



Youth Action Alliance (YAA)
Safeguarding & Child Protection Policy

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1. Principles

As a youth charity, we have a statutory duty to safeguard and promote the welfare of young people and service users under the [Education Act 2011](#) and consider it a priority to create and maintain a safe environment for all. We will always take action to address any child welfare concerns which we have identified by working in partnership with other organisations where appropriate.

All Youth Action Alliance (YAA) staff and volunteers will undergo appropriate initial and ongoing training in order to enable them to demonstrate the high standards necessary to safeguard young people and vulnerable adults.

YAA also considers that a safe environment is an inclusive environment and the same standards of Safeguarding will be applied to those considered to be vulnerable adults.

1.1 Covid-19 pandemic emergency

This policy has been updated as a result of the Covid-19 pandemic emergency to ensure that both YAA's policy and practice remain up to date and relevant in light of services to children, young people and vulnerable adults moving to more digital and remote methods to support service users. It also identifies and reflects good practice guidance released by the National Youth Agency since the Covid-19 pandemic emergency began.

1.2 Guidance on closures during the Covid-19 pandemic emergency

Guidance from the National Youth Agency's youth work expert group advises that any "non-essential group meetings" are cancelled and delivered digitally. Activities such as drop-in sessions at youth clubs should also end. Suggested online platforms include using [Facebook](#), [Google Hangouts](#) or a [WhatsApp](#) group call.

With much of youth work moving online, youth services are urged to ensure they have a plan in place to stay in contact with young people and colleagues through telephone and social media. This includes having contact information to hand for additional support that young people may need.

The guidance stresses that targeted "acute" youth work, such as those focusing on youth violence, child exploitation, domestic abuse and health, "is essential and should continue". Youth workers carrying out this work should ensure that any group sizes are small, preferably with only one or two young people. Social distancing guidance from [Public Health England](#) also needs to be adhered to, this includes avoiding any physical contact such as "fist bumps, handshakes and touching".

At YAA we have implemented the measures outlined above since 20th March 2020 specifically relating to this emergency.

2. Scope

2.1 Definitions

Child or young person: Anyone who has not yet reached their 18th birthday.

Adult at risk: Anyone aged 18 or over who is unable to look after their own well-being, property, rights, or other interests and is at risk of harm (either from another person's behaviour or their own behaviour) due to disability, illness, physical or mental infirmity.

Staff/Employees: Anyone employed by YAA, including agency employees and those on secondment or placement (including internships both paid and voluntary, and students).

Volunteers: Anyone volunteering for YAA, regardless of their role, including trustees.

Child and adult abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. Abuse can take a variety of different forms, including:

- sexual, physical, emotional abuse, and neglect
- exploitation by criminal gangs and organised crime groups
- trafficking and modern slavery
- online abuse
- sexual exploitation
- influences of extremism leading to radicalisation
- domestic abuse
- financial abuse
- discriminatory abuse
- organisational abuse

A thorough list of types of abuse can be found in [Appendix 1: Types of abuse](#).

Safeguarding children is defined in, working together to safeguard children as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care taking action to enable all children to have the best outcomes

Safeguarding adults at risk 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 their views, wishes, feelings and beliefs fully into account when deciding 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

2.2 Application

This policy applies to all employees or volunteers at YAA. All YAA employees and volunteers have a duty to comply with this policy, and external stakeholders, employers, parents/carers should use it to familiarise themselves with our procedures that safeguard young people and vulnerable adults.

This safeguarding policy covers:

- a. Children and young people (this term is used to mean those under the age of 18)
- b. Vulnerable Adults who are young people and service users aged over 18 and over (up to 25 years old) who either permanently or temporarily may be in need of community care services by reasons of mental health or other disability, age or illness; who are unable to take care of themselves due to a physical disability or impairment, or protect themselves against significant harm or exploitation

2.3 Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk/>.

3. Providing a safe and supportive environment

3.1 Designated person

The role of the Designated Safeguarding Person is specified in the [Children Act 2004](#) to ensure that every organisation has a “named person” for safeguarding children and young people.

Our designated person is the CEO of Youth Action Alliance, Tania Moore.

