

## **Youthscape Safeguarding Policy**

Version 6.0  
June 2022

Version 6.1  
May 2023  
Updated safeguarding contacts  
Updated and corrected index and page numbers

## Index

1.0	Introduction	3
2.0	Why do we have a safeguarding policy?	3
3.0	What is Safeguarding?	4
4.0	Who is this policy is intended to safeguard?	4
5.0	Implementation	4
6.0	Monitoring	4
7.0	Safe Recruitment	5
8.0	Visitors	5
9.0	Supervision	5
10.0	Good Practice	6
11.0	Recognising Abuse	6
12.0	Vulnerable Young People	6
13.0	Acting on a Safeguarding Concern	7
14.0	Acting on a Safeguarding Concern in schools and other external contexts	7
15.0	Informing parents/carers of a referral	7
16.0	Recording a Safeguarding Concern	8
17.0	Complaints or Allegations against a Staff Member, Trustee, Volunteer or Member of the Safeguarding Team	8
18.0	Malicious Allegations	9
19.0	Whistleblowing	9
20.0	Transference of Risk	9
21.0	Data Protection and Management of Confidential Information	9
22.0	Contacts	11
23.	Appendix 1 - Safer Recruitment	13
24.0	Appendix 2 - Recognising Abuse	17
25.0	Appendix 3 - Working with Vulnerable Young People	22
26.0	Appendix 4 - Acting on a Safeguarding Concern	27
27.0	Appendix 4 - Using CPOMS	28
28.0	Appendix 5 - Whistleblowing	30
29.0	Appendix 7 - Safeguarding at Satellites event	33

## **1.0 Introduction**

1.1 Youthscape is a registered charity founded in 1993. We work face-to-face with young people primarily in Luton. We also train and support youth workers and professionals across the UK, offer online services for young people focused on mental and emotional well-being, and run a yearly nationwide youth festival called Satellites.

1.2 This policy applies to all our work, whether it takes place in Luton, online or elsewhere within the UK.

1.3 This policy applies to everyone we engage with as a charity, and also includes our trustees, staff and volunteers.

## **2.0 Why do we have a safeguarding policy?**

2.1 This document outlines Youthscape's safeguarding policy and procedures for the protection of children, young people and adults with care and support needs.

2.2 The purpose of this policy is to clearly outline the principles that underpin our approach to safeguarding, our responsibility as an organisation, and how we will meet our legal obligations and the highest standards of practice.

2.3 We believe that:

- Children, young people and adults with care and support needs should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children, young people and adults with care and support needs, to keep them safe and to practice in a way that protects them.
- All children, young people and adults with care and support needs have the right to participate in a safe and enjoyable environment.
- Children, young people and adults with care and support needs have the right to expect appropriate support in accordance with their personal and social development.

2.4 We recognise that:

- Safeguarding the welfare of children, young people and adults with care and support needs is paramount, and we have a responsibility within the work we do to protect them from neglect, physical, sexual, or emotional abuse.
- All children, young people and adults with care and support needs, regardless of age, disability, gender, racial origin, language, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children, young people and adults with care and support needs 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, adults with care and support needs, their parents, carers, and other agencies is essential in promoting welfare.
- Safeguarding children, young people and adults with care and support needs is the responsibility of everyone within the organisation, regardless of their role.

2.5 Our responsibilities are to:

- Establish clear safeguarding policies and procedures that all trustees, staff and volunteers understand and follow.
- Ensure all trustees, staff and volunteers receive regular training relevant to their role in the organisation.
- Appoint a Safeguarding Lead to oversee our safeguarding.
- Carry out safe recruitment in accordance with our policy.
- Manage concerns, complaints, whistle blowing, suspicions and allegations relating to abuse or poor practice in a timely, appropriate, and effective manner.
- Comply with all relevant legislation and guidance and uphold safeguarding criteria thresholds.
- Ensure the sharing of confidential information is restricted to the necessary external agencies.
- Ensure all personal information about children, young people and adults with care and support needs is shared and stored appropriately in accordance with the Data Protection Act, the Freedom of Information Act, and Information Sharing Protocols.

2.6 Youthscape recognises our statutory responsibility to ensure the welfare of children, young people and adults with care and support needs, and to work with the Local Safeguarding Children's Partnership (LSCP) to comply with its safeguarding procedures.

### **3.0 What is Safeguarding?**

3.1 Every organisation and its individual staff members have a duty of care to ensure the protection from unnecessary risk and/or harm of the children, young people and adults with care and support needs they are working with.

3.2 Safeguarding children and young people is defined in Working together to Safeguard Children (2018) as:

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

3.3 Safeguarding adults with care and support needs is defined in the Care and Support Statutory Guidance issued under the Care Act 2014 as:

- Protecting the rights of adults to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
- People and organisations making sure that the adult's well-being is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs when deciding on any action.
- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear, or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

### **4.0 Who is this policy is intended to safeguard?**

4.1 Whilst Youthscape works primarily with young people between the ages of 11-18 years, we recognise that we may, from time to time, work with younger children and with adults with care and support needs.

4.2 All young people under the age of 18 are regarded as children for the purposes of this policy. The fact that a child has reached 16 years of age, is living independently, is in further education, is a member of the Armed Forces or is in hospital, prison or a young offender's institution does not change their status.

### **5.0 Implementation**

5.1 In order to manage and fulfil our responsibilities we have implemented a Safeguarding Team made up of our Safeguarding Lead and two Deputy Safeguarding Leads. Either of the two Deputy Safeguarding Leads may act for the Safeguarding Lead in their absence. Together, the Safeguarding Team respond to any safeguarding concerns or referrals as they are identified.

5.2 The Safeguarding Team also ensure that Youthscape's Safeguarding Policy is adopted by the following:

- Staff
- Volunteers
- Trustees
- Children, young people and adults with care and support needs
- Associates and partners

### **6.0 Monitoring**

6.1 Youthscape's Safeguarding Policy will be reviewed annually and monitored on an ongoing basis to review implementation and to identify any issues or training needs.

6.2 The following situations may also trigger a review of the policy:

- Any changes in legislation
- The result of a significant case

6.3 Reviews will be initiated by the Safeguarding Team, however The Board of Trustees has overall responsibility for safeguarding at Youthscape. The Safeguarding Team makes a report to them at every

meeting. The Board of Trustees also review this policy annually and make any recommendations to improve our safeguarding practice.

## **7.0 Safe Recruitment**

7.1 Youthscape's services would not exist without the thousands of staff and volunteers who deliver provision. There are many different roles to play in delivering quality services and getting the right people in place is key to well organised and quality services delivered in a safe and supportive environment.

7.2 Safe recruitment means taking steps to ensure only individuals who are suitable for working with children, young people and adults with care and support needs are appointed to promote safety from risk of harm.

7.3 Safe recruitment procedures should be adopted and applied consistently when appointing a staff member, associate, or volunteer.

7.4 Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

7.5 Safe recruitment also involves ensuring employees receive appropriate and competent training to fulfil the requirements of their role effectively. Youthscape are committed to providing comprehensive safeguarding training as part of each employee's induction, as well as ongoing training in the areas of safeguarding and role-specific development.

7.6 See Appendix for Safer Recruitment processes.

## **8.0 Visitors**

8.1 Youthscape regularly hosts external visitors, and where these visitors may encounter children, young people, or adults with care and support needs, a range of steps are taken to ensure safety from risk or harm.

8.2 Any visitors who are in the vicinity of children, young people, or adults with care and support needs, will be always accompanied by a Youthscape staff member.

8.3 Where visitors are dropping off or collecting young people, they will also be accompanied by a Youthscape staff member but will not be required to show a clear DBS check.

8.4 Single visits where there is contact with children, young people, and adults with care and support needs which lasts for longer than 5 minutes, require accompaniment and the provision of a clear Enhanced DBS check either in advance of or at the start of the visit.

8.5 Short term placements, internships, or visits that are longer than 1 day where there is contact with children, young people, and adults with care and support needs, require accompaniment, the provision of a clear Enhanced DBS check in advance of the visit, and two written references in the same format as any new staff or volunteers as outlined in Appendix for Safer Recruitment in advance of the visit.

## **9.0 Supervision**

9.1 Youthscape is committed to providing regular safeguarding supervision to help staff and volunteers reflect upon practice and to support with the emotional toll that safeguarding can have. This is offered by the Safeguarding Team on a case-by-case basis.

9.2 Safeguarding supervision is an opportunity to:

- Ensure that safeguarding practices are consistent throughout the organisation.
- Ensure that workers fully understand their roles and responsibilities and the safeguarding reporting processes.
- Reflect upon and analyse ongoing concerns, work, and specific incidents.
- Reflect upon decision-making and safeguarding practice in relation to specific incidents.
- Provide space for workers to process the emotions raised by specific incidents.
- Raise new concerns.

