Young Citizens

Safeguarding Policy and Procedures

Young Citizens wants a fair and inclusive society based on a strong and secure democracy, in which every person achieves their full potential as an active citizen, both personally and within their communities.

**Young Citizens statement of intent:**

Young Citizens has a legal and moral duty to create and maintain the safest possible environment for children to enjoy any programme operated by Young Citizens, or in partnership with other organisations and agencies, including the community and voluntary sector. This policy aims to help safeguard all children with whom Young Citizens works with directly, or that we come into contact with through our activities (including our online activities), from potential abuse.

Young Citizens work with children within schools, other educational settings as well as public, third sector and private buildings such as in courts, corporate meeting rooms, LA venues etc. We also develop programmes and resources to be delivered by staff, volunteers and external professionals to children within these settings. We also use images (moving and still) and quotes of young people involved in our programmes to report on and promote our programmes.

This policy seeks to ensure that all staff, volunteers and trustees of Young Citizens understand and practise their responsibilities with regards to safeguarding children and the procedures that they should follow if they have any concerns about the welfare of a child or the behaviour of an adult.

**Legal framework:**

This policy has been drawn up on the basis of law and guidance that seeks to protect children including:

- The Children Act 1989/2004
- Working Together to Safeguard Children (HM Government, 2018)
- Keeping Children Safe in Education (2016)
- Children and Families Act (2014)
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)
- Data Protection Act 1998
- Human Rights Act 1998
This policy should be read alongside our policies and procedures on:
- Recruitment, induction and training
- Disciplinary procedure
- Grievance Procedure
- Data protection
- Whistleblowing
- Appraisals

Definitions:

**Safeguarding** is about embedding practices throughout the organisation to ensure the pro-active protection of children wherever possible. In contrast, **child protection** is about responding to circumstances that arise.

**Abuse** and **neglect** refers to behaviour that causes, or is at risk of causing, significant harm. It can also refer to the omission of care required to prevent serious harm or the risk of serious harm. Abuse is not restricted to any socio-economic group, gender, age or culture. In addition to **emotional, physical, sexual abuse** and **neglect**, there are a range of other forms of abuse that Young Citizens aims to protect children from, including but not limited to:
- Bullying (including online bullying)
- Trafficking
- Child Sexual Exploitation
- Domestic abuse
- Peer-on-peer abuse
- Self-harm (including harmful behaviours)
- Mental health issues
- Gangs and youth violence
- Forced marriage
- Female Genital Mutilation (FGM)
- Extremism and radicalisation

It should also be noted that abuse is rarely a stand-alone event and often multiple issues overlap.

A **child** is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

For the purposes of this policy, **contact** is any communication between two or more people. It includes communications made on and off line, where physical contact is meant it will be described as such.
Young Citizens recognises that:

- Safeguarding is everyone’s responsibility.
- The welfare of the child is paramount.
- All children have an equal right to protection from all types of abuse and/or harm regardless of age, racial heritage, gender, disability, religious belief, sexual orientation or gender identity.
- Some of the children that Young Citizens work with are additionally vulnerable – for example perhaps due to disability, gender identity, travelling away from their local area, previous experiences etc.
- In order for safeguarding systems to be effective, a partnership approach with children, their responsible adults and/or carers and other appropriate agencies is essential.

Through Young Citizens events and programmes, we will seek to keep children safe by:

- Valuing them, listening to them and respecting them.
- Ensuring that all staff and volunteers have read the Code of Practices (see Appendix B and C).
- Ensuring that all those who manage staff and volunteers who work with children have read and understood this policy and know what to do should any issue be raised to them.
- Ensuring that all staff and volunteers who work with children know what to do if they have concerns.
- Providing effective management of our staff through support, training and quality assurance measures.
- Recording and storing information professionally and securely.
- Ensuring that we provide a safe physical environment for children, staff and volunteers by applying health and safety regulations in accordance with the law and regulatory guidance.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies and designated staff within Young Citizens.
- Ensuring access to this policy to all children, young people, vulnerable adults and their parents and/or carers via the Young Citizens website.