Tel: 07896568028 / 020 8964 3149

Email: tania.moore@youthactionalliance.org.uk

She has a responsibility at both a strategic level within YAA and on a day to day basis including:

- Making sure all staff are aware how to raise safeguarding concerns
- Ensuring all staff understand the symptoms of child abuse and neglect
- Referring any concerns to social care
- Monitoring children who are the subject of child protection plans
- Maintaining accurate and secure child protection records

3.2 Safer recruitment and selection

YAA ensures that all appropriate measures are applied in relation to staff and are likely to be perceived by young people and service users as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors, agency supply staff and those undertaking work experience. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, the Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

Statutory changes, underpinned by regulations, are that:

- a DBS Enhanced Disclosure is obtained for all new appointments
- YAA will keep a single central record detailing a range of checks carried out on their staff
- all new appointments who have lived outside the UK are subject to additional checks as appropriate; where new appointments are awaiting DBS clearance, risk assessments will be conducted and implemented in the interim
- YAA will satisfy itself that seconded staff have undergone the necessary checks
- identity checks will be carried out on all appointments before the appointment is made

3.3 Safe practice

YAA expects all staff to adopt safe working practices. All staff and volunteers should be responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should:

- adopt a listening and open-door culture whilst working in an open and transparent way
- discuss and/or take advice from management over any incident which may give rise to concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender or sexuality
- be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- undertake appropriate risk assessments for their work area
- see section 1.2 for Covid-19 specific practice guidance

3.4 Safeguarding information for young people and service users

YAA is committed to promoting awareness among young people and service users of any behaviour towards them that is unacceptable and how they can keep themselves safe.

Young people and service users are informed of the Senior Manager's responsibilities including those to whom they might talk to if they have concerns regarding their safety.

YAA's arrangements for consulting with and listening to young people and service users are promoted, where they are given the opportunity to be listened to and heard, encouraging young people and service users to have a say in what steps can be taken to protect them from harm and maintain their safety.

3.5 E-safety policy statement

YAA is committed to protecting service users online and closely follows the 'YAA Protecting Children from Online Abuse Guidance' to ensure it does so.

Youth Action Alliance's e-safety policy and procedures apply to all staff, volunteers, Board of Trustees and anyone working on behalf of YAA. YAA's E-Safety Policy can be located in the 'YAA Protecting Children from Online Abuse Guidance & E-Safety Policy'.

3.6 Partnership with parents/carers

YAA is committed to working with parents/carers positively, openly and honestly. We ensure that all parents/carers are treated with respect, dignity and courtesy. We respect parents'/carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to protect a young person or vulnerable adult.

YAA will share with parents/carers any concerns we may have about their child or the person in their care, unless to do so may place the young person at risk of harm.

YAA encourages parents/carers to discuss any concerns they may have.

YAA makes every effort to ensure that all our young people and service users are free to achieve in a safe environment. YAA has well established links with a wide range of external support services to which young people and service users in need of specialist support can be signposted and referred.

If you have any concerns regarding the safety or wellbeing of any of our current or future young people and service users, in the first instance you should make contact with a YAA member of staff.

3.7 Partnerships with others

YAA recognises that it is essential to establish positive and effective working relationships with other agencies and has good links with the following agencies: *Local Authority, Social Care teams, Metropolitan Police service (MET Police), NHS services such as The Havens and Brook Sexual Health, National Youth Advocacy Service, Youth Agencies, Local counselling agencies, Accommodation teams, Connexions, Child and Adolescent Mental Health Service (CAMHS), London Safeguarding Children's Board (LSCB) and schools.*

3.8 Training and staff induction

The Designated Senior Person with responsibility for Child Protection undertakes basic Child Protection Training and training in Inter–Agency Working (that is provided by, or to standards agreed of, the Local Authority Education Safeguarding Lead Officer), and refresher training at two yearly intervals.

All other staff will undertake appropriate face to face training to equip them to carry out their responsibilities for Child Protection effectively, which is kept up to date by refresher training at three yearly intervals.

3.9 Support, advice and guidance for staff

Staff will be supported by the CEO who may seek advice from the Royal Borough of Kensington and Chelsea Safeguarding Lead Officer.