9.3 Safeguarding supervision will take place formally, through a meeting set by a member of the Safeguarding Team in response to a specific case or observation of practice, or informally as a 'check in' after a safeguarding concern has been dealt with. This will be arranged at the discretion of members of the Safeguarding Team based upon the details of the case.

## **10.0 Good Practice**

10.1 All trustees, staff and volunteers should demonstrate exemplary behaviour to protect children, young people, adults with care and support needs and themselves. This includes:

- Adopting Youthscape's Safeguarding Policy and Procedures.
- Promoting Youthscape's Safeguarding Policy to those they manage, their teams and any associates or volunteers they may work with.

10.2 Where we may be requested by external organisations to be put in contact with young people or to share their stories for media purposes (e.g. making films about young people in poverty etc) our answer will always be 'no' as we do not want to expose them to anything that may make them feel exploited.

10.3 See Appendices on Working face-to-face with Young People at Youthscape and Working and Communicating with Young People Online for Good Practice processes.

## **11.0 Recognising Abuse**

11.1 It is part of everyone's role at Youthscape to do everything possible to keep children, young people and adults with care and support needs safe from harm. There is a moral responsibility to report any concerns about a child, young person or adult with care and support needs in any context.

11.2 Most suspicions of abuse come about from observation of changes in the child, young person or adult with care and support needs' behaviour, appearance, attitude, or relationship with others. Training is important to support staff and volunteers to recognise abuse.

11.3 Working together to safeguard children 2018 defines abuse as:  
"A form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children."

11.4 There are four major types of abuse:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.

11.5 There are other types of abuse that fit into these categories and are key areas for children, young people and adults with care and support needs in the UK. These include but are not restricted to Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), Female Genital Mutilation (FGM), extremism, domestic abuse, and homelessness (Working Together guidance 2020).

11.6 Key areas will be covered in annual training, but it is important for staff to be aware of safeguarding areas that may affect specific programmes. The Safeguarding Team will review new programmes and activities to ensure any key areas are flagged in the risk assessment and will identify any additional training needs if necessary.

11.7 See Appendix on Recognising Abuse.

## **12.0 Vulnerable Young People**

12.1 Staff and volunteers at Youthscape also have a responsibility to be aware that some children and young people who take part in our activities may experience difficulties that adversely affect their lives and therefore make them more vulnerable to risk of harm.

12.2 Particularly vulnerable groups could include:

- Young people with a disability
- Young people at risk of CSE
- Young carers
- Young people in care
- Young people involved in CCE
- Young people who are NEET
- Young people who are homeless
- Young people who are experiencing domestic abuse
- Young people whose parents/carers misuse substances
- Young people whose parents/carers have learning disabilities
- Young people whose parents/carers have a mental illness
- Young people who are unaccompanied asylum seekers or refugees
- Young people who are exposed to extremism
- Young people who self-harm

12.3 For further information on how these vulnerabilities can make these children and young people at greater risk of harm, see Appendix on Working with Vulnerable Young People.

### **13.0 Acting on a Safeguarding Concern**

13.1 All trustees, staff, and volunteers at Youthscape have a responsibility to act on any information or suspicion about any abuse or harm to a child, young person or adult with care and support needs.

13.2 Everyone must ensure that any concerns and relevant information are passed onto Children's or Adult's Social Care services, the independent Local Authority Designated Officer (LADO) if necessary and in emergencies, the police. These organisations have the statutory responsibility to make enquiries to establish whether a child, young person or adult with care and support needs is at risk of harm.

13.3 Staff and volunteers, including trustees, should report their concerns immediately to the staff member who is leading the activity or programme in which they are participating (and if they are not participating in a programme, to the Safeguarding Team).

13.4 The staff member will work with them to make a risk assessment as to whether the child is suffering significant harm or is likely to do so. They will then follow the appropriate actions as outlined in our Appendix on Acting on a Safeguarding Concern and on our Safeguarding Flow Chart. If necessary, they will also follow the reporting procedures as outlined in these documents and refer to the local MASH if the concern meets the thresholds to do so (see Thresholds for MASH Referral).

### **14.0 Acting on a Safeguarding Concern in schools and other external contexts**

14.1 Youthscape's work with young people may take place in a school, church, or other context where Youthscape staff and volunteers are visiting or providing services.

14.2 Where there is information, an observation or a suspicion giving rise to a safeguarding concern in this context, the relevant safeguarding contact of the organisation must be informed. Where they are willing to do so, the child may be accompanied to meet the relevant safeguarding contact of the organisation and to pass on information. The organisation's safeguarding officers will then take responsibility for the situation.

14.3 Youthscape staff and volunteers must still complete a record of the information, observation, or a suspicion in line with Youthscape's recording procedures (see Safeguarding Flow Chart and Thresholds for MASH Referral).

14.4 Youthscape's Safeguarding Team will contact the organisation's safeguarding officer to confirm that the information has been received and acted upon.

### **15.0 Informing parents/carers of a referral**

15.1 Where appropriate, all reasonable efforts will be made to inform parents and carers before Youthscape makes a referral to the local authority's MASH (Multi Agency Safeguarding Hub), Children's or Social Care

services or other authority, such as the Police. However, an inability to inform them will not prevent a referral being made.

15.2 There are cases where it will not be appropriate to discuss concerns with parents or carers before referral. In such situations, the timing of contact with parents or carers will be agreed with the local MASH, Children's Social Care Services and/or the Police once the referral has been made. Situations where it would not be appropriate to inform family members prior to referral include where discussion would put a child at additional risk of significant harm or there is evidence to suggest that involving the parents or carers would impede the Police investigation.

15.3 The Safeguarding Team must record the reasons for not informing the parents or carers of the referral using Youthscape recording procedures (see Appendix on Using CPOMS).

## **16.0 Recording a Safeguarding Concern**

16.1 If anyone has a concern about the welfare or safety of a child, young person or adult with care and support needs, it is vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the Police or other agencies.

16.2 All staff members who work directly with children, young people and adults with care and support needs will be taught how to use the CPOMS software as part of their induction.

16.3 Details on how to use CPOMS and what to include in a report are included in Appendix on Using CPOMS.

## **17.0 Complaints or Allegations against a Staff Member, Trustee, Volunteer or Member of the Safeguarding Team**

17.1 Any concerns involving the inappropriate behaviour of a Youthscape trustee, staff member, volunteer or member of the Safeguarding Team will be taken seriously and investigated. Youthscape will provide clear information about how to make a complaint on our website and at our centre at Bute Mills.

17.2 Working Together to Safeguard Children (2015) sets out procedures for managing allegations against people who work with children (including adults working in the private, voluntary, and independent sector). The procedures also manage concerns about adults where there is an indication they may pose a risk of harm to children.

17.3 The procedures are used in all cases in which it is alleged that an adult who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm.

17.4 Any allegation against a Youthscape trustee, staff or volunteer will be dealt with by a member of the Safeguarding Team. In the absence of this person, the allegation should be reported to the Chief Executive or a member of the Youthscape Leadership Team. All trustees, staff and volunteers will be made aware of this reporting structure during their induction.

17.5 The Safeguarding Lead will contact the Local Authority Designated Officer (LADO) within one working day, or immediately in urgent cases, and follow the guidance of the LADO. If the child may have suffered significant harm, the Safeguarding Lead will also contact Children's Social Care (MASH) or Police (Public Protection Team) without delay. They will also inform the parents or carers unless doing so may put the child at risk.

17.6 If the LADO advises so, the trustee, staff member or volunteer may be asked to cease working on a temporary basis until the matter is formally resolved, and after investigation this could lead to dismissal and further action being taken against the member of staff. This will be reviewed on a case-by-case basis. Support will be provided for the person who the allegation has been made against.

17.7 Any concerns directly involving the Safeguarding Team should be reported to the Chair of the Board of Trustees and they will follow the same procedures. All trustees, staff and volunteers will be made aware of this reporting structure during their induction.

## **18.0 Malicious Allegations**

18.1 An allegation is classified as malicious when some parts may have been fabricated or exaggerated. It is, however, important to be aware that some elements still may be based on truth. Where the Safeguarding Lead or Chair of Trustees may deal with an allegation that results in being classified in this way, care should be taken as some facts may not be wholly untrue.

18.2 Where a preliminary enquiry / investigation was undertaken and the allegations were deemed to be malicious, a record should be made stating that:

- An allegation was made (but not what the allegation was).
- Date the allegation was made.
- The allegation was fully investigated.
- The outcome was that it was found to be malicious or unsubstantiated and that no further action was taken.

18.3 Where the Safeguarding Lead or Chair of Trustees may feel that they need support around managing this outcome, they are to contact the LADO.

## **19.0 Whistleblowing**

19.1 Whistleblowing is the process whereby an employee raises a concern about malpractice, wrongdoing, risk, or illegal proceedings, which harms or creates a risk of harm to the people who use the service, employees, or the wider community.

19.2 Whistleblowing is not the same as making a complaint or raising a grievance. Whistleblowing is different because it involves a situation where an employee raises a concern about some form of malpractice that they have witnessed in their workplace.

