

Safeguarding Children's Policy

Reviewed on:	02/12/2025
Next Review Due:	02/12/2026
Signed:	
Position	Chair of Trustee

Safeguarding at a glance

Immediate danger or medical emergency: Call 999 immediately.

Designated Safeguarding Lead	Hindy Schloss
Deputy Designated Safeguarding Lead	Rachel Lew
Trustee Safeguarding Lead	Sarah Adler
Emergency Services	999
Local Authority MASH	020 8356 5500, MASH@hackney.gov.uk
Local Authority Designated Officer (LADO)	020 8356 4569
Policy Review Date	02/12/2025
Next Review Date	02/12/2026

What to do if you are worried about a child or young person

Step	Action
Recognise	Notice signs, disclosures, changes in behaviour, or safeguarding concerns
Respond	Stay calm, listen carefully, do not investigate or promise confidentiality
Record	Write factual notes using the child's own words where possible
Report	Inform the DSL or Deputy DSL immediately and on the same day
Refer	DSL decides on Early Help, MASH, LADO, Police, or other action

Key Safeguarding Principles

Principle	Our Commitment
Child-centred	The welfare of the child is paramount
Trauma-informed	We recognise the impact of trauma and adversity
Inclusive practice	Safeguarding applies equally to all children and families
Early intervention	We recognise and respond to concerns early
Shared responsibility	Safeguarding is everyone's responsibility
Partnership working	We work with families and agencies where appropriate

Key Safeguarding Standards

Area	Standard
DBS Checks	Enhanced DBS checks for relevant roles
Training	Mandatory safeguarding induction and regular refresher training
Staff Support	Supervision, reflective practice, and wellbeing support
Online Safety	Approved communication channels only
Trips and Activities	Risk assessments, supervision ratios, and safety procedures
Record Keeping	Secure, factual, and confidential records

Safeguarding Policy

This policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers, sessional workers, students or anyone working for Young & Inspired.

The Purpose of the Policy is:

The purpose of this policy is to ensure that Young & Inspired provides a safe, secure and supportive environment for every child and young person who engages with our services. It exists to:

- Protect children and young people who receive support from Young & Inspired.
- Provide staff, volunteers and trustees with clear principles and expectations that guide all safeguarding and child-protection practice.
- Recognise and address the unique safeguarding needs of young families, including supporting parents under 18 and responding to vulnerabilities linked to parenting capacity, family stress, intergenerational trauma, housing instability and wider environmental risks.

Young & Inspired believes that every child and young person has the right to grow up free from harm, abuse, neglect and exploitation. We have a duty of care to promote their welfare, safeguard their wellbeing and act promptly when concerns arise. Our commitment is to work in a child-centred, trauma-informed and culturally responsive way that prioritizes safety, dignity and the voice of the child.

This policy applies to all trustees, employees, volunteers, sessional workers, mentors, students on placement, contractors and partner organizations acting on behalf of Young & Inspired. It covers all settings in which we operate, including on-site sessions, community programs, mixed-age and family activities, outreach, mentoring, online communication, off-site visits, events, transport and home-based support.

This policy must be read alongside the

Safeguarding Adults Policy, Code of Conduct, Digital Safety and Online Communication Protocols, Safer Recruitment Policy, Whistleblowing Procedure and any program-specific safeguarding guidance. Where a program involves both children and adults, the highest safeguarding standard will always apply.

Young & Inspired is fully committed to safeguarding and promoting the welfare of children, young people and vulnerable families. Safeguarding is at the heart of our organizational culture and decision-making. Every member of staff, volunteer and trustee shares responsibility for creating an environment where children feel safe, respected and able to speak up if something worries them.

Many of the children and families we support face complex circumstances including poverty, trauma, mental health pressures, housing instability and social isolation. Our safeguarding approach is therefore proactive, trauma-informed and culturally responsive.

We believe safeguarding is not only about responding to harm but about creating safe environments, building trusting relationships and recognizing risks early. Young & Inspired works closely with families, local authorities, schools, health services and safeguarding partnerships to ensure that concerns are addressed promptly and appropriately.

Safeguarding responsibilities sit at every level of the organisation. The Board of Trustees maintains strategic oversight, while the Designated Safeguarding Lead and deputies coordinate operational safeguarding practice across all programs.

Legal Framework:

Young & Inspired operates within all relevant UK laws, statutory guidance and regulatory requirements relating to the protection of children and young people. This policy is underpinned by the following key legal and policy frameworks:

Primary Legislation

- Children Act 1989 and Children Act 2004 – set out duties to safeguard and promote the welfare of children.
- Education Act 2002 (Section 175/157) – requires organizations working with children to ensure arrangements are in place to safeguard and promote their welfare.
- Working Together to Safeguard Children (2018, updated 2023/24) – outlines how agencies work together to protect children.
- Keeping Children Safe in Education (KCSIE 2024 / 2025) – statutory guidance for all organizations engaging with children.
- Children and Social Work Act 2017 – strengthens safeguarding duties and local partnership arrangements.
- Domestic Abuse Act 2021 – recognizes children as victims of domestic abuse in their own right.
- Counter-Terrorism and Security Act 2015 (Prevent Duty) – requires awareness and response to risks of radicalization.
- Data Protection Act 2018 and UK GDPR – set rules for lawful, safe and proportionate information sharing.
- Human Rights Act 1998 – ensures rights to safety, dignity, privacy and freedom from degrading treatment.
- Equality Act 2010 – protects individuals from discrimination and supports inclusive safeguarding practice.
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 – establish the DBS and barring system.
- Additional Useful Guidance
 - Working Together to Improve School Attendance (2022)
 - Children & Families Act 2014 (SEND Code of Practice)
 - Information Sharing Guidance (2018)
 - Online Safety Act 2024 and UK Safer Internet Centre standards
 - Local Safeguarding Children Partnership procedures
 - Charity Commission Guidance: Safeguarding and protecting people (2022)

Young & Inspired ensures that all safeguarding arrangements reflect the duties and principles within these laws and frameworks. All staff; volunteers and trustees must understand their responsibilities under this legislation and act in line with this policy at all times.

- Domestic Abuse Act 2021, emphasizing the recognition of children as victims in households with domestic abuse.

- Online Safety Bill 2023, addressing e-safety and protections against online abuse. The Care Act 2014
- Charity Commission guidance on safeguarding

We recognise that:

- The Welfare of the child is paramount
- All Children regardless of age, disability, racial heritage, gender, religious belief, sexual orientation, or identity have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues.
- Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting young people's welfare.

Our commitment to diversity and inclusion in safeguarding includes:

- Anti-racist practices and strategies to support children and families from marginalized groups.
- Specific measures to create a safe environment for LGBTQ+ children and young people.

We will seek to keep children and young people safe by:

- ✧ Listening to them and respecting them,
- ✧ Appointing a Designated Safeguarding Officer for children and young people, a deputy and lead board member for safeguarding,
- ✧ Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers,
- ✧ Developing and implementing an e-safety policy and related procedures,
- ✧ Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures,
- ✧ Recruiting staff and volunteers safely, ensuring all necessary checks are made, ✧ Recording and storing information professionally and securely,
- ✧ Using our safeguarding procedure to share concerns and relevant information with agencies who need to know and involving children, young people, parents/carers and families appropriately,
- ✧ Using our procedures to manage any allegations against staff and volunteers appropriately,
- ✧ Creating and maintain an anti-bullying environment and ensuring that we have a policy and procedure to effectively deal with any bullying that does arise,
- ✧ Ensuring that we have effective complaints and whistleblowing measures in place
- ✧ Ensuring that we provide a safe environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with law and regulatory guidance.
- ✧ Our Managers and Safeguarding Leads will receive regular updates from the City of London and Hackney Safeguarding Board. They will refresh and update their safeguarding qualifications through regular training. Safeguarding will be a key issue for review and discussion at our regular Board of Trustee meetings.

CHILD PROTECTION PROCEDURES

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1. SHARED RESPONSIBILITY

- 1.1 Members of staff and volunteers at Young and Inspired have an important role to play in recognizing difficulties and referring concerns about child protection. The child's interests must be put first.
- 1.2 Seeing children in their own homes puts staff in a position to notice signs of abuse, or to mention concerns which may lead to abuse.
- 1.3 This responsibility applies to any employee or volunteer working on behalf of Young and Inspired.
- 1.4 Mental health is an integral part of safeguarding. This policy includes guidance for:

Recognizing signs of mental distress or trauma in children and young people. Providing early interventions and making referrals to specialist mental health services.

