

*MANUAL OF SAFEGUARDING
POLICY & CHILD PROTECTION
PROCEDURES*

2026

13th January 2026

**Youth Federation for Cheshire, Halton,
Warrington and Wirral**

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“Any member of staff who is unsure of what action/process to follow in the event of anything being raised or incident which occurs, should ensure they speak to Kevin Bradburne or Duncan Harrison



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Introduction

The purpose of this manual is to enable Youth Federation staff & volunteers to become familiar with their safeguarding duties and responsibilities towards children and young people. Youth Federation is committed to safeguarding all children and young people whom it comes into contact with and is committed to promoting their welfare by working in partnership with staff, volunteers, parents & carers and statutory partners.

This document is in line with the legal framework set out in The Children Act 1989 and subsequent legislation, and all associated guidance, in particular Working Together to Safeguard Children 2023.

Principals of Safeguarding

Safeguarding refers to the proactive approach to keeping children and young people safe from harm. All agencies working with children and young people have a legal 'Duty of Care' not only to protect children but also to promote their welfare by taking all reasonable steps to ensure risks of harm are minimised. Safeguarding includes a range of practices from adopting policies and procedures such as child protection and code of conduct to creating a safe environment or recruiting staff and volunteers.

In order to fulfil our commitment to keeping children and young people safe Youth Federation has adopted the following safeguards:

- Valuing, listening and respecting young people
- Adopting policies which help protect children & young people from harm and abuse
- Developing guidance and training for staff and volunteers
- Establishing procedures for dealing with concerns and sharing information with statutory agencies
- Recruiting staff and volunteers safely ensuring all necessary checks are made

Code of Conduct

In order to protect children, young people, staff and volunteers all those working within the organisation are required to adopt the following practices:

- Treat all children and young people with respect
- Lead by example and display the conduct that you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
- Respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like

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- Keep confidentiality at all times, even outside of working hours.
 - You must not add a young person you have worked with or are working with to your personal social networking sites. (any queries please contact the safeguarding officer)
 - Remember that someone else might misinterpret your actions, no matter how well intentioned
 - Be aware that even physical contact with a child or young person may be misinterpreted
 - Recognise that special caution is required when you are discussing sensitive issues with children or young people
 - Operate within the organisation's principles and guidance and any specific procedures
 - Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

You must not:

- Have inappropriate physical or verbal contact with children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the organisation to protect you
- Believe "it could never happen to me"
- Take a chance when common sense, policy or practice suggests another more prudent approach.

Note: *This list is not an exhaustive list but serves as a guide further details around roles and responsibilities and professional boundaries can be found in Safer Working Practice for Adults who work with Children and Young People in Education 2023.*

Safeguarding and Child Protection Policy Procedures & Systems

Policy Statement

Youth Federation believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/young person is paramount
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Purpose of the policy:

- To provide protection for the children and young people who receive Youth Federation services, including the children of adult members or users.
- To provide Youth Federation staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.
- This policy applies to all staff, including senior managers and Board of Trustees, paid staff, volunteers and part time sessional workers, agency staff, students or anyone working with or on behalf of Youth Federation.

Safeguarding Children and Young People

Youth Federation endeavour to put children and young people first by adopting the following safeguards:

- Valuing them, listening to and respecting them.
- Adopting safeguarding and child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely ensuring all necessary checks are made.
- Sharing information about safeguarding and child protection and good practice with children, parents, staff and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.
- Providing effective information, advice and guidance to affiliated groups and other voluntary organisations.

We are also committed to reviewing our policy and good practice annually. Updates to this policy will follow internal procedures.

Definitions of Abuse

Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention – this is neglect.

NSPCC 2020

Physical Abuse – This may involve hitting, shaking, throwing, poisoning, burning scalding, drowning or otherwise causing physical harm to a child.

Emotional Abuse – May involve conveying to children they are worthless, inadequate, unloved. It may feature inappropriate expectations overprotection or exploitation and involve seeing or hearing maltreatment of others. Bullying and corruption also reflect common sources of abuse under this category.

Sexual Abuse – Involves forcing or enticing a child/young person into sexual activities including prostitution. Activities involve physical contact penetrative sex (rape, buggery oral sex). Other activities may involve children watching and being involved in the production of sexual images or pornography or encouraging children to behave in sexually inappropriate ways

Neglect – This involves the persistent failure to meet a child's basic needs likely to result in serious impairment or development. Neglect can occur during pregnancy as a result of maternal substance abuse. Other examples include failure to provide adequate food, clothing and shelter, adequate supervision, access to medical attention, protection from physical or emotional harm

The Designated Officer

The Youth Federation have designated the persons named below as being responsible for providing advice with regards to the protection of children. In the event of his/her absence or the Designated Officer being unavailable the Deputy should be contacted. If the deputy cannot be contacted staff should contact any member of the senior Management Team.

Designated Officer

Name: Kevin Bradburne
Job Title: Director of Operations
Office Base: Youth Federation Head Office, 20-21 Rossmore Business Park, Ellesmere Port CH65 3EY
Tel: 0151 3571971
Mobile: 07515 065 107
e-mail : kevin.bradburne@YouthFederation.org

Deputy Designated Officer

Name: Duncan Harrison
Job Title: Operations Manager
Office Base: Youth Federation Head Office, 20-21 Rossmore Business Park, Ellesmere Port CH65 3EY
Tel: 0151 3571971
Mobile 07795901996
e-mail : Duncan.Harrison@YouthFederation.org

Role & Responsibilities

- The role of the designated person is to:
- Establish contact with the senior member of Children's Services staff responsible for safeguarding and child protection in each area.
- Provide information and advice on safeguarding and child protection within the organisation.
- Ensure that staff and volunteers understand the process to follow when contacting the relevant agencies.
- Ensure that the organisation's safeguarding and child protection policy procedures are followed and particularly to inform Children's Services of relevant concerns about individual children when the individual referrer is unable to do so.
- Ensure that the appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- Liaise with Children's Services and other agencies, as appropriate.
- Keep relevant people within the organisation, particularly the Chief Executive, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and any outcomes.
- Advise the organisation of safeguarding and child protection needs.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Support staff who make referrals to the Channel programme.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and refer cases where a crime may have been committed to the Police as required.