19.3 Youthscape's whistleblowing processes can be found in Appendix on Whistleblowing, and we aim to:

- Encourage an open culture where people feel comfortable raising concerns with their managers.
- Give people the confidence that if they raise an issue that their name will not be revealed without their consent.
- Give people the option to raise concerns anonymously.

19.4 Youthscape's whistleblowing processes should be read in conjunction with this Safeguarding Policy.

## **20.0 Transference of Risk**

20.1 Transference of risk is when a trustee, staff member or volunteer has committed a criminal offence, come into contact with a concern within their personal life, or has a mental health issue which affects their ability to perform their duties (e.g. depression etc). The staff member/volunteer have a duty of care to inform Youthscape should any of these occur.

20.2 If a trustee, staff member or volunteer's own child/children come to the attention of the statutory agencies for child protection, then issues of transference of risk will also need to be considered by the organisation. Again, the staff member/volunteer have a duty of care to inform Youthscape should any of these occur.

20.3 When these issues come to the attention of the Safeguarding Team (either by the Police, the LADO, the employee, or an external source) a transference of risk assessment must be completed.

20.4 If the risk levels are deemed unacceptable even with control measures in place, then further discussion will need to be had with the trustee, staff member or volunteer's line manager and/or the Youthscape Leadership Team to determine the appropriate course of action.

## **21.0 Data Protection and Management of Confidential Information**

21.1 Youthscape is committed to the safe and secure management of confidential information. All reported safeguarding concerns and investigations are kept confidential and shared only with those who need to know, and all information is stored securely.

21.2 Safeguarding concerns are not shared within the Youthscape team except where another member of staff or volunteer is working with a young person, and it is relevant to make them aware of it. Depending on the circumstances, this may be simply the fact that a safeguarding concern has been made rather than the specific details of the concern. The Safeguarding Team will make the decision as to what is shared and with whom.

21.3 Any information shared with external agencies is done so following the guidance of the Luton Safeguarding Children Board.

## **22.0 Contacts**

Youthscape Safeguarding Lead

Name: Gemma Milligan

Email: [gemma.milligan@youthscape.co.uk](mailto:gemma.milligan@youthscape.co.uk)

Youthscape Deputy Safeguarding Lead

Name: Robson Dodd

Email: [robson.dodd@youthscape.co.uk](mailto:robson.dodd@youthscape.co.uk)

Luton Multi Agency Support Hub (MASH)

Phone: 01582 547653

Email: [MASH@luton.qcsx.gov.uk](mailto:MASH@luton.qcsx.gov.uk)

Local Area Designated Officer (LADO)

Name: Paul James

Phone: 01582 548069

Email: [Paul.James@luton.gov.uk](mailto:Paul.James@luton.gov.uk)

Public Protection Team, Bedfordshire Police

Phone: 01234 846960



## **23. Appendix 1 Safer Recruitment**

When recruiting trustees, staff and volunteers the following steps will be taken by Youthscape to ensure only individuals suitable for working with children, young people and adults with care and support needs are appointed. In order to achieve this, Youthscape adheres to the 'Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers' published by the Luton Safeguarding Children Board contained in the Bedford Borough, Central Bedfordshire and Luton Safeguarding Children Boards Procedures Manual (November 2018).

### **23.1 Advertising**

When using any form of advertising to recruit trustees, staff or volunteers, the following information will be included:

- Aims of the organisation and the project, programme, or team the role is part of.
- A detailed role description which highlights key responsibilities and clearly states the individual's responsibility for promoting and safeguarding the welfare of the children, young people and adults with care and support needs that they would be responsible for or come into contact with.
- A person specification that includes the qualities, qualifications, skills, and experience required in the successful candidate, and details of the checking procedures to be carried out.
- A statement that the organisation is an equal opportunities employer, operating within child safeguarding standards.

### **23.2 Pre-Application Information**

Any pre-application information that is sent to interested or potential applicants will usually include:

- A job or role description, including roles and responsibilities
- A person specification which clearly states qualifications and experience required
- An application form
- A self-disclosure form (see Recruitment of Candidates with a Criminal Record Guidance below)

### **23.4 Application Forms**

All applicants, whether interested in paid or voluntary, full time or part time positions, will be required to complete an application form. This will include providing details of relevant experience and work history. Individuals providing incomplete applications will not be considered. All application forms will be viewed by at least two Youthscape staff members to ensure there is no bias when it comes to decisions on shortlisting.

### **23.5 References**

Contact details of two referees who can provide a written reference are required, one of whom should be the applicant's current or most recent employer or line manager, not a colleague (none should be a relative). References will only be taken up when the position is offered to the applicant and will be requested via email and confirmed by telephone. A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the applicant will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The applicant's suitability for working with children, young people or adults with care and support needs.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults with care and support needs.
- The applicant's suitability for the post.

All appointments are subject to satisfactory references prior to the provisional start date (written references for returning staff members will also be required). Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS and/or barring check will be undertaken.

### **23.6 Disclosures**

All those with significant access to, or responsibility for, children, young people or adults with care and support needs, will be required to complete an enhanced level DBS (Disclosure and Barring Service) check prior to commencing employment. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation. See our guidelines for Recruiting Persons with a Criminal Record below for more information.

Checks with the Disclosure and Barring Service will be renewed every three years for all trustees, staff, and volunteers.

### 23.7 Shortlisting

Where shortlisting takes place, this will be against the person specification for the post and carried out by a minimum of two staff members.

### 23.8 Interview process

Where formal interviews take place, they will be carried out by a minimum of two staff members and usually be conducted face-to-face. There may be occasions where the interview needs to take place in a different format (e.g. observation of practice with young people) due to the role, or via Zoom or another video calling platform due to location or accessibility. This will be decided on a role-by-role basis at the discretion of members of the Youthscape Leadership Team.

Selection methods will be outlined before the interview and applicants will be asked if they need any special arrangements for these.

All applicants will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the applicant's suitability to work with children, young people or adults with care and support needs and their ability to support Youthscape's agenda for safeguarding and promoting welfare.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the applicant's identity (they will be required to bring along original documents that confirm their identity e.g. passport or driving licence).

### 23.9 Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role is subject to a DBS check, the applicant will then be asked to complete the necessary form and provide the appropriate documentation. The applicant will be informed that the appointment is subject to a satisfactory DBS certificate and two references. They will also be assured that having a criminal record does not automatically prevent them from working with or for the organisation.

All trustees, staff and volunteers will undergo a formal induction, which will cover Youthscape's safeguarding and child protection policy and procedures. Training needs will be established as part of their induction and refreshed on an ongoing basis.

### 23.10 Training

Everyone who works with Youthscape, in whatever capacity, will receive safeguarding training as part of their induction. This will include a basic (Level 1) safeguarding course and an explanation of Youthscape's safeguarding policy, including information on how to report a safeguarding concern and our whistle-blowing procedures. They will also receive their own copy of Youthscape's safeguarding policy and will be taught how to use Youthscape's safeguarding incident recording system CPOMS (if a staff member working directly with young people).

Safeguarding training will continue to be provided to trustees, staff, and volunteers throughout their work with Youthscape. In the case of staff, trustees and volunteers who do not work directly with children, young people or adults with care and support needs, this will take the form of an in-house refresher course, including Youthscape's policy and procedures, every two years. Trustees will also receive additional training on understanding their role and duties as trustees of the organisation regarding safeguarding.

Staff working directly with children, young people or adults with care and support needs will be expected to complete Level 2 safeguarding training within the first year of their employment. They will also be given the opportunity to attend additional training on subjects related to safeguarding and will be required to attend an in-house refresher course, including Youthscape's policy and procedures, every year. Volunteers working directly with young people will also be required to attend an in-house refresher course, including Youthscape's policy and procedures, every year.

### 23.11 Probation period

All new employees will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

### 23.12 Recruitment of candidates with a criminal record

Youthscape is committed to a culture of inclusivity and equality whilst ensuring the safe provision of services to children, young people and adults with care and support needs. We recognise the contribution that all people can make as current or future trustees, staff members and volunteers, and are committed to a fair recruitment process in which no one faces unfair discrimination due to a criminal record. Having a criminal record does not automatically prevent someone from working with or for our organisation, however it is a criminal offence for anyone to apply for a role or work with a group from which they have been barred from doing so.

Since many roles within Youthscape involve some form of face-to-face work with young people and therefore the interview process is likely to include this, a space for self-disclosure will always be part of the application form. This will ask specific questions about criminal convictions and investigations relating to children, young people and adults with care and support needs. Applicants will be required to complete this and anyone who is on the barred list will be unable to continue with the application process. The application form will also make it clear that commencement of the role will be subject to Disclosure and Barring Service checks. Declaring information at this point will not necessarily disqualify someone from continuing the application process, and it will only be convictions and investigations relating to children, young people and adults with care and support needs that will result in immediate discontinuation. We strive to uphold principles of inclusivity and transparency and we expect the same from any future worker. We have a zero-tolerance approach to any deliberate deception or concealing of necessary information.

