Young People March Ltd

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Safeguarding and protecting children and adults at risk

Statement of Commitment

The purpose of this document is to specify Young Peoples March (YPM) Safeguarding policy and procedures for the protection of children, young people, and adults at risk. YPM sees safeguarding as everyone's responsibility under section 175 of the education act 2002, the education independent school standards) regulations 2014 and the children and learning act 2009.

A child is defined as up to the age of 18. This document applies to all YPM staff, including apprentices, trustees, volunteers, freelancers and any other professional not linked to YPM and the policy and procedures applies to all YPM activities.

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

The Children Act 2009 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so.

Our aim is to follow the procedures set out by Cambridgeshire and Peterborough safeguarding children partnership board Multi agency procedures and working together to safeguard children July 2018 and Keeping Children Safe in Education September 2023 by knowing and understanding this guidance.

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

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

Policy

YPM trustees seeks to provide an environment where everyone can work safely, and children, young people and adults can engage with the charities activities and enjoy programmes provided through the work of the Charity or in partnership with other agencies and/or community voluntary sector organisations.

It is the policy of YPM to safeguard the welfare of children, young people and adults at risk involved in the work we do by protecting them from neglect, physical, sexual, or emotional abuse. It is also YPMs policy to provide those working for or with the charity with a framework

to operate within to keep everyone who is engaged in the Charity's activities safe. It is therefore YPM policy to:

- Identify concerns early to prevent them from escalating
- Ensure children know that there are trusted adults in YPM whom they can approach if they are worried or concerned or in difficulty, ensure they know they will be taken seriously, and any reports will be acted upon.
- ensure that all staff, apprentices, trustees, external leads, and volunteers (legally responsible adults) working with children, young people, or adults at risk: are carefully selected, and are checked by the Disclosure and Barring Service
- have two appropriate references and understand and accept their responsibility for the safety of children, young people, and adults at risk in their care.
- ensure that children, young people, and adults at risk welfare is of paramount importance, regardless of age, gender, sexual orientation, ability, economic status, belief, religion, or race, when planning, organising, advising on and delivering programmes
- ensure that tailored into our planning is a curriculum of activities helping to support all young people with community safety knowledge and how to stay safe.
- Ensure staff challenge any prejudice behaviour including, sexism, misogyny/misandry, homophobia, biphobia and sexual violence/harassment.
- respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- raise the awareness of relevant staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments and changes in client groups.
- monitor and review the effectiveness of this policy on a regular basis.
- ensure that the principles of this policy are adopted by all organisations or individuals with whom YPM works, through the adoption of a policy, which meets the same level of determination about children, young people, and adults at risk safety. We work closely with Tutor Doctor to deliver education to children not in mainstream education, young people access the provision through referrals which mainly come through Tutor Doctor. In this case we will adhere to follow Tutor doctors safeguarding policy, we will ensure the young people are safe and away from harm, our responsibilities are to follow all adequate policies and procedures and report any issues to Tutor Doctor. We will then work alongside them to see that all procedures are met.

The Child protection and the protection of adults at risk policy and procedure also seeks to manage effectively the risks associated with activities and events involving children, young people, and adults at risk by

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these.
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.

- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or adults.
- Requiring new employees and individuals involved in working with children, young people, and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.

Responsibilities

The implementation of this policy is mandatory across all areas of the Charity, if staff members do not follow expectations and do not uphold the policy procedures actions will be taken in accordance with YPM codes of conduct and disciplinary procedure. Specific responsibilities are outlined below:

Chairperson and trustees.
Sean Brown(chair) is ultimately responsible for the implementation of the Charity's Safeguarding Policy and Procedures.
The management team Sarah Housley- Stott (DSL) and Jayne Manders (DSL) ensure the policy, and its accompanying procedures and practice guidelines are implemented across their organisation in all session and activities and by all staff working at YPM.
To contact DCPO CALL 01354 650645

Directors and managers are responsible for ensuring:

- the resource available to support staff on safeguarding/child and adult protection issues is maintained.
- that safeguarding implications are constantly reviewed across the scope of the work the Charity delivers to young people and adults are fully considered in the development of all new pieces of work.
- the continued development of Charity's approach to Safeguarding, considering, and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss.
- safeguarding is considered in all appointments of staff (to include trustees, volunteers, session staff etc).
- Training of staff in safeguarding and child protection is delivered as regularly as is necessary for organisation needs.