Ensuring staff and volunteers receive training to identify and respond to mental health issues appropriately.

Young & Inspired conducts an annual safeguarding audit, led by the Trustee with Safeguarding Responsibility, to review the effectiveness of safeguarding arrangements, identify learning and ensure full compliance with legislation and local partnership procedures. This audit informs our strategic planning and any actions required to strengthen practice or culture.

The Safeguarding Policy is reviewed annually, or sooner if there are significant changes in legislation, guidance, local procedures or lessons emerging from incidents, inspections, complaints or staff feedback. The Board is responsible for approving the updated policy and ensuring it is implemented across all programs.

The Designated Safeguarding Lead produces an annual safeguarding report, summarizing data, themes, concerns, referrals, training records, risk assessments, incidents, early help activity and any emerging patterns that require organizational attention. This report is shared with senior leadership and trustees to ensure oversight and accountability.

Young & Inspired maintains a named Trustee Lead for Safeguarding who works closely with the DSL to monitor compliance, review complex cases, oversee safer recruitment, examine the Single Central Record and ensure that safeguarding is embedded in governance and operational planning.

Staff and volunteers are supported through a planned training schedule, which includes induction, refresher courses, role-specific training, contextual safeguarding learning and specialist training where required. Training records are monitored centrally and form part of our annual audit.

To maintain high standards, Young & Inspired implements quality-assurance measures, including supervision, reflective practice, case reviews, file audits, spot checks, policy tracking, and feedback from children, families and staff. These measures help ensure that safeguarding is active, responsive and embedded in everyday practice.

Young & Inspired recognises that staff and volunteers working with children, young people, and families experiencing trauma or complex circumstances may themselves experience emotional impact or secondary trauma. Staff and volunteers are supported through supervision, reflective practice, wellbeing support, debrief opportunities following significant incidents, and access to additional support where required. We recognise that maintaining staff wellbeing strengthens safeguarding practice and helps ensure safe, consistent support for children and families.

2. RECOGNITION OF ABUSE

Terminology in this policy aligns with the 2023 version of Keeping Children Safe in Education (KCSIE), including recognition of modern risks such as:

- ✧ Peer-on-peer abuse, including sexual harassment, harmful sexual behavior, and coercive control.
- ✧ Cyberbullying, sextortion, and online grooming through social media platforms. Radicalization and exploitation through unsafe online environments.

2.1 Child abuse and neglect is a generic term covering all ill treatment of children, as well as cases where the standard of care does not adequately support a child's health or development.

2.2 It includes physical, emotional, sexual abuse or neglect, the infliction of harm or the failure to act to prevent harm.

2.3 It can occur in a family, institution or community setting. The perpetrator may or may not be known to the child.

2.4 Every child will react differently to abuse. The following signs may arouse concern. However, there could be normal reasons for any of them.

2.5 Children with Special Educational Needs and Disabilities (SEND) may face unique safeguarding challenges. This policy includes:

- ✧ Measures to identify non-verbal indicators of distress or abuse.
- ✧ Reasonable adjustments to ensure their protection and care.
- ✧ Specific training for staff to address SEND safeguarding nuances effectively

2.5 Physical Abuse:

2.5.1 This may take many forms, i.e. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

2.5.2 It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.

2.6 Emotional Abuse:

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development. Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone and involve:

2.6.1 Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of someone else.

2.6.2 Imposing developmentally inappropriate expectations.

2.6.3 Causing children to feel frightened or in danger, i.e. witnessing domestic violence.

2.7 Sexual Abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child 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 in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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.

2.7.1 Sexually Harmful Behavior

Significant proportion of sexual abuse is carried out by children and young people on their peers. Such abuse should always be taken as seriously as that perpetrated by an adult. The behavior should not be dismissed as "normal". A referral to social services should always be made.

2.7.2 Abuse of Trust

All members of staff and volunteers with Young & Inspired have a relationship of trust with the children and young people who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any sexual activity with a young person aged under 18, or a vulnerable young person under the age of 25, irrespective of the age of consent and even if the relationship is consensual.

2.7.3 Organized Abuse

This is sexual abuse where there are more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

2.7.4 Child Sexual Exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterized in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

2.8 Neglect:

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child 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 child's basic emotional needs.

2.9 Identifying Risk:

In an abusive relationship the child may:

2.9.1 Appear frightened of the parent/s

2.9.2 Act in a way that is inappropriate to his/her age and development The parent or carer may:

2.9.3 Persistently avoid child health promotion services and treatment of the child's episodic illnesses

2.9.4 Have unrealistic expectations of the child

2.9.5 Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)

2.9.6 Be absent

2.9.7 Persistently refuse to allow access on home visits

2.9.8 Be involved in domestic violence

2.10 Recognising Physical Abuse:

The following are often regarded as indicators of concern:

2.10.1 An explanation which is inconsistent with an injury

2.10.2 Several different explanations provided for an injury

2.10.3 Unexplained delay in seeking treatment

2.10.4 The parents/carers are uninterested or undisturbed by an accident or injury

2.10.5 Parents are absent without good reason when their child is presented for treatment

2.10.6 Repeated presentation of minor injuries (which may represent a 'cry for help' and if ignored could lead to more serious injury)

2.10.7 Family use of different doctors and A&E departments

2.10.8 Reluctance to give information or mention previous injuries.

2.11 Bruising:

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

2.11.1 Any bruising to a pre-crawling or pre-walking baby

2.11.2 Bruising in or around the mouth, particularly in small babies which may indicate force feeding

2.11.3 Two simultaneous bruised eyes, without bruising to the forehead

2.11.4 Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally

2.11.5 Variation in colour possibly indicating injuries caused at different times

2.11.6 The outline of an object used, i.e. hand print or belt mark

2.11.7 Bruising or tearing around or behind the earlobes, indicating injury by pulling or twisting

2.11.8 Bruising around the face

2.11.9 Grasp marks on small children

2.11.10 Bruising on the arms, bottom or thighs

2.12 Bite Marks:

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3cm in diameter are more likely to have been caused by an adult or older child. A medical opinion should be sought where there is any doubt over the origin of the bite.

2.13 Burns and Scalds:

It can be difficult to tell the difference between accidental and non-accidental burns and scalds and will always require medical opinion. Any burn with a clear outline may be suspicious.

2.13.1 Circular burns from cigarettes (but may be friction burns if along the bony part of the spine.

2.13.2 Line shaped burns from hot metal rods or electrical fire elements.

2.13.3 Burns of the same depth over a large area.

2.13.4 Scalds that have a line showing immersion or poured liquid (a child getting into hot water of its own accord will struggle to get out and cause splash marks).

2.13.5 Old scars from previous burns or scalds which did not have appropriate treatment or were explained properly.

2.13.6 Scalds to the buttocks of a small child without burns to the feet, imply dipping into a hot bath or liquid.

2.14 Fractures:

Fractures may cause pain, swelling and discolouration over a bone or joint. Non mobile children rarely sustain fractures. There are grounds for concern if:

2.14.1 The reason provided is vague, nonexistent or does not match the injury

2.14.2 There are associated old fractures

2.14.3 Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement

2.14.4 There is an unexplained fracture in a baby under one year old

2.15 Scars:

Numerous scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

2.16 Recognizing Emotional Abuse:

Emotional abuse may be difficult to notice, as the signs are usually behavioural rather than physical. The signs of emotional abuse might also suggest other kinds of abuse. The following are examples to be aware of:

2.16.1 Developmental delay

2.16.2 Abnormal attachment between a child and parent/carer – this can range from separation anxiety to no attachment

2.16.3 Aggressive behaviour towards others

2.16.4 Scape-goated within the family

2.16.5 Frozen watchfulness, particularly in pre-school children

2.16.6 Low self-esteem and lack of confidence

2.16.7 Withdrawn or seen as a loner, difficulty relating to others

2.17 Recognizing Sexual Abuse:

Children of all ages may be sexually abused and are often scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about. Recognition can be difficult unless a child discloses and is believed. There may be no physical signs and indications are likely to be emotional or behavioural. Some behavioural indicators are:

2.17.1 Inappropriate sexual conduct

2.17.2 Explicit behaviour, play or conversation inappropriate to the child's age

2.17.3 Touching of the private parts excessively

2.17.4 Self-harm (including eating disorder) or self-mutilation

2.17.5 An anxious unwillingness to remove clothes Some physical indicators are:

2.17.6 Pain or itching of the private parts

2.17.7 Blood on underclothes

2.17.8 Injuries to the private parts, bruising to the bottom, thighs or abdomen.

2.18 Recognising Neglect:

Neglect can be noticed over a period of time and can cover different aspects of parenting. Signs may include:

2.18.1 Failure by parents or carers to meet the basic essential needs, i.e. adequate food, clothing, warmth, hygiene and medical care.