We acknowledge that we deliver our activities with partners such as schools, Local Authorities, educational institutions and other private or third sector organisations. In the majority of cases these organisations will have their own policy with regards to safeguarding children in their care and Young Citizens staff will be expected to follow their procedures wherever possible. Through working with Young Citizens partners, we will seek to keep children safe by:

- Requiring those individuals or organisations that are funded or commissioned to provide any services on behalf of Young Citizens to operate robust safeguarding policies and procures.
• Requiring organisations that we work with to adequately supervise the children they involve in our events – including appropriate adult to child ratios (based on the needs of their group) and recruitment and vetting procedures.
• Ensuring that any concerns raised about children from any of Young Citizens partners are shared with the appropriate Designated Safeguarding Lead in that organisation and that wherever practicable their procedures are followed.
• Dealing with concerns through our own safeguarding policy and procedures if Young Citizens feels that the partner organisation’s safeguarding policy and procedures are inadequate or ineffective.
• Refusing to work with any partner organisation that gives us ongoing concerns around the safety and welfare of the children in their care.

Management of safeguarding:
Young Citizens Designated Safeguarding Lead is: Ray Ayivor
Young Citizens Deputy Safeguarding Lead is: Yvonne Richards
Young Citizens Lead Trustee for Safeguarding is Brian Walton

They can be contacted during working hours by telephone on 02075564141
Outside working hours they can be contacted on 07985213192 (Ray) or 07739837895 (Yvonne).

The role of the Designated Safeguarding Lead (DSL) is to:
• Work to create a strong organisational commitment to safeguarding across all core staff and trustees, which is clearly reflected in the culture, policies, working practices, attitudes and behaviours.
• Refresh their own training at least every 3 years as well as updating their knowledge on an ongoing basis.
• Promote a culture that ensures children are listened to and respected as individuals
• Work with programme managers to ensure that we effectively safeguard children throughout our programmes, competitions, resources and events, reviewing as appropriate and in the light of any incident.
• Monitor the effectiveness of policy and procedures and review the policy at least annually however where there are legislation changes, or a significant incident occurs then the policy will be reviewed more often.
• Provide induction and/or training for all staff whose work involves direct contact with children which includes familiarisation with this Safeguarding Policy and Procedures.
• Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately.
• Establish robust processes for recording incidents, concerns and referrals and storing these securely in compliance with relevant data protection legislation.
• Develop clear processes for dealing with complaints about unacceptable and/or abusive behaviour towards children, with clear timescales and procedures for managing, responding to and resolving these complaints.
• Update staff on new safeguarding developments and address any deficiencies in knowledge or understanding which reduce the effectiveness of our ability to safeguard children.
• Implement good practice guidelines in relation to the use of electronic
  communication and social media (see Appendix C).
• Implement good practice guidelines in relation to the use of photography/video
  equipment (see Appendix D) and photo/video consent (see Appendix E).
• Make contact details for the Young Citizens designated safeguarding lead,
  statutory agencies, and the NSPCC Child Protection Helpline readily available
  for all staff and volunteers.
• Make arrangements for supervision and support to be provided to staff and
  volunteers during and following an incident or allegation.
• Liaise with and make referrals to external agencies when appropriate and
  support them in their investigations.
• Establish a system for reporting any safeguarding incidents to the Board of
  Trustees to enable them to monitor safeguarding across Young Citizens and,
  in turn, make decisions about what needs to be reported to the Charity
  Commission.

The Deputy Safeguarding Lead will:
• Maintain the same levels of training and knowledge as the DSL
• Deputise for the DSL as required and in their absence

The Lead Trustee for Safeguarding will be the main link between the Board and the
DSL. Their role is to ensure that the Board as whole recognises the importance of
safeguarding throughout Young Citizens work. The role of the Board of Trustees is
to:
• Understand and practise their responsibilities with regards to safeguarding
  Young Citizens beneficiaries.
• Ensure that Young Citizens has adequate safeguarding policies and
  procedures which reflect both the law and best practice.
• Ensure that these policies and procedures are effectively implemented and
  regularly reviewed.
• Ensure that the DSL, their deputy and the Lead Safeguarding Trustee are
  provided with training to enable them to develop the necessary skills and
  knowledge and that they have regular opportunities to update their knowledge
  and understanding.
• Ensure that the DSL has the resources necessary to enable them to effectively
  safeguarding children who Young Citizens work with.
• Ensure that this policy is made publically available.
• To report any serious failure of Young Citizens to manage safeguarding risks
  adequately to the Charity Commission in line with Charity Commission
  guidance.

**Safer Recruitment**
Young Citizens will take all reasonable steps to assess the suitability of all staff and
volunteers to work with children using safeguarding checks as required by legislation.
Young Citizens will refer to the Defining ‘Supervision’ and Regulated Activity Sport and Recreation Sector Guidance (March 2013) to determine if a DBS check is required.