The designated person is responsible for acting as a source of advice on safeguarding and child protection matters, for co-ordinating action within the organisation and for liaising with agencies about suspected or actual cases of child abuse as appropriate.

Confidentiality

In most cases information held by agencies that with work children and young people will be kept private and confidential in accordance with the Data Protection Act 2018. However, all staff need to be aware that the **Children's Act overrides the Data Protection Act** when it comes to the safeguarding of a young person. Staff must not promise to keep secrets especially where a young person's safety is at risk. If in any doubt about passing on information staff should speak to a senior colleague or designated officer.

Safeguarding and Child Protection Procedures: Recording and Reporting of Concerns

In order to deal with concerns about children and young people who are being abused or at risk of being abused Youth Federation will follow the procedures described below. In many cases the statutory duty to investigate abuse will lie with Children's Services and the Police.

When to Record

All staff have a duty to record concerns in the following instances:

- When a child/young person discloses abuse
- When a member of staff has or is made aware of a concern about a young person's welfare
- When a member of staff has or is made aware of a concern about an adult who works with children or young people

The process is the same:

- Record concerns
- Contact the relevant agency directly, see chart below
- Make the senior colleague of designated officer aware of the situation
- Pass the information on confidentially
- Monitor the situation

Responding to a child or young person making a disclosure of abuse

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow the child to continue at her/his own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Follow the child protection flowchart below and keep the designated safeguarding officer updated on progress

REMEMBER: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether

abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

Information Sharing: Practitioners guide 2018

Seven Golden Rules on Information sharing

1. Remember that the Data Protection Act 2018 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Guidance for keeping young people safe online

- Talk to young people about what they are looking at and who they are talking to online.
- Remind them of the importance of not talking to or accepting friend requests from people they don't know in real life.
- Remind them that people might not be who they say they are online. It is very easy for people to set up accounts with fake names, identities and photos to make us all believe that they are someone they are not.
- Encourage them to keep all personal information such as passwords, phone numbers, friends, school address details, etc. private.
- Warn them that the things they write and the photos they post online might be accessed by people other than their friends if they don't keep their accounts private.
- Talk to parents and carers about setting parental controls and privacy settings so that they can see and control what their child or adult at risk is doing online via their device.

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- Highlight the risks of meeting in person people they only know through online contact. Meeting such contacts in real life can pose many risks, and children and adults at risk should be encouraged to be open and honest with a trusted adult if someone is asking to meet up with them in real life.
 - Ensure that young people are aware of age restrictions on platforms for example Facebook 13, Zoom 16.

Online delivery

Pre session

- There must be at least two members of staff in any Youth Federation session, where this is not practical for example counselling detailed case notes must be taken.
- Staff must be present 15 minutes before the session starts
- Young people must register with Youth Federation staff before participation. Young people can prove identity through the following;
 - passport
 - driving license
 - national identity card
 - birth certificate or any Government-approved PASS card.

If these documents cannot be produced a phone call must take place where Youth Federation staff are satisfied that the young person is who they say they are.

- Staff must have an up to date DBS before delivering online
- Staff need to start every session with a safety warning, for example 'if you are triggered by anything you see or hear during the session then you can withdraw at anytime'.
- Staff must not contact young people on any personal apps or use their own technology
- Staff must not deliver sessions from bedrooms or toilets. If you can't avoid this, then blur the background, use a virtual background or only show a plain background in the room.
- Staff must dress appropriately (see dress code)

Sharing videos and activities

- Be careful with the materials you share with young people – make sure they are suitable for the age group you are working with. Watch them all the way through before sharing them, just so you can be confident that all the content is okay.

Managing information

Some online systems need you to share personal data and other information. Take a look through their terms and conditions and make sure they are suitable.

Rules of Engagement for young people

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- Ensure you are in a room where you are not likely to be disturbed or overheard by others.
 - Names or information discussed in the group is not to be shared with anyone outside of the group
 - Do not interrupt, whilst someone else is talking in the session as this can be very confusing on a digital platform.
 - Any inappropriate behavior or comments will not be tolerated, and you will be removed from the meeting immediately.
 - Keep your microphone on mute unless advised not to. You are encouraged to use the chat or the hand up function to join in and your participation is actively encouraged throughout every session.
 - Do not share any personal information during the session (including any contact information) and do not respond to contact requests from people you do not know.
 - Familiarise yourself with the privacy settings of the platform you are using.
 - If you see or hear anything upsetting or inappropriate or you are in any distress on the day please contact the staff member in charge.
 - Be aware that if you talk about any of the issues below in the group then staff cannot keep the following confidential:
 - If you talk about an ongoing child abuse case or there is a child at risk, we will have to report this via our safeguarding policy.
 - If you disclose intent to seriously harm yourself, we will have to disclose this to our Safeguarding officer who may choose to alert the most appropriate authority.
 - If you disclose intent to harm a third party (whether by yourself or another person) we will have to take steps to protect the person threatened. This would include contacting the police or a relevant professional as appropriate. If you disclosed that you had already seriously harmed a third party, we may be under obligation to report this.
 - If you disclosed an act of terrorism, we would have to disclose it under the terrorism act.
 - If you disclosed money laundering or drug trafficking, we would have to disclose this under the proceeds of crime act and drug trafficking act.

Legislation against online abuse

The Serious Crime Act 2015 introduced an offence of sexual communication with a child. This applies to an adult who communicates with a child and the communication is sexual, or if it is intended to elicit from the child a communication which is sexual and the adult reasonably believes the child to be under 16 years of age. The Act amended the Sex Offences Act 2003 so it is now an offence for an adult to arrange to meet with someone under 16 having communicated with them on just one occasion (previously it was on at least two occasions).