Contacts:

- To refer a concern about abuse or neglect for a child who lives in Kensington and Chelsea: call 0207 361 3013 or email socialservices@rbkc.gov.uk
- Local Safeguarding Children Partnership Business Manager - Emma Biskupski, Kensington and Chelsea & Westminster: call 07779 348 094 or email Emma.biskupski@rbkc.gov.uk
- Refer to Early Help Service: If you would like to talk to somebody from Early Help please contact them on 020 7598 4608 or email earlyhelp@rbkc.gov.uk
- To refer or consult with the LADO about allegations against staff/volunteers please contact the Local Authority Designated Officer (LADO): Call 0207 361 3013 and ask to speak to the Duty Child Protection Adviser. Email kclado.enquiries@rbkc.gov.uk

Additional information can be found here: [Safeguarding and social care referral information](#)

[for professionals | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

For a full contact list please see [Appendix 7](#)

3.10 Service users information

In order to keep young people safe and provide appropriate care for them, YAA requires accurate and up to date information regarding:

- Names and contact details of persons with whom the young person normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Any relevant court orders in place (which will be dealt with confidentiality;) including those which affect any person's access to the young person (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the young person has a child protection plan
- Any other factors which may impact on the safety and welfare of the young persons

3.11 Restraint of young people and service users and confiscation of belongings

Under the [Education Act 2011](#) YAA's duty to safeguard individuals on YAA premises is extended to the restraint of young people and service users and/or confiscation of belongings where there is a potential risk to the health and safety of visitors, staff and young people and service users.

If concerns arise for the need to restrain any service user/s or confiscate belongings posing a health and safety risk to others, staff must make appropriate judgments to maintain the safety of themselves and others within their care.

In the event of a health and safety breach, trained staff will be responsible for handling such situations until an appropriate external agency arrives on site.

In the event of an emergency call the police on 999.

3.12 Offenders/ex-offenders

YAA undertakes a risk assessment process for young people and service users who are offenders or ex-offenders

To ensure that the risk they present to young people and service users, staff and others can be managed, as well as to make sure that they have appropriate support in place should they commence a programme.

4. Handling a disclosure

4.1 Members of staff and disclosures of abuse or safeguarding concerns by young people and service users

A service user may disclose abuse, fear of abuse or a safeguarding cause for concern to any member of staff at any time. When this happens, you must follow the procedure set out below.

- If a young person/vulnerable adult states that they have been abused or are at risk due to a safeguarding concern, report this within 2 hours to the Designated person (if not available), or concerns the designated person report to Angela Jandu call 0785 0782 845 or email angelajandu@outlook.com
- When a service user discloses abuse or a safeguarding cause for concern, talk to the service user discreetly. The service user has a right to expect their situation to be dealt with sensitively
- Do not offer confidentiality. Make the young person/vulnerable adult aware as early as possible that you will need to contact the designated person. Reassure them that only those who 'need to know' will be given the information
- Do not ask the service users to make a written statement
- Make a full written record as soon as possible, including date, time, location of incident, full factual details of the cause for concern or disclosure from the service users and the action you have taken. Staff must not to make direct referrals to any external agency and are instructed to inform the designated person who will take appropriate action
- A service user may disclose to you that another service user or other young person are being abused or that they have been abusing someone

4.2 Suspected abuse or safeguarding concern not disclosed by a service user

- YAA recognises that young people and vulnerable adults cannot be expected to raise concerns; therefore employees and volunteers are informed of the importance of being vigilant in identifying those that may be at risk of significant harm/abuse
- If you have suspicions that a service user is being abused or is at risk due to a safeguarding issue, but they are keeping it to themselves, do not hesitate to disclose your suspicion to designated person and the Manager/Senior Youth Worker

5. Suspicions/allegations against a member of staff

Staff need to be prudent about their own conduct and vigilant about the conduct of others, so that their relationships with young people and vulnerable adults remain, and are seen to remain, entirely proper and professional. It is recognised that staff can be vulnerable to the possible consequences of their close professional relationships with young people and vulnerable adults and to the potential for malicious and misplaced allegations being made, whether deliberately or innocently, arising from the normal and proper associations that staff may have with them.

All staff should be aware of their duty to raise concerns, where they exist, about the unsafe practice of colleagues in regard to young people and vulnerable adults.

