

SAFEGUARDING CHILDREN AND YOUNG ADULTS POLICY

Introduction

Youth Unity CIC acknowledges and accepts, its responsibilities, the well-being and safety of those children and young persons who partake in activities in the name of the Youth Unity CIC Safeguarding. It does so in the belief that placing their welfare at the centre of its concerns provides a solid foundation for the development of young persons and for good Child Protection and Safeguarding practice.

A Youth Unity CIC Dedicated to Welfare

Youth Unity CIC is a caring and responsible institution. The policies and procedures as laid down in this document apply to all staff, volunteers and third-party organisations that work, volunteer or provide services. Third party organisations will be asked for their Safeguarding Policy where appropriate.

Youth Unity CIC fully supports the statement that “Safeguarding is Everyone’s Responsibility”

Summary of Youth Unity CIC Safeguarding Policy

Youth Unity CIC’s objectives for the development of children accessing Youth Unity CIC programme are to:

- Promote and support good outcomes in terms of health, development and educational achievement for all children in turn raising both physical and mental wellbeing.
- Safeguard children and young people when issues of poor practice, abuse and or exploitation are disclosed or reported.
- Enable parents and other members of the child’s family to be as involved as is practicable in a working partnership with Youth Unity CIC.

Recognise the significance of cultural diversity.

Acknowledge its responsibility to set high social standards of behaviour, be honest and take the feelings of others into account. Celebrate children’s and young people’s success and recognise achievement, effort and good behaviour. Provide a disciplined and progressive environment where children will work together taking a pride in themselves and their surroundings.

1) Safeguarding Accountability and Governance

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- **Keeping Children Safe in Education (September 2018)**
- **We following national safeguarding children board procedures**

Youth Unity CIC takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of young persons; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those who are

suffering harm. We recognise that all adults, including temporary staff, volunteer have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

Our staff believe that our CIC should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of each individual pupil. This policy should be understood alongside school policies on related safeguarding issues as listed below.

1.1 Youth Unity CIC Safeguarding Policy will be reviewed on an annual basis in line with guidance from the London Safeguarding Children's Board. Youth Unity CIC will also incorporate and include the following guidance and

- **The Data Protection Act 1998.**

2 Youth Unity CIC recognises that the Children Services Department, the NSPCC and the Police have a statutory duty to protect children and young people at risk. Youth Unity CIC accepts that it must work in partnership with these agencies when a safeguarding issue arises and fully supports the concept multi-agency working.

3 Youth Unity CIC has an appointed Safeguarding Lead who works with the Director of Operations. Reports are supplied to the Safeguarding Lead on a quarterly basis which intern provides feedback as well as guidance and direction. Youth Unity CIC Staff also receive training from the Safeguarding Youth Unity CIC Safeguarding lead

The Safeguarding Policy is adopted by Safeguarding SLT after each and every review and then is signed off by the Youth Unity CIC Chief Executive.

Definition of a Child

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

(Definition provided by Working Together 2015)

Definitions of Abuse

Physical Abuse

This includes hitting, burning and biting, giving children and young people alcohol, inappropriate drugs or poison, attempt to suffocate or drown young children, excessive or inappropriate training regimes and use of drugs to enhance performance or delay puberty.

Neglect

This includes failure to meet a child's or young person's basic needs (e.g., for food, warm clothing etc.) leaving children alone or unsupervised and or fail to ensure children or young people are safe or expose them to undue extremes of weather or risk of injury (e.g. through unsafe equipment). Neglect can also be in the form of emotional neglect where a child or young person lives in an environment of low warmth, stimulation affection.

Emotional Abuse

This can include persistent lack of love and affection, children and young people that are constantly threatened or taunted, adults whose overwhelming ambition exceeds that of the child or young person and persistent disregard of a child's or young person's effort or progress.

Sexual Abuse

This includes situations where adults use children or young people to meet their own sexual needs. This includes sexual intercourse, masturbation, oral sex, anal intercourse or fondling, as well as showing pornographic videos or magazines, or taking photos of children or young people for inappropriate use.