**Communication, training and support for safeguarding:**

Young Citizens commits resources for induction, training of staff, effective communications and support mechanisms in relation to safeguarding.

**Induction**

All staff who join Young Citizens will be asked to read, and confirm that they have read, this policy. The DSL will be available to answer any questions or concerns arising.

**Training**

All staff who, through their role, are in contact with children will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- Internally delivered face-to-face training (by the DSL or the deputy DSL)
- Online training (eg NSPCC’s Child protection: an introduction)
- Externally delivered face-to-face training (eg NSPCC’s An introduction to safeguarding and child protection)

**Communications and discussion of safeguarding issues**

Safeguarding practice should be discussed during supervision sessions, team meetings, staff meetings, SLT meetings and staff meetings. Any updates to the policy, procedures or legal context should be communicated through Young Citizens existing internal communication systems.

**Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful and difficult for staff concerned. We will work to ensure that we take the welfare of our staff and volunteers seriously, and provide support to them in an appropriate way which could include (internal or external) supervision and/or counselling.

**Contact details Contacts for Specialist Advice:**

If you would like any independent or specialist advice or need to report a suspicion outside of Young Citizens procedures you can telephone the local Children’s Services department and speak to the duty worker. You can also seek expert specialist advice such as the NSPCC 24-hour free phone Helpline, or the Police have specially trained child protection teams who will give guidance and support and deal with enquiries.

N.B. Information passed to Children’s Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure or concern (Appendix A).
Responding to suspicions or concerns:
Staff could have their suspicion or concern raised in a number of ways, the most likely of which are:
1. A child disclosing abuse either to a staff member, a volunteer, a third party adult or another child;
2. Witnessing or receiving reports about inappropriate or unsafe conduct by a staff member, a volunteer, a third party adult or another child;
3. Evidence of physical or emotional harm which may or may not be accompanied by a change of behaviour in the child.

What to do if a child discloses abuse?
It is not the responsibility of staff or volunteers to deal with or investigate suspected abuse. It is their responsibility to report concerns in line with the procedures below for reporting abuse, or concerns about possible abuse.

The following are key dos and don'ts if a child reports abuse or discloses information that may harm them or others
- Stay calm
- Do not promise to keep anything a secret.
- Tell the child that you will have to share what they tell you with a responsible person who can help (this will be Young Citizens DSL but may also include their school’s DSL, social services etc).
- Let the individual tell you their story and do not ask leading questions.
- Record what the young person has said – as much as possible in their own words.
- Don’t judge the individual or try to give advice.
- Reassure them that they are not to blame and that now you are aware you can ensure they receive support.
- Don’t push them to share more than they are willing to.
- Pass on the information to your DSL as soon as you can
- Ask them if this is the first time they have talked about it and, if so, are any other services involved.
Reporting Abuse

- Take down useful information such as any learning needs or disabilities of the child.
- Tell the child that they will be able to read what has been written down about them.
- Any safeguarding or child protection concerns, allegations or suspicions should be reported to the DSL immediately (either by phone or face-to-face). This should be followed up by completing the form (Appendix A) and passing this to the DSL within 24 hours.
- If the child is accompanied by a supervising adult, and this adult is not implicated in any way, report your concerns to them and make a record that you have done this. The DSL will then take over any follow-up discussions with the child’s school’s DSL.
- The information that you provide will be kept confidential and it is vital that you also respect the confidentiality of any child or adult implicated.
- Make sure that all confidential data is erased from the computer being used once it has been handed over to the DSL this includes checking that has been removed from the recycle bin, temporary files etc.

Any delays in passing the information to the DSL or breaches of confidentiality could prejudice the safety and welfare of a child.

Use of Data
Decisions to share information will be made using case-by-case judgements. In all cases, the safety and welfare of a child will be the overriding consideration. Disclosure of confidential information must be justifiable in each case, according to the particular facts. Young Citizens will clearly record the reasons why a decision to share or not to share information was made.