2.18.2 A child seems to be listless, apathetic or unresponsive with no apparent medical cause.

2.18.3 Failure of a child to grow within normal expected pattern, with accompanying weight loss.

2.18.4 Child thrives away from their home environment.

2.18.5 Child is frequently absent from school

2.18.6 Child is abandoned or left alone for excessive periods.

3 Responding to Safeguarding Concerns

3.1 Early help is a cornerstone of safeguarding. This policy reinforces the importance of:

- ✧ Proactive engagement with early help strategies to provide timely support. Collaboration with Multi-Agency Safeguarding Hubs (MASH) to address complex safeguarding concerns.
- ✧ Roles such as the Designated Safeguarding Lead (DSL) and deputies are explicitly defined, ensuring:
- ✧ Clear delineation of responsibilities in line with KCSIE guidance. Procedures for escalation if DSLs or deputies are unavailable. *

Young & Inspired recognises that risks to children and young people do not only exist within the home environment. Safeguarding concerns can emerge within peer groups, schools, neighbourhoods, online spaces, and wider community environments. We recognise that children and young people may experience harm or exploitation within locations and situations beyond the family setting, and that these influences can significantly affect safety and wellbeing.

Contextual risks may include, but are not limited to:

- Peer pressure and harmful peer relationships
- Child criminal exploitation and county lines activity
- Gang association and community violence
- Risks linked to parks, public spaces, transport hubs, and community locations
- Online exploitation, grooming, cyberbullying, and harmful social media influence
- Radicalisation and exposure to harmful content
- Sexual exploitation, coercion, and unsafe relationships

Young & Inspired staff and volunteers are trained to recognise contextual safeguarding risks and understand that behaviour changes, disengagement, emotional distress, missing episodes, friendship changes, school difficulties, unexplained possessions, or increased online activity may indicate emerging concerns. Risk assessments and safeguarding responses will consider not only the child and family situation but also the wider environments and relationships influencing the child's wellbeing.

All action is taken in line with the following guidance:

- ✧ Working Together to Safeguard Children 2006 – A Guide to Inter-Agency working to Safeguard and Promote the Welfare of Children March 2013.
- ✧ What to do if you're worried a child is being abused March 2015

Staff and volunteers may become concerned about a person in a number of ways:

- ✧ A child, young person or vulnerable adult may tell (disclose) that s/he or someone else has been or is being abused
- ✧ There may be concerns due to the person's behaviour or presentation
- ✧ Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- ✧ A parent, carer, relative or member of the public might share their concerns about a child, young person or vulnerable adult

In all cases the following procedures must be followed.

When a child, young person or vulnerable adult wants to confide in you:

Stay calm and listen carefully to them

Show them that you take what they are saying seriously

-  Encourage the child, young person or vulnerable adult to talk, but do not interrupt whilst they are recalling events
-  Ask questions only to clarify your understanding of what you are being told. Do not investigate. Do not ask them to repeat his/her account
-  Do not promise to keep the information secret. Explain that you have to pass the information on to those who can help. Tell the child, young person or vulnerable adult what you are going to do next
-  Do not confront any alleged abuser
-  As soon as you can, write down what the young person has said, using the child's own words
-  Report to your Designated Safeguarding Officer as soon as you can, and definitely before the end of the shift/day (see page 15 for relevant designated people)

3.2 Reporting a young person's disclosure of abuse is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

3.3 If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them and/or remind them of the Childline number 0800 1111

3.4 If the child, young person or vulnerable adult has communication difficulties or English is not their first language, pass this information on so that an appropriate interpreter can be identified.

3.5 Any member of staff, volunteer in our organization who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for child protection or deputy.

3.6 If appropriate, the designated person for child protection must inform the LADO (Local Authority Designated Officer) at the local authority where the child lives, unless the child about whom there are concerns already has an allocated social worker, in which case this person will be contacted without delay.

3.7 Telephone referrals to the LADO Hackney 020 8356 4569/ Haringey 020 8489 1406, should be confirmed in writing within 24 hours.

3.8 In general, organization staff will discuss their concerns with parents/carers and advise them of any referrals to the LADO, unless it is considered that to do so will place the child at risk of harm. Advice will be taken from the investigating agencies if there is any doubt.

4 The Designated Safeguarding Officer will assist the investigating agencies to make enquiries into concerns of child welfare. This will include ensuring our organization is represented at Child Protection Conferences and that information about the child is provided as required.

- 4.1 The Designated Safeguarding Officer will be responsible for coordinating action and liaising with other agencies and support services over child protection and other safeguarding issues.
- 4.2 Confidentiality must be maintained and information relating to individual children/ young people shared with staff on a strictly need to know basis. Any information is shared under the guidance of the Area Child Protection Committee.
- 4.3 We understand that concerns about significant harm may arise about children who already have an allocated social worker and we will pass on such concerns without delay.
- 4.4 Every member of staff has an individual responsibility for child protection. Where there is concern about a child's welfare and the designated person is not available, or it is felt that he is not taking the concerns seriously, another person in the school management team should refer to the Children's Services Social Care local office (Contact Details on Page 15).

Mental Capacity, Consent and Information Sharing

Before taking action, the DSL considers whether the adult has mental capacity to make decisions about their own safety. Where an adult has capacity, their wishes and consent will be sought before sharing information or making referrals, unless doing so places them or others at risk of serious harm. Where capacity is unclear or appears impaired, the DSL will follow the Mental Capacity Act 2005, including taking all practicable steps to support the adult to make their own decision.

If the adult lacks capacity, or if the safety of others is affected, Young & Inspired may share information or make a referral without consent, in line with the Mental Capacity Act 2005, the Care Act 2014, and local safeguarding adults' procedures. Decisions will be clearly recorded, including the rationale and the adult's views where known.

Whistleblowing and Escalation: Anyone can raise safeguarding or conduct concerns through the DSL, Deputy DSL or Chair of Trustees. Staff and volunteers are protected under the Public Interest Disclosure Act 1998. Concerns about poor practice, unsafe culture, or leadership decisions can be escalated externally to the Charity Commission or Local Authority Designated Officer (LADO) if necessary.

Young & Inspired shares safeguarding information only where it is lawful, proportionate and necessary to protect an adult or others at risk. All decisions follow the Data Protection Act 2018, UK GDPR and the Caldicott Principles. Staff must never promise confidentiality, and must record factual, objective notes. Information will be shared with Adult Social Care, the police or other agencies when required to prevent harm, manage risk or comply with statutory duties.

5. Concerns about Staff/Volunteer Behaviour towards Children

5.1 Local procedures plus the Government guidance 'Working Together to Safeguard Children, Appendix 5: Procedures for Managing Allegations against People who Work with Children' and DFE Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges March 2015, Part 4: Allegations of Abuse made against Teachers and other staff.

5.2 All concerns/allegations about adults who work in our organisation will be taken seriously and will be dealt with by the Designated Safeguarding Officer. She will contact the Officer for Child Protection (who is the Local Authority Designated Officer- LADO) for consultation (Contact Details on Page 15). The LADO will record the consultation and will advise on the appropriate action that needs to be taken, which could include a referral to investigating agencies. (If the LADO is not available, there should be no delay in taking advice or referring to Children's Services Social Care.) Due recognition will be paid to the stress caused by such an allegation and appropriate skills deployed to balance the needs of the child and support for the member of staff. However, the needs of the child must take precedence (Children Act 1989, Section 1 (1) (b)).

5.3 Where the allegation is against the Designated Safeguarding Officer, other than the Deputy, the Deputy will take responsibility for dealing with the issue and in consultation with the Senior Lead for Safeguarding. Where the allegation is against the Deputy the Senior Lead will take responsibility for dealing with the issue.

