abuse i.e. physical, sexual, emotional and neglect) the Young Lives Foundation's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, the Young Lives Foundation will inform the Kent and Medway Children's Safeguarding Board, the DfES and the Local Authority Designated Officer of the circumstances why the employee or volunteer is leaving the Young Lives Foundation's employment.

## 3.3 Allegations

The Young Lives Foundation advise all staff and volunteers to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands, and warnings.

Where the Young Lives Foundation organises work experience placements, we will follow the advice and guidance as identified in part Three of KCSIE.



### 3.3.1 Allegations/concerns raised in relation to staff, volunteers and contractors

The Young Lives Foundation will respond to allegations in line with the local Kent allegations arrangements and Part Four of KCSIE.

Any concerns or allegations about staff, including those which do not meet the allegation/harm threshold will be recorded and dealt with appropriately in line with national and local guidance. Ensuring concerns are dealt with effectively will protect those working in or on behalf of the organisation from potential false allegations or misunderstandings.

Where DSL are unsure how to respond, for example if the organisation is unsure if a concern meets the harm 'thresholds', advice will be sought via the Local Authority Designated Officer (LADO) Enquiry Line.

### 3.3.2 Concerns that meet the 'harm threshold'

The Young Lives Foundation recognises that it is possible for any member of staff, including volunteers, governors, contractors, agency and third-party staff and visitors to behave in a way that indicates a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college or similar setting. This includes when someone has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children or vulnerable adults

Allegations against staff which meet this threshold will be referred immediately to the DSL who will contact the LADO to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the DSL, staff are advised that allegations should be reported to the named trustee responsible for safeguarding matters who will contact the LADO.

### 3.3.3 Concerns that do not meet the 'harm threshold'

The Young Lives Foundation may also need to take action in response to 'low-level' concerns about staff, which typically would be behaviours which are inconsistent with our staff code of conduct, including inappropriate conduct outside of work and concerns that do not meet the allegations threshold.

Low-level concerns will be recorded in writing and reviewed so potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern is identified, the Young Lives Foundation will implement appropriate action, for example consulting with the LADO enquiry line and follow disciplinary procedures.



Additional information regarding low-level concerns is contained with our staff behaviour policy/code of conduct – this includes what a low-level concern is and the importance of sharing them.

### 3.3.4 Safe culture

As part of our approach to safeguarding, the Young Lives Foundation has created and embedded a culture of openness, trust and transparency in which our values and expected behaviour as set out in our code of conduct policy are constantly lived, monitored and reinforced by all staff and volunteers and where all concerns are dealt with promptly and appropriately.

All staff and volunteers should feel able to raise any concerns about poor or unsafe practice and potential failures in the organisations safeguarding regime. The leadership team at The Young Lives Foundation will take all concerns or allegations received seriously.

All members of staff are made aware of the organisation Whistleblowing procedure, see Public Interest Disclosure & Whistleblowing policy. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The Young Lives Foundation has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person.

If these circumstances arise in relation to a member of staff at our organisation a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

## 3.4 The Use of Premises by Other Organisations

Where services or activities are provided separately by another body using the facilities/premises, the DSL and Senior Leadership team will seek written assurance that the organisation concerned has appropriate policies and procedures in place regarding safeguarding children and child protection, and that relevant safeguarding checks have been made in respect of staff and volunteers. If this assurance is not achieved, an application to use premises will be refused.

Safeguarding requirements will be included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

### 3.5 Site Security

All members of staff and volunteers have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into the organisation.

Staff, volunteers and visitors will be expected to adhere to any safety arrangements implemented because of Covid-19 restrictions.

Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.

The Young Lives Foundation will not accept the behaviour of any individual that threatens the organisation, or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the organisation.

### 3.6 Supporting People to Stay Safe

We recognise that YLF can play an essential role in helping people to understand and identify the parameters of what is appropriate behaviour between children and adults; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

YLF will use their wide opportunities of working with children and vulnerable people through providing activities and services for them to increase self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that people have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.

Systems have been established to support the empowerment of children and vulnerable adults to talk to a range of staff and volunteers. Children and vulnerable adults will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

Specific systems of support include consultations groups, children and vulnerable adults' involvement in interviews, recruitment and training of staff and volunteers, feedback forums/surveys and employment/volunteering opportunities.

### 3.7 E-Safety

It is recognised that the use of new technologies presents particular challenges and risks to children and vulnerable adults. YLF will provide opportunities for children/vulnerable adults to learn about and manage the associated risks effectively and will support adults who care for and work with children/vulnerable adults (including all members of staff/volunteers) to become aware and alert to the needs of keeping young people safe online.

YLF needs to ensure that it is using electronic communications, digital and social media in safe, appropriate, inclusive and creative ways.



Service-users, trustees, paid staff and volunteers, technical advisors and digital visitors - all who are using digital and social media at or via YLF are subject to this E-safety guidance.