- Any allegation or suspicion of abuse/safeguarding concern by a member of staff must be reported to the designated person
- If the allegation concerns a vulnerable adult the designated person must report the matter to the Police or local Adult Social Care Services Safeguarding Adults Coordinator, where the vulnerable adult is considered to be suffering or is likely to suffer significant harm. Call the safeguarding helpline on 020 7361 3013 (office hours) / 020 7361 3013 (out-of-hours) or email socialservices@rbkc.gov.uk. More can be found here: [Safeguarding adults | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)
- In any related case the designated person must take such steps that she/he considers necessary to ensure the safety of the service users who have made the allegation and any other vulnerable adult or young person who might be at risk. In the absence of the designated person the Senior Youth Worker will handle the disclosure
- If you have an emergency and need immediate help, please call the Police, Ambulance Service or London Fire Brigade on 999. If it isn't an emergency but you need help fast, call the Police on 101.

5.1 Staff suspension

Suspension (in accordance with YAA's Disciplinary Procedure) is deemed a neutral act to safeguard both the young person/vulnerable adult making the allegation and the member of staff in order to ensure that a full and proper investigation can be carried out.

Suspension is recommended in the following circumstances;

- There is a cause to suspect a child is at risk of significant harm; or
- The allegation warrants investigation by the Police; or
- The allegation is so serious that it might be grounds for dismissal
- If suspension is to take place, this should be in line with YAA disciplinary procedures

At an early stage, staff subject to an allegation should seek advice and support from their professional association or trade union. The matter should remain confidential and information should be disclosed on a need to know basis only.

5.2 Suspected abuse/safeguarding concern by a member of staff

- A member of staff may make an allegation of suspected abuse or a safeguarding cause for concern of a service user by a member of staff, even if the service user does not disclose this matter. The member of staff who suspects the abuse/safeguarding cause for concern should complete discuss their suspicions with the designated person
- A decision will be made by the designated person as to how the matter is to be investigated and the most appropriate action to be taken during the period of investigation. This may include observation, allocating different duties, supervision, administrative duties or suspension

5.3 Managing the aftermath of an unfounded allegation

- Where it is subsequently found that an allegation was made with malice and aforethought, the designated person will contact the police to determine an appropriate course of action. The designated person will also, in consultation with the Local Authority (LA) Safeguarding Team, refer matters to the LA Young People's/Adult Social Care Services to determine whether the young person/vulnerable adult is in need of additional support or safeguarding
- Young people/vulnerable adults who make false allegations may be subject to YAAs disciplinary procedures. The circumstances of each case will be reviewed on an individual basis
- Where remaining in the same organisation as the falsely accused member of staff would be prejudicial either to that member of staff or the vulnerable young people and vulnerable adults, consideration should be given to the child/vulnerable adult accessing services elsewhere. Permanent exclusion should be considered only as a last resort
- Staff who have been subject to false or unsubstantiated allegations will require either personal or professional support or both

6. Roles and responsibilities

The designated person will ensure that policies and procedures are fully implemented and followed by all staff and:

- Sufficient resources and time are allocated to enable staff to discharge their responsibilities and
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to young people, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed procedures.

6.1 The role and responsibilities of the designated person

The designated person, Tania Moore will:

Ensure YAA meets its statutory duties defined within the, Young people Act 2004, Section 175 of the Education Act 2002 and the DfES and Safeguarding Guidance, Working Together to Safeguard Young people 2018, the National Framework of Standards for Safeguarding Adults, ADSS 2005 and Keeping Children Safe in Education 2018.

- Making referrals to Young People/Adult Social Care Services and/or the Police as appropriate
- Working with internal YAA services to draft procedures and guidelines, which support staff, young people and service users and visitors
- Providing professional advice, support and guidance to staff regarding any suspicion of abuse, if a young person/vulnerable adult makes a disclosure or in relation to the possible abuse of trust
- Providing professional advice, support and guidance to staff regarding causes for concern other than abuse with regard to young people and vulnerable adults
- Sharing information with Young People/Adults Social Care services safeguarding Coordinator (within individuals' borough of residence) and the police, where appropriate, to support child protection and safeguarding enquiries and young people in need assessments as well as safeguarding vulnerable service users' enquiries
- Ensuring appropriate training is in place and attended by all staff
- Liaising with the Local Safeguarding Partners, LADO and the London Safeguarding Board
- Gather statements and information regarding child and vulnerable adult safeguarding issues and ensure that records are kept safely and securely
- Monitor young people and service users after a referral is made and ensure that YAA is adhering to any work agreed with Young people/Adult Social Care Services or other agencies
- Undertake annual training on Safeguarding and Child Protection and receive professional support as required
- Contact and liaise with the DSP and Human Resources in cases involving members of staff