Managers responsibilities

- ensuring that staff, trustees, and volunteers can discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise.
- ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with, and communicated.
- ensuring the referral of all safeguarding, child, and adult protection issues to the Safeguarding Officer. (This may be as simple as discussing a hypothetical issue to protect identities).

- Keep clear detailed and accurate written records of any concerns about children even if there is no need to refer to the children's social care team. Hardcopies of safeguarding concerns should be kept in the office locked filing cabinets or stored securely
- ensuring all reporting staff are aware of their roles and responsibilities under this policy. this must form part of their induction.
- ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role.
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms.
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All trustees, staff, volunteers, placements, any other user of the facility must adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of the Charity. Any behaviour by a Trustee, member of staff, apprentices, volunteer, or freelancer that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for apprentices, volunteers, freelancers and for Trustees being removed from the Trustee Board.

Procedure

Recruitment of Employees, Volunteers, Trustees and Consultants

The aim of the recruitment and selection processes for employees, volunteers and Trustees is to ensure that the best person for a role is appointed. However, YPM needs to balance the need to protect the interests of young people with its desire not to discriminate unfairly against anyone. For this reason, the Charity has a detailed policy and procedure on the recruitment of all staff, trustees, and regular volunteers. They are required to have two appropriate references, attend specific training, and hold a valid enhanced DBS certificate. (see recruitment policy), the appointed candidates will also be made aware that online searches may be done as part of pre recruitment checks.

Work with Children and Young People

YPM requires all those working directly with children, young people, and adults at risk on behalf of the charity in any situation to follow the procedures below, to create a safe environment in which to work with them.
YPM operates a safer recruitment practice including ensuring appropriate DBS checks, reference checks are undertaken according to the keeping children safe in education 2023.

Guidance for safer working practice

- Staff must always give due regard to issues of safety. This includes carrying out appropriate risk assessments before all sessions. (See YPM health and safety policy

and risk assessments). Due regard should be given to the potential influences and associated risks that different groups will have on each other.

- Staff show be made aware of and have the understanding that children can be at risk at home, in school and online.
- Staff working with children, young people and adults at risk should be appropriately trained in Designated safeguarding lead, safeguarding and prevent training and all refresher training. To ensure the safe provision of services, provided to all young people.
- Reporting attendance and absences.
- DSL should make all staff aware of how to log concerns and they should pass the concern to the DSL
- Staff should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
- Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is always a minimum of two staff with legal responsibility present for children under eight years old. Ratios are managed to each instructed activity session, and a group leader must also be present.
- Wherever possible, staff should avoid being alone with children, young people and adult at risk, and staff shouldn't take them to their own home. Staff shouldn't offer a lift to a child, young person, or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present.
- staff and volunteers should never be alone with a young person.
- Staff planning sessions at any other premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.
- Staff will be expected to keep an attendance register for all organised sessions. Parental consent and medical information about the child, young person and/or adult at risk must be obtained in advance when YPM working directly with, and has responsibility for, them. External Youth Leaders who are accompanying children, young people and adults at risk should have obtained appropriate parental consent and medical information about them prior to the event. Staff (Inc. group leaders / volunteers) should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations. (see YPM data policy)
- Staff should ensure that programmes follow agreed timings and locations.
- Staff are expected to promote, demonstrate, and incorporate the values of fairness, trust, and ethical practice – Staff must respect all individuals whatever their age, development stage, disability, mental health, illness, ability, sex, sexual orientation, or ethnicity 'throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- YPM is an alcohol-free provision, Residential and Events for Young People should be alcohol free.

- All accidents/incidents involving staff or participants should be recorded using the Charity's accident forms immediately or as soon as practicably possible. (see staff handbook)
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment. (see staff handbook/ health and safety policy)
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people.
- Staff should never engage in sexually provocative activities. Never allow or engage in inappropriate touching of any form.
- Never allow children, young people, or adults at risk to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, young person, or adult at risk even in fun.
- Never let an allegation a child, young person and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Never do things of a personal nature for children, young people and/or adult at risk that they can do themselves.
- Never place yourself in a situation where you will be left alone with a child, young person and/or adult at risk. Always seek help from another worker
- Staff should never personally accept or give gifts to young people.