### What digital and social media do YLF use?

Facebook: @ylf.org.uk Twitter: @ylfcharity Instagram: @ylfcharity  
LinkedIn: /company/the-young-lives-foundation  
YouTube: /channel/UCsEKgNGGaLEko7TMZp7gfsW  
Website: www.ylf.org.uk

This following points set out the Charity's position on employees' use of social networking sites and blogs, whether conducted on Charity media and in work time or your own private media in your own time.

#### 3.7.1 Your Responsibilities

Social networking sites and blogs offer a useful means of keeping in touch with friends and colleagues, and they can be used to exchange views and thoughts on shared interests, both personal and work-related. The Charity does not object to you setting up personal accounts on social networking sites or blogs on the internet, in your own time and using your own computer systems. However, you must not do so on Charity media or in work time.

You must not link your personal social networking accounts or blogs to the Charity's website. Any such links require the Charity's prior consent.

You must not disclose Charity secrets, breach copyright, defame the Charity or its clients, suppliers, customers or employees, or disclose personal data or information about any individual that could breach the Data Protection Act 2018 on your blog or on your social networking site.

Social networking site posts or blogs should not be insulting or abusive to employees, suppliers, Charity contacts, clients or customers

#### 3.7.2 References to the Charity

If reference is made to your employment or to the Charity, you should state to the reader that the views that you express are your views only and that they do not reflect the views of the Charity. You should include a notice such as the following:

'The views expressed on this website/blog are mine alone and do not reflect the views of my employer'

You should always be conscious of your duty as an employee to act in good faith and in the best interests of the Charity under UK law. The Charity will not tolerate criticisms posted in messages in the public domain or on blogs about the Charity or any other person connected to the Charity.

You must not bring the Charity into disrepute through the content of your website entries or your blogs.

Any misuse of social networking sites or blogs as mentioned above may be regarded as a disciplinary offence and may result in dismissal without notice.

You should be aware that any information contained in social networking sites may be used in evidence, if relevant, to any disciplinary proceedings.

### 3.7.3 Business Use of Social Media

If your job duties require you to speak on behalf of the Charity in an online social media environment, you must still seek approval for such communication from your manager, who may require you to have training before you are permitted to participate in social media on behalf of the Charity.

Similarly, if you are invited to comment about the Charity for publication anywhere, including in any social media outlet, you should inform your manager and you must not respond without prior written approval.

If you disclose your affiliation with the Charity on your business profile or in any social media postings, you must state that your views do not represent those of your employer, unless you are authorised to speak on our behalf. You should also ensure that your profile and any content you post are consistent with the professional image you present to clients and colleagues.

### 3.7.4 Communicating with Service Users

Trustees, paid staff and volunteers must keep a professional distance online, just as they would in the offline world. Compared with a conversation in the offline real world, technology increases the potential for messages to be taken out of context, misinterpreted or forwarded to others.

Trustees, paid staff and volunteers must bear in mind that once they place something in the public domain, it is there permanently for people to access, change and share with others.

*The key principles in digital and social media use are the same as in any professional interaction:*

Trustees, paid staff and volunteers working with service-users should reflect the positive messages they give service-users through their public behaviour.

Trustees, paid staff and volunteers must be clear about where the boundaries are in the support they offer to service-users, and must avoid setting up false expectations.

YLF must ensure that they do not create situations in which trustees, paid staff and volunteers could cause harm to service-users



Any moderators or administrators whether trustees or staff with permitted unsupervised access to service-users through Social Network Sites (SNS) must be DBS checked.

Trustees, paid staff and volunteers working with service-users must not use their personal social networking account to communicate with service-users.

### 3.7.5 General policies and procedures

*Service-users who become trustees, paid staff or volunteers:*

YLF, as a peer led organisation, recognises that some trustees, paid staff and volunteers are now or have been service-users in the past or, as young people, fall within the age range of service-users. It is unreasonable to expect them to cut their personal social networks with their friends who may still be service-users. However, this creates potential risk.

If trustees, paid staff and volunteers have their own personal SNS profile, they must ensure that service-users cannot access any content, media or information from that profile page that relates to YLF or which would undermine their position as a professional, trusted and responsible adult working or volunteering with service-users at YLF either as trustees, paid staff or volunteers.

Trustees, paid staff and volunteers who are currently or who have been service-users must moderate their use of SNS to reflect their status at YLF accordingly just as they would moderate their behaviour in the offline world to reflect their responsible, role modelling status.

*Other trustees, paid staff and volunteers:*

All other trustees, paid staff and volunteers who use their own personal SNS must ensure that service-users from YLF cannot access any content, media or information from their personal profile page. Trustees, paid staff and volunteers must check their privacy settings regularly to ensure this.

Only YLF official pages, profiles, groups and sites can be used to share information relating to YLF. This boundary must not be confused by the use of personal SNS to convey information about YLF by any trustees, paid staff and volunteers. For example, do not message service-users from your personal Facebook profile as this will blur boundaries between your professional and personal lives.

Trustees, paid staff and volunteers must review regularly that they have no 'Friend' connections on their personal SNS profile with the service-users they work with. You should not accept 'Friend' requests from service-users you work with to your personal profile page(s). Paid staff and trustees who have been or are currently service-users are exempt from this clause.