5.4 Where a member of staff or a volunteer is dismissed from the organisation or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

6 Record Keeping

6.1 Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible, noting what was seen or said (recording the pupil's own words as far as possible) putting the event into context, and giving the date, time and location. Information should be recorded in non-judgmental, non-emotive terms.

Staff makes a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

All records must be dated and signed.

6.2 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

6.3 The Designated Safeguarding Officer must keep all written documents relating to a safeguarding issue in a secure place. There is a secure folder for all electronic documents.

6.4 Files relating to concerns about children will include a chronology of incidents and subsequent actions/outcomes. These detailed records should be kept until YYY is confident that the information is held accurately with the agency responsible for taking further action to safeguard the child, young person or vulnerable adult i.e. partner agencies, social services or the police. A chronology of decisions made and actions taken can then be kept on file, once the detailed records are deleted or destroyed. This record should be held for 50 years.

Young & Inspired takes all allegations or concerns about the conduct of staff, volunteers, trustees, contractors, mentors or anyone acting on behalf of the organisation extremely seriously. Allegations may relate to behaviour inside or outside the organisation and apply equally to paid, unpaid and senior roles.

Young & Inspired follows statutory guidance, including Working Together to Safeguard Children, KCSIE and Local Authority Designated Officer (LADO) procedures.

Consent, Parental Responsibility and Decision-Making (Children's Safeguarding)

In safeguarding children, the child's safety and welfare are the overriding priority. While consent and parental involvement are always considered, Young & Inspired does not require consent to share information if a child is at risk of harm.

Children and young people may not fully understand the seriousness of a situation or the consequences of decisions, so staff must use age-appropriate language and support them to express their wishes, feelings and concerns. Children are encouraged to participate in decisions affecting them, but their ability to make safe decisions depends on their age, stage of development, and the level of risk. When a child's wishes conflict with their safety, protection duties take precedence.

Parents and carers normally hold responsibility for making decisions about their child's welfare. However, consent from a parent is not required if sharing information without consent is needed to protect the child or another child from harm. This includes situations involving neglect, domestic abuse, exploitation, significant risk, or where seeking consent may place the child at greater danger.

Some parents supported by Young & Inspired are themselves under 18. Where a parent is a child or young person, staff must recognise that they may have limited understanding of safeguarding processes and may need additional explanation and support. In such cases, safeguarding applies to both the child who is a parent and the infant in their care. Staff must ensure that the young parent's voice is heard while also assessing any risks to their child.

Where there is disagreement between a parent and Young & Inspired about the need to escalate a concern, the DSL will prioritise the child's best interests and follow local safeguarding procedures, including making a referral to Children's Social Care when needed.

Young & Inspired always seeks to work in partnership with families where safe and appropriate. However, staff must not delay reporting concerns because they fear upsetting a parent, because consent has not been given, or because a young person is reluctant for information to be shared. Safeguarding concerns must be acted on immediately.

All decisions about consent, information sharing, parental responsibility and involvement of children must be clearly recorded, including the rationale, the discussions held, and any risks identified.

1. What Must Be Reported

Any behaviour that causes concern must be reported, including if an adult has:

- harmed a child or put a child at risk of harm
- possibly committed a criminal offence against a child
- behaved in a way that indicates they may pose a risk to children
- behaved in a way that is inappropriate, unsafe or inconsistent with the Code of Conduct
- behaved in a concerning way outside of work (including online) that raises questions about their suitability to work with children
- been the subject of allegations from another organisation, school, youth club or community setting

2. Immediate Reporting – Same Day

All allegations or concerns must be reported to the DSL immediately and on the same day. Delays must not occur under any circumstances.

If the concern involves the DSL, it must be reported directly to the Deputy DSL or the CEO / Chair of Trustees.

3. Do Not Investigate Internally

Staff must not:

- question the child in depth
- interview the adult involved
- gather evidence or statements
- attempt to resolve the issue themselves
- notify the person who is the subject of the allegation

No internal investigation may begin until guidance has been sought from the LADO.

Our duty is to report, not investigate.

4. DSL Responsibilities

Upon receiving an allegation, the DSL will:

1. Gather basic information only (who, what, when, where – no leading questions)
2. Record the concern using the Safeguarding Incident Form
3. Contact the Local Authority Designated Officer (LADO) within 1 working day
4. Follow the LADO's direction regarding:
 - o external referral
 - o suspension
 - o immediate risk management
 - o multi-agency strategy meetings
5. Inform the CEO and the Safeguarding Trustee
6. Maintain secure records throughout the process

Where criminal thresholds are suspected, the LADO may consult the police.

5. Risk Assessment & Suspension

The LADO will guide Young & Inspired on whether the staff member or volunteer:

- should be suspended
- should have restricted duties
- should be removed from certain tasks
- should avoid all contact with children
- should not attend the premises
- requires disciplinary processes post-investigation

Suspension is a neutral act and may be necessary to protect all involved.

Young & Inspired will never pressure a child or family to withdraw or change their account in order to protect staff.

7. Support for Children, Staff and Families

We ensure:

- children receive reassurance and clear information
- families are kept informed where appropriate
- staff under investigation receive pastoral care
- confidentiality is maintained on a need-to-know basis only

False, unfounded or malicious allegations will be handled in line with disciplinary procedures.

8. Charity Commission Serious Incident Reporting

Young & Inspired will make a Serious Incident Report (SIR) to the Charity Commission if an allegation:

- causes or risks significant harm
- involves a safeguarding failure
- relates to a senior leader or trustee
- may damage public confidence in the charity
- requires LADO or police involvement

This will be done **immediately** after contacting the LADO.

9. Outcome & Learning

Following the conclusion of all external processes, Young & Inspired will:

- complete any required internal disciplinary procedures
- update safeguarding records
- identify learning points and update policies
- provide training or supervision where needed
- inform the DBS if a referral is legally required

Safeguarding at Young & Inspired is overseen through a clear governance structure that ensures transparency, accountability and continuous improvement. The Board of Trustees holds ultimate responsibility for safeguarding and receives regular updates from the Designated Safeguarding Lead (DSL), senior leadership and program managers to ensure that safeguarding remains a standing priority across the organisation.

Early Support and Safeguarding Response

We aim to identify risks early and provide supportive intervention wherever possible. Our relationship-based model means that staff often build trusted connections with families over time, allowing concerns to be recognized quickly.

Where safeguarding concerns arise, staff follow clear reporting procedures. The Designated Safeguarding Lead assesses the concern and determines whether:

All safeguarding concerns are recorded securely and handled in accordance with data protection and confidentiality requirements.

Creating Safe and Trusted Spaces

Our programs are designed to provide safe and welcoming environments where young people can express themselves openly and seek support without fear of judgement. Through initiatives such as Treehouse Teens, Flying Colours, and family support programs, we create spaces where young people can build confidence, develop resilience, and form supportive relationships with peers and trusted adults.

We actively encourage young people and families to share concerns, ask for help, and participate in shaping services that meet their needs.

By embedding safeguarding across our work, we ensure that Young & Inspired remains a safe, trusted, and supportive environment for every child and family we serve.

Young & Inspired believes that safeguarding is strengthened when children and young people actively contribute to creating safe environments rather than being passive recipients of support. We recognise young people as experts in their own experiences and encourage them to have a meaningful voice in shaping how safety is understood and promoted across our programmes.

Young people are supported to contribute to group agreements, codes of conduct, online safety expectations, programme rules, and feedback mechanisms. Through youth steering groups, reflective discussions, surveys, and informal conversations, young people are encouraged to identify what helps them feel safe, what concerns they may have, and how support can be improved.

We aim to create environments where children and young people feel confident to speak up, challenge behaviour that feels unsafe, raise concerns, and seek help from trusted adults. Feedback from children and young people forms part of our ongoing safeguarding review and quality assurance processes.