The UK legislates against the production, distribution and possession of abusive images of children. It is an offence to take, permit to be taken, make, possess, distribute or advertise indecent images (photographs or pseudo-photographs) of children as stated by the Protection of Children Act 1978 England and Wales and amended by the Criminal Justice and Public Order Act 1994.

An indecent image of a child is a visual record of the sexual abuse of a child, either through sexual acts by adults, other children (or which involves bestiality), or children posed in a sexually provocative way. It is a serious offence to seek out images of child abuse. The making of (including the voluntary downloading of) and possession of such images carry maximum sentences of ten and five years respectively. The UK laws which relate to child abuse images are:

- Protection of Children Act 1978 (England and Wales) as amended by the Criminal Justice and Public Order Act 1994
- Racial and Religious Hatred Act 2006
- Communications Act 2003
- Civic Government Act 1982 (Scotland)
- Sexual Offences Act 2003: Key Changes (England and Wales)
- Memorandum of Understanding: Section 46 Sexual Offences Act 2003

Prohibited images can also include non-photographic images; this includes computer-generated images (CGI's), cartoons, manga images and drawings. Possession of a prohibited image of a child is an offence under section 62 of the Coroners and Justice Act 2009. sections 62-68 The law covers still and moving images, and can include cartoons, drawings, and manga-style images. These images are easier to find on the internet than actual child abuse images involving real children, largely due to the fact that virtual pornography is not illegal in all countries.

Responding to an immediate risk of harm

If an employee or volunteer believes that a child or young person is at immediate risk of harm or abuse, they must take immediate steps to protect that child or young person. If the law has been, or is being, broken the police must be contacted using the following steps:

- The employee or volunteer must contact the police and then contact their line manager within two hours of the concern being raised.
- If an emergency arises outside of normal working hours (ie between 5pm and 9am on weekdays, or on weekends and statutory holidays), all employees and volunteers must refer to Youth Federation rota system.

Making a referral

A referral must be made to the local authority children's services following the Safeguarding Children Partnership procedures. This must always be confirmed in writing. The timing of such

referrals must reflect the level of perceived risk of harm but must not be longer than within one working day of identification or disclosure of harm or risk of harm. If concerns arise out of hours, referrals must be made to the local authority out of hours service.

Where practicable, concerns should be discussed with the parent, and agreement should be sought for a referral to the local authority children's social care. This applies unless the seeking of agreement is likely to place the child at risk of significant harm through either delay, or the parent's possible actions or reactions, for example, in circumstances where there has been a serious crime committed such as sexual abuse. Where a decision not to seek parental permission before making a referral to children's social care is made, the decision must be recorded and dated in the child's file with reasons. This should also be confirmed in the referral to children's social care.

Referral responses

A local authority social worker should make a decision about the type of response that is required within one working day of receiving a referral, and acknowledge receipt to the referrer. If this does not occur within three working days, the employee making the referral must contact the local authority children's services again and, if necessary, ask to speak to a line manager to establish progress. If this response is not satisfactory then the escalation process must be followed (see section on escalation process). If the employee is not satisfied with the response by the local authority or believes it does not adequately address the risk of abuse, this must be raised with a Youth Federation safeguarding officer on the same day that this conclusion is reached. The safeguarding officer will review the details of the case on the same day and make a decision to take action regarding any escalation required.

Escalation process

There may be occasions when an employee or volunteer believes that a local authority or another agency is not responding in an appropriate or timely way, and that safeguarding concerns are not being responded to. In such circumstances, employees and volunteers must raise such concerns with their manager as they occur. In the first instance the person who made the referral must contact the local authority to discuss the decisions and issues. A record must be made of the outcome of this discussion. If the outcome does not address the safeguarding concerns, Youth Federation safeguarding officer will become involved and the local Safeguarding Children Partnership escalation process will be followed.

Specific escalation for a case conference

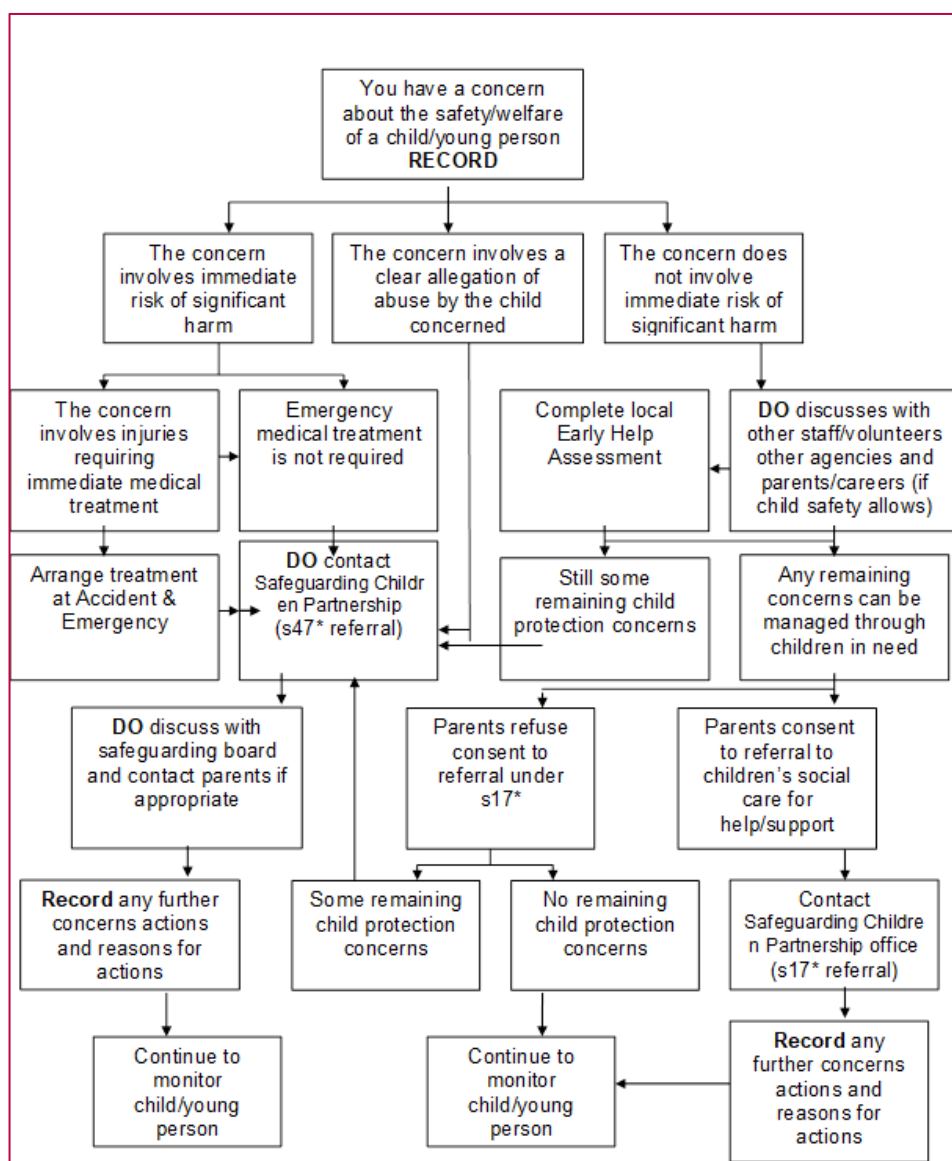
If any employee or volunteer holds sufficient concern that a child is at risk of significant harm when the local authority has decided not to call a conference, they must raise this with their line manager. The line manager must discuss this with the safeguarding officer, if concerns remain, Youth Federation can formally request that local authority children's social care convene an initial child protection conference. Statutory guidance states that children's social