Staff may only set up pages for events, activities or groups for which they are responsible and have 'officer' or 'admin' responsibilities for. The staff member with key responsibility in any context must always be the administrator or officer of these spaces.

If, on behalf of YLF, you create a group, host discussions or encourage media-sharing, then the Moderation Rules (in Section 6) must be adopted. These provide rules for service-user engagement. You must create a group agreement with these ground rules about the kind of language, discussions and media sharing allowed. Make sure these guidelines are created with service-users in mind and are accessible.

Even with stringent privacy settings, the nature of social networking sites like Facebook, means it is difficult to avoid seeing content from service-users which a trustee, worker or volunteer may not wish to see/should not see outside their paid/voluntary role. Trustees, paid staff and volunteers must not post or comment on the status, wall or photos of any service-users.

Trustees, paid staff and volunteers who have been or are currently service-users are exempt from this clause but their comments must nevertheless reflect their responsible and role modelling status at YLF.

Trustees, paid staff and volunteers engaged in promotional or campaigning activities for YLF will be encouraged and offered support to make maximum use of digital and social media as part of their work.

Trustees, paid staff and volunteers must not bring the organisation into disrepute in their use of digital and social media.

### 3.7.6 Specific protective guidelines for trustees, paid staff and volunteers

You must ensure you have clear understanding on who to contact if you have any concerns about service-users safety online. Use the same chain of authority and advice (e.g. Designated Safeguarding Lead, Lead Trustee) as used in the generic Safeguarding Policy. If in doubt, go up a management level and consult.

In all contexts, you must conduct yourself in an appropriate way as you would face to face – be hyper aware of what you say and how you say it.

Be mindful that even if you delete a comment straight away, someone might have already seen it. SNS sites happen in real time and some service-users are often constantly online and will see things as they happen.

You must not provide personal details about service-users on the website, SNS or social networking group (this includes full name, email address, etc).

You must ensure that you have permission to use any photos of service-users and only use their first names on any caption. Tagging of service-users in photos/videos will remain the responsibility of the individuals themselves and not trustees, paid staff or volunteers.



Only use appropriate photos, the sort that you would be happy putting on a public notice board - remember that everyone can view them.

If you have one-to-one contact with a service-user using chat/instant messaging and provide e-mentoring, the conversation must be copied into a Word document and printed off. It must be attached and recorded on the YLF one-to-one monitoring form.

If you would like to use a quote from a service-user which has been said during one-to-one contact, you must ask permission before you use it and clarify how the young person wants the quote attributed.

If you are concerned about the way a service-user is attempting to contact you, report it immediately to your line-manager.

Communications Manager has overall responsibility for monitoring social media interaction on Timelines, discussion boards, blogs, comments on photos/videos, tagging of pictures/videos and 'Group' or 'Fan Pages' and Twitter mentions.

Ensure you do not infringe copyright. If you use photos taken by someone who is not part of YLF, then ensure you credit the images. The same practice applies for any other content that has not been created originally by YLF.

YLF, intellectual property rights and copyright must be asserted when publishing online.

Service-users in leadership roles, especially involving campaigning, need independent access to Twitter and permission to tweet, re-tweet or reply to posts. Service-user leaders' access will be monitored and reviewed on a regular basis. If it is misused, it will be revoked.

### 3.7.7 Passwords

Staff must keep YLF account and password details in a safe place.

They must ensure that YLF's Communications Manager has overall access to e-mail accounts and networking sites for when staff are on leave, absent or no longer working with the project. When staff leave the project, passwords must be changed.

You are not permitted to use another employee's password to log on to the computer system, whether or not you have that employee's permission. If you log on to the computer using another employee's password, you may be liable to disciplinary action up to and including summary dismissal for gross misconduct. If you disclose your password to another employee, you may also be liable to disciplinary action.

To safeguard the Charity's computer systems from viruses, you should take care when opening documents or communications from unknown origins. Attachments may be blocked if they are deemed to be potentially harmful to the Charity's systems.

All information, documents, and data created, saved or maintained on the Charity's computer system remains at all times the property of the Charity.

### 3.7.8 Email and SMS (texts)

Emails sent to external organisations should be written carefully in the same way as a letter written on YLF headed paper.

Emails to a service-user must be from YLF's Business email address and saved and stored in line with data protection guidelines for each specific service/project.

When sending emails to groups of service-users, staff must use the 'BCC' facility to avoid sharing e-mail addresses.

Staff may only use YLF e-mail accounts to contact service-users.

Staff must not reveal personal details of themselves or others in e-mail and SMS communication, or arrange to meet anyone without specific permission.

If a text is sent to a service-user, it must be sent from an official work mobile. For volunteers using their own phones texts and calls will need to be recorded on the contact forms and a manager can request to see these communications.

You should take care when opening e-mails from unknown external sources. Attachments to e-mails may be blocked if they are deemed to be potentially harmful to the Charity's systems.