Any information provided to Youthscape through a self-disclosure form will be kept confidential. Youthscape staff will appropriately risk assess any disclosures an applicant has made on the form and ensure that we comply with our legal obligations in acting upon information received.

In order to make a fair, measured and comprehensive decision about any matters revealed by an applicant with a criminal record, a member of the Youthscape Leadership Team will have a conversation with the applicant and carry out a criminal record assessment.

Our criminal record assessment will consider:

- Whether a conviction is spent or unspent and the length of time since the offence(s) occurred.
- The nature and seriousness of any offence revealed.
- Whether the conviction is relevant to the position applied for.
- The age at the time of the offence(s) and any pattern of offending behaviour.
- The circumstances surrounding the offence(s), the explanation(s) provided and whether the applicant's circumstances have changed since the offending behaviour.
- How the offence(s) impacts upon the applicant's ability to carry out the role.

A historical criminal record that has no bearing on the role being applied for, and that would pose no risk to the applicant or the children, young people and adults with care and support needs that Youthscape support, will not prevent the applicant from working or volunteering with our organisation. Any decision to withdraw that conditional offer will be discussed with them in full.

Information shared with us will be requested, processed, and stored in line with the Data Protection Act (2018). Any information about an applicant's criminal record will only be shared as is absolutely necessary during the application and decision-making process.



## **24.0 Appendix 2**

### **Recognising Abuse**

Safeguarding is the responsibility of every trustee, staff member and volunteer working at Youthscape and it is important that each worker is able to recognise signs that a child, young person or adult with care and support needs is being abused or is at risk of significant harm. There are some signs that may be more obvious indicators that a child, young person or adult with care and support needs is at risk (e.g. if they disclose something or if there are obvious marks on their body), however it is not always straightforward to discern this. Often recognising abuse and determining whether a child, young person or adult with care and support needs is at risk of significant harm requires piecing together pieces of information over a period of time that enable a bigger picture to be built.

There are four major types of abuse. Working together to safeguard children (2018) defines these as below:

#### 24.1 Physical abuse

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

#### 24.2 Emotional abuse

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

#### 24.3 Sexual abuse

This involves forcing or enticing a child, young person or adult with care and support needs to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are 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, young people or adults with care and support needs in looking at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming them in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children, young people or adults with care and support needs on each other.

#### 24.4 Neglect

This is the persistent failure to meet a child, young person or adult with care and support needs' basic physical and/or psychological needs, likely to result in the serious impairment of their 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, young person or adult with care and support needs from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child, young person or adult with care and support need's basic emotional needs.

There are other types of abuse that fit into these categories and are risks for children, young people and adults with care and support needs in the UK. Some of these are defined as:

#### 24.5 Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people is defined in government guidance documents (2017) as follows:

“Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”

Often the exploitative situation includes contexts and relationships where children or young people receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or others performing on them, sexual activities. It can occur through the use of technology without the child or young person's immediate recognition e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain.

Signs that a child or young person is being sexually exploited or may be at risk of being so can sometimes be mistaken for 'normal' teenage behaviour and therefore may be difficult to spot. It is therefore important that staff familiarise themselves with these signs and take note of anything that could indicate potential risk.

Signs of sexual exploitation may be:

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of certain people, places, or situations.
- Being secretive.
- Sharp changes in mood or character.
- Having money or other material things they can't or won't explain.
- Signs of physical abuse e.g. bruises or bleeding in their genital or anal area.
- Alcohol or drug misuse.
- Sexually transmitted infections.
- Pregnancy.

Signs that a child or young person may be at risk of sexual exploitation:

- Having an older boyfriend or girlfriend.
- Staying out late or overnight.
- Having a new group of friends.
- Missing from home or care, or abruptly disengaging from school or college.
- Hanging out with older people, other vulnerable people or in antisocial groups.
- Involved in a gang.
- Involved in criminal activities e.g. selling drugs, shoplifting etc.

In all cases, those exploiting the child or 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 characterised by the child or young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability.

There are strong links between children and young people who go missing and the internal trafficking, between towns, of children and young people for the purposes of sexual exploitation. Children and young people from loving and supportive families can be at risk of exploitation and workers must be careful not to stereotype specific groups as potential victims.

#### 24.6 Child Criminal Exploitation (CCE)

The criminal exploitation of children, young people and adults with care and support needs is a geographically widespread form of harm that is a typical feature of county lines activity. This is defined in government guidance documents (2018) as follows:

“County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.”

Child criminal exploitation is defined in government guidance documents (2018) as follows:

“Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 to commit criminal activity. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.”

Criminal exploitation of children, young people and adults with care and support needs is broader than just county lines and includes, for instance, children forced to work on cannabis farms or to commit theft. Although the criminal activity may appear consensual it is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Signs that a child or young person is being criminally exploited may include:

- Frequent absence from and doing uncharacteristically badly at school.
- Going missing from home, staying out late and travelling for unexplained reasons.
- In a relationship with or hanging out with someone older than them.
- Being angry, aggressive, or violent.
- Being isolated or withdrawn.
- Having unexplained money and buying new things.
- Wearing clothes or accessories in gang colours or getting tattoos.
- Using new slang words.
- Spending more time on social media and being secretive about time online.
- Making more calls or sending more texts, possibly on a new phone(s).
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes e.g. shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.
- Carrying weapons or having a dangerous breed of dog.

Not only are children and young people involved in criminal exploitation being forced to engage in illegal activity, but there are also many other risks involved. These include:

- Threats, blackmail, and violence.
- Being arrested, including for crimes committed by others that they have not directly committed, under the law of joint enterprise.
- Having their safety or the safety of their family and friends threatened.
- Emotional abuse.
- Drug, alcohol, and other substance abuse.
- Physical harm (including severe injury and being killed), rape and sexual abuse.
- Long term impact on education and employment options.

Staff have a responsibility to safeguard and promote the welfare of these children and young people, and to prevent further harm both to themselves and to other potential victims. As the child or young person may be both a victim and a perpetrator, it is vital that staff recognise their needs and provide support.

#### 24.7 Female Genital Mutilation (FGM)

Female Genital Mutilation is defined by the NHS as follows:

“Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts.”

FGM is illegal in the UK. It is very painful and can seriously harm the health of women and girls. It can also cause long term problems with sex, childbirth, and mental health.

There are 4 main types of FGM:

- Type 1 (clitoridectomy) – removing part or all of the clitoris.
- Type 2 (excision) – removing part or all of the clitoris and the inner labia (the lips that surround the vagina), with or without removal of the labia majora (the larger outer lips).
- Type 3 (infibulation) – narrowing the vaginal opening by creating a seal, formed by cutting and repositioning the labia.
- Other harmful procedures to the female genitals, including pricking, piercing, cutting, scraping, or burning the area.

FGM is often performed by traditional circumcisers or cutters who do not have any medical training. But in some countries, it may be done by a medical professional. Anaesthetics and antiseptics are not generally used, and FGM is often carried out using knives, scissors, scalpels, pieces of glass or razor blades. FGM also tends to happen against a girl's will without her consent, and girls may have to be forcibly restrained.

## 24.8 Domestic Violence

In a house where domestic abuse occurs, the children, young people and adults with care and support needs who reside there are being abused too. Children, young people and adults with care and support needs may be aware of the abuse of a parent or carer, through hearing or seeing incidents of physical violence or verbal abuse. They may also continue to witness and/or hear abuse during post-separation contact visits.

Research shows that the risks of children and young people being directly physically or sexually abused are markedly increased in homes where domestic violence occurs. This means that if staff become aware that domestic abuse is taking place in a child or young person's home then there is every possibility that they are being directly abused too.

The impact on such children and young people is likely to be substantial, and may be demonstrated through:

- Aggression.
- Anti-social behaviour.
- Anxiety.
- Depression.

There are a range of signs which may indicate that a child, young person or adult with care and support needs is at risk of abuse or significant harm in one or more of the ways outlined above. These signs may include but are not limited to:

- Unexplained bruising, cuts, burns or other injuries, particularly if these are on parts of the body not normally injured in accidents.
- An unwillingness to discuss injuries, improbable explanations, or a deliberate attempt to hide injuries.
- An injury which a parent or carer tries to hide, or for which they might have given different explanations.
- Sexually explicit language and actions, particularly that which is inappropriate for their age or inconsistent with their level of understating.
- Sudden changes in behaviour, such as absences, withdrawal, aggression or having unexplained material goods.
- Loss of weight without a medical explanation.
- Something a child, young person or adult with care and support needs has said.
- Running away from home, attempted suicides or self-inflicted injuries.
- A change observed over a long period of time e.g. losing weight or becoming increasingly dirty/unkept.
- Running away from home, attempted suicides, self-inflicted injuries.
- A lack of trust in adults, particularly those who would normally be close to the person.
- Disturbed sleep, nightmares, and enuresis.
- Eating problems, including over-eating or loss of appetite.
- Self-deprecating remarks, an inability to accept praise.