- Anyone who works for YPM must inform their manager if they or any adult living in their household become(s) the subject of an allegation involving a safeguarding concern or abuse against a child or vulnerable adult. If anyone is in doubt whether the situation or allegation is relevant, they should refer to the definitions of safeguarding and protection of vulnerable adults
- seek advice from their manager.

Photography and Interviews

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

- The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. The Football Association advises that photographs should focus on the activity and not on a specific young person.
- Formal permission should be obtained for the use of any images or quotes, whether of a child, young person, or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws (see YPM data protection policy and procedures)

Definitions

Signs of Child Abuse:
Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.
Some signs that could alert staff and volunteers to the fact that a child, young person, or adult at risk might be being abused include: -

Abuse- A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g., via the internet). They may be abused by an adult or adults, or another child or children.
Neglect – Persistent or severe neglect endangering the child's health or development.
A change observed over a long period of time e.g., losing weight or being increasingly dirty or unkempt. Not providing the correct medical care or treatment, not providing food, clothing, or shelter, inflicting physical, emotional harm or danger.
Physical abuse – Physical injury to a child either inflicted or knowingly not prevented.
Unexplained bruising and injuries
Domestic abuse- domestic abuse can be psychological, physical, sexual, financial, or emotional. The domestic abuse act 2021 applies to those aged 16 or over.
Can be impacted on children through seeing, hearing or experiencing the effects of domestic abuse and /or experiencing it through their own intimate relationships.
Sexual Abuse & Sexual Exploitation- Sexual abuse involves forcing or enticing a child, young person, or adult at risk to take part in sexual activities, including sexual exploitation, whether they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g., rape or non-penetrative acts. They may include non-contact activities, such as involving children, young people, or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.
Emotional abuse – Emotional abuse is the persistent emotional maltreatment of a child, young person, or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people, or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people, or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level

of emotional abuse is involved in all types of maltreatment of a child, young person, or adult at risk, though it may occur alone.
Discriminatory Abuse- Including racial or sexual harassment and abusive treatment based on a child, young person, or adult at risk's disability.
Abuse Children with disabilities, certain health conditions, additional needs or special educational needs: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for several reasons.
Bullying: online /cyberbullying Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.
Female Genital Mutilation (FGM)- Female genital mutilation is a collective term for procedures that include the removal of part or all the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on newborn babies or on young women. FGM can result in death. FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid, or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: children at risk of Honour based Abuse including female genital mutilation -A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people, or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.
In the case of a child, young person, or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person. Forced Marriage Unit
fmu@fcdo.gov.uk
The new marriage and civil partnership (minimum age) act 2023 bans marriage of 16 and 17 year olds, who no longer will be allowed to marry or enter a civil partnership, even if they have parental consent as the legal age of marriage rises 18.it is now illegal and a criminal offence to exploit vulnerable children by arranging for them to marry under any circumstances whether or not force is used.
Online abuse- Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, or emotional abuse. It can take place anywhere and anytime.

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

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

- send or post sexually explicit images of themselves.
- take part in sexual activities via a webcam or smartphone.
- have sexual conversations by text or online.

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

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

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

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

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

Child Criminal exploitation- both child sexual exploitation (CSE) and child criminal exploitation (CCE) are forms of abuse that occur when an individual or group takes advantage of an imbalance in power to coerce, manipulate, or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and or for financial advantage or increase status of the perpetrator or facilitator, and or through violence or the threat of violence CSE AND CCE can affect both male and female can include children who have been moved(commonly known as trafficking) County lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market, and seaside towns. Criminal exploitation of children is a form of harm that is a typical seen in all the above. Exploitation can occur even if the activity appears to be consensual

Child on child- Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking,

biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.
Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with disabilities, certain health conditions, additional needs or special educational needs (SEND) and lesbian, gay, bisexual, and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to:
physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.
Ensure staff do not dismiss any instances of child-on-child abuse (all the above) as an inevitable part of growing up or banter. The DSL will refer to the safeguarding children partnership boards Child-sexual-behaviour-assessment-tool.pdf (safegardingcambspeterborough.org.uk)

Trafficking- Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured or received for exploitative reasons is a victim of trafficking, whether they have been forced or deceived. This is because it is not considered possible for children, young people or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.
Children, young people and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.
Trafficking is carried out by individual adults and organised crime groups.
Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under can consent to any sexual activity according to the Sexual Offences Act (2003).