E-mails can be the subject of legal action (for example, claims of defamation, breach of confidentiality or breach of contract) against both the employee who sent them or the Charity. As e-mail messages may be disclosed to any person mentioned in them, you must always ensure that the content of the e-mail is appropriate.

Abusive, obscene, discriminatory, harassing, derogatory or defamatory e-mails must never be sent to anyone. If you do so, you may be liable to disciplinary action up to and including dismissal without notice.

### 3.7.9 Publishing service-users' images and creative work

All service-users are required to give consent or have consent from a parent/guardian when images/videos are posted of them in publicity materials. Names should not be mentioned and no-one should be tagged.

Service-users full names will not be used anywhere on the website or SNS, particularly in association with photographs and videos. Tagging of service-users in photos/videos will remain the responsibility of the individuals themselves.

At induction, service-users will be informed that if they would not like to have their work used in publicity, that they must make it known at the time their work is gathered by an YLF member of staff.

### 3.7.10 Staff use of the hardware, digital and social media at work

You are required to limit your use of the internet to sites and searches appropriate to your job. The Charity may monitor all internet use by employees.

You are expressly forbidden from accessing web pages or files downloaded from the internet that could in any way be regarded as illegal, offensive, in bad taste or immoral. Staff may only use the PCs/laptops for personal use during lunch times or by arrangement.

*Staff may not use email or social media for unofficial or inappropriate purposes, including:*

- any messages that could constitute bullying, harassment or have any other detrimental impact, as well as Flaming (deliberately provocative communications)
- on-line gambling
- accessing or transmitting pornography
- transmitting copyright information and/or any software available to the user
- posting confidential information about other employees, the company or its customers or suppliers
- contact with extremist groups or political parties

The use of digital and social media at work using YLF equipment and internet connections to access and/or distribute any kind of offensive material, inappropriate sites considered pornographic or those of extremist organisations e.g. extremist groups or political parties will lead to disciplinary action.

### 3.7.11 Misuse and Moderation rules

Monitoring of the Charity's computer systems and electronic communications may take place in accordance with the Charity's Monitoring Policy. Please refer to the Charity's Monitoring Policy for further details.

Examples of misuse include, but are not limited to, the following:

- accessing on-line chat rooms, blogs, social network sites
- use of on-line auction sites
- sending, receiving, downloading, displaying or disseminating material that discriminates against, degrades, insults, causes offence to or harasses others
- accessing pornographic or other inappropriate or unlawful materials
- engaging in on-line gambling
- forwarding electronic chain letters or similar material
- downloading or disseminating copyright materials
- issuing false or defamatory statements about any person or organisation via the Charity's electronic systems
- unauthorised sharing of confidential information about the Charity or any person or organisation connected to the Charity, and

- loading or running unauthorised games or software

Any evidence of misuse may result in disciplinary action up to and including dismissal without notice. If necessary, information gathered in connection with the investigation may be handed to the police

*YLF, will delete any of the following:*

- Violent, obscene, profane, hateful, or racist posts, links or images
- Comments that threaten or defame any person or organisation
- Solicitations, advertisements, or endorsements of any financial, commercial, political party or not-for-profit organisation
- Comments that suggest or encourage illegal activity
- Multiple successive off-topic posts by a single user
- Repetitive posts copied and pasted or duplicated by single or multiple users

### 3.7.12 E-safety complaints procedure

Complaints of internet misuse will be dealt with by the CEO.

Any complaint about staff misuse should be referred to the CEO in line with grievance policy or follow the YLF Whistle Blowing Procedures.

### 3.7.13 E-Safety for service-users

Many service-users assume they are safe when using the internet because they are in their own home or in another safe place. They will usually assume that the person they are chatting with is who they say they are and have harmless intentions. Most of the time, this is true. However, service-users accessing social and digital media need information about ways in which they can use these platforms safely, understand the risks in the online environment and protect themselves. This is even more important now that the internet is available on SMART phones.

*The following E-Safety briefing provides basic advice to service-users. It must be distributed and explained on a regular basis to service-users attending services provided by YLF:*

Tips to Be Safe Online

- Never give out personal information to online friends. This includes an instant messaging ID, email address, mobile number, school name and any pictures of you, your family and friends.
- If something is published online, anyone can access it, change it or share it with others. Keep social network profiles private.
- Use webcams with caution and only with family and friends who are already known in the real world, as images can be copied, changed and shared.

- Do not post inappropriate images of yourself online.
- Remember that online friends are just that and if they are not known to you in the real world, offline, they may be lying about who they are.
- Never meet up with a person you have met online unless you take a trusted adult with you.
- Think before opening files from people you do not know in the offline real world. They may contain anything from a virus to an inappropriate image or film and should be deleted.
- Learn how to block someone online and report them to the website involved. Report abusive users to the Child Exploitation and Online Protection Centre (CEOP) if you feel uncomfortable or threatened. Save the [www.clickceop.net](http://www.clickceop.net) website to your favourites so that you can report any suspicious behaviour straight away.
- Online location tools, such as Facebook Places, should not be used by those who are under-18 or if you are in a location alone.