Such signs do not necessarily mean a child, young person or adult with care and support needs is being abused. Equally, there may not be any signs; you may just feel something is wrong. It is not a member of staff or volunteer's responsibility to decide if it is abuse, but it is their responsibility to act on such concerns and report it accordingly.

The signs of abuse are not always obvious, and a child, young person or adult with care and support needs may not tell anyone what is happening to them. Individuals are often scared that the abuser will find out and worried that the abuse will get worse. Quite often they think that there is no-one they can tell or that they will not be believed.

Occasionally, individuals do not even realise what is happening to them is abuse. It is key for staff and volunteers to be able to recognise signs of abuse. This will be covered in further depth within annual training.

#### 24. 9 Contextual Safeguarding

Contextual Safeguarding is an approach to understanding and responding to children, young people and adults with care and support needs' experiences of significant harm beyond their families. It recognises that the different relationships that children, young people and adults with care and support needs form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and children, young people and adults with care and support needs' experiences of extra-familial abuse can undermine parent-child relationships.

Contextual Safeguarding therefore requires collaboration between professionals, families, communities, and children, young people and adults with care and support needs in order to help build an informed picture of the risks of extra-familial harm. This multi-agency approach has been adopted by Luton Borough Council, and each of these groups are encouraged to complete a Multi-Agency Information Submission Form should they have any concerns around CSE or CCE that will help build a bigger picture of what is happening in the local area.

## **25.0 Appendix 3**

### **Working with Vulnerable Young People**

Youthscape staff have a responsibility to be aware that some children and young people who take part in our activities may experience vulnerabilities that make them at greater risk of harm. When working with these children and young people it is important to be even more aware of the complexities that exist around recognising abuse.

Particularly vulnerable groups could include:

Children and young people with a disability

Disability can take many forms including:

- Physical disability
- Sensory disability
- Learning disability

Research indicates that children and young people with a disability are more likely to be abused than non-disabled children. They may find it more difficult to recognise abuse, but also, disclosing abuse may be especially difficult for them due to the following reasons:

- Their life experience may be limited, and they may therefore struggle to recognise inappropriate behaviour.
- Communication difficulties can make it difficult to report abuse.
- They may not be able to physically leave an abusive situation.
- They may receive intimate physical care and, therefore, the abuse may seem 'normal'.
- Their self-esteem and self-image may be poor due to societal stigma around disabilities.
- They may not be aware of how or to whom they can report abuse.

When working with children and young people with a disability it is therefore important for staff to be aware of these vulnerabilities and to be particularly vigilant regarding any potential signs of abuse.

#### **25.1 Young Carers**

A young carer is a child or young person whose life is restricted by the need to take responsibility for another person. This person might be a parent, a brother or sister, a grandparent or another relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care, support, or supervision. Young carers can become isolated, with no relief from the pressures at home, and no chance to enjoy a normal childhood. They are often afraid to ask for help as they fear letting the family down or being taken into care.

Being a young carer does not automatically mean that a child or young person is at risk, however staff should be aware that a child or young person in this situation may be at greater risk of neglect. A young carer may also struggle to disclose abuse due to the fear of how it may affect their family. When working with children and young people in this situation staff should be aware of this and remain vigilant to their needs.

#### **25.2 Young people in care**

A child or young person who has been in the care of their local authority for more than 24 hours is known as a 'looked after child', or more informally as a 'child in care'. Usually, a looked after child is either:

- Living with foster parents.
- Living in a residential children's home.
- Living in residential settings like schools or secure units.

There are a variety of reasons why children and young people enter care, and these may be:

- The child or young person's parents have agreed to this because, for example, they are too unwell to look after them or the child or young person has a disability and needs respite care.
- The child or young person could be an unaccompanied asylum seeker with no responsible adult to care for them.
- Children's services may have intervened because they felt the child or young person was at significant risk of harm. If this is the case the child or young person is usually the subject of a court-made legal order.

Children and young people in care may be vulnerable for several reasons, including:

- They may have previously experienced abuse which could have left them with complex emotional and mental health needs which therefore make them vulnerable to further abuse.

- They may be moved repeatedly in and out of care or between placements which could have a detrimental impact on their mental and emotional wellbeing and could also prevent them forming stable relationships with adults who can help protect them.
- They may have previously experienced abuse and violence which could lead to them displaying challenging behaviour and having problems forming secure relationships with peers and adults.
- They may go missing from care due to wanting to return home to their family, being unhappy or bored in their care placement, or feeling like they don't have enough control over their own lives. Those who go missing are at greater risk of physical abuse and sexual exploitation.

### 25.3 Children and young people missing education (NEET)

The law requires all children and young people between the ages of 5 and 18 to be in full time education. Children and young people who are not attending school or not being home-educated may be particularly vulnerable.

It is important that staff inform the local authority's Children's Services if they know about children and young people who are not in school or receiving education at home, or if they have any concerns about children or young people who have gone missing from the local area or neighbourhood. This is so the local authority can ensure that they are safe and that they receive an appropriate education.

Children and young people who are NEET are at greater risk of sexual and criminal exploitation because they are likely to be spending more time on the streets or on social media. It is therefore important that staff who become aware of children and young people in this situation pass on the information to the local authority.

### 25.4 Young people who are homeless

Homeless children and young people are not just those who are sleeping on the streets. Children and young people may be 'sofa surfing', staying on the floors and sofas of friends or family, in temporary hostel or bed and breakfast accommodation or in unsuitable or unsafe accommodation.

There are many reasons why young people are homeless but, whatever the reason, insecure housing is likely to have a debilitating impact on their lives and increase their vulnerability. Not only are their physical needs (food, warmth, a place to experience uninterrupted sleep) possibly not being met, but a lack of safety may also make them more susceptible to sexual and criminal exploitation, and a range of other types of abuse. Being homeless can also cause children and young people to experience social isolation if their situation affects their hygiene, as well as high levels of anxiety due to uncomfortable and inconsistent living conditions.

Depending upon the situation, the local authority children's services may be able to find housing for the child or young person. But even if this is the case, staff should be aware that they will continue to need emotional support.

### 25.5 Children and young people whose parents/carers misuse substances

Although there are some parents/carers who can care for and safeguard their children despite their dependence on drugs or alcohol, parental substance misuse can cause significant harm to children and young people at all stages of their development.

Where a parent has enduring and/or severe substance misuse problems, the children and young people in the household are likely to be at risk of, or experiencing, significant harm primarily through emotional abuse or neglect. The child or young person's daily life may revolve around the parent or carer's substance misuse, and they may be assuming inappropriate responsibilities within the home.

### Children and young people whose parents/carers have learning disabilities

Parental learning difficulties do not necessarily have an adverse impact on a child or young person's care and developmental needs. But, where it is known that parents/carers do have learning disabilities, staff should be particularly aware of the developmental, social, and emotional needs of the children and young people in the family.

Risk of harm or to wellbeing could be:

- A child or young person having caring responsibilities inappropriate to their age, such as looking after siblings.
- A child or young person experiencing neglect.

- A child or young person whose mother has learning disabilities and may be targeted by men to gain access to children for the purpose of sexually abusing them

Staff must also recognise that parents/carers with learning difficulties may need to have information about programmes and activities explained to them verbally and may need support when forms need to be completed.

#### 25.6 Children and young people whose parents/carers have a mental illness

Parental mental illness does not necessarily have an adverse impact on a child or young person's care and developmental needs. However, studies show that the chance of child death through abuse or neglect where parental mental illness is present, is greatly increased.

In a household where a parent has enduring and/or severe mental ill-health, children and young people are more likely to be at risk of, or experiencing, significant harm.

Risk of harm or to well-being could be:

- Parental aggression or rejection.
- Having caring responsibilities inappropriate to their age.
- Witnessing disturbing behaviour arising from the mental illness (e.g. self harm, suicide, uninhibited behaviour, violence).
- Being neglected physically and/or emotionally by an unwell parent

#### 25.7 Unaccompanied asylum seeking and refugee children and young people

Children and young people who have come to the UK without parents or relatives are some of the most vulnerable children in our society. They are alone in an unfamiliar country, at the end of what has most likely been a long, perilous, and traumatic journey. They may have experienced exploitation or persecution in their home country, or on their journey to the UK. Some may have been trafficked, and many more are at risk of being trafficked or being exploited in other ways, some of which are covered above, such as becoming homeless, becoming involved in criminal exploitation and being out of education. Such children and young people should be living in foster care or supported accommodation.

Asylum seeking children also have a greater risk of going missing or experiencing mental health issues.

Reasons for this could be:

- Difficulties in communication.
- Frustration at not understanding the asylum-seeking process and not feeling believed/supported.
- Worries for family members that they may have lost touch with since leaving their country/during the journey to the UK.
- Exploitation by traffickers, who they may now owe money to.
- Post-traumatic stress disorder.
- Isolation and loneliness.