- Ensure that everyone with substantial access to vulnerable adults and young people will have training on indicators of abuse, good practice, practices never to be sanctioned and any changes in legislation

6.2 Our managers will:

- Ensure that all staff appointments are made subject to satisfactory references, qualifications and enhanced DBS checks and that until these reports have been received new staff will not work with young people and service users unsupervised
- Maintain a single central record with evidence of DBS checks undertaken for all staff/volunteers including qualifications and records of staff safeguarding training
- Ensure that all new employees are informed via YAA's Induction Programme of their obligations under this safeguarding policy
- If suspension of a member of staff is to take place because of allegations of abuse, this should be in line with YAA procedures
- Arrange appropriate support for staff who have been the subject of an allegation and for other members of staff who may have been affected
- Make reports to the police or Independent Safeguarding Authority (ISA) where a potential employee/volunteer/employer has provided false information to enter employment
- Manage and ensure all staff undertake training within 1 month of starting employment on Safeguarding as part of induction and as required for updating on new legislations

7. Confidentiality

The young people or vulnerable adults should be informed at the earliest possible stage of the actions made by staff and that the information will be passed on following a disclosure. Staff must not discuss disclosed information other than with those involved in the case.

Youth Action Alliance complies with the requirements of the [Data Protection Act 2018](#), which allows for disclosure of personal data where it is necessary to protect the vital interests of young people and vulnerable adults.

8. Review

This policy and procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of young people and vulnerable adults or any changes within YAA
- Following any issues or concerns raised about the safeguarding of young people or vulnerable adults within YAA
- In all other circumstances, at least annually

Appendix 1: Types of abuse

We refer to the below definitions set out by [UK Youth](#)

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. 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 at risk.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or adult at risk, though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape and buggery) or nonpenetrative acts. They may include non-contact activities, such as involving children, young people or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child, young person or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because 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 at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child, young person or adult at risk's basic emotional needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child, young person or adult at risk's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children, young people or adult at risk;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children, young people or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on new born babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people or adults at risk, susceptible to physical abuse. In

circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care. In the case of a child, young person or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

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

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

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

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

Sexting; Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages. Sexting may also be called ‘trading nudes’, ‘dirties’ or ‘pic for pic’. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

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

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Peer on peer abuse; Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals. Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to: physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.

Trafficking; Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children, young people or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them. Trafficking is carried out by individual adults and organised crime groups. Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person’s ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003)

Appendix 2: Guidelines for staff on dealing with disclosures of abuse or abuse of trust or safeguarding concerns

Do:

- Be ready to listen to what the person is saying. Reassure the person; acknowledge that they have been brave to tell you
- Make sure the person is comfortable in a secure environment where they cannot be overheard or interrupted
- Take what they say seriously
- Offer practical help i.e. glass of water or tissues
- Remind the young person or vulnerable adult that you have a duty to follow YAA procedure in order to safeguard and support them and that you will inform YAA's designated person. Assure them that you will only share the information with the designated person.
- Tell them what the next steps will be after you have spoken to the designated person
- Refer the matter
- Take any allegations or concerns of abuse seriously and refer to a designated person immediately
- Confirm the details of the disclosure in writing using the form in Appendix 4 as soon as possible, as accurately as possible and ensure that the time, place and date are noted and that the account is signed
- Avoid any delay in reporting the cause for concern or disclosure to the designated person as this could increase the risk to the service users and to other family members or other young people and service users
- Where abuse or a safeguarding concern is suspected but not disclosed by the service users, the member of staff should report their concerns to the designated person
- Ensure you explore any reasonable support that can be offered to you with the designated person

If the disclosure involves another service user or a member of staff, consider carefully how to deal with this. If it is a serious allegation you may need to ensure this person is seen immediately by another staff member.