Bullying

It is now recognised that for all categories of abuse the abuser may not always be an adult but could be a child or young person. Bullying may be seen as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Radicalisation

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views.

Other issues area that will cause distress and affect a child and young person's welfare are:

- Peer on Peer Abuse
- Child Sexual Exploitation
- Gang related activity
- Female Genital Mutilation (FGM)

These areas will be incorporated into the Youth Unity CIC Training Programme to ensure that staff are aware of the issues. The reporting procedures will be as specified in Section Seven of this Policy. And further to this advice and guidance adopted through guidance from the Children's Board.

2) The key principles of the Policy are:

- The child's and young person's welfare is and must always be the paramount consideration.
- All children and young people have the right to be protected from abuse and exploitation.
- All children have the right to be listened to.
- All suspicions and allegations of abuse and poor practice will be taken seriously and dealt with promptly
- As above in point 1.2 working in partnership with other organisations, the young people and children and their parents and carers are essential.

We will endeavour to support the welfare and safety of all clients (Young and adults) through:

- Maintaining' welfare as our paramount concern - to support development in ways that will foster security, confidence and independence
- Ensuring session includes social and emotional aspects of learning
- Ensuring that child protection is included in for staff to help young people stay safe, recognise when they don't feel safe and identify who they might / can talk to
- Providing suitable support and guidance so that pupils have a range of appropriate adults to approach if they are in difficulties
- Promoting a positive, supportive, neutral and secure environment where pupils can develop a sense of being valued and heard in their own right
- Ensuring all steps are taken to maintain security and physical safety
- Working with parents/family members to build an understanding of the responsibility to ensure the welfare of all persons including the need for referral to other agencies in some situations
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the Youth Unity CIC policy and lines of communication
- Monitoring persons 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, especially the Police and Social Care where appropriate.

Youth Unity CIC has a clear role to play in safeguarding children and young people by protecting them from, physical, sexual or emotional harm and from neglect or bullying. This applies to all staff working for the Youth Unity CIC whether in a paid or voluntary capacity.

3) Safer recruitment and Training

3.1) Youth Unity CIC recognise the importance of Safer Recruitment. All staff engaged in regulated activity (as set down via the statutory guidance from Government) whether they are full time, casual or voluntary should undergo the following checks and procedures:

- Complete an application form and attend an interview. The interview will include a member of Youth Unity CIC
- Provide 2 references from 2 different professional sources
- Be able to prove identity with 2 different forms of ID.
- Be able to prove the right to work in the UK.

- Undergo a DBS Enhanced Disclosure producing the necessary documents (referencing the statutory guidance on regulated activity). This will also include checks against the barred list if appropriate.
- Observation of the delivery of an activity if appropriate.
- Attend and induction where the Safeguarding Policy and Procedures will be explained.
- Attended an appropriate level Safeguarding workshop.

- Training will have to be undertaken by all staff every 3 years. Staff will be required to attend the Awareness workshops. Educational staff will receive training updates on a yearly basis at the start of the new academic year. Additionally, staff may be required to attend Safeguarding Training at Level 2 and Level 3 if their particular role requires this.

- All staff will be offered an appropriate level of safeguarding training. This will include internal responsibilities, child protection processes, how to recognise and respond to signs and symptoms of concern and abuse and safe working practice. All staff will be required to familiarise themselves with the content of their job descriptions around their responsibilities for safeguarding children.

Any issues relating to concerns raised over disclosures on the DBS will be discussed in terms of the risk that disclosure poses to children by SLT made up of the Safeguarding Officer, CEO responsible for this area. The owner of the DBS will also be invited to this meeting.

Youth Unity CIC will ensure that project delivery partners where appropriate have a safer recruitment process which will include the required level of DBS check and that staff have undergone safeguarding training within the last 3 years. This will be stipulated in any Service Level Agreement or contract with that third party.

4) Whistle blowing

Youth Unity CIC is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To achieve these ends, it encourages freedom of speech. It also encourages staff to use internal mechanisms for reporting any malpractice or illegal acts or omissions by its employees or ex-employees. More information can be found in the Youth Unity CIC Whistle Blowing policy.