The local authority should be aware of an unaccompanied asylum-seeking child's needs and is responsible for their safety and wellbeing. Any safeguarding concerns should be reported to them to ensure the young person's safety.

#### 25.8 Children and young people who are exposed to extremism

Children and young people can be exposed to different extremist views and receive information from various sources, including family and friends, direct contact with extremist groups or via the internet. Children and young people who are exposed to these views can be at greater risk of being radicalised and becoming involved in or supporting extremism and terrorism due to being more vulnerable to influence in this identity-forming stage of life.

Radicalisation is often a gradual process, so children and young people who are affected may not realise that it is happening. The process may involve:

- Being groomed online or in person.
- Exploitation, including sexual exploitation.
- Psychological manipulation.
- Exposure to violent material and other inappropriate information.

- The risk of physical harm or death through extremist acts.

Radicalisation can be difficult to spot, but signs that could indicate a child is being exposed to extremist views and is being radicalised include:

- A change in behaviour.
- Changing their circle of friends.
- Isolating themselves from family and friends.
- Talking as if from a scripted speech.
- Unwillingness or inability to discuss their views.
- A sudden disrespectful attitude towards others.
- Increased levels of anger.
- Increased secretiveness, especially around internet use.
- Accessing extremist material online.
- Using extremist or hate terms to exclude others or incite violence.
- Writing or creating artwork promoting violent extremist messages.

If a Youthscape trustee, staff member, or volunteer has any information or suspicion about a young person being exposed to extremist views or being at risk of radicalisation, they should follow Youthscape's procedure for acting on a safeguarding concern. If there is an immediate risk of harm, the staff member leading the activity, or the Safeguarding Team, must call 999 straight away. If a Prevent referral is required, the Safeguarding Team will support the staff member to complete this.

#### Children and young people who self-harm

Children, young people and adults with care and support needs who intentionally damage or injure their body may do so for several reasons including:

- Expressing or coping with emotional distress.
- Trying to feel in control.
- A way of punishing themselves.
- Relieving unbearable tension.
- A cry for help.
- A response to intrusive thoughts.

Self-harm may be linked to negative experiences that are currently happening or that have happened in the past but is not necessarily an indicator of abuse (although it may be). However, as self-harm tends to be an indicator of emotional distress, children and young people engaged in this behaviour are vulnerable and may therefore be seen as 'easy targets' or may be less willing to disclose abuse due to low self-esteem or mental health struggles. Those engaged in self-harm may also be socially isolated, which gives less opportunities for disclosure too.

#### 25.9 Children and young people who have experienced abuse

Children and young people who have experienced abuse, including CSE, CCE, FGM and Domestic Violence, may experience long-lasting impact upon their health and wellbeing, and it is important that staff and volunteers are aware of this.

If a Youthscape staff member or volunteer becomes aware of historic abuse due to a young person disclosing or being told via a third party, they must follow appropriate Youthscape safeguarding procedures. However, it is important to be aware that the young person may require further support or may struggle to engage with certain activities or environments due to triggers. If the support required is beyond the level of skill or expertise that can be offered at Youthscape, the Safeguarding Team will look to refer or signpost the young person to the appropriate professional services who can provide that.



## **26.0 Appendix 4**

### **Acting on a Safeguarding Concern**

If a child, young person or adult with care and support needs discloses that they are concerned about someone's behaviour towards them or another child, young person, or adult with care and support needs, the person receiving this information should:

- Remain calm and in control.
- Reassure the child, young person or adult with care and support needs by telling them they have done the right thing.
- Take what the child, young person or adult with care and support needs says seriously.
- Listen carefully to what is said.
- Keep questions to a minimum – only ask for clarification and no leading questions.
- Don't promise to keep it a secret. Let the child, young person or adult with care and support needs know you will need to share the information with other professionals to keep them and/or others safe.
- Report the concern to the staff member in charge and then to the Safeguarding Team, who will decide upon the appropriate action.
- Record the incident, including what is said on CPOMS.
- Tell the child, young person or adult with care and support needs what will happen next. If the Safeguarding Team determine that it is necessary to pass on the information to the Police or other external agencies then the child, young person or adult with care and support needs is to be given as much agency within the process as possible. This may involve them being the ones to make the referral with the support of Youthscape staff.

Staff and volunteers, including trustees, should report their concerns immediately to the staff member who is leading the activity or programme in which they are participating (and if there is no programme, to the Safeguarding Team). The staff member will make a risk assessment with them as to whether the child is suffering significant harm or is likely to do so (if in doubt they are to contact a member of the Safeguarding Team).

The risk assessment will determine what level of risk the young person is at, and therefore what the appropriate steps are. The risk level has been categorised using a traffic light system as below:

- Red: You have evidence the young person is at immediate risk of harm.
- Orange: You have concerns, but no evidence the young person is at immediate risk of harm.
- Green: You are not currently concerned about the young person's safety, but there are pieces of information that may contribute to a bigger picture.

Staff members must follow the steps outlined in the Safeguarding Flow Chart based upon their risk assessment. Where there is any uncertainty, the Safeguarding Team must be contacted immediately.

Where information needs to be recorded using the CPOMS software, this must be completed within one working day. For more information on what and how to record when using the CPOMS software, see Appendix on Using CPOMS.

If there is a concern that the child is suffering significant harm or is likely to do so, the staff member must contact the Safeguarding Lead, or one of the Deputies, immediately to explain the situation. This includes a disclosure made outside of standard working hours. The staff member must ensure that this is done before the child, young person or adult with care and support needs re-enters the situation which may be causing significant harm, and so this may involve asking them to remain at the activity or programme until advice has been given or a referral has been made.

The Safeguarding Team will decide whether to make a referral to MASH (Multi-Agency Safeguarding Hub) or other authority, such as the Police.

The Safeguarding Team will also inform the child's parents or carers before a referral is made, subject to the exceptions in Section 14 of the Safeguarding Policy.

If the child, young person or adult with care and support needs is in immediate danger and the staff member is unable to get in contact with the Safeguarding Team straight away, they must contact the Police on 999.

## 27.0 Appendix 5 Using CPOMS

CPOMS is the online system that Youthscape uses to record all safeguarding concerns, disclosures, and pieces of information that may help to form a bigger picture around a child, young person or adult with care and support needs at potential risk of significant harm. All staff members who work directly with children, young people and adults with care and support needs will be taught how to use the CPOMS software as part of their induction.

To add information to CPOMS Youthscape staff will need to follow these instructions:

- To log into CPOMS, staff members will need to use the web address: <https://youthscape.cpoms.net> and type in their Youthscape email address and password. If they do not already have a password or have forgotten what it is, they can click below the login button on 'Forgotten your password or using CPOMS for the first time?'
- Once staff members have logged into CPOMS they will arrive at the Youthscape dashboard where at the top right-hand corner they can click on 'Add Incident' to input information about a young person.
- In the 'Student' field the staff member must type the name of the young person who the incident/information is concerning. If the young person's name does not appear in the drop-down menu as they are typing, then this young person will need to be added to CPOMS by a member of the Safeguarding Team. The staff member will therefore need to contact one of the Deputy Safeguarding Leads and provide them with the young person's name, date of birth and gender.
- Once the young person has been added to CPOMS, the staff member can add the information they want to record in the 'Incident' box. Further details on what to include here are outlined below.
- In the 'Categories' section the staff member must tick as many of the different categories as apply to the incident/information being recorded. This is to give the Safeguarding Team an immediate idea as to what the incident/information involves.
- In the 'Linked student(s)' field the staff member must add any other young people who were directly involved in the incident or passing on the information. If their name does not appear in the drop-down menu when it is being typed in, then the staff member will also need to arrange for their details to be added to the system.
- The 'Maps' section provides a space to indicate where on the young person's body the staff member may have noticed any notable bruising or marks. It is important to refer to this in the 'Incident' box if used.
- As the date and time of the incident will be recorded in the 'Incident' box, the staff member is to leave the 'Date/Time' box as it is, and it will therefore record the time the incident was uploaded to the system.
- The 'Assign to' field is to be left blank.
- The 'Files' section provides a space for staff members to upload any relevant documentation e.g. emails, MASH referral forms etc.
- The staff member must always tag the Safeguarding Lead and the two Deputies in the 'Alert Staff Members' field to ensure that all the Safeguarding Team view the incident. If the incident relates to something that happened in Drop-in or during another Youthscape project then it may be that other members of the team need to see the record. If this is the case, they can also be tagged here.
- The 'Agency Involved' field provides a space to indicate whether other agencies have been involved in the passing on of information or dealing with the incident. There is a drop-down list of agencies to choose from.
- The 'Add to planner' field can be used to set up an alert for the staff member to follow up a concern or a piece of information.
- Once the staff member has clicked 'Submit Incident' they will see that the record they have made has been added to the named young person's file. It will also have been added to the file of any linked young people.
- If there is any further information to add e.g. further action taken at a later date, this can be added to the record by clicking the 'Add Action' button at the bottom of the incident.

