

# Young Citizens Safeguarding Policy and Procedures

## Contents

1. Young Citizens statement of intent .....	1
2. Legal framework.....	2
3. Definitions .....	2
4. Young Citizens approach to safeguarding.....	3
5. Management of safeguarding.....	4
6. Safer recruitment .....	5
7. Communication, training and support for safeguarding.....	6
8. Contact details for specialist advice .....	6
9. Responding to suspicions or concerns .....	7
10. Reporting abuse .....	7
11. Use of data .....	8
12. Responding to reported concerns and/or incidents .....	8
Appendix A: Safeguarding Incident Record Form.....	9
Appendix B: Code of Practice .....	11
Appendix C: Code of Practice for Online Communication.....	12
Appendix D: Good Practice Guide to Photo Consent.....	13
Appendix E: Safeguarding in a Digital Context .....	14
Appendix F: Parent/Carer Consent for Photography and Video.....	15
Appendix G: Consent for unaccompanied young people aged 16 plus .....	17

**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.**

## 1. 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 directly, or we have a 'transient duty of care for' i.e. those we come into contact with through our activities (including our digital and online activities), from potential abuse.

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

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 towards children.

## 2. Legal framework

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

- (i) The Children Act (1989/2004)
- (ii) Working Together to Safeguard Children (HM Government, 2020)
- (iii) Keeping Children Safe in Education (Department for Education, 2021)
- (iv) United Nation's Convention of the Rights of the Child (1991)
- (v) Sexual Offences Act (2003)
- (vi) Children and Families Act (2014)
- (vii) Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government, 2015)
- (viii) Data Protection Act (2018)
- (ix) Human Rights Act (1998)
- (x) Guidance: Safeguarding and remote education during coronavirus (COVID-19) (HM Government, 2020)
- (xi) Education and Training (Welfare of Children) Act 2021
- (xii) Sexual violence and sexual harassment between children in schools and colleges (DfE, 2021)
- (xiii) Sharing nudes and semi-nudes: advice for education settings working with children and young people (DCMS/UKCIS, 2020)

2.2 This policy should be read alongside our policies and procedures on:

- (i) Recruitment, induction and training
- (ii) Disciplinary procedure
- (iii) Grievance procedure
- (iv) Data protection
- (v) Whistleblowing
- (vi) Appraisals

## 3. Definitions

3.1 **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.

3.2 **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:

- (i) [Bullying \(including online bullying\)](#)
- (ii) [Trafficking](#)
- (iii) [Child Sexual Exploitation](#)
- (iv) [Domestic abuse](#)
- (v) [Peer-on-peer abuse \(including initiations or hazing\)](#)
- (vi) [Self-harm \(including harmful behaviours\)](#)
- (vii) [Mental health issues](#)
- (viii) [Homelessness](#)
- (ix) [Gangs and serious youth violence](#)
- (x) [Forced marriage](#)
- (xi) [Female Genital Mutilation \(FGM\)](#)
- (xii) [Extremism and radicalisation](#)

- (xiii) [Upskirting](#)
- (xiv) [Sharing of nudes and semi-nude images](#)

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

3.3 A **child** is any person under the age of 18 (as defined in the United Nations Convention on the Rights of a Child). We are aware, however, that schools and colleges may have students on-roll aged 18 or over (for example who are in the Upper 6th Form, studying and apprenticeship or who are retaking their A levels). We will safeguard these students in the same way as we do their peers who are under-18 and therefore this policy would also be applied to young people over the age of 18 who attend a school or educational setting which includes young people under the age of 18.

3.4 For the purposes of this policy, **contact** is any communication between two or more people. It includes communications made on and offline, where physical contact is specifically meant it will be described as such.

## 4. Young Citizens' approach to safeguarding

4.1 Young Citizens recognises that:

- (i) Safeguarding is everyone's responsibility
- (ii) The welfare of the child is paramount
- (iii) All children have an equal right to protection from all types of abuse and/or harm regardless of age, racial or cultural heritage, gender or gender identity, disability, religious belief or sexual orientation
- (iv) 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.
- (v) 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.