Do not:

- Promise confidentiality or to keep what you are being told secret
- Appear to be shocked or upset by what the child, young person or vulnerable adult is telling you, even if what they are saying is distressing
- Touch the person to comfort or reassure them
- Question the person about the alleged abuse, beyond the minimum necessary to understand what is being alleged
- Give false reassurances in order to comfort the person
- Take the person back home
- Let allegations, suspicions, or concerns about abuse go unreported
- Contact the police or local authority

Appendix 3: Initial response to an allegation or concern against a member of staff

Do:

- Make a written record of the information (where possible in the young people and vulnerable adults' own words), including the time, date and place of incident/s persons present and what was said)
- Sign and date the written record
- Immediately report the matter to the designated senior person, or deputy in their absence or where the senior manager is subject of the allegation

Appendix 4: Child protection - YAA's Code of Good Practice

It is Youth Action Alliance's policy to safeguard the welfare of all young people using our services by protecting them from neglect and from physical, sexual and emotional harm.

Any adult associated with YAA has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment.

For all staff, trustees and volunteers involved in our work (aged 18 and over), this is essential information – keep it with you. More details on our policies can be obtained from the designated person..

What happens if...?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell your line manager or the designated person
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the designated person
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the designated person of the action you have taken.

If you have a concern about a young person's safety and wellbeing:

1. Immediately tell your line manager or designated person
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the designated person
4. Ensure that no situation arises which could cause any further concern

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell your line manager or designated person
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the designated person
4. Try to ensure no-one is placed in a position which could cause further compromise

You must refer; you must not investigate.

If in any doubt about policy or procedure please contact the designated person, Tania Moore, CEO - Youth Action Alliance, tel: 07896568028 / 020 8964 3149, email:

tania.moore@youthactionalliance.org.uk

Appendix 5: YAA Referral Form

YAA Referral Form

Any information in the referral forms remains confidential to any staff member involved in the referral. Immediately after completion it should be sent to the Designated Person. The contents of the form and discussions leading to its completion must remain confidential and should not be discussed with any members of staff, young people and service users or personal acquaintances other Designated Senior Persons.

Form link: <http://bit.ly/yaa-referral>

Appendix 6: Guidance on information supporting the reporting of safeguarding concerns

Guidance on information to ask young people and service users to support the reporting of safeguarding concerns

The following points can be used to support the reporting of safeguarding concerns. This should only be used as a guide and depending on the nature of the incident we may require further information to make a referral to external agencies such as Social Services. All fields must be completed

- Background information relating to the alleged incident which should include (record in the “Details for Concern” section)
- When the incident occurred (date, time)
- How often the incident has occurred (for relevant incidents such as self-harm that may happen over time)
- Where it happened
- What the background to the incident happening was, what circumstance led to it
- Anyone else that was present (other young people and service users that may have witnessed it)
- Are others at risk of harm e.g. younger siblings
- Other relevant information that you feel should be included
- What support have they previously had either at YAA or at school? This could be mentoring, GP, CAMHS, victim support, Counselling Alcohol and Narcotics (CAN), Counselling etc... (record in the “actions taken so far (by service users)” section: please include information even if not related to current concern)
- What action has already taken place including who have you referred the service users to, who have you spoken to regarding guidance on approach, whether you have contacted the Police etc... (record in the “Any Actions Taken So Far (by YAA staff’ section)

Appendix 7: Safeguarding: Reporting your concerns Contact List

Youth Action Alliance safeguarding designated person

All concerns should be reported to the Youth Action Alliance designated person:

Tania Moore, CEO - Youth Action Alliance

Call 07896568028 / 020 8964 3149 or email tania.moore@youthactionalliance.org.uk

If the designated person is not available, or the report concerns the designated person please report to: Angela Jandu, YAA Trustee

Call 0785 0782 845 or email angelajandu@outlook.com

Police

Police Non-emergency - 101

Remember - in an emergency always dial - 999

NSPCC Helpline

If you're worried about a child/ young person:

Report a concern - call 0808 800 5000 or email help@nspcc.org.uk

If you are under 18:

Childline - call 0800 1111

Kensington and Chelsea & Westminster Safeguarding Services

Report your concerns about a child or young person:

Emma Biskupski, Local Safeguarding Children Partnership Business Manager

Call 07779 348 094 or email Emma.biskupski@rbkc.gov.uk

To refer to social services:

Call 0207 361 3013 or email socialservices@rbkc.gov.uk

To refer to Early Help service:

Call 020 7598 4608 or email earlyhelp@rbkc.gov.uk

To refer or consult with the Local Authority Designated Officer (LADO) about allegations against staff/volunteers:

Call 0207 361 3013 and ask to speak to the Duty Child Protection Adviser or email kclado.enquiries@rbkc.gov.uk

Appendix 8: YAA Accident /Incident Form



Youth Action Alliance Accident/Incident Form

To be completed by the person reporting the incident. The form will need to be read and signed by the manager responsible for the workplace/location where it occurred.