When making a record in the 'Incident' field on CPOMS it is essential that the following details are included:

- The date, time, and context of the incident/disclosure.
- The full name and role of the person to whom the concern was originally reported.
- The full name and role of the person making the report (if this is different to the above).
- The names of all parties who were involved in the incident, including any witnesses to an event.
- What was said or done and by whom.
- Any action taken to investigate the matter.
- Any further action taken (such as a referral being made).
- The reasons why the organisation decided not to refer concerns to a statutory agency (if relevant).

The report must be factual and must state what the child, young person or adult with care and support needs said using their own words as much as possible. Any interpretation or inference drawn from what was observed, said, or alleged should be clearly recorded as such.

Once staff members have finished using CPOMS they must log out immediately to protect confidentiality. If a staff member needs to leave their computer whilst inputting information for any reason, they may click on the 'Blank Screen' tab in the top right-hand corner of the screen to ensure the record is only seen by those who need to.

If a CPOMS record needs to be shared with an external agency e.g. school, then the staff member is to inform one of the two Deputy Safeguarding Leads who will arrange for this to take place.

## **28.0 Appendix 6 Whistleblowing**

Youthscape are committed to working ethically and to high standards of quality, integrity, accountability, and professionalism. We also recognise that there may be occasions where we do not always get things right and that staff, trustees and volunteers may have concerns at times. In these instances, we all have a right and responsibility to speak up.

The following processes and procedures outline when and how to raise any genuine and serious concerns staff, trustees or volunteers may have regarding malpractice or wrongdoing.

### **28.1 What is Whistleblowing?**

'Whistleblowing' is a term used to refer to the internal or external disclosure of malpractice as well as illegal acts, or omissions, at work. It can be referred to as 'making a disclosure or report' or 'blowing the whistle.'

This term is given to a disclosure or report made by someone who genuinely and in good faith believes one of the incidents outlined below is happening, has happened, or is likely to happen in the future. A qualifying disclosure must be in the public's best interests and relate to:

- a criminal offence
- a failure to comply with a legal obligation
- someone's health and safety being put at risk
- risk or actual damage to the environment
- a miscarriage of justice
- a belief someone has covered up, or is covering up, wrongdoing in the above categories.

The full parameters of a protected disclosure are set out in the Employment Rights Act (ERA) 1996.

Whistleblowing does not include the following types of disclosures or reports:

- personal grievances such as bullying, harassment or discrimination
- safeguarding concerns
- disciplinary or grievances

There are occasions when a concern related to the above could be considered in the public's interest and therefore become a whistleblowing concern. However, in most circumstances you should follow Youthscape's policies and processes on these disclosures or reports.

### **28.2 Malicious Whistleblowing**

Provided you are acting genuinely, with reasonable belief of a concern, and in the best interests of the public, it does not matter if you are mistaken when whistleblowing. However, if it is proven through an investigation process that an allegation of wrongdoing has been made maliciously, then the person who made the allegations may face disciplinary action, up to and including dismissal, and in some cases may be subject to criminal investigation where illegality has occurred.

Malicious allegations include but are not limited to:

- raising a matter which you know to be untrue
- making an allegation without having reasonable grounds for believing it to be substantially true
- improperly collecting the information to support the allegations
- being involved in any way in the malpractice qualifying disclosure
- making an allegation for personal or third-party gain.

### **28.3 Protection of the Whistleblower**

The Public Interest Disclosure Act 1998 (PIDA) grants protection to employees making a disclosure, as well as certain workers, contractors, trainees, and agency staff. However, there are gaps in the law that mean other individuals do not have legal protection. They include, but are not limited to:

- Interns
- Volunteers
- Priests or ministers of religion
- Foster carers

- Members of the armed forces
- Self-employed workers

Section 43 of PIDA provides protection for individuals who raise legitimate concerns. PIDA provides protection from detriment, dismissal or redundancy to people disclosing information. However, in order to show our commitment to working ethically and to maintaining high standards of quality, integrity, accountability and professionalism, Youthscape will, in so far as is possible, aim to treat all individuals making a disclosure in the ethos of PIDA.

#### 28.4 Raising a Whistleblowing concern

You should raise a whistleblowing concern as soon as possible. You do not need to wait for proof when reporting wrongdoing, you only need to have a reasonable concern. It is not for you to investigate or prove that your concerns are justified.

Where possible you should make your disclosure in writing. If made orally, it is advised to follow up in writing. Include:

- any relevant context and background, including relevant dates, venues, names etc
- give specific example of any wrongdoing that you are personally aware of
- state clearly the reason why the situation gives causes for concern

This helps to ensure problems can be resolved as quickly, efficiently, and effectively as possible. Make it clear that you are making a disclosure using the whistleblowing policy and whether you wish your identity to be kept confidential.

Every effort will be made to keep the identity of an individual making a disclosure confidential, provided that this is compatible with a proper investigation. Depending on the circumstances of the case it may not always be possible. Where this is a reality, you will be informed of this and the reasons why it was not possible.

Usual reporting channels should be assumed when making whistleblowing disclosures. Therefore, in most cases you should discuss any concerns you have with your line manager or main point of contact. Where this is not possible, or if you have done so and are not satisfied, you should make a whistleblowing report to your line manager's manager or someone more senior.

If you are unable to report to any of the parties already mentioned, you can report directly to a Director, CEO, or someone else within the organisation you trust. In cases where the concern includes this individual you should report it to the Chair or Vice Chair of the Trustees. If this is still not possible see section below on external reporting.

You will receive confirmation of your report within three working days. It is then likely an investigation will follow and you will be asked to attend a meeting to explain your disclosure in full. You will be told either at the meeting or as soon as possible afterwards, what action will be taken to address the report you have made. Where action is not taken, you will be informed and given an explanation.

The action taken in response to a disclosure will depend on the nature of the concern. Typically, the matters raised may result in one or more of the following:

- no action required
- action being taken under other policies
- an internal investigation under this policy
- a referral to the police or relevant statutory body
- a referral to external auditors
- a referral to the Charity Commission
- an independent enquiry

In view of the protection afforded to an individual raising a genuine concern, it is considered desirable that they disclose their personal information. However, anonymous disclosures will be accepted and treated as equally as those bearing a name. When receiving an anonymous report:

- a decision will be made about whether it is possible to pursue the report based on the information provided
- a complete and comprehensive investigation will be more challenging as there is no option to seek further information or clarification

- it will not be possible to share any outcome or actions from an investigation.

## 28.5 External Reporting

We encourage all reports to be made internally in the first instance. Subsequently all avenues of escalation should be exhausted. However, in circumstances where that is not possible, or where having made a disclosure, you are unhappy with the outcome, you have a legal right to make a disclosure to an external body. This is called a 'Public Disclosure'.

An external body may be non-regulatory, such as an MP, legal advisor, or the police. Alternatively, it may be regulated, in which case, the disclosure can be made to 'prescribed' persons should the malpractice fall within that body's regulatory remit.

These prescribed bodies include but are not limited to:

- Your Local Authority
- The Children's Commissioner
- The Charity Commission
- HM Revenue & Customs
- The Health and Safety Executive
- The Financial Services Authority
- The Office of Fair Trading
- The Environment Agency
- The Information Commissioner
- The Serious Fraud Office

The relevant regulatory or non-regulatory body will carry out investigations as necessary and in line with the procedures and processes outlined by them. A full list of prescribed persons and bodies can be found in the schedule to the Public Interest Disclosure (Prescribed Persons) Order 1999 (SI 1999/1549) or through the government website.

The disclosure will be protected under legislation in the same way as a disclosure made internally, as long as it meets the same conditions.

Youthscape will not treat disclosures to the media as reasonable. As such, the matter may be considered as misconduct and treated as a disciplinary matter in line with our disciplinary and grievance policy and procedure.

## 28.6 Further Advice

For protection under the Public Interest Disclosure Act 1998, employees need to be aware of the strict rules governing disclosures. If at any stage you feel unsure or would like to discuss it with someone independent, you can discuss your concern with someone at Protect.

Protect is an Independent Whistleblowing charity. They provide confidential advice to would-be whistleblowers who are concerned about making a disclosure. Their contact details are: <https://protect-advice.org.uk/>

Advice line: 020 7404 6609 and 020 3117 2550

Email: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)

## **Appendix 7**

### **Safeguarding at Satellites event**

#### 28.1 Introduction

Satellites is an event for young people organised by Youthscape Events Ltd which is a wholly owned trading subsidiary of the charity Youthscape.

Youthscape's Safeguarding Policy applies to all the work of the charity, including Satellites, and the Youthscape Safeguarding Policy v6.0 is the principle document that lays out our approach to safeguarding, our responsibility as an organisation, and how we will meet our legal obligations and the highest standards of practice.

This document is an Appendix to the Policy to ensure there is clarity about how the Policy applies to the Satellites event.