### 3.7.14 Compliance with related policies

Social media should never be used in a way that breaches any of the Charity's other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum.

For example, you are prohibited from using social media to:

- breach our Computers and Electronic Communications Systems Policy;
- breach our obligations with respect to the rules of relevant regulatory bodies;
- breach any obligations contained in those policies relating to confidentiality;
- breach our Disciplinary Policy or procedures;
- harass or bully other staff in any way OR breach our Anti-harassment and Bullying Policy;
- unlawfully discriminate against other staff or third parties OR breach our Equal Opportunities Policy;
- breach our Data Protection Policy (for example, never disclose personal information about a colleague online); or
- breach any other laws or regulatory requirements.

Staff should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the organisation and create legal liability for both the author of the reference and the Charity

## 3.8 Supervision and Support

Any member of staff or volunteer affected by issues arising from concerns for a child/vulnerable adult's welfare or safety can seek support from their line manager or DSL.

The DSL can put staff and volunteers in touch with outside agencies for professional support if they so wish.

YLF also has an Employee Assistance Programme for all staff (Worklife Support) where they can access independent and confidential support, details can be found on shared resources.

### 3.9 Safe Working Practice

Staff and volunteers are required to work within clear guidelines on Safe Working Practice.

Children/vulnerable adults may make allegations against staff/volunteers in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff/volunteers should take care not to place themselves in a vulnerable positions and avoid opportunities for potential allegations. For example, it may be advisable for one to one work with children/vulnerable adults to be conducted in view of other adults, depending on the circumstances.

Full advice and guidance regarding lone working can be found in the Health and Safety Policy and Procedures, guidance for Safer Working Practice for Adults Who Work with Children and Young People which can be found in the shared resources folder.

Staff/volunteers should be particularly aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites) and should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults Who Work with Children and Young People, YLF's E-Safety Policy and Acceptable Use of Internet, Email and Mobile Phone Policy and the KSCMP document: Safer Practice with Technology – Guidance for Adults Who Work with Children and Young People.

### 3.10 Complaints

YLF has a Complaints Procedure available to service users, staff, volunteers or other stakeholders who may wish to report concerns. Details of YLF's Complaints Procedure can be found on Better Impact / shared resources and available on request at any time.

All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations against Staff.

### 3.11 Photography and Images

The vast majority of people who take or view photographs or videos of children/vulnerable adults do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children/vulnerable adults through taking or using images, so YLF must ensure that there are safeguards in place.

To protect children/vulnerable people YLF will:

- Seek the individuals consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- Seek parental/carers' consent



- When photographs of children are published YLF uses only the first name with an image unless parents/carers have consented for the child's full name to appear next to the image
- Ensure that children are appropriately dressed
- Encourage individuals can tell us if they are worried about any photographs that are taken of them

Further guidance for volunteers on the taking and storing of photographs and images of children is contained in YLF's Handbooks.

From time to time professional photographers are invited to take group photographs or pictures of significant events; any professional photographers hired by YLF will always be accompanied by a YLF member of staff.

Photographs, digital images or videos of people may be taken by parents, carers and family members, when people are involved in YLF organised activities and may include images of other people. To respect the privacy of others and in some cases for protection purposes, these images should not be made publicly available on social networking sites or on other public areas of the internet. Parents and carers should not take photographs of people when they are not fully clothed e.g. in a swimming pool or changing room. If the behaviour of an adult capturing images seems unusual or individuals appear to be worried by someone taking photographs of them, staff and volunteers will act to challenge this (where they feel safe and confident to do so) and report the matter to the DSL as soon as possible, and in as much detail as possible, to allow the concern to be followed up. The police will be informed in cases of serious concern.

Flash photography can cause distress or trigger seizures in those with medical conditions and therefore should not be used.

### 3.12 Accountability and Responsibility

The Chief Executive Officer is responsible for the accountability and implementation of all the above.

### 3.13 Monitoring and Review

This policy will be monitored and reviewed and audited by the Board of Trustees of YLF annually.

### 3.14 Communications

This policy will be communicated to trustees, staff and volunteers to implement into their practices and is available via induction packs, handbooks, shared folders, website and on request.

This policy is readily available to external stakeholders electronically or by hard copy on request.

**Date Adopted | May 2016**

**Revised Date | April 2019**

**Updated | November 2021**

Review Date | November 2022

**Associated Policies:**

- E-Safety Policy
- Code of Conduct
- Guidelines for Safeguarding Record Keeping
- Volunteer Handbooks
- Health and Safety Policy (including First Aid and Accident Procedures)
- Lone Working Policy
- Use of internet and e-mail/mobile phone policy
- Safer Recruitment Guidelines
- Disciplinary Procedure
- Grievance Procedures
- Supervision Policy
- Induction Policy
- Positive Disclosure Policy
- Whistle-Blowing Policy
- Risk Managements and Risk Assessment Procedures (Activities/Residential Activity)

These documents can be found in the shared Policy Folder and available in volunteer handbooks.