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

- (i) Valuing them, listening to them and respecting them.
- (ii) Ensuring that all staff and volunteers have read, or have been made aware of the contents of, the Code of Practices (see Appendix B and C).
- (iii) 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.
- (iv) Ensuring that all staff and volunteers who work with children know what to do if they have safeguarding or child protection concerns.
- (v) Providing effective management of our staff through support, training and quality assurance measures.
- (vi) Recording and storing information professionally and securely.
- (vii) Working to ensure that we provide a safe environment (physical or virtual) for children, staff and volunteers by conducting appropriate level risk assessments and by applying health and safety regulations in accordance with the law and regulatory guidance.
- (viii) Responding swiftly and appropriately to all suspicions or allegations of abuse, and ensuring confidential information is restricted to the appropriate external agencies and designated staff within Young Citizens.
- (ix) Ensuring access to this policy for all children, young people, vulnerable adults and their teachers, parents and/or carers via the Young Citizens website.

4.3 We acknowledge that we deliver our activities with partners such as schools, colleges, 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:

- (x) 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 procedures.
- (xi) When preparing to deliver any programme or one-off session to students in a virtual/digital context working with the school to conduct an appropriate level of risk assessment based on the needs of their particular students. Further guidance is in Appendix E: Safeguarding in a Digital Context.
- (xii) Requiring organisations that we work with to adequately supervise the children they involve in our physical or virtual events – including appropriate adult to child ratios (based on the needs of their group) and recruitment and vetting procedures.
- (xiii) Ensuring that any concerns raised about children from any Young Citizens partners are shared with the appropriate Designated Safeguarding Lead in that organisation and that wherever practicable their procedures are followed.
- (xiv) 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.
- (xv) Refusing to work with any partner organisation that gives us ongoing concerns around the safety and welfare of the children in their care.

## 5. Management of safeguarding

Young Citizens Designated Safeguarding Lead is: Yvonne Richards

Young Citizens Deputy Safeguarding Lead is: Ray Ayivor

Young Citizens Lead Trustee for Safeguarding is: Jacquie Ayre

They can be contacted during working hours by telephone on 0207 556 4141. Outside working hours they can be contacted on 07739 837895 (Yvonne) or 07985 213192 (Ray).

5.1 The role of the Designated Safeguarding Lead (DSL) is to be both responsible and accountable for ensuring that Young Citizens has a strong organisational commitment to safeguarding across all core staff and volunteers, and that is clearly reflected in the culture, policies, working practices, attitudes and behaviours. This will involve ensuring that they:

- (i) Refresh their own training at least every 3 years as well as updating their knowledge on an ongoing basis.
- (ii) Promote a culture that ensures children are listened to and respected as individuals.
- (iii) 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 or environmental change.
- (iv) Monitor the effectiveness of policy and procedures and review the policy at least annually, however where there are legislation changes, if a significant incident occurs or if there are major external considerations then the policy will be reviewed more often.
- (v) Provide induction and/or training for all staff whose work involves direct contact with children (either face-to-face or online) which includes familiarisation with this Safeguarding Policy and Procedures, and ensure that records of this are kept.
- (vi) Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately.

- (vii) Establish robust processes for recording incidents, concerns and referrals and storing these securely in compliance with relevant data protection legislation.
- (viii) Develop and implement 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.
- (ix) Update staff on new safeguarding developments and address any deficiencies in knowledge or understanding which reduce the effectiveness of our ability to safeguard children.
- (x) Implement good practice guidelines in relation to the use of use of electronic communication and social media (see Appendix C).
- (xi) Implement good practice guidelines in relation to the use of photography/video equipment (see Appendix D) and photo/video consent (see Appendix E).
- (xii) 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.
- (xiii) Make arrangements for supervision and support to be provided to staff and volunteers during and following an incident or allegation.
- (xiv) Liaise with and make referrals to external agencies when appropriate and support them in their investigations.
- (xv) Establish and implement 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.
- (xvi) Ensure that in serious or emergency situations regarding safeguarding, matters are reported to the CEO who will then if appropriate inform the Chair and/or other Trustees.

#### 5.2 The Deputy Safeguarding Lead will:

- (i) Maintain the same levels of training and knowledge as the DSL.
- (ii) Deputise for the DSL as required and in their absence.

5.3 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 a whole recognises the importance of safeguarding and is ultimately accountable for ensuring that it is embedded throughout Young Citizens' work.