Key individuals and roles referred to in this document:

- Event Safeguarding Coordinator - is the person at the Satellites event who will implement the Policy at the event. Their responsibilities and role are laid out in more detail in Section 3 of this document.
- Event Director - is the person at the venue with overall responsibility for the Satellites event.
- Youthscape Safeguarding Lead - is the member of staff at Youthscape with specific responsibility for safeguarding policy and practice within the organisation. They are assisted by two Deputy Safeguarding Leads who are authorised to deputise for them in all matters.
- Group Leader - is the designated person responsible for a specific church or organisation attending the event with young people.

#### 28.2 Youthscape's role and responsibility (as defined in the Youthscape Safeguarding Policy)

We believe that:

Children, young people and adults with care and support needs should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults with care and support needs, to keep them safe and to practise in a way that protects them.

All children, young people and adults with care and support needs have the right to participate in a safe and enjoyable environment.

Children, young people and adults with care and support needs have the right to expect appropriate support in accordance with their personal and social development.

We recognise that:

Safeguarding the welfare of children, young people and adults with care and support needs is paramount, and we have a responsibility within the work we do to protect them from neglect, physical, sexual or emotional abuse.

All children, young people and adults with care and support needs, regardless of age, disability, gender, racial origin, language, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.

Some children, young people and adults with care and support needs 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, adults with care and support needs, their parents, carers and other agencies is essential in promoting welfare.

Safeguarding children, young people and adults with care and support needs is the responsibility of everyone within the organisation, regardless of their role.

Our responsibilities are to:

Establish clear safeguarding policies and procedures that all trustees, staff and volunteers understand and follow.

Ensure all trustees, staff and volunteers receive regular training relevant to the role in the organisation.

Appoint a Safeguarding Lead to oversee our safeguarding.

Carry out safer recruitment in accordance with our policy.

Manage concerns, complaints, whistle blowing, suspicions and allegations relating to abuse or poor practice in a timely, appropriate and effective manner.

Comply with all relevant legislation and guidance and uphold safeguarding criteria thresholds.

Ensure the sharing of confidential information is restricted to the necessary external agencies.

Ensure all personal information about children, young people and adults with care and support needs is shared and stored appropriately in accordance with the Data Protection Act, the Freedom of Information Act and Information Sharing Protocols.

Youthscape recognises our statutory responsibility to ensure the welfare of children, young people and adults with care and support needs and work with Local Safeguarding Children's Partnerships (LSCP) to comply with their safeguarding procedures.

### 28.3 Event Safeguarding Coordinator

The Event Safeguarding Coordinator is the person on site with responsibility for applying the Safeguarding Policy for the duration of the Satellites event.

The Event Safeguarding Coordinator is a voluntary role and the person will selected will have met the criteria of having a current senior safeguarding role in a local authority or organisation, or have experience of safeguarding children and young people through their work as, for example, a social worker. In addition they will have completed the normal application process for volunteers participating in the event, including an Enhanced DBS check and references.

It is the responsibility of the Youthscape Safeguarding Lead to confirm that the Event Safeguarding Coordinator meets the minimum requirement for their role.

It is the responsibility of the Event Safeguarding Coordinator to:

Be the primary point of contact on site for all matters relating to safeguarding, reporting to the Event Director and liaising with the Youthscape Safeguarding Lead as required.

Ensure the procedures and policies in Youthscape Safeguarding Policy and this document are being fully implemented during the event.

Manage and make decisions about safeguarding concerns, complaints, disclosures, enquiries and referrals during the event.

The Event Safeguarding Coordinator will work closely with the Youthscape Safeguarding Lead in carrying out their duties at the event. At a minimum, they will have a daily briefing during the event to discuss any actions taken and issues arising.

Any matters pending following the end of the Satellites event will become the responsibility of the Youthscape Safeguarding Lead to carry out.

### 28.4 The Youthscape Safeguarding Lead

The Youthscape Safeguarding Lead is the person responsible for all safeguarding matters for the charity. They may be assisted in their duties by one or more Safeguarding Deputy Leads who are authorised to make any necessary decisions in their absence.

It is the responsibility of the Youthscape Safeguarding Lead to:

- Ensure there is an Event Safeguarding Lead appointed for the Satellites event and that they are competent for that role.
- Carry out a daily briefing during the event with the Event Safeguarding Lead to address any matters arising.
- Ensure that all records are being kept in accordance with the Youthscape Safeguarding Policy and the Youthscape Data Protection Policy.
- Take responsibility for all pending safeguarding matters at the end of the event.

### 28.5 Satellites team (Youthscape staff and event volunteers)

The Satellites event is organised and run by a team of Youthscape staff and volunteers.

All Youthscape staff attending must have a clear Enhanced DBS Disclosure that has been completed less than three years from the starting date of the event and meet all other safeguarding requirements for staff as laid out in the Youthscape Safeguarding Policy.

All volunteers attending must have completed the Satellites volunteer application process which includes:

- satisfactory reference.
- a clear Enhanced DBS disclosure carried out by Youthscape.

- confirmed they have read and understood the safeguarding documentation provided to all volunteers, including the Youthscape Safeguarding Policy.

All Youthscape staff and volunteers must attend a safeguarding briefing before the event commences.

Where an Enhanced DBS check is not clear, the application will be referred to the Event Director and the Youthscape Safeguarding Lead for assessment. A decision will then be made either to

- Accept the individual for the role applied for.
- Reject the individual's application but offer a position in another role.
- Reject the individual's application.

#### 28.6 Adult delegates

Young people attending the Satellites event must be linked with a registered church or organisation and accompanied by adults with duty of care towards them.

Each church or organisation attending must provide notification to confirm that all adult delegates attending have a clear Enhanced DBS disclosure or, in the case of a positive disclosure, that a risk assessment has been undertaken in relation to the information disclosed, and a decision been taken and recorded as to the suitability of that person to attend the event.

To be valid, a DBS Enhanced disclosure must be dated less than three years from the first day of the Satellites event.

Adults who have not met these requirements are unable to attend the Satellites event in any capacity.

#### 28.7 The responsibility and role of the Satellites team

All team members have a responsibility to act on any information or suspicion about any abuse or harm to a young person or child (or adult with care and support needs). There are no exceptions to this requirement.

They should report their concerns immediately to their Team Leader who will contact without delay the Event Safeguarding Lead.

The team member should also make a written record of the concern and submit it to the Event Safeguarding Coordinator as soon as is practical and not more than 12 hours following the report.

The Event Safeguarding Coordinator will record the concern and decide what, if any, action will be taken.

In the event of a concern arising about the Event Safeguarding Coordinator, the Youthscape Safeguarding Lead should be made aware and will be responsible for managing the concern.

Where a child or young person makes a disclosure to a member of the Satellites team, they should report their concerns immediately to their Team Leader who will contact without delay the Event Safeguarding Coordinator.

The Event Safeguarding Coordinator will make contact with the child or young person's Group Leader and together decide what appropriate action will be taken.

#### 28.8 The role and responsibility of Group Leaders and other adult delegates

Where a child or young person makes a disclosure to a Group Leader or an adult who is part of the same church or organisation group attending the event, it is the responsibility of the Group Leader of that church or organisation to respond to the disclosure according to their safeguarding policy and practice. This may include contact with the church or organisation's safeguarding officer, the relevant Children's Social Care (MASH) or Police (Public Protection Team) and, unless doing so may put the child at risk, the parents or carers. The Group Leader does not need to inform the Event Safeguarding Coordinator unless the criteria in Section 8.3 are met.

The Event Safeguarding Lead will be available to offer advice to Group Leaders responding to a disclosure.

Where a disclosure involves an allegation about a person at the Satellites event, whether they are an adult or young person, the Group Leader must notify the Event Safeguarding Coordinator immediately. The Event

Safeguarding Coordinator will consult with the Event Director and the Youthscape Safeguarding Lead to decide whether any action must be taken to safeguard others at the event.

The Event Safeguarding Coordinator may decide to make a referral to the relevant Children's Social Care (MASH) or Police (Public Protection Team). They will also inform the child or young person's parents or carers before a referral is made, subject to the exceptions in Section 8.5.

Where appropriate, all reasonable efforts will be made to inform parents and carers before the Event Safeguarding Coordinator makes a referral to a local authority's children's social care or other authority, such as the Police. However, an inability to inform them will not prevent a referral being made. There are cases where it will not be appropriate to discuss concerns with parents or carers before referral. In such situations, the timing of contact with parents or carers will be agreed with MASH and/or the Police once the referral has been made. Situations where it would not be appropriate to inform family members prior to referral include where discussion would put a child at additional risk of Significant Harm or there is evidence to suggest that involving the parents or carers would impede the Police investigation. The Event Safeguarding Coordinator must record the reasons for not informing the parents or carers.

#### 28.9 Record keeping and data protection

Records of concerns, complaints, disclosures, enquiries and referrals must be kept by the Event Safeguarding Coordinator. These records must comply with the Youthscape Safeguarding and Data Protection Policies.