Responding to reported concerns and/or incidents
The DSL will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC, the DSL at the child’s school or other professional safeguarding agencies), decide not to refer the concerns to the authorities but keep a full record of the concerns and the factors that informed the decision taken. In order to maintain confidentiality, the DSL will usually not be able to share details with you of the response to or the outcome of your referral but should inform you that the referral has been dealt with,
Appendix A

Young Citizens - Safeguarding Incident Record Form
IN STRICTEST CONFIDENCE WHEN COMPLETED

<table>
<thead>
<tr>
<th>1. Your Name:</th>
<th>2. Your Position:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>3. Child's Name:</th>
<th>4. Child’s School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Child’s date of birth (or age at time of recording):</th>
<th>6. Child’s school address:</th>
</tr>
</thead>
<tbody>
<tr>
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| 7. Name and contact details of responsible adult:     | 8. Time and date of incident: |
|                                                      |                            |
|                                                      |                            |

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<tr>
<th>9. Your Observations:</th>
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<tr>
<th>10. Record of exactly what the child said and what you said: (remember do not lead the child – record the actual details. Continue on separate sheet/s if necessary)</th>
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<table>
<thead>
<tr>
<th>Signature of Young Citizens Staff:</th>
<th>Print Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>To be completed by DSL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Action taken so far:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Contact with DSL at child’s school</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has contact been made? Yes/No – if yes, date and time, name and contact number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record of discussions had.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Other external agencies contacted:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Yes/No – if yes, date and time, name and contact number, case number if given and details of advice received:</td>
<td></td>
<td></td>
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<tr>
<td>Social Services Yes/No – if yes date and time, name and contact number and details of advice received:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other – (eg third sector organisations) agency, date and time, name and contact number and details of advice received:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. If contact is going to be made with NSPCC/social services, have the child’s parents/carers been notified?: yes/no</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NB: carers/parents should be informed unless to do so could place the child at risk of further harm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of DSL:</td>
<td>Print Name:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your DSL or those who need to know. Please take advice on this point from the DSL 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.
Appendix B

Code of Practice

Young Citizens expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf, will be aware of this Code of Practice and adhere to its principles in their approach to all children.

1. We will ensure that there is always a minimum of 2 responsible adults when delivering work with children. One of these adults could be a volunteer or teacher.
2. We will aim to follow the NSPCC guidance on minimum child to adult ratios (https://www.nspcc.org.uk/preventing-abuse/safeguarding/recommended-adult-child-ratios-working-with-children-guidance/), although we are aware that there may be times when schools follow their own guidance on ratios.
3. YC staff should not be left unsupervised with children in any of their activities or events. They must also ensure that all volunteers are aware of this and are not in a position where they are left with children unsupervised.
4. Any child attending a YC organised event must have supervision from an appropriate and responsible adult. It is not acceptable for children to be supervised by a peer who is over the age of 18.
5. It is the supervising adult’s responsibility to ensure that all of the children in their care have parental consent to attend, and that they have access to the necessary emergency information as may be required.
6. It is important to avoid any physical contact with children. Where physical contact needs to be made (for instance when using equipment or teaching a manual skill) ensure that your actions are clearly visible to the supervising adult, and that you inform the child in advance of what you are doing and why.
7. Never make suggestive, sarcastic or inappropriate remarks to or about a child, even in fun.
8. Be aware of your own behaviour and model appropriate conduct - which will always exclude bullying, shouting, racism, sectarianism or sexism.
9. Do not establish or maintain personal contact with any child beyond the purposes of the programme or piece of work.
10. Note that your role is one of a trusted adult and therefore sexual relationships with any of our beneficiaries (regardless of their age) will be considered an abuse of power.
Appendix C

Code of Practice for Online Communication

Social networking sites are an increasingly popular means of engaging and involving young people in the work of charitable organisations. The following practice should be employed by Young Citizens staff when dealing with online communications:

1. When creating a profile on a networking site such as Facebook, always use a YC email address rather than a personal email address. Ensure that only organisational rather than personal email addresses are made available on or through a profile.
2. Keep the log-in details to the account secure within YC as this will reduce the risk of someone hacking into the online information.
3. Consider the privacy and safety settings available across all aspects of the services – for photos, blogs entries and image galleries – and set the appropriate level of privacy. Do think about your target audience and who you wish to see the content.
4. Do put information on the web page/profile about how to contact YC directly, including a website address and telephone number. This will allow users to get in touch and verify that we are a bona fide organisation.
5. When you are promoting your YC webpage/profile don’t target any children who are likely to be under the minimum age requirement for the networking service (most SN sites have a minimum age of 13 but Whatsapp, for example, is 16. If unsure please check).
6. Do not accept ‘friend’ requests from children under the minimum age requirement.
7. Do not accept friend requests to any of your personal media accounts from children that you have come into contact with through your YC activities. If you receive a request such as this, consider alerting the child’s school’s DSL so they are aware of the child’s risky behaviour online.
8. Don’t ask users to divulge any personal details – including home and email addresses, schools, and mobile numbers – that may help locate a child.
9. If you are emailing children directly ensure that you use your YC email address and always copy in another member of YC staff, or the school’s teacher.
10. If using photographs and videos of children engaged in your project do consider using models or illustrations as an alternative.
11. If a child is named, avoid using their image.
12. If an image is used, avoid naming the child.
13. Obtain children’s and parents’ written consent to use photographs on websites and in our media campaigns.
14. Always consider whether any text or photographs are appropriate to your target audience, and if they create any potential safeguarding issues.
Appendix D