Drug or alcohol abuse
If a young person comes into the centre under the influence of either alcohol or drugs, we will due our duty of care to keep that young person safe and out of harm of risk. If the young person is known to have been having issues with drugs and alcohol on a regular basis then we would look at why this may be occurring. This could be due to issues within the family around drugs and alcohol, then we would look at intervention work and introducing other professionals and look at whether this could be a safeguarding issue. We would in normal cases contact parents or the ambulance services, if we had concern about sending the young

person home then we would contact the police and the emergency team LADO 01733 864038 out of hours 03450455203

Children frequently absent from education

We recognise that children who are absent from education, particularly repeatedly can act as a warning sign of a range of safeguarding possibilities.
YPM has a strict attendance regime, reporting attendance everyday as soon as possible.

Procedures for responding to allegation and concerns about a child or young person's wellbeing.

It is not the responsibility of staff or volunteers to deal with suspected abuse, but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

If a child, young person, or adult at risks' behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below MUST be followed:

- immediately inform your manager or Safeguarding Officer; (Sarah Housley-Stott or Jayne Manders)
- use the Incident Record Form to make a record of your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them.
- ensure the child has access to an independent adult.
- if abuse is suspected, you or the Manager or Director should report concerns directly to YPM Safeguarding Officer immediately or in their absence the chairperson of YPM (Sean Brown). It is the responsibility of the safeguarding officer to inform the appropriate authorities.

Dos and Don'ts if a child, young person, or adult at risk reports abuse:

Always:

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

Never:

- Rush into details that may be inappropriate.

- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.
- Make promises you cannot keep.

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

- immediately inform your manager or Safeguarding Officer.
- record the facts as you know them and give a copy of the record to your manager or safeguarding officer.
- if an allegation is suspected, concerns should be reported directly to the YPM Safeguarding Officer or in their absence the chairperson. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

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

Advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person, or adult at risk, what was discussed; advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes.
Don't give them a copy of YPMs procedure, but you may give details of the organisation's details/publications detailed within it.
Immediately inform your manager or Director or Safeguarding Officer.
record the facts as you know them and give a copy of the record to the Manager or Director; if abuse is suspected you or the Manager or Director should report concerns directly to YPM Safeguarding Officer or in their absence the chairperson. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

If you are concerned that a child, young person, or adult at risk is or may be subject to abuse or harm:

- Make a written, dated note of observations record any facts which support the suspicion and complete a common assessment referral form.
- Record the facts in type and make 2 copies in case you are called to court. It is vital a written record is made and kept within 24 hours to ensure it can be used in court otherwise it may not be admissible.
- Ensure that the appropriate information is filed confidentially in a marked envelope, in a locked filing cabinet at the main office of the organisation.
- Under no circumstances should you attempt to contact the parents or other adults unless instructed to do so by the authorities
- immediately inform your manager or Safeguarding Officer or in their absence the chairperson who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority.

If you are concerned that a member of staff is harming or abusing a child, young person, or adult at risk, you must report your concerns immediately to your line manager, chair, or Safeguarding Officer. (see whistleblowing policy staff handbook) Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.

If you suspect any other person is harming or abusing a child, young person, or adult at risk, you should contact your line manager, Director or Safeguarding Officer. However, you can contact Children's Services, Adult Services, or the Police.
If you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your line manager, or Safeguarding Officer, or in their absence the chairperson does not hesitate to contact Children's service, adult services or the police. These external agencies will be able to determine an appropriate course of action.

Making a Referral
If you are concerned that a child, young person, or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact your line manager, chairperson, or Safeguarding Officer. Your line manager, chairperson or Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Charity's internal procedures.
Where a referral is to be made externally, the safeguarding officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

Radicalisation & Extremism
The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people, and adults at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. YPM staff, including apprentices, trustees, volunteers, and freelancers working directly with children, young people and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your manager or chair or Safeguarding Officer.
Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm. Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel: All staff have undertaken prevent training and YPM DSL have undertaken prevent lead training.