#### 5.4 The role of the Board of Trustees is to:

- (i) Understand and practise its responsibilities with regards to safeguarding Young Citizens beneficiaries.
- (ii) Ensure that Young Citizens has adequate safeguarding policies and procedures which reflect both the law and best practice.
- (iii) Ensure that these policies and procedures are effectively implemented and regularly reviewed.
- (iv) 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
- (v) Ensure that the DSL has the resources necessary to enable them to effectively safeguard children with whom Young Citizens work.
- (vi) Ensure that this policy is made publicly available.
- (vii) Report any serious failure of Young Citizens to manage safeguarding risks adequately to the Charity Commission in line with [Charity Commission guidance](#).

## 6. 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. YoungCitizens will refer to Disclosure and Barring Service Guidance (including [DBS Checks: Working with Children in the Charity Sector, March 2019](#)) to determine if a DBS check is required.

## 7. Communication, training and support for safeguarding

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

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.

### 7.1 Training

All staff who, through their role, are in contact with children will be expected to complete safeguarding training at an appropriate level, once a year. Sources and types of training will include:

- (i) Internally delivered face-to-face training (by the DSL or the deputy DSL)
- (ii) Online internal training ([Safeguarding and Child Protection for Young Citizens Staff](#))
- (iii) Online external training (e.g. NSPCC's Child protection: an introduction)
- (iv) Externally delivered face-to-face training (e.g. NSPCC's An introduction to safeguarding and child protection)

7.2 Volunteers who are supporting programmes directly with children, either face-to-face or digitally, should also be given an appropriate safeguarding induction. Whilst the DSL and the Deputy DSL are accountable for ensuring that this takes place and is of an appropriate quality, ensuring this takes place and that there is an accurate record of who has received this safeguarding indication is the responsibility of the specific programme manager or programme coordinator at Young Citizens.

### 7.3 Communications and discussion of safeguarding issues

Safeguarding practice should be discussed during supervision sessions, team meetings, staff meetings, SLT meetings and staff meetings. It is the responsibility of everyone with line-management responsibilities to ensure that supervision sessions include discussions about Young Citizen's safeguarding practice. Any updates to the policy, procedures or legal context should be communicated by the DSL/Deputy DSL through Young Citizens existing internal communication systems.

### 7.4 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. Our counselling helpline is open 24 hours a day and can be contacted by any member of staff (or their family members) on the following number: **0344 893 9012**.



## 8. Contact details 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.

Tower Hamlets Police Child Protection Team: **020 8217 6484** or call: **101** (Dial **999** only in an emergency)

Tower Hamlets Safeguarding Children's Partnership (THSCP) Advice Line: **0207 364 3444**  
Out-of-hours emergencies: **0207 736 44079**

National Safeguarding Contacts

NSPCC: **0808 800 5000**

ChildLine: **0800 1111**

Protect - Whistleblowing helpline: **0203 117 2520**

NVCO have a range of safeguarding resources and information here:

<https://knowhow.ncvo.org.uk/safeguarding/>

NYA have a safeguarding hub including resources, guidance and training here:

<https://nya.org.uk/skills/safeguarding-and-risk-management-hub/>

## 9. Responding to suspicions or concerns

Staff could have a suspicion or concern raised in a number of ways, the most likely of which are:

- (i) A child disclosing abuse either to a staff member, a volunteer, a third party adult or another child.
- (ii) Witnessing or receiving reports about inappropriate or unsafe conduct by a staff member, a volunteer, a third party adult or another child.
- (iii) Evidence of physical or emotional harm which may or may not be accompanied by a change of behaviour in the child.

### 9.1 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.

9.2 The following are key dos and don'ts if a child reports abuse or discloses information that may harm them or others:

- (i) Stay calm.
- (ii) Do not promise to keep anything a secret.
- (iii) Try to find somewhere quiet and comfortable for you to talk. If this is online you may need to go to a 'breakout room'.
- (iv) 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.)
- (v) Let the individual tell you their story and do not ask leading questions.
- (vi) Record what the young person has said – as much as possible in their own

words.

- (vii) Don't judge the individual or try to give advice.
- (viii) Reassure them that they are not to blame and that now you are aware you can ensure they receive support.
- (ix) Don't push them to share more than they are willing to.
- (x) Pass on the information to your DSL as soon as you can.
- (xi) Ask them if this is the first time they have talked about it and, if so, are any other services involved.