5) Designated Person

5.1 Youth Unity CIC in line with policies and procedures has appointed a designated person to deal with first reports of poor practice or abuse. This person will be known as the Safeguarding Lead but will perform the same functions as the Companies Welfare Officer.

5.2 The Youth Unity CIC Safeguarding Lead will receive the first reports of poor practice and or abuse and will liaise with the relevant services to report the concerns be it the Local Authority designated officer, MASH Teams, Children's Social Care / Police. Youth Unity CIC Lead will keep Youth Unity CIC staff informed of all action and conclusions to any safeguarding referrals and reports as appropriate.

5.3 The YOUTH UNITY CIC Safeguarding Lead and director of Operations will meet on a quarterly basis as a means to develop Safeguarding Policies and Procedures and share and develop best practice. This meeting will/may also include members of other staff as deemed appropriate.

5.4 Youth Unity CIC staff will be supervised involved in any safeguarding work or cases.

The Designated Safeguarding Lead is James Hensman Officer– 07841707113, james@youthunity.org

6) Identification and Referral of Child Abuse

6.1 The protection of children and young people is the proper concern of everyone in a position to help. All staff and volunteers at the Youth Unity who are involved with children and young people will be made aware of how to recognize child abuse and make appropriate referrals to the Safeguarding Officer. Training in this will be provided by the Youth Unity CIC in the form of the accredited "Safeguarding Children" course. All staff will have to renew every 3 years. Additional Accredited training can be provided by alternative Safeguarding Children's Boards where appropriate geographically depending on projects location.

In addition, any child or young person who is subject to a child protection plan, who are looked after or subject to any other intervention will be supported in conjunction with and guided by the statutory services and professionals.

7) Reporting Procedures

- 7.1 If there are concerns about a child or young person then report this to the Safeguarding Lead and inform the Programme Lead Officer unless they are part of allegation. See Youth Unity CIC Reporting procedures and flow chart for more information.
- 7.2 If the issue is one of poor practice, then Youth Unity CIC 's Safeguarding Officer will either:
 - Deal with the matter internally with the support of SMT and the relevant Head of Department.
- 7.3 If the concern is one of abuse then the Youth Unity CIC referral form can be used to report this to the Programme Lead and the Youth Unity CIC ; Safeguarding Officer. The Safeguarding Lead will then contact the Police, Children's Services, Multi Agency Safeguarding Hub (MASH) or the Local Authority Designated Officer or all or some of the latter depending on the nature of the concern. Guidance will be taken from the Referral policies and procedures from Government websites.
- 7.4 If the allegation is against the Safeguarding Lead, then all information should be directed to the Youth Unity CIC Director of Operations (secondary contact listed) who will action as above.
- 7.5 The same procedure will be in place if the Safeguarding Lead is absent.
- 7.6 If the child or young person needs immediate medical treatment they should be taken to hospital or an ambulance called. If the latter is the case, then the ambulance staff should be informed that there is a child protection concern. The Youth Unity CIC; Safeguarding Lead should then be informed to take the necessary actions in point 7.3.
- 7.7 As stated in the Youth Unity CIC Dedicated to Welfare section "Safeguarding is Everyone's Responsibility" and therefore all staff need to be aware of their duties to report any issue that causes a concern by following the above and referencing Youth Unity's Safeguarding Reporting Procedures.
- 7.8 If the abuse is historical in nature similar reporting procedures will be followed as above but reference

8) Managing allegations against staff and volunteers

All allegations against staff will be taken seriously particularly if they:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

First reports can be made to Project lead who will inform the Safeguarding Lead.

Once received the Safeguarding Lead will work to investigate the case and then bring in appropriate responses. The Youth Unity CIC Disciplinary Policies and Procedures will be consulted to guide this process. Appropriate responses could include:

- Referral to the Local Authority Designated Officer (LADO).
- Referral to DBS
- Referral to the Police if the case is of a serious enough nature.
- Suspension of the member of staff or volunteer whilst the investigation happens.