**Contact details for Local Safeguarding Team and LADO:**

LADO Team contact number | 03000 410 888

Email | [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

## SECTION 4 - APPENDICES

### APPENDIX 1

#### RECOGNISING ABUSE

The following information is designed as a guide to help staff and volunteers become more alert to, and aware of, the signs of possible abuse. It is not the responsibility of staff or volunteers to determine whether abuse has taken or is taking place; your responsibility lies in reporting disclosures and concerns to the appropriate people.

##### Neglect

This can be a difficult form of abuse to recognize, and yet it can have some of the more lasting and damaging effects.

The physical signs and changes in behaviour that may indicate neglect include:

- constantly hungry, perhaps stealing food from others
- constantly dirty or in an unkempt, unwashed state
- inappropriately dressed for the weather conditions
- weight loss or being constantly under weight
- being tired all the time
- failure to attend medical appointments or not requesting them
- mentioning being left alone or unsupervised

##### Physical Abuse

Cuts and bruises can be a normal part of a child/vulnerable adult's daily life. However, some children/vulnerable adults will have bruising or cuts that could only have been caused non-accidentally. Important indicators are where on the body the bruises or injuries occur, whether any explanations given, or the lack of explanations, fit the injury; and also whether there was a delay in seeking medical treatment when treatment may be quite necessary.

The physical signs and changes in behaviour that may indicate physical abuse include:

- injuries that cannot be explained on any part of the body
- bruises which reflect hand marks or fingertips from slapping or pinching
- cigarette burns, bite marks, broken bones, scalds
- a fear of approaching parents/carers for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when touched or approached
- depression, withdrawn behaviour
- running away from home
- reluctance to get changed
- female genital mutilation

## Emotional Abuse

This can be difficult to identify. Often those who appear well-cared for may be emotionally abused by being put down or belittled. Also, some children/vulnerable adults may be receiving little or no attention or positive regard from their parents/carers. Those not allowed to mix and play with others may also be experiencing emotional abuse.

The physical signs and changes in behaviour that may indicate emotional abuse include:

- a failure to thrive or grow
- sudden speech disorders
- delayed development, either physically or emotionally
- exhibiting neurotic behaviour such as hair twisting or rocking
- reluctance to have carers/social workers contacted or approached regarding their behaviour
- exhibiting a lack of confidence or the need for approval or attention
- fear of making mistakes
- exhibiting self-harming behaviour

## Sexual Abuse

Adults who exploit their power and use children/vulnerable adults to gratify their own sexual needs abuse both girls and boys of all ages, cultures and abilities, including babies, toddlers and young people. More often than not, the child/vulnerable adult's behaviour will cause you to become concerned. However, there are physical signs that highlight concerns. In all cases, children/vulnerable adults who talk about sexual abuse do so because they want it to stop. Therefore, it is vitally important that they are listened to and taken seriously.

The physical signs and changed behaviour that may indicate sexual abuse include:

- stomach pains, discomfort when walking or sitting down
- bruising or injuries to parts of the body that are normally not seen
- pregnancy
- sudden or unexplained changes in behaviour/mood, i.e. becoming aggressive or withdrawn
- nervousness or fear of being left with specific persons or groups
- acting in sexually inappropriate ways with peers/adults
- sexual knowledge, drawings and language that is beyond their developmental age or level
- running away
- self-harm and mutilation, suicide attempts
- eating disorders, such as bulimia (overeating) or anorexia
- indicating that they have secrets that cannot be told to anyone
- bedwetting
- substance abuse (drug and alcohol)

## Radicalisation

- being in contact with extremist recruiters
- accessing violent extremist websites, especially those with a social networking element
- possessing or accessing violent extremist literature
- using extremist narratives and a global ideology to explain personal disadvantage
- justifying the use of violence to solve societal issues
- joining or seeking to join extremist organisations
- significant changes to appearance and/or behaviour
- experiencing a high level of social isolation, resulting in issues of identity crisis and/or personal crisis

## Financial or Material

- unexplained or sudden refusal to pay bills
- unexplained or sudden withdrawal of money from accounts
- unexplained disappearance of personal possessions from home
- extraordinary interest by family members and other people in the vulnerable person's assets
- evasiveness of lack of co-operation by person managing financial affairs

## Institutional | In residential and nursing homes

- lack of flexibility and choice for residents in waking/bedtimes
- lack of opportunity to obtain drinks and snacks
- lack of choice over meals
- lack of appropriate bedding or heating
- lack of personal possessions
- lack of procedures in financial management, medical matters and other care issues
- denial of privacy in personal care, such as toileting, bathing, dressing; editing mail; restricting visits
- use of other residents' or 'pooled' clothing
- breaches of residents' confidentiality
- unjustified restraint
- lack of action to deal with abuse

## Institutional | In supported or sheltered housing

- staff using master keys without due cause
- staff entering rooms/flats without permission or not waiting for a reply after knocking
- breaches of residents'/tenants' confidentiality
- restrictive practices in the use of communal facilities

The above lists are not definitive: they are a guide to assist staff and volunteers in becoming more aware. Children/vulnerable adults may show some of these indicators at some time; however, the presence of one or more should not be taken as proof that abuse is occurring or has occurred.