- Isolated and lonely or wanting to belong.
- Unhappy about themselves and what others might think of them.
- Embarrassed or judged about their culture, gender, religion or race.
- Stressed or depressed.
- Fed up with being bullied or treated badly by other people or by society.

- Angry at other people or the government.
- Confused about what they are doing.
- Pressured to stand up for other people who are being oppressed.
- No one is listening to them/have no voice.
- There are few other options open to them.
- The desire to be valued and respected.

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

REMEMBER - 'The protection of the young person is paramount' If you are not able to follow these procedures due to not being able to contact the Designated Person it is essential that you seek advice from Social Services immediately. Remember you can check out any issues or concerns, with the Emergency Duty Team at Social Services without giving personal details. E.g. 'If this situation was to happen, what should I do?' contact LADO **01733 864038**

https://www.gov.uk/government/publications/working-together-tosafeguard-children--2

<u>If a child or young person is about to make a disclosure:</u>

- Explain clearly 'CONFIDENTIALITY', You, the worker has a responsibility to notify the appropriate 'Designated Person or Social Services in the event of a disclosure. Never promise that the information will remain a secret.
- Allow the child or young person to speak, never interrupt. Even if you have an idea about the content of the sentence, never put words, or finish the sentence for the child or young person. However difficult this maybe, the information needs to come direct from the child or young person, in the eyes of the law.
- Never question the child or young person or attempt to investigate.
- Try to alleviate feelings of guilt and isolation, remain non-judgmental, and offer support.
- Most importantly LISTEN.

<u>What should you do after a disclosure?</u>

- All information relating to an incident of child abuse is strictly confidential. It should only be discussed with: —
- Designated Person at YPM Sarah-Housley-Stott or Jayne Manders
- Social Services

- The Police
- Make notes – These should include information about the details disclosed, together with a note of your own actions. Ensure that the appropriate information is filed confidentially, in a marked envelope, in a locked filing cabinet at the main office of the organisation.
- Seek supervision, support from the Designated Person – Abuse can be one of the most difficult and distressing areas of working with children and young people. Do not underestimate how it may make you feel.

Other policies

- Anti bullying policy
- Behaviour policy
- Complaints policy
- Equality policy
- First aid policy
- Health and safety policy
- Lone working policy
- Online safety
- Safer recruitment
- Codes of conduct
- Staff discipline and grievance procedures
- Whistleblowing policy

Publications
References

Cambridgeshire and Peterborough safeguarding children partnership board multi agency.

Department for Education (2023) Working together to safeguard children: a guide to multi-agency working to help, protect and promote the welfare of children. [Accessed 15/12/2023]

Keeping children safe in education 2023 annex C.

Department for Education (2023) Stable homes: built on love: strategy and consultation. [Accessed 15/12/2023]

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Department for Education (2023) Working together to safeguard children: statutory framework: legislation relevant to safeguarding and promoting the welfare of children (PDF). [Accessed 15/12/2023]

Department for Education (2023) Children's social care national framework: statutory guidance on the purpose, principles for practice and expected outcomes of children's social care. [Accessed 15/12/2023]

Department for Education (2023) Improving practice with children, young people and families. [Accessed 15/12/2023]

Who else can I contact for advice and useful contacts?

Cambridgeshire And Peterborough safeguarding children partnership board

Education safeguarding team
esps.general@cambridgeshire.gov.uk

Education safeguarding manager-Sarah Rogers
sarah.rogers@cambridgeshire.gov.uk

Early help Hub (EHH)- targeted support service tel
01480376666

Customer service centre-social care referrals(childrens services)
0345 045 5203

Emergency duty team (out of hours)
01733 234724

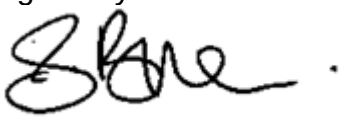
Police 101

Local authority designated officer (LADO)
lado@cambridgeshire.gov.uk
Tel 01223 727967

Senior leadership advisor-Phil Nash
07920 270820

Prevent officers
prevent@cambs.police.uk
Tel 01480 422596

Young People March Ltd

The Centre, City Road, March, Cambridgeshire PE15 9LS
01354 650645 Web: www.ypm.org.uk E-Mail: admin@ypm.org.uk

Reviewed January 2025
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Signed by Sean Brown Chairperson