Offsite and mobile youthwork

- ✧ Young & Inspired delivers a range of outdoor, community-based, mobile, and off-site activities including parks provision, kayaking, paddleboarding, sports activities, holiday trips, outreach work, transport-based activities, and mobile services such as the Banana Bus. We recognise that these environments can create additional safeguarding considerations and therefore require careful planning and risk management.
- ✧ Safeguarding arrangements for outdoor and off-site activities include:
 - ✧ Completion of risk assessments before activities take place and dynamic risk assessments during activities where circumstances change
 - Appropriate staff-to-young-person ratios based on age, needs, risk level, and activity type
 - Collection and review of medical information, allergies, emergency contacts, consent forms, and additional support needs before participation
 - Clear emergency procedures and communication systems for staff during activities and trips
 - Safe transport procedures, including authorised drivers, seatbelt requirements, collection arrangements, and supervision during travel
 - Clear lost child and missing participant procedures for all trips and community-based activities
 - Monitoring of weather conditions and environmental risks before and during activities
 - Use of appropriately qualified, licensed, and insured instructors for specialist activities including water sports and adventure activities
 - Prohibition of lone working where children or young people are present unless specifically risk assessed and authorised
 - Additional safeguarding consideration for mobile and outreach provision to ensure safe supervision and suitable environments
 - ✧ Young & Inspired recognise that safeguarding within outdoor environments requires ongoing awareness and responsive decision-making. Staff are expected to remain alert to changing risks and prioritise the safety, wellbeing, and emotional needs of children and young people throughout all activities.

7 Safe Recruitment

The recruitment process adheres to the Childcare Act 2006 (amended 2018) by:

Requiring signed declarations from staff working with children under eight. ✧ Conducting digital and social media checks to ensure suitability for safeguarding roles.

7.4 Any job description makes reference to the responsibility for safeguarding and promoting the welfare of children

- 7.5 The person specification includes specific reference to suitability to work with children and where work relates to children under the age of 8, a signed declaration that they are not 'disqualified by association'.
- 7.6 Our organization obtains and scrutinizes comprehensive information from applicants, and takes up and satisfactorily resolves any discrepancies or anomalies
- 7.7 Our organization obtains two independent professional and character reference (One should be a recent employer) that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns
- 7.8 Our organization conducts a face-to-face interview that explores the candidate's suitability to work with children as well as their suitability for the post, and
- 7.9 Conducts other checks as detailed in the standards of part 4 of the regulations concerning verifying the successful applicant's identity; their academic or vocational qualifications; previous employment history and experience; medical fitness; criminal record and that they have not been barred from working with young people.
- 7.10 All new staff members are subject to an enhanced DBS Check, based on levels of contact with children.
- 7.11 Our organization will conduct repeat checks every 3 years on every member of staff who works directly with, or has regular contact with, children and young people.
- 7.12 All paperwork to be kept in staff files
- 7 Annual safeguarding training is mandatory for all staff and volunteers, with updates reflecting the latest legislative changes and safeguarding trends. Training will include:

Recognizing unconscious bias and fostering cultural competence. Addressing the needs of marginalized and vulnerable groups effectively.

Safeguarding Training

All staff and volunteers receive safeguarding information during induction before working with children, young people, or vulnerable families.

Safeguarding Training Matrix

Role	Training Required
Trustees	Safeguarding awareness training covering trustee responsibilities, oversight of safeguarding practice, and how to escalate concerns
Designated Safeguarding Lead (DSL)	Advanced safeguarding training (Level 3 or equivalent) and regular updates in line with local safeguarding partnership guidance
Deputy Safeguarding Lead	Level 3 safeguarding training
Program Managers / Project Leads	Level 2 safeguarding training and refresher updates
Youth Workers / Session Staff	Level 2 safeguarding training including recognising abuse, reporting concerns, and maintaining professional boundaries
Volunteers with direct contact with children or young people	Safeguarding induction and basic safeguarding awareness training
Volunteers without direct contact (e.g., admin support)	Safeguarding awareness as part of induction
Kitchen Staff / Activity Support Staff	Safeguarding awareness training plus role-specific training such as food hygiene or health and safety
Mentors / One-to-One Support Volunteers	Safeguarding training covering professional boundaries, safe communication, and recognizing risks
Trip Leaders / Activity Instructors	Safeguarding awareness training plus activity-specific safety training

Safeguarding training is refreshed regularly to ensure staff and volunteers remain aware of current safeguarding risks, emerging online harms, and changes in safeguarding legislation or guidance.

9. Confidentiality

- 9.1 All staff and volunteers are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse this must be passed on to the Designated Safeguarding Officer as soon as possible and the child should be told who their disclosure will be shared with.
- 9.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only.
- 9.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

10. Online Safety

Young & Inspired is committed to creating a safe digital environment for children, young people, families and adults at risk. Online activity is an integral part of many of our programmes, and safeguarding applies equally to all digital spaces, including messaging, video calls, social media, websites and online learning platforms.

We follow the UK Safer Internet Centre Standards, the Online Safety Act 2024, KCSIE guidance and local safeguarding partnership expectations.

Young & Inspired recognises that children and young people increasingly interact with digital platforms and online communication tools. Safeguarding responsibilities therefore extend to both physical and digital environments. All staff and volunteers must ensure that any communication with children, young people, or families remains transparent, professional, and appropriately supervised. Staff must not communicate with children or young people through personal social media accounts, private messaging platforms, or personal phone numbers. All digital communication must take place through approved organisational channels so that interactions remain visible, accountable, and consistent with safeguarding procedures.

Use of Devices and Accounts

Staff and volunteers must never use personal phones, social media accounts, or private email addresses to contact children, young people, or families. Only approved organisational devices, accounts, and communication platforms may be used for programme-related contact. Messages must always remain professional, appropriate, and related to programme activities. Where communication takes place with a child or young person, it should be transparent and accessible to oversight, meaning that line managers and the Designated Safeguarding Lead (DSL) can view or review communications where necessary. This may include the use of group messaging, shared inboxes, approved communication platforms, or other systems that allow appropriate monitoring.

Online Sessions and Video Calls

Where services are delivered online, including group sessions or one-to-one support, safeguarding standards must be maintained in the same way as in physical environments. Sessions must be approved in advance by the DSL or Programme Lead, and wherever possible two authorised adults should be present or visible within the session environment. Children and young people should participate from appropriate settings such as communal areas of the home rather than private bedrooms whenever possible. Staff must maintain professional conduct at all times, including wearing suitable clothing and ensuring that the background environment visible during video calls is appropriate. Online sessions should not be recorded unless this has been specifically approved by senior staff and informed consent has been obtained in advance.

Social Media and Public Content

The safety and dignity of children and families must always be protected in public communications.

Children, young people, and families must never be identified publicly without appropriate written consent. Staff and volunteers must not “friend,” “follow,” or connect with service users through personal social media accounts. Any photographs, videos, or digital content involving participants must comply with Young & Inspired’s Photography, Filming, and Media Policy, ensuring that images are used responsibly and only with the appropriate permissions.

Responding to Online Risk

Staff must remain alert to a range of safeguarding risks that may arise in digital environments. These include:

- cyberbullying
- grooming or exploitation (including sexual, criminal, or financial exploitation)
- extremism or radicalisation
- harmful online challenges, communities, or content
- online harassment, hate incidents, or identity-based abuse
- contact from unknown adults or significantly older peers
- sharing of inappropriate images or messages
- online scams or fraudulent requests

Any concerns relating to online safety must be reported immediately to the Designated Safeguarding Lead and recorded using the Safeguarding Concern Form in accordance with safeguarding procedures.

Data Protection and Digital Security

Digital safeguarding also requires strong data protection practices. All digital information relating to children, young people, and families must be stored securely, protected by passwords, and accessible only to authorized staff members. Devices, email accounts, and screens must be locked when unattended to prevent unauthorized access. Images, recordings, safeguarding notes, or personal information must never be stored on personal devices. Young & Inspired follows the requirements of the Data Protection Act 2018, UK GDPR, and the Caldicott Principles when handling personal data.

Support and Education

Young & Inspired also supports children, young people, and families to develop digital resilience and confidence when navigating online environments. Staff encourage safe online behaviour by helping young people recognize grooming, scams, misinformation, and harmful content. Program promote critical thinking about online communication and responsible digital participation. Where appropriate, parents and carers are supported with guidance and practical advice so that they can help children manage digital risks safely at home.

Use of Artificial Intelligence and Emerging Technologies

Young & Inspired recognizes that artificial intelligence (AI) and emerging digital technologies are increasingly used in communication, education and online environments. While these tools may offer benefits, they also present new safeguarding risks.

Staff and volunteers must not use AI systems, automated chat tools, or digital assistants to communicate directly with children or young people without organizational approval and safeguarding oversight.