care should convene a conference where one or more professionals, supported by a senior manager/named or designated professional, requests one.

Recording Process

If staff have any safeguarding concerns they must follow the Child Protection Flowchart (below) and complete a 'Safeguarding Incident Record Form' (below). All information will be monitored by the safeguarding officers.

Child Protection Procedure Flowchart



**S47 deals with the responsibility of children's social care to undertake an enquiry if they believe that a child is suffering or likely to suffer significant harm*

**S17 deals with the obligation on children's social care to assess and provide for the needs of children deemed to be in need. Parents can request such an assessment agencies for request one if parents agree*

Incident Log

Safeguarding – Incident Record Form IN STRICTEST CONFIDENCE WHEN COMPLETED

Your Name:	Your Position:	
Clients Name:	Young Adult Address:	
Child's date of birth:	Parents'/carers' names and addresses:	
Leader's name and address (if different from above)'	Date and time of incident:	
Record of exactly what the child said and what you said:		
External agencies contacted:		
Police		
Social Services		
Other:		
YOUTH FEDERATIONERATION / Senior Management contacted (name(s), contact number, details of advice received):		
Have the parents been informed that contact is going to be made with social services. No		
Signature:	Print Name:	Date:
IN STRICTEST CONFIDENCE WHEN COMPLETED		

A copy of this report should be sent to your line manager and any appropriate Senior Member of staff within the organisation such as Kevin Bradburne.

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.

Data Protection Act 2018. The personal information recorded above is governed by the provisions of the Data Protection Act 2018 and must only be processed in a manner compatible with that Act.

Safer Working Practice

It is important that all adults working with children and young people understand the nature of their work and the responsibilities related to it place them in a position of trust. This section provides guidance on appropriate safe behaviours for all adults working with children in a paid or unpaid capacity.

Principals of safer working practice

- The welfare of the child is paramount
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people
- Adults who work with children are responsible for their own action and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Adults should work and be seen to work in an open and transparent way
- The same professional standards should always be applied regardless of culture, disability, gender language, racial origin, religious belief or sexual identity
- Adults should continually monitor and review their practice and follow guidance provided by their employer

Professional Boundaries

The following categories give guidance on expectations of staff volunteers and adults commissioned or contacted to work with children and young people on behalf of Youth Federation

Power and Positions of Trust

- Staff should not use their position of trust to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- Staff should maintain appropriate professional boundaries at all times and avoid behaviour which might be misinterpreted by others
- Staff should not use their status to form or promote relationships which are of a sexual nature or which may become so

Communications (Including use of ICT)

- Communications with children and young people should take place within clear explicit and agreed professional boundaries
- Staff should ensure all communications are transparent and open to scrutiny
- Staff should not give out personal details to young people or communicate through web based communications for personal purposes

Sexual Contact

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- Intimate or sexual relationships between staff and children/young people are not acceptable and will be deemed as gross misconduct
 - Staff should ensure relationships with children and young people take place with clear boundaries of a respectful relationship
 - Staff should not discuss their own sexual relationships or make any sexual remarks to, or about a child/young person

Physical Contact

- There are occasions where it is appropriate for adults to have some physical contact with a child/young person however it is crucial that in all circumstances adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities
- Staff should never touch a child in a way that could be misinterpreted or considered indecent
- Treat children with dignity and respect and avoid contact with intimate parts of the body
- Conduct activities where they can be seen by others
- Avoid restrictive physical interventions where possible and only use as a last resort to prevent personal injury or serious damage to property

One-to-one situations & Lone Working

Lone working means any work situations where a member of staff or a volunteer is on their own with a young person aged 8 – 29 years. Members of staff and volunteers should whenever possible seek to avoid lone working situations – however there are some circumstances where lone working may be required.

Situations Involving Lone Working

- In the building or grounds
- Escorting/transporting young people to/from activities
- In detached or outreach situations
- In residential settings, eg: weekends away
- In a public place
- Young people on work placements
- Emergency Situations One to One's

Can you work alone?