Part A: About you

Your full name:			
Your position:			
Gender:	M <input type="checkbox"/> F <input type="checkbox"/> Not specified <input type="checkbox"/> Other <input type="checkbox"/>	Date of Birth:	
Address: <i>including postcode</i>			
Contact number:			
Status:	Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Young person <input type="checkbox"/> Trainee <input type="checkbox"/> Member of public <input type="checkbox"/> Resident <input type="checkbox"/> Client/service user <input type="checkbox"/> Volunteer <input type="checkbox"/>		

Part B: About the incident

Young person's name:	
Young person's DOB:	
Young person's address:	
Contact number:	
Parents'/carers' names and addresses:	
Leader's name and address <i>(if different from part A)</i>	
Any previous concerns:	
Date and time of the incident:	
Address of the incident:	
Incident type:	Physical <input type="checkbox"/> Emotional <input type="checkbox"/> Neglect <input type="checkbox"/> Sexual <input type="checkbox"/> Financial <input type="checkbox"/> Inappropriate <input type="checkbox"/> Historical <input type="checkbox"/> Bullying <input type="checkbox"/> Other:

Your observations: briefly describe the event and use a separate sheet if required
Record of exactly what the child, young person or adult at risk said and what you said: (Remember do not lead the child, young person or adult at risk – record actual details. Continue on a separate sheet/s if necessary.)

Part C: About the injury

Was any injury sustained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>if no injury, continue to Part D</i>
What was the injury <i>e.g. Fracture, Burn or Laceration:</i>	
What part of the body was injured:	
Did the injury require First Aid?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, who administered the First Aid?:	Name: Contact number:
Was the injured person taken to Hospital?: <i>If yes, please enter date</i>	

Part D: Other People Involved

Name and address of any witnesses (If any):	
Name and address of assailant (If applicable):	

Part E: Action taken so far

What action have you taken so far?

External agencies contacted: <i>(where time permits contact YAA's designated person for advice)</i>		
	Name	Date/time
Police		
RBKC designated officer		
Social Services		
Health Services		
Probation Services		
Education		
Details of advice given:		
YAA Senior Management contacted: <i>(name(s), contact number, details of advice received):</i>		
Designated person informed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date & Time: _____		
Have the parents been informed that contact is going to be made with Children's Social Care? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Note: parents should be informed unless doing so could place the child at risk of further harm, please seek advice on this point from the designated person if you are uncertain.</i>		

Part F: Reporting details

Details of the person reporting the incident/accident, if other than the person affected:			
Full name:		Time :	
Incident/Accident was reported on:			
Date:		Time :	
Signature of person reporting incident :			

IN STRICTEST CONFIDENCE WHEN COMPLETED

A copy of this report should be sent to the CEO of Youth Action Alliance. In addition it may be appropriate to keep details of any actions, meetings or decisions for future referral. Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain. The personal information recorded above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

Part G: For Manager/Office Use Only

Full name of Manager/Officer:	
Telephone number:	
Address:	
Detail of your investigation findings and what action has been taken to prevent a re-occurrence of the incident. Use a separate sheet if required	
Amount of time lost from work by affected person (if applicable): Days: ____ Hours: ____	
Has the Employee been referred to the Counselling Service?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the incident been reported to the Chief Executive Officer?: <i>if Yes, give date: _____</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature of Manager/Officer:	
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Health & Monitoring Use Only

Incident type: Physical <input type="checkbox"/> Emotional <input type="checkbox"/> Neglect <input type="checkbox"/> Sexual <input type="checkbox"/> Financial <input type="checkbox"/> Inappropriate <input type="checkbox"/> Historical <input type="checkbox"/> Bullying <input type="checkbox"/> Other:

Last Reviewed: April 2023

Reviewed by: Tania Moore

Next Review: April 2024