Sensitive safeguarding information, case notes, or personal data relating to children must never be entered into public AI systems or digital tools that store or process data externally.

Staff should remain alert to potential online risks linked to emerging technologies, including:

- AI-generated manipulation or grooming
- deepfake images or impersonation
- automated messaging targeting young people
- misinformation or harmful online content

Any concerns relating to digital safety, AI misuse, or online exploitation must be reported immediately to the Designated Safeguarding Lead and recorded in accordance with safeguarding procedures.

Young & Inspired will review its digital safeguarding practices regularly to ensure they remain effective as technology evolves.

11. Photography and Image Use

Photographs and videos may only be taken with written parental or guardian consent. All images are used solely for educational or promotional purposes and stored securely. Images of children or vulnerable adults are never shared online without explicit consent, and personal details are not disclosed alongside photos. This policy ensures that individuals' identities are protected and that we maintain respect and dignity in all visual representations.

12. Supervision Ratios

Young & Inspired adheres to NSPCC guidance on adult-to-child ratios. For children under 8 years old, we ensure at least one adult per 6 children. For children over 8, the ratio is one adult per 10 children. All group sessions will include at least two adults present at all times to reduce risk and provide appropriate cover in emergencies or for managing incidents.

13. Whistleblowing

We operate a transparent and supportive whistleblowing culture. Staff and volunteers are encouraged to report any concerns regarding safeguarding practices or misconduct.

Concerns can be raised directly with the DSL or Deputy DSL. Where this is not possible or comfortable, concerns may be escalated via our Whistleblowing Policy or reported to the NSPCC Whistleblowing Advice Line (0800 028 0285).

This policy is further supported by additional policies and guidelines:

Leasing Of Premises

-  Whistleblowing Policy
-  Anti-Bullying Policy
-  Vulnerability of Some Groups of Children – Care of Disabled Children
-  Changing in Dressing Room Policy
-  Use of Photographic, Video Recording, Image Recording and Phone Camera Use
-  Trips, Tours and Holiday Clubs
-  E-Safety Policy
-  Health & Safety Policy

Designated Safeguarding Officer: Hindy Schloss

Mobile No: 07814042737

Deputy:

Mr Rachel Lew

Mobile No: 07515 487 834

Children Social Care

First Response: 020 8356 5500

Email for CSC is FAST@hackney.gov.uk Board Tel No is 020 8356 4183

Local Authority Designated Officer (LADO) Email: lado@hackney.gov.uk

Tel: 020 8356 4569

A child-friendly version of this policy is displayed on our noticeboards and website. Copies are shared with parents/carers and all new joiners.

The safeguarding policy and procedures are available in simplified formats and translated versions to ensure accessibility for children, young people, parents, and non- native English speakers.

RAISING AWARENESS AND REPORTING CONCERNS

We will be mindful as to the effects of exposure to trauma, crises or bereavement and the effects of lockdown may have had on the emotional welfare and stability of families. Staff and volunteers should be alerted to any early warning signs and Young & Inspired will give consideration to staff or volunteer training needs in this regard. There will be a focus on the emotional health and wellbeing of staff and volunteers during these challenging times, so that everyone performs at their optimum levels.

It is still vitally important that any concerns about children or young people should be raised immediately with Designated Safeguarding Leads in line with protocols and/or addenda to Safeguarding policies.

Designated Safeguarding Leads can be contacted in the usual way to deal with any concerns in a timely and appropriate manner. Whether working remotely or on site, any contact with service users still offers opportunities to pick up concerns which should be acted upon in line with existing policies or special arrangements that may have to be put into place. It is better to err on the side of caution and to remember that information being shared, might be the missing piece of the jig saw puzzle.

RECRUITING NEW STAFF AND VOLUNTEERS

Young & Inspired is committed to maintaining the highest standards of safeguarding by ensuring that only suitable and safe individuals work or volunteer with our children, young people and families. Safer recruitment is not a single step but a comprehensive approach that runs through every stage of the recruitment cycle. These procedures apply to all roles within the organisation, including paid staff, sessional workers, volunteers, trustees, mentors, contractors and anyone acting on behalf of Young & Inspired. Our practices follow current guidance from the Safer Recruitment Consortium, Keeping Children Safe in Education, Working Together 2023/24, and legislation governing DBS and barring arrangements.

Before any role is advertised, Young & Inspired reviews the position to identify the level of contact the individual will have with children or adults at risk. This includes determining whether the post

constitutes regulated activity, what level of DBS check will be required, and what supervision or risk-management measures are necessary. Job descriptions set out safeguarding expectations clearly so that applicants are aware of their responsibilities from the outset.

All roles are advertised transparently, with a clear statement of Young & Inspired's commitment to safeguarding and the requirement for rigorous vetting. Applicants must complete a standardized application form rather than submit a CV alone. This allows us to gather a full employment history, explore any gaps, confirm identity, understand motives for wanting to work with children, and ensure candidates meet the safeguarding expectations of the role. Self-disclosure of criminal history is obtained only at conditional offer stage, in line with the Rehabilitation of Offenders Act.

Shortlisting is carried out by at least two members of staff who review applications objectively, identify any discrepancies or safeguarding concerns, and prepare questions to explore these during interview. Interviews are conducted by trained staff and include questions designed to assess a candidate's values, behaviour, attitude towards safeguarding and responses to real-world scenarios. Notes from interviews are recorded securely, and no appointment is made until all concerns have been explored and resolved.

Young & Inspired seeks two verified references for every applicant, including one from their most recent employer and, where possible, from a role involving work with children or young people. References must be obtained in writing, checked for authenticity and followed up directly with the referee if clarification is needed. Open or "to whom it may concern" references are not accepted.

All individuals who will be engaged in regulated activity are required to undergo an Enhanced DBS

check with barred list check. Those in other roles receive the appropriate level of check according to the responsibilities of the post. DBS certificates are verified, recorded in the Single Central Record, and renewed or monitored via the Update Service where appropriate. Anyone who refuses a DBS check or is found to be barred from working with children cannot be employed or volunteer under any circumstances.

In addition to DBS vetting, Young & Inspired undertakes all other necessary pre-employment checks, such as verifying identity and right to work, confirming qualifications and professional registrations, obtaining overseas criminal record checks where relevant, and reviewing social media where this is proportionate and risk-related. Successful candidates must also complete a health and fitness-to-work declaration. All new roles are subject to a probationary period, during which safeguarding conduct and suitability are closely monitored.

Every new staff member or volunteer receives a full safeguarding induction on their first day, including information about the Code of Conduct, reporting procedures, safer working practices and role-specific risks. They are required to read and sign key safeguarding documents before beginning any work with children or families. Safeguarding training is refreshed regularly, and line managers monitor ongoing suitability through supervision, reflective practice and performance reviews.

Young & Inspired maintains a comprehensive Single Central Record that logs identity checks, DBS information, reference verification, right-to-work status, qualifications, induction completion and dates of safeguarding training. This record is reviewed routinely by the Designated Safeguarding Lead and the Trustee with Safeguarding Oversight to ensure full compliance with statutory requirements.

Safer recruitment does not end once a person is appointed. Young & Inspired continuously monitors conduct, boundaries and professionalism, and takes immediate action if concerns arise. Any issue

relating to the suitability of a staff member or volunteer to work with children is escalated without delay to the Designated Safeguarding Lead and, where appropriate, to the Local Authority Designated Officer.

Prevent

(Radicalization of vulnerable people)

Radicalization is defined as the process by which people (children or adults) begin to support terrorism and violent extremism and in some cases, to then participate in terrorist groups. Radicalisation is the process where someone has their vulnerabilities or susceptibilities exploited towards crime or terrorism – more often by a third party, who has their own agenda; this may take place face to face or via social media or the internet.

Prevent is a vital part of the UK's counter-terrorism strategy, to stop people becoming terrorists or supporting terrorism. It seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views;
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support;
- Work with a wide range of sectors where there are risks of radicalisation and a multi-agency approach is needed including education, criminal justice, faith, charities, the internet and health. Prevent addresses all forms of terrorism, including Far Right extremism and some aspects of non-violent extremism. Work is conducted with the Police, Local Authorities, Government Departments and health services.