There is no simple answer to apply to all circumstances of lone working. There is no general prohibition on working alone, but sometimes the law stipulates that at least 2 people must be involved in the work, and the general requirements of the H & S Act 1974 still apply. This requires identification of the hazards of work, assessing the risks involved, and devising and implementing safe working arrangements to ensure that the risks are either eliminated or

adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one person, alternative arrangements providing help or back-up have to be devised. It is a management decision and should not be left to individuals to decide whether they require assistance.

Risk Assessment

The primary risk to members of staff or volunteers when lone working is in relation to allegations of sexual or physical abuse of a young person. Therefore generic risk assessments must be undertaken for all activities/situations where lone working can occur. Risk assessment is the first step towards staying safe. The aim is to ensure that risks are managed to ensure positive outcomes with a minimum possibility of harm.

Check List to be taken into Consideration

- Can Lone working be avoided?
- Lone working must not take place without authorisation from a Senior member of staff
- Does the workplace and/or task present a special risk to the solitary worker?
- What are the limits of the lone worker's duties?
- Under what circumstances should the lone worker stop work and seek advice from a manager?
- Use common sense
- Work as a team, and ensure you know who is working, what they are doing and how to support each other
- The member of staff involved in lone working must report to at the beginning and end of the lone working situation – if the member of staff does not report back, then that person must first attempt to make contact, and if they are unable to do so, contact a senior member of staff for further guidance
- Record in your Risk Assessment File anything which you may create unsafe environments for young people or put you at risk in the future
- Mobile phones can be helpful in all lone working situations
- All staff/volunteers undertaking lone working with young people must have undergone Safeguarding Training

Off-site Activities

A specific risk assessment must be undertaken for all off-site activities residentials and trips. Any member of staff who is involved in lone working off-site, must have access to a charged mobile phone, first aid kit and a personal attack alarm. They must always ensure a senior member of staff at the centre knows when they are leaving, their planned routes for the activity, and they must always check back in with that person. If a member of staff is proposing to transport young people in their own vehicle, they must have Business Use Insurance Cover. Consent forms must be signed by the young person's parent/guardian before off-site trips are taken. It is recommended that young people sit in the back of the

vehicle, and that a female/male worker is not left solely with a member of the opposite sex in the vehicle. Again those undertaking these trips must keep senior staff aware of time of their departure, and return to the centre. Risk assessments must be undertaken and agreed control measures taking into account the level of training of the member of staff/volunteer, their experience in the work, their relationship with the young person etc. whether the young person could have undertaken drugs/alcohol etc.

Lone working in Residential Settings

Staff should take in to account all potential lone working situations when undertaking the risk assessment for this activity. Procedures should be agreed in advance amongst the staff team involved. If the situation arises where unanticipated lone working takes place, staff should keep colleagues informed of their potential involvement in a lone working situation. They should let the Senior Worker know their whereabouts and report back to them at the end of their contact. As always taking a mobile phone in this type of situation.

Lone Working in Emergency Situations

Emergency lone working situations may involve taking a young person to hospital, or transporting or escorting a young person home when they are stranded, or being left along with young people/a young person when another colleague is responding to an emergency situation. Alternatives to lone working should be explored eg: calling the Emergency Services. However, if the member of staff assesses that they may need to respond to an emergency situation by lone working, they should be aware of any generic risk assessments and locally agreed procedures, based on the following: Staff and volunteers must take responsibility for their own safety. If they feel they may be putting their own safety at risk by lone working, they should withdraw from the situation and seek assistance from a senior member of staff. Where lone working by one staff member could place a colleague in an unsafe situation, they should remain with their colleague. It may be necessary to end an activity or session to respond effectively in such circumstances. Eg: A young person needs to go to hospital, potentially leaving a colleague alone with a group of young people. Before leaving the member of staff must get authorisation from a senior member of staff to proceed with lone working in an emergency situation. They must report back to a designated contact at the Centre, and if they fail to do this, the contact must inform the senior member of staff, who will decide on a further course of action. If responding to an emergency requires the member of staff to drive young people in their own vehicle, they must have Business Insurance Cover. They must also try to contact the young person's parent/guardian to get verbal consent. All details are to be logged in the Incident Book

Overview

- All one to one or lone working should take place with prior planning and agreed with a senior manager

-
- Avoid meetings with a child/young person in remote or secluded areas
 - Ensure appropriate risk assessment have been carried prior to planned work
 - Meetings with children/young people outside agreed working arrangements should not take place without agreement of seniors managers

Photography & Videos

- Be clear about the purpose of the use of images and gain parental carer permission for use of images
- Any use of images should consider the privacy, dignity and safety of children/young involved
- Gain permission from children young people and explain how images may be used

Whistle blowing

- All staff can report concerns to senior management about conduct of a Youth Federation member of staff. (whistle blowing policy)
- Any allegation against staff will be dealt via safeguarding and child protection procedures and where appropriate through the Safeguarding Children Partnership.
- If you have a concern with regards to the DSO contact the CEO direct.

Charity commission

The Charity Commission regulates registered charities in England and Wales. They make sure that charities are accountable, well-run and meet their legal obligations. They do this by providing regulatory advice and guidance. We will also intervene in matters where there is serious risk of significant harm to, or abuse of, charities, their beneficiaries or assets.

- The issue, clearly describing its serious nature and the potential consequences
- Any attempts you have made to get the charity to address the issue
- Any previous correspondence with the Charity Commission or other public bodies
- Any legal proceedings involved
- How to contact <https://www.gov.uk/complain-about-charity>

Safer Recruitment Policy

Safer Recruitment Statement

Youth Federation as an employer is committed to safeguarding and protecting the welfare of children and young people as its number one priority.

Youth Federation is committed to robust Recruitment, Selection and Induction procedures and will take all reasonable measures to ensure that staff and volunteer recruited to work with children and young people undergo all relevant checks.