The Safeguarding Lead or designated person shall also be responsible for contacting the parents / carers of the child.

Possible outcomes will be as follows:

- A police investigation of a possible criminal offence.
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services.
- Consideration by an employer of disciplinary action in respect of the individual.

The Safeguarding Lead will be responsible for the recording all safeguarding issues and updating records kept about the latter and any referrals made. These records will be kept in a designated locked cabinet and only be accessible to the Safeguarding Lead.

9) Access to the Youth Unity CIC Safeguarding Policy

The Safeguarding Policy will be accessible to parents, carers, children and young people in hardcopy and via the Youth Unity CIC computer system. This will also be available in accessible formats.

10) Use of Mobile phones / social networking sites and communication to children and young people

- All staff must communicate to children and young people in an appropriate manner.
- Staff wishing to communicate with children and young people outside of YOUTH UNITY CIC activities must do so via parents and carers.
- No mobile phone numbers or E mail addresses should be taken and stored on devices belonging to a member of staff.

Staff must not use social networking sites such as Instagram, Snapchat, Facebook or Twitter to communicate with children and young people on Youth Unity CIC programmes. A Youth Unity CIC Facebook page does exist where non personalised messages can be sent to groups involved in Youth Unity CIC sessions i.e. cancellation of a certain session or a reminder about events. If a young person tries to establish a relationship with a member of staff this request must be denied and the Safeguarding Lead informed so that they can liaise with that child's / young person's parents / carers.

11) Photographic Policy

Youth Unity CIC will not allow photos or videos to be taken of children or young people unless there is specific parental / carer written consent.

Parents and carers and the children and young people will be informed of the use of the images as well and where possible be given copies of these.

No personal cameras / phones etc. may be used to record such images.

When the image is used Youth Unity CIC will not identify the name of the child / young person.

12) Codes of Conduct

All staff will be asked to sign codes of conduct which sets out the working practices and parameters of their responsibilities and engagement.

Where appropriate parents / carers and children and young people will be asked to sign codes of conduct setting out their responsibilities and expected standards of behaviour. A clear list of sanctions is also available to view setting out Youth Unity CIC responses to noncompliance to these codes. This could be for example exhibiting aggressive and or threatening behaviour towards staff and other children or young people or damaging property etc.

Please read the YOUTH UNITY CIC Code of Conduct for guidance on Safer Working Practice

13) Discrimination

Youth Unity CIC will not accept any behaviour and or language which are considered to be discriminatory with prejudice or is oppressive towards any race, gender, culture, age, disability, religion, sexuality or political persuasion

14) Disabled Children and Adults at Risk

Children and young people with a disability are at an increased risk of abuse. This could be due to:

- Lack of peer group support
- Intimate / physical care / invasive medical care meaning that the young person does not know what is appropriate and non-appropriate touch
- Communication difficulties
- Difficulty in resisting and reporting abuse
- Multiple carers
- Dependant on a potential abuser for basic needs
- Having medical conditions that could be used to falsely explain non accidental injuries

Youth Unity CIC will ensure that staff working with disabled children and young adults:

- Learn the child's / young person's communication methods
- Ensure the young person's needs are known
- Ensure care plans are in place
- Give the child or young person the opportunity to make informed choices
- Have clear strategies to deal with difficult behaviour

An adult at risk is defined by the provision of support and care that they are receiving. By having a disability or mental health issue alone this may not constitute that they are an adult at risk. If they receive support i.e. by a statutory service to enable them to deal with everyday living then they would most likely meet the definition.

I4 Monitoring and review

The Youth Unity CIC Safeguarding Policy will be reviewed on an annual basis usually coinciding with the start of a new academic year to tie into the Youth Unity CIC Educational programmes. The Policy may also be updated if there are organisational changes or changes due to safeguarding incidents or new legislation.

I5) Contacts

Youth Unity CIC

Safeguarding Lead – James Hensman - 07841707113
Secondary Contact – Shirley Jackson – 07447 446992

www.youthunity.org