Channel is a multi-agency process within Prevent, which aims to support those who may be vulnerable to being drawn into violent extremism. It works by Identifying individuals who may be at risk, assessing the nature and extent of the risk; and where necessary, referring cases to a multi-agency panel which decides on the most appropriate support package to divert and support the individual at risk.

The key challenge is to be vigilant for signs that someone has been or is being drawn into terrorism. Examples of concerns could be overhearing a staff member's conversation or a service user being encouraged to finance this type of activity. The Charity Safeguarding/Prevent Lead will advise and signpost in raising concerns following the referral pathway in line with the policy and procedure.

It is important to note that prevent operates within the pre-criminal space and is aligned to the multi-agency safeguarding agenda.

- NOTICE – if you have a cause for concern about someone, perhaps their altered attitude or change in behaviour
- CHECK - discuss concern with appropriate other (safeguarding lead)
- SHARE – appropriate, proportionate information (safeguarding lead/police)

Safeguarding in Mixed-Age and Family Settings

Young & Inspired delivers a range of programs where children, young people, parents, carers, and other adults may participate together. In these mixed-age and family settings, both the Children's Safeguarding Policy and the Vulnerable Adults Safeguarding Policy apply at the same time. Staff and volunteers must consider the safety, wellbeing, communication needs and vulnerabilities of each participant individually, and must use the higher protection standard whenever there is uncertainty.

Safeguarding responsibilities do not diminish because a child is accompanied by a parent or because an adult is present with family members. Children may be at risk from adults, from other children, or from circumstances within the group. Likewise, vulnerable adults may be at risk even when children are present. Staff must recognize that harm, exploitation, neglect or concerning behaviour can occur across age groups and may be subtle, hidden, or dynamic within family relationships.

During mixed-age activities such as family sessions, community events, open days, intergenerational programs, creative workshops, or trips, staff must ensure safe supervision ratios, visibility in shared spaces, appropriate physical contact, safe online interactions, and clear boundaries around behaviour. Where a concern arises about any participant, it must be reported to the DSL in the same way as concerns arising in single-age programs. If a situation involves both a child and a vulnerable adult, the safeguarding response will follow children's procedures first, unless doing so would increase risk to the adult or others.

Our staff are trained to recognize contextual safeguarding, including risks that arise from peer groups, family dynamics, group settings, or online activity connected to the program. They take into account the different vulnerabilities that children, young people, parents, carers, and other adults may have, and adapt their safeguarding response accordingly.

Ultimately, Young & Inspired adopts a "whole-family, whole-community" safeguarding approach in mixed-age spaces: we priorities safety, dignity and wellbeing for all participants, and we ensure that concerns are responded to promptly, proportionately and in line with both children's and adults' statutory safeguarding frameworks.

Appendix 1

Young & Inspired - Code of Behavior for Adults Working with Children

This behaviour code outlines the conduct expected of staff and volunteers from Young & Inspired, and staff from other organizations who engage with children and young people through Young & Inspired and its activities, including agency staff, interns, students on work placements and self-employed persons subcontracted to undertake specific duties.

It has been informed by the views of children and young people.

Purpose

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse made against them.

Upholding this code of behaviour

All members of staff and volunteers are expected to report any breaches of this code to our Designated Safeguarding Officer under the whistle-blowing procedure or, if necessary under child-protection/safeguarding procedures.

Staff and volunteers who breach this code of behaviour may be subject to Young & Inspired's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave Young & Inspired.

Serious breaches may also result in a referral made to a statutory agency such as the police and the local authority children's social care department.

The role of staff and volunteers

When working with children and young people for Young & Inspired, all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as a role model by children and young people and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

-  Operate within Young & Inspired's principles and guidance and any specific procedures
-  Follow the Young & Inspired's child protection/Safeguarding procedures at all times
-  Listen to and respect children at all times
-  Avoid Favouritism
-  Treat children and young people fairly and without prejudice or discrimination
-  Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible,
-  Ensure any contact with children and young people is appropriate and relevant to the work of the project,
-  Ensure language is appropriate and not offensive or discriminatory

- ✧ Follow the e-safety policy and report any breaches
- ✧ Ensure equipment is used safely and for its intended purpose
- ✧ Provide examples of good conduct you wish children and young people to follow
- ✧ Challenge unacceptable behaviour and report all allegations/suspensions of abuse
- ✧ Ensure that whenever possible, there is more than one adult present during activities with children and young people or, if this isn't possible, that you are within sight or hearing of other adults,
- ✧ Be close to where others are working. If a child specifically asks for, or needs some private time with you, ensure other staff should know where you and the child are,
- ✧ Respect a young person's right to personal privacy
- ✧ Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- ✧ Recognize that special caution is required when you are discussing sensitive issues with children or young people

You must not:

- ✧ Patronize or treat children as if they are silly
- ✧ Allow allegations to go unreported
- ✧ Develop inappropriate relationships such as contact with children and young people that is not a part of the work of Young & Inspired or agreed with the project manager
- ✧ Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of Young & Inspired represents a serious breach of trust on the part of the staff member or volunteers and is not acceptable under any circumstances.
- ✧ Let children and young people have your personal contact details (mobile number or address)
- ✧ Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- ✧ Act in a way that can be perceived as threatening or intrusive
- ✧ Make inappropriate promises to children and young people, particularly in relation to confidentiality
- ✧ Either exaggerate or trivialize child abuse issues
- ✧ Rely on your reputation or that of the organisation to protect you
- ✧ Take unnecessary risks when common sense, policy or practice suggest a more prudent approach
- ✧ Adopt an attitude of complacency with regard to your own conduct.

Appendix 2

Young & Inspired Code of Behaviour for Children and Young People

This code has been developed in order to provide children and young people with advice on the behaviour that is expected of them when attending and using the facilities of Young & Inspired. It has been shaped by the views of children and young people.

Purpose

To ensure children and young people are treated fairly by all adults working with them at Young & Inspired and know what is expected of them.

Basic Principles

This code of behaviour for children and young people is intended to:

-  Identify acceptable behaviour for children and young people
-  Promote self-respect and self-control
-  Raise children's and young people's self-esteem and self-confidence
-  Encourage individual responsibility for behaviour and outline the consequences of poor behaviour
-  Encourage children and young people to recognise and respect the rights of others
-  Encourage cooperation at all times in all situations
-  Promote the values of honesty, fairness and respect
-  Anticipate and resolve any conflict that may arise
-  Ensure that children and young people are aware of the point that sanctions will be put into place

Dos and Don'ts

Children and Young People are expected to:

-  Cooperate with each other
-  Be friendly
-  Listen to each other
-  Be helpful
-  Follow this code of behaviour and other rules
-  Have good manners

- ✧ Join in
- ✧ Respect each other's differences
- ✧ Treat staff and volunteers with respect
- ✧ Report anything that worries or concerns them to Mrs Elka Katz- Designated Safeguarding Officer

Children and Young People Should Not:

- ✧ Pick on or make fun of each other
- ✧ Bully each other
- ✧ Stare at others
- ✧ Yell or shout at others
- ✧ Be abusive
- ✧ Use equipment to be abusive (eg mobile phones to send nasty messages, photos without permission, nasty emails.)

Breach of this Code of Conduct

This code of conduct is only useful if it forms a part of a process for guiding children and young people to receive appropriate support.

It is the responsibility of our Designated Safeguarding Officer to ensure that all children and young people attending Young & Inspired are informed of this code of conduct and confirm with them that they have seen, understood and agreed to follow it. Children and young people must also be made aware of the consequences if they breach the code.

Following the Traffic Lights System:

1. If a child or young person breaches the code of conduct, the most appropriate sanction for a minor or first-time breach will be to remind him/her about the code of conduct and ask him/her to comply with it. Children and young people will be given the opportunity to reflect, enabling them to plan a positive response, with support from either staff or mentors.
2. If, having followed the above step the child or young person continues to exhibit inappropriate behaviour, she or he should be referred to the appropriate member of staff who will give her or him a formal, green light warning. Supportive interventions may need to be identified at this stage. The action should also be recorded in the discipline book and parents/carers informed.
3. Any further persistent inappropriate behaviour will result in a more serious sanction being imposed (eg. Restriction/suspension from the project facilities). This is a yellow light warning.

Again, supportive interventions may need to be identified at this stage. This action should also be recorded in the discipline book and parents/carers informed.