Good practice guide to photo consent

Purchased images (such as those through Shutterstock) of children and young people can be freely used.
Any other image (moving or still) of children or young people used by Young Citizens in our work must have their consent. Consent should be obtained before images are taken. For any child or young person under the age of 18 written consent from their parent must be obtained. It is not sufficient for the teacher to consent on behalf of the pupil’s parents.
The law doesn’t require consent from children or young people under the age of 18 however it is good practice to include them in the decision-making process and that their consent (or non-consent) is respected, too. If a situation arises where a parent gives permission to use images while the child does not, the child’s wishes should be respected.
A photo/video release form should include the following:

- Explanation of how the photos/video will be used
- Copyright information
- Information about privacy
- Accountable contact details
- A clear statement of consent
- A clear statement that consent can be revoked, and how to revoke it

To assist with giving informed consent, it can help to give examples of how images will be used in age appropriate ways. This could include an information sheet with examples of how we’ve used photographs in various contexts, for example, brochures, social media, websites and fundraising resources. It can also include an honest explanation as to why we need photos/video footage, for example that it helps illustrate and promote our work.
If consent is given for images to be used in a specific way (eg for a promotional video) then we cannot use these images for other purposes (eg taking a still from the video and putting in a fundraising brochure). Consider offering the option in the photo/video release form of the image being used for a specific or a more general Young Citizens purpose. You may also want to offer the option of a time limit on the consent – many young people may not want images of them taking 5 years ago still in public circulation!
If you are working with a vulnerable group who may be at increased risk if they are recognised as being vulnerable (eg asylum seekers) think carefully before taking any images. Never take photos of vulnerable children or young people that have any identifying information visible (eg school name, certificates with full names on etc).
Your child is about to take part in a project or an event organised by Young Citizens. Our aim is that these events are highly educational and fun experiences for all those that take part. Photographs and/or films may be taken over the course of the project or during any events associated with the project. The use of any images taken might include (but is not limited to), the right to use them in our printed and online publicity, social media, press releases, teacher training materials and funding applications. In this way we can increase awareness of education for citizenship, celebrate children’s achievements, and encourage more people to become involved in our work.

In accordance with our safeguarding and child protection policy we will not permit photographs, video or other images of children (under the age of 18 in England and 16 in Scotland) to be taken without the consent of the parents/carers and (as a matter of good practice) the child.

Name of Project

Venue(s) of event

Date of Project

Name of school

Name of contact teacher

Consent information:

To be completed by parent/carer:

☐ I do/do not consent to Young Citizens photographing and/or videoing my child’s involvement in this event (delete as appropriate)

☐ I can confirm that I have read, or been made aware of, the charity’s photography and videoing guidelines (p2).

☐ I can confirm that I have read, or been made aware of, how the charity will use these images or videos in future and how these images or videos will be stored within the organisation.

To be completed by child:

☐ I do/do not give my consent to Young Citizens photographing or videoing my involvement in this event (delete as appropriate)

☐ I confirm that I have read, or been made aware of, the charity’s photography and videoing guidelines (p2)
Photography and Videoing Guidelines

1. If either parent/carer or child does not consent to being filmed or photographed, no images will be taken i.e. we require consent from both.
2. Young Citizens will retain the images for a maximum period of 5 years from the date of the event. We will delete them before this if we no longer have any use for them.
3. You or your child have the right to retract your consent at any point. Please do this in writing using the contact details above. We will always remove the images as soon as is reasonably possible however please note that where images have been used in printed media we may need to use up any existing stock before reprinting with the image removed.
4. Identifiable details, such as the school’s name may accompany photographs or videos that Young Citizens uses. However, where we use an image of a child, we will never use their full name.
5. Photographs and videos will be stored securely in line with GDPR regulations. We will never pass the rights of these images on to a third party. Our Privacy Policy, including our GDPR compliance, can be seen on our website.