Standards

As an organisation we will

-
- Ensure that all appointments will be subject to an Enhanced DBS Disclosure Check
 - Strive for our recruitment and selection procedures to offer the best standards of safer recruitment practices
 - Revise all application forms to ensure that they meet the Bichard Recommendations standards and assist safe and robust recruitment systems

Recruitment & Vetting

- Create a rolling programme of Enhanced Disclosure checks and renew these every three years
- Ensure that when a positive DBS check is received the judgements made are at the appropriate level and consistent and that anyone identified as being on the 'Barred list' is not employed
- References and past work histories are taken up before an employment offer
- Revise the Corporate Recruitment and Selection Policy to assist managers, and others who are responsible for Recruitment and Selection, with safe and robust recruitment systems

Induction & Training

- Ensure that the robust Recruitment and Selection processes we rely on are communicated to all who provide services on our behalf: e.g. contractors, sports coaches, music tutor.
- Ensure that the protection of children and vulnerable adults is a condition of awards/grants and service level agreements.
- Ensure that an appropriate training programme is undertaken to ensure that those undertaking Recruitment and Selection processes are aware of safe and robust Recruitment and Selection procedures and the Bichard Recommendations.
- Ensure all trustees, staff and volunteers new to the organisation receive Safeguarding and Child Protection training relevant to their post within the first six months of joining and fresher training conducted every two years thereafter.

Female Genital Mutilation

FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. We know there are no medical reasons to carry out FGM. It's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained. It's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or woman's life, including:

- When a baby is new-born
- During childhood or as a teenager
- Just before marriage

-
- During pregnancy.

Signs and Symptoms of FGM

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away – or plans to run away - from home.
- Having difficulty walking, standing or sitting.
- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.

Assessment Framework (Triangle)

The Assessment Framework is an early help tool and a key part of delivering services that meet the needs of children and young people. The AF is a standard way of accessing a child's additional needs and deciding how those needs should be met. Any worker can use the process where you believe that a child needs additional support. There are three key areas of assessment.

1. Child's Development Needs
2. Parenting Capacity
3. Family and Environment Factors

Lead Professional

The lead professional is a key element of integrated support. They lead to coordinate provision and act a single point of contact for a child and their family when a range of services are involved and an integrated response is required.

Prevent

Introduction

The current threat from Terrorism and Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people, including children and young people. This section is designed to provide a clear framework to structure and inform our response to safeguarding concerns for those young people who may be vulnerable to the messages of

extremism. In addition, it provides details of the local inter agency process and expectations in identifying appropriate interventions based on the threshold of need and intervention model and the Channel process (see below).

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Equality, Diversity and Community Cohesion

Youth Federation aims to guide our young persons to understand others, to promote common values and to value diversity, to promote awareness of human rights and of the responsibility to uphold and defend them, and to develop the skills of participation and responsible action. We take extremely seriously our key role in preparing all our young people for life in modern Britain.

We aim to encourage working towards a society in with a common vision and sense of belonging by all. Communities; a society in which the diversity of people's backgrounds and circumstances is appreciated and valued; a society in which similar life opportunities are available to all; and a society in which strong and positive relationships exist and continue to be developed in the workplace, in schools and in the wider community.

National Guidance and Strategies

PREVENT is a key part of the Government's strategy to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of PREVENT in diverting people away from being drawn into terrorist activity. PREVENT happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation. The PREVENT strategy objectives are:

Ideology: respond to the ideological challenge of terrorism and the threat we face from those who promote it.

Individuals: prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support

Institutions: work with sectors and institutions where there are risks of radicalisation which we need to address.

PREVENT Policy,

All staff have an awareness of the PREVENT agenda and the various forms of radicalisation takes in being able to recognise signs and indicators or concern and respond appropriately.

Vulnerability/Risk Indicators

The following lists are not exhaustive and all or none may be present in individual cases of concern. Nor does it mean that vulnerable young people experiencing these factors are automatically at risk of exploitation for the purposes of extremism. The accepted view is that a complex relationship between the various aspects of an individual's identity determines their vulnerability to extremism.

There is no such thing as a 'typical extremist' and those involved in extremism come from a range of backgrounds and experiences. The following indicators may help to identify factors that suggest a young person or their family may be vulnerable or involved with extremism:

Vulnerability

Identity crisis: Distance from cultural/religious heritage and uncomfortable with their place in the society around them.

Personal crisis: Family tensions; sense of isolation; adolescence; low self-esteem; disassociating from existing friendship group and becoming involved with a new and different group of friends; searching for answers to questions about identity, faith and belonging.

Personal circumstances

Migration; local community tensions; events affecting country or region of origin; alienation from UK values; having a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.

Unmet aspirations: Perceptions of injustice; feeling of failure; rejection of civic life.

Criminality: Experiences of imprisonment; poor resettlement/reintegration, previous involvement with criminal groups.

Access to extremist influences

- Reason to believe that the young person associates with those known to be involved in extremism
- Possession or distribution of extremist literature/other media material likely to incite racial/religious hatred or acts of violence
- Use of closed network groups via electronic media for the purpose of extremist activity
- Experiences, behaviours and influences
- Experience of peer, social, family or faith group rejection
- International events in areas of conflict and civil unrest had a personal impact on the young person resulting in a noticeable change in behaviour
- Verbal or written support of terrorist attacks
- First-hand experience of racial or religious hate crime
- Extended periods of travel to international locations known to be associated with extremism
- Evidence of fraudulent identity/use of documents to support this
- Experience of disadvantage, discrimination or social exclusion

-
- History of criminal activity
 - Pending a decision on their immigration/national status

More critical risk factors include;

- Being in contact with extremist recruiters
- Articulating support for extremist causes or leaders
- Accessing extremist websites, especially those with a social networking element
- Possessing extremist literature
- Justifying the use of violence to solve societal issues
- Joining extremist organisations
- Significant changes to appearance/behaviour
- Referral and Intervention Process

Any identified concerns as the result of observed behaviour or reports of conversations to suggest that the young person supports terrorism and/or extremism, must be reported to the named designated safeguarding professional immediately and no later than the end of the working day.