## Grooming

Grooming is the process by which an individual prepares a child, significant adults and the environment for abuse of this child. Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Groomers may be male or female. They could be any age. Many children and young people do not understand that they have been groomed, or that what has happened is abuse. The signs of grooming are not always obvious. Groomers will also go to great lengths not to be identified.

Children may:

- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends
- have new things such as clothes or mobile phones that they can't or won't explain
- have access to drugs and alcohol
- go missing from home or school
- display behavioural changes
- have sexual health issues; or
- present as suicidal, self/harming, feeling depressed, unworthy.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

See the NSPCC website for further information about grooming.

### Signs of grooming and/or online abuse:

A child may be experiencing abuse online if they:

- spend lots, much more, or much less time online, texting, gaming or using social media
- are withdrawn, upset or outraged after using the internet or texting
- are secretive about who they're talking to and what they're doing online or on their mobile phone; and/or
- have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

Signs of grooming manifested by sex offenders:

It is important to remember that not all sex offenders will exhibit these signs and if an individual exhibit some or all of these signs it does not mean that they are a sex offender.



- Overly affectionate behaviour with a child
- Affording special attention or preferential treatment to a child
- Excessive time spent alone with a child outside of the classroom/school
- Frequently spending time with a child in private or isolated areas
- Transporting a child to or from the school
- Making friends with a child's parents and visiting their home
- Acting as a particular child's confidante
- Giving small gifts, money, toys, cards, letters to a child
- Using texts, telephone calls, e-mails or social networking sites to inappropriately communicate with a child
- Flirtatious behaviour or making suggestive remarks or comments of a sexual nature around a child

### Modus operandi of institutional grooming

- Target vulnerable victim - Perpetrators target victims who are vulnerable, isolated, insecure and/or have greater emotional needs
- Gain victim's trust – Offenders may allow a child to do something (e.g. eat ice cream, stay up late, view pornography) which is not normally permitted by the child's parents or the school in order to foster secrecy.



## APPENDIX 2

### YLF CONCERN FORM

Please ensure this form is fully completed prior to sending to DSL lead for final sign off.

#### Time and Date of Concern

Date concern identified	
Date concern/incident took place <i>(if known)</i>	
Name and role of person reporting concern	
Date concern raised to Coordinator/DSL	
Name and role of YLF staff member receiving concern	
DSL Details	
Date concern discussed with DSL	
Name of DSL concern	
Date concern signed off by DSL	
Date concern signed off by DSL (Lead)	

#### Details of the Person to Whom the Concern Relates

Name	
DOB	
Age	
Address	
Any known disabilities or additional needs?	

#### Relevant Background Information

Is this the first concern raised regarding this person/issue? *(Please provide brief details below or any significant background information. Complete body map below to document any observed injuries)*





**Details of concern** *(Please provide accurate and detailed information including names of significant individuals, dates, times and locations and descriptions of any injuries observed)*

### Action Timeline

Please complete details of all actions taken in relation to the concern providing a complete timeline