4. If these interventions are still not effective in helping the child/young person to change his or her behaviour, a red-light warning may be needed, with further sanctions. It may

be that at this point, Young & Inspired will discuss with the child or young person and his/her family a possible referral for further support from other services.

Use of Child Protection Procedures

If staff at Young & Inspired become concerned that a child's behaviour suggests either that he/she may be at risk of serious harm or that he/she may present a risk of significant harm to other children, Young & Inspired's child protection procedures will be followed and a referral may be made to the local authority children's social care department.

The Role of parents and carers

Young & Inspire welcome and encourage parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents and carers will be informed and involved.

In the event of child protection procedure being necessary, discussions with the child and his/her family will take place at the earliest opportunity, except in situations where this would possible endanger a child's safety or interfere with a police investigation.

Appendix 3 Anti-Bullying Policy

Bullying is not always easy to define but includes:

- ✧ deliberate hurtful behaviour, hostility and aggression towards a victim
- ✧ a victim who will often be weaker and less powerful than the bully or bullies ✧ an outcome which is always painful and distressing for the victim
- ✧ physical: pushing, kicking, hitting, pinching, poking or any other form of physical contact which is harmful to the victim, theft
- ✧ verbal: name-calling, sarcasm, spreading rumours, persistent teasing, swearing
- ✧ emotional: including, tormenting, ridicule, humiliation, isolation, sending hurtful text messages
- ✧ emotional and verbal bullying can be more difficult to cope with or prove than physical bullying
- ✧ racist: racial taunts, gestures, graffiti
- ✧ sexual: unwanted physical contact, abusive sexual comments, sexual innuendos, graffiti
- ✧ homophobic: taunts, teasing about the victim's sexuality, gestures, spreading rumours, sexual innuendos, unwanted physical contact, graffiti
- ✧ disability: taunts, gestures, graffiti, unwanted physical contact, teasing about the victim's disability e-bullying – texting, filming on mobiles, posting on social networks hurtful/

Humiliating content

Actions to prevent bullying:

- ✧ take all signs of bullying very seriously
- ✧ encourage children to speak and share their concerns
- ✧ have a clear anti-bullying policy to which staff, volunteers, parents / carers, children / young people sign up to
- ✧ improve supervision
- ✧ hold discussions on bullying where appropriate

If bullying occurs our organisation will:

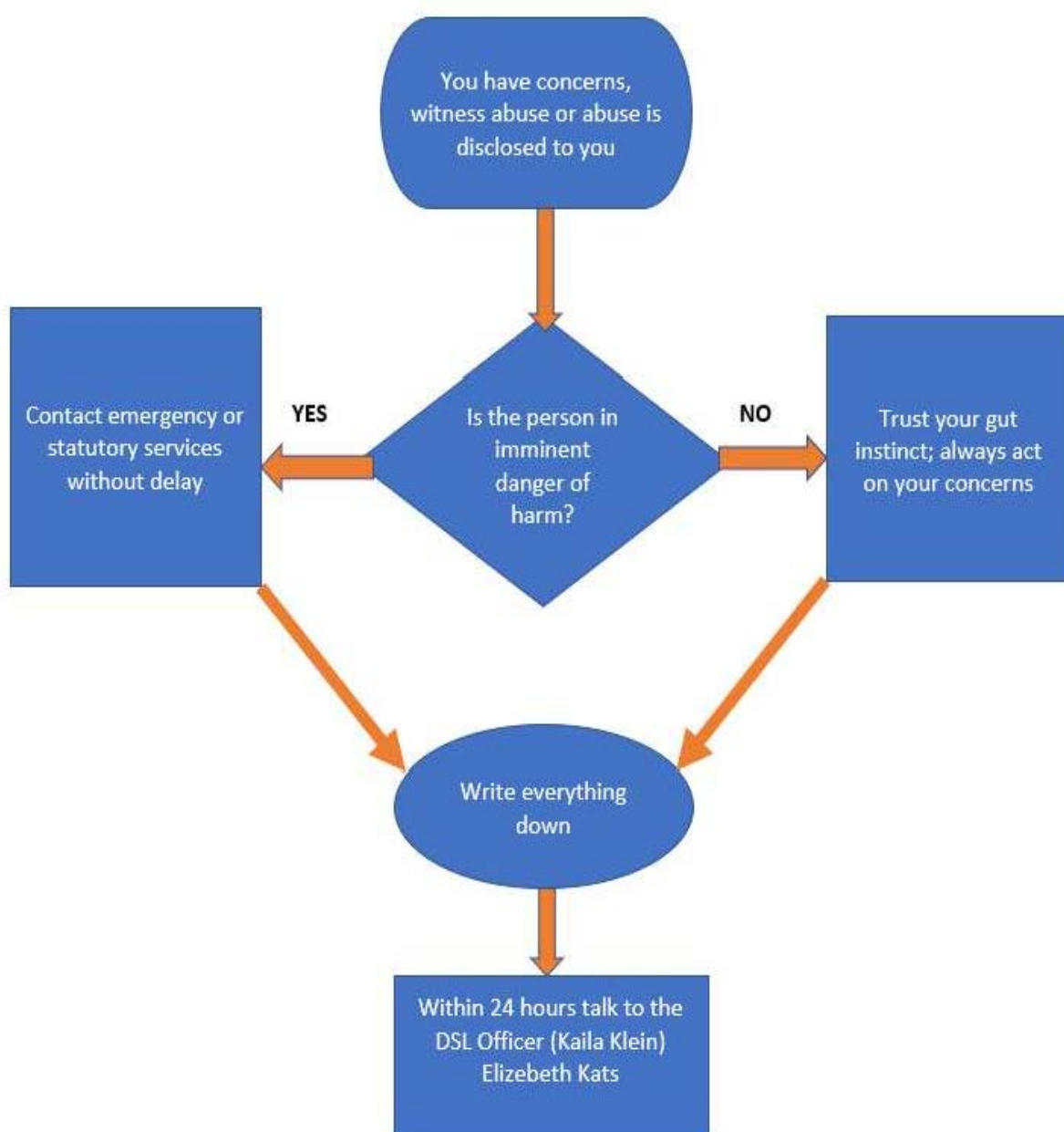
- ✧ take the problem seriously
- ✧ investigate it
- ✧ talk to the bullies and victims separately
- ✧ decide on appropriate action

Responding to suspected bullying:

- ✧ Help the victim speak out
- ✧ Take action to ensure the victim is safe
- ✧ Inform parents / carers of victim
- ✧ Hold a follow-up meeting with the victim and their families to report progress
- ✧ Talk to the bully to see if the allegation has any foundation, ideally not one-to-one
- ✧ Try to get the bully/ies to see the consequences of their behaviour
- ✧ Support / encourage bullies to change behaviour 12
- ✧ Obtain an apology from bully/ies to victim
- ✧ Inform parents / carers of the bully/ies
- ✧ Impose appropriate sanctions against bully/ies in consultation with the parents / carers.
- ✧ These may result in the bully/ies being asked to leave
- ✧ Hold a follow-up meeting with the bully/ies and their families to report progress

- ✧ Provide support to staff / volunteers of bullies and victims
- ✧ inform relevant members of the organisation about the incident and any action taken
- ✧ Keep a written record of incidents and action taken
- ✧ Report any concerns to the Designated Safeguarding Officer

SAFEGUARDING ISSUE REPORTING FLOW CHART



SAFEGUARDING FLOWCHART

Children & Vulnerable Adults

- **IF A STAFF MEMBER OR VOLUNTEER HAS A SAFEGUARDING CONCERN**

Staff / Volunteer has a concern about a child or vulnerable adult



DESIGNATED SAFEGUARDING LEAD (DSL)

Report immediately (same day)



DSL takes action to protect the child or vulnerable adult

DSL assesses risk, seeks advice, may contact Social Care / Police



DSL records concern on same day, monitors and follows up

- **IF THE DSL IS UNAVAILABLE**

Deputy DSL



Same assessment and action

- **IF NEITHER DSL NOR DEPUTY DSL ARE AVAILABLE AND IT IS URGENT**

Programme Manager contacts Hackney / borough Social Care / Police
and makes person safe



DSL updated ASAP and records added

- **AT ANY TIME – IF THERE IS IMMEDIATE DANGER TO LIFE**

CALL 999 IMMEDIATELY



Inform DSL once
safe

Record on same
day