Where a young person is thought to be in need/or at risk of significant harm, and/or where investigations need to be carried out (even though parental consent may be withheld), a referral to Children's Social Care should be made in line with Youth Federations Safeguarding and Child Protection Policy. However, it should be recognised that concerns of this nature, in relation to violent extremism, are most likely to require a police investigation (as part of the Channel process).

Channel referral process

Some concerns which are identified may have a security dimension to them. For this reason, it is important that liaison with the police forms an early part of all investigations.

Cheshire Police will carry out an initial assessment and, if appropriate, set up a multiagency meeting to agree actions for supporting the individual. If it is deemed that there are no concerns around radicalisation, appropriate and targeted support will be considered for the young person.

Modern Slavery

Anti-slavery and human trafficking policy

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and

relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

Youth Federation are also committed to ensuring there is transparency in our own charity and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners. This policy does not form part of any employee's contract of employment and we may amend it at any time.

Responsibility for the policy

Our Board of Trustees has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

HR has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

Line managers at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to Laura Hickling head of HR.

Compliance with the policy

The prevention, detection and reporting of modern slavery in any part of our charity or supply chains is the responsibility of all those working for us or under our control. Youth Federation staff are required to;

- Avoid any activity that might lead to, or suggest, a breach of this policy.
- Notify your manager as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future.
- Raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

- Suspect a breach of this policy has occurred or that it may occur you must notify your manager or report it in accordance with our Whistleblowing Policy as soon as possible.
- If Youth Federation staff are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager.
- Youth Federation aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the HR Immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.

Breaches of this policy

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Local Contacts & Safeguarding Children Partnership

Cheshire East Safeguarding Children's Partnership

<https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/services-from-childrens-social-care/child-protection/child-protection.aspx>

Cheshire East Consultation Service (East)	0300 1235012
Out of hours team East	0300 123 5022
LADO	LADO Consultation
form	
Police (emergency)	999
Cheshire Police (non emergency)	101
Local Safeguarding Adults Board	0300 123 5010
Out of Hours	0300 123 5022

Halton Children and Young People Safeguarding Partnership

<http://haltonsafeguarding.co.uk/>

Integrated Contact and Referral Team	0151 907 8305
Out of hours team	0345 0500 148
LADO	0151 337 4570
Police (emergency)	999
Runcorn Police (non emergency)	101
Local Safeguarding Adults Board	0151 907 8306
Out of Hours	0845 0500 148 or 0345 0500 148

<https://adult.haltonsafeguarding.co.uk/>

Cheshire West and Chester Safeguarding Children's Partnership

<https://www.cheshirewestscp.co.uk/>

Integrated Access and Referral Team (West)	0300 123 7047
Out of hours team West	01244 977 277
LADO	0151 337 4570
Police (emergency)	999
Cheshire Police (non emergency)	101
Local Safeguarding Adults Board	0300 123 7034
Out of hours:	01244 977277

<https://www.cheshirewestandchester.gov.uk/residents/health-and-social-care/children-and-young-people/report-a-concern-about-a-child>

Warrington Safeguarding Partnership

<https://www.warrington.gov.uk/warrington-safeguarding-partnership>

Main Reception (MASH Front Door)	01925 443400
Out of Hours Service	01925 444400
Police (emergency)	999
Cheshire Police (non emergency)	101
Warrington Safeguarding Adult Board	01925 443322
Out of Hours	01925 444400

<https://www.warrington.gov.uk/report-abuse-vulnerable-adult>

Wirral Safeguarding and Children's Partnership

<https://www.wirralsafeguarding.co.uk/public/concerned-about-a-child/>

Wirral Integrated Front Door Team	0151 606 2008
Out of Hours Service	0151 6776557
LADO	0151 666 4582
Police (emergency)	999
Cheshire Police (non emergency)	101
Wirral Adult Safeguarding Board	0151 514 2222 (option 3)
Out of Hours	0151 677 6557

<https://www.wirral.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/reporting-abuse-or-neglect-adult>

Further information & Support

Anxiety UK

03444 775 774 (helpline)

07537 416 905 (text)

anxietyuk.org.uk

Advice and support for people living with anxiety.

Beat

0808 801 0711 (youthline)

0808 801 0811 (studentline)

beateatingdisorders.co.uk

Under 18s helpline, webchat and online support groups for people with eating disorders, such as anorexia and bulimia.

Campaign Against Living Miserably (CALM)

0800 58 58 58

thecalmzone.net

Provides listening services, information and support for anyone who needs to talk, including a web chat.

Centrepont

0808 800 0661

centrepont.org.uk

Provides advice, housing and support for young people aged 16–25 who are homeless or at risk of homelessness in England.

Childline

0800 1111

childline.org.uk

Support for children and young people in the UK, including a free 24-hour helpline.

FRANK

0300 123 6600

talktofrank.com

Confidential advice and information about drugs, their effects and the law.

Hope Again

0808 808 1677

hopeagain.org.uk

Support for young people when someone dies.

Hub of Hope

hubofhope.co.uk

A national database of mental health charities and organisations from across Britain who offer mental health advice and support.

Kooth

kooth.com

Counsellors available until 10pm every day. Free, safe and anonymous online counselling for young people. Check whether this is offered in your area.

Me and My Mind

meandmymind.nhs.uk

Advice and support for young people struggling with unusual experiences, such as hearing voices.

Mencap

0808 808 1111 (Learning Disability Helpline)

mencap.org.uk

Information and advice for people with a learning disability, their families and carers. Services include an online community.

National Society for the Prevention of Cruelty to Children (NSPCC)

0800 800 5000

0800 1111 (18 or under – Childline helpline)

nspcc.org.uk

Support for children and anyone worried about a child.

NHS Go

nhsgo.uk

NHS app with confidential health advice and support for 16–25 year olds.

No Panic

0330 606 1174

nopanic.org.uk/no-panic-youth-hub

Charity offering support for sufferers of panic attacks and obsessive compulsive disorder (OCD).