Date	Action Taken	By Who	Outcome

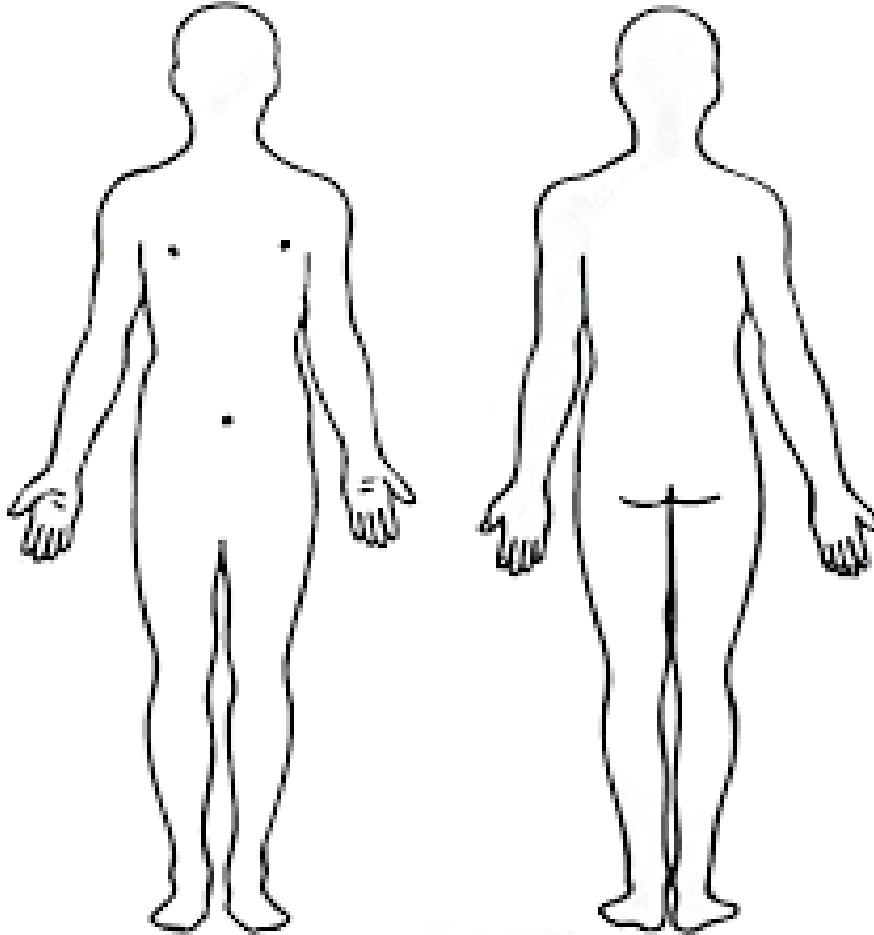
### Outcome

Final outcome of concern *(To completed prior to final sign off from lead DSL)*



## Body Map

Please use body map below to document the location of any injuries observed, using the text box below to provide a detailed description of the injury.



Description of injury

## APPENDIX 3

### SPECIFIC SAFEGUARDING ISSUES

Expert and professional organisations provide up-to-date guidance and practical support on specific safeguarding issues. For example NSPCC offers information for schools which may be of use to YLF staff at: <http://www.nspcc.org.uk>.

Staff can also access broad government guidance on the issues listed below via the gov.uk website:

- child sexual exploitation (CSE)
- gangs and youth violence
- bullying including cyberbullying
- grooming
- gender-based violence/violence against women and girls (VAWG)
- domestic violence
- mental health
- drugs
- private fostering
- fabricated or induced illness
- radicalisation
- faith abuse
- sexting
- female genital mutilation (FGM)
- teenage relationship abuse
- forced marriage
- trafficking

Non-Governmental Organisation (NGO) advice is also available regarding other safeguarding issues, as follows:

- eating disorders
- self-harm

#### NSPCC 'Report Abuse in Education' Helpline

- [0800 136 663](tel:0800136663) or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### National Organisations

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- Barnardo's: [www.barnardos.org.uk](http://www.barnardos.org.uk)
- Action for Children: [www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)
- Children's Society: [www.childrensociety.org.uk](http://www.childrensociety.org.uk)

## Support for Staff

- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

## Support for Learners

- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)
- Fearless: [www.fearless.org](http://www.fearless.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

## Support for Adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- NAPAC (National Association for People Abused in Childhood): [www.napac.org.uk](http://www.napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- Shout: [www.giveusashout.org](http://www.giveusashout.org)
- Advice now: [www.advicenow.org.uk](http://www.advicenow.org.uk)

## Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

## Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

## Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

## Substance Misuse

- We are with you (formerly Addaction): [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)
- Talk to Frank: [www.talktofrank.com](http://www.talktofrank.com)

## Domestic Abuse

- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)





- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- National Domestic Abuse Helpline: [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
- Respect Phoneline: <https://respectphoneline.org.uk>

### Criminal and Sexual Exploitation

- National Crime Agency: [www.nationalcrimeagency.gov.uk/who-we-are](http://www.nationalcrimeagency.gov.uk/who-we-are)
- It's not okay: [www.itsnotokay.co.uk](http://www.itsnotokay.co.uk)
- NWG Network: [www.nwgnetwork.org](http://www.nwgnetwork.org)

### Honour Based Abuse

- Forced Marriage Unit: [www.gov.uk/guidance/forced-marriage](http://www.gov.uk/guidance/forced-marriage)
- FGM Factsheet:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496415/6\\_1639\\_HO\\_SP\\_FGM\\_mandatory\\_reporting\\_Fact\\_sheet\\_Web.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf)
- Mandatory reporting of female genital mutilation: procedural information:  
[www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information](http://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)

### Peer on Peer Abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: [www.brook.org.uk](http://www.brook.org.uk)
- Disrespect Nobody: [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)
- Upskirting – know your rights: [www.gov.uk/government/news/upskirting-know-your-rights](http://www.gov.uk/government/news/upskirting-know-your-rights)
- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now! [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Diana Award: [www.antibullyingpro.com/](http://www.antibullyingpro.com/)
- Bullying UK: [www.bullying.co.uk](http://www.bullying.co.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)

### Online Safety

- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- Childnet: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)



- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- NSPCC: [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety) and [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): [www.ncsc.gov.uk](http://www.ncsc.gov.uk)

### Mental Health

- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- Moodspark: <https://moodspark.org.uk>
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- We are with you (formerly Addaction): [www.wearewithyou.org.uk/services/kent-for-young-people/](http://www.wearewithyou.org.uk/services/kent-for-young-people/)
- Anna Freud: [www.annafreud.org/schools-and-colleges/](http://www.annafreud.org/schools-and-colleges/)

### Radicalisation and Hate

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

### Children with Family Members in Prison

- National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>