OCD Youth

ocdyouth.org

Youth Support for young people with obsessive-compulsive disorder (OCD).

On My Mind

annafreud.org/on-my-mind

Information for young people to make informed choices about their mental health and wellbeing.

Papyrus HOPELINEUK

0800 068 41 41

07860 039967 (text)

pat@papyrus-uk.org

papyrus-uk.org

Confidential support for under-35s at risk of suicide and others who are concerned about them. Open daily from 9am–midnight.

Refuge

0808 200 0247

refuge.org.uk

Help and support for young people affected by domestic violence.

Relate

0300 003 0396

relate.org.uk

Provides help and support with relationships, including counselling, telephone counselling and anonymous live chat.

Rethink Mental Illness

0300 5000 927

rethink.org

Provides support and information for anyone affected by mental health problems, including local support groups.

Safeline

0808 800 5007

safeline.org.uk

Young people's helpline, helping survivors of sexual abuse and rape.

Samaritans

116 123 (freephone)

jo@samaritans.org

Chris, Freepost RSRB-KKBY-CYJK

PO Box 90 90

Stirling FK8 2SA

samaritans.org

Samaritans are open 24/7 for anyone who needs to talk. You can visit some Samaritans branches in person. Samaritans also have a Welsh Language Line on 0808 164 0123 (7pm–11pm every day).

Shelter

shelter.org.uk/youngpeople

Charity working for people in housing need by providing free, independent, expert housing advice.

The Mix

0808 808 4994

85258 (crisis messenger service, text THEMIX)

themix.org.uk

Support and advice for under 25s, including a helpline, crisis messenger service and webchat.

Time to Change

time-to-change.org.uk (England)

National campaign to end stigma and discrimination against people with mental health problems in England and Wales.

Victim Support

0808 168 9111

victimsupport.org.uk

Provides emotional and practical support for people affected by crime and traumatic events.

Voice Collective

voicecollective.co.uk

Support for people under 25 who hear voices, have visions or other unusual sensory experiences or beliefs.

Women's Aid (England)

0808 2000 247

womensaid.org.uk

Information and support for women and children experiencing domestic abuse, including a directory of local services.

YoungMinds

0808 802 5544 (parents helpline)

85258 (crisis messenger service, text YM)

youngminds.org.uk

Committed to improving the mental health of babies, children and young people, including support for parents and carers. Provides information on medication for young people.

Young Stonewall

0800 050 2020

youngstonewall.org.uk

Information and support for all young lesbian, gay, bi and trans people.

Youth Access

youthaccess.org.uk

Advice and counselling network for young people, including details of free local services.

Websites

Department for Children Schools and Families (DCSF)	www.dcsf.gov.uk
Every Child Matters	www.everychildmatters.co.uk
NSPCC	www.nspcc.org.uk
Public Services Direct	www.direct.gov.uk
Disclosure and Barring Service	https://www.gov.uk/disclosure-barring-service-check/overview
CEOP	https://www.ceop.police.uk/safety-centre/
Charity Commission	https://www.gov.uk/complain-about-charity

Mental Health Support

Legislation

- The Children Act 1989 and 2004
- The Data Protection Act 2018
- Protection of Children Act 1999
- The Sexual Offences Act 2003
- The Children and Young Persons Act 2008
- The Care Act 2014
- The Children and Family Act 2014
- Serious Crime Act 2015
- Female Genital Mutilation Act 2003
- Modern Slavery Act 2015
- The Children and Social Work Act 2017
- Protection of Freedoms Act 2012

There is additional related national guidance, which also must be followed where appropriate:

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2023
- Information Sharing for Practitioners 2023
- Safeguarding disabled children 2009
- Adult safeguarding: Policy and procedures (SCIE, 2011)
- Safeguarding children who may have been trafficked: Practice guidance (2011)
- Clinical governance and safeguarding (Department of Health, 2010)

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- Child sexual exploitation: Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (Department for Education, 2017)
 - Child sexual exploitation: Annexes to 'definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation' (Department for Education, 2017)

Glossary & Definitions

Child/Young Person - Used interchangeable for the purposes of Safeguarding and Child Protection refers to children who have not yet reached their 18th birthday

Staff Adults, volunteers or employees - who are employed/ commissioned/contracted to work with children or young people in either a paid or unpaid capacity

Volunteers - Anyone volunteering for the Youth Federation, regardless of their role, including trustees.

Duty of Care - The duty which rests on an individual or organisation to ensure all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which the individual or organisation is responsible

Safeguarding - Process of protecting children from abuse and neglect preventing impairment of their health and development and ensuring they grow up in circumstances consistent with the provision of safe and effective care that enables children and young people to have optimum life chances and enter adulthood successfully

Safeguarding Partnership - The Safeguarding Partnerships are made up of key professionals from three sectors: the local authority; the integrated care board for any area that falls under the local authority; and the chief officer of police for any area that falls under the local authority. Together, the 3 Safeguarding Partners are responsible for agreeing on and implementing safeguarding strategies that should improve multi-agency working capacity and, in turn, improve the provision of safeguarding and child protection agreements in the local area.

Child Abuse - Anything which individuals' institutions or processes do or fail to do which directly or indirectly harms children or damages their prospects of safe and healthy development into adulthood

Child Protection - The prevention of neglect, physical injury sexual or emotional abuse

Ideology - A set of beliefs

Extremism - A vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Radicalisation - The process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Terrorism - An action that endangers or causes serious violence damage or disruption and is intended to influence the Government or to intimidate the public and is made with the intention of advancing a political, religious or ideological cause.

Review

Youth Federation are committed to reviewing our policy annually, this policy will be reviewed in January 2026.

Signed K. J. Bradburne
Designated Safeguarding Officer

Date: 13th January 2026

Counter signed
Signed D.Harrison
Deputy Designated Safeguarding Officer

Date: 13th January 2026