## 10. Reporting abuse

- (i) Take down useful information such as any learning needs or disabilities of the child.
- (ii) Tell the child that they will be able to read what has been written down about them.
- (iii) 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.
- (iv) 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 DSL.
- (v) 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.
- (vi) 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.

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

## 11. 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.

## 12. 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: Safeguarding Incident Record Form

IN STRICTEST CONFIDENCE WHEN COMPLETED

<b>1. Your Name:</b>	<b>2. Your Position:</b>	
<b>3. Child's Name:</b>	<b>4. Child's School:</b>	
<b>5. Child's date of birth (or age at time of recording):</b>	<b>6. Child's school address:</b>	
<b>7. Name and contact details of responsible adult:</b>	<b>8. Time and date of incident:</b>	
<b>9. Your Observations:</b>		
<b>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)</b>		
<b>Signature of Young Citizens Staff:</b>	<b>Print Name:</b>	<b>Date:</b>

To be completed by DSL		
<p><b>11. Action taken so far:</b></p>		
<p><b>12. Contact with DSL at child's school</b></p> <p>Has contact been made? Yes/No – if yes, date and time, name and contact number</p> <p>Record of discussions had.</p>		
<p><b>12. Other external agencies contacted:</b></p> <p><b>Police</b> Yes/No – if yes, date and time, name and contact number, case number if given and details of advice received:</p> <p><b>Social Services</b> Yes/No – if yes date and time, name and contact number and details of advice received:</p> <p><b>Other</b> – (e.g. third sector organisations) agency, date and time, name and contact number and details of advice received:</p>		
<p><b>13. If contact is going to be made with NSPCC/social services, have the child's parents/carers been notified?: Yes / No</b></p> <p><b>NB:</b> Carers/parents should be informed unless to do so could place the child at risk of further harm.</p>		
<p><b>Signature of DSL:</b></p>	<p><b>Print Name:</b></p>	<p><b>Date:</b></p>

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. Young Citizens staff should not be left unsupervised with children in any of their physical or virtual 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 Young Citizens 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. For young people over the age of 16 there is the option to attend events unaccompanied (subject to an informal risk assessment by the relevant teacher) – the consent form for this is found in Appendix G.
5. It is the supervising adult's responsibility to ensure that all of the children in their care have the appropriate 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, homophobia/transphobia, sectarianism or sexism.
9. Do not establish or maintain personal contact with any child beyond the purposes of the programme or piece of work. If you wish to follow up on anything do this via their teacher.
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

The following practice should be employed by Young Citizens staff when dealing with children online – for example through social media or virtual events:

1. When creating a profile, always use a Young Citizens 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 Young Citizens and take care with sharing passwords for any virtual event as this will reduce the risk of someone hacking into the online information or 'Zoombombing' an event online.
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. Consider if you will take measures to remove the chat function on virtual events, muting students etc.
5. Do put information on the web page/profile about how to contact Young Citizens 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.
6. When you are promoting your Young Citizens webpage/profile don't target any children who are likely to be under the minimum age requirement for the networking service (most social networking sites have a minimum age of 13 but WhatsApp, for example, is 16. If unsure please check).
7. Do not accept 'friend' requests from children under the minimum age requirement.
8. Do not accept friend requests to any of your personal media accounts from children that you have come into contact with through your Young Citizens 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.
9. Don't ask users to divulge any personal details – including home and email addresses, schools, and mobile numbers – that may help locate a child. When logging into virtual events encourage children to use their school email addresses.
10. If you are emailing children directly ensure that you use your Young Citizens email address and always copy in another member of Young Citizens staff, or the school's teacher.
11. If using photographs and videos of children engaged in your project do consider using models or illustrations as an alternative.
12. If a child is named, avoid using their image.
13. If an image is used, avoid naming the child.
14. Obtain children's and parents' written consent to use photographs on websites and in our media campaigns. Do not record any virtual events without full permissions from guardians and consider carefully the storage and security implications of collection this data.
15. 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 (e.g. for a promotional video) then we cannot use these images for other purposes (e.g. taking a still from the video and putting it 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 taken 5 years ago to still be in public circulation.

If you are working with a vulnerable group who may be at increased risk if they are recognised as being vulnerable (e.g. asylum seekers, LGBT+ activists) think carefully before taking any images. Never take photos of vulnerable children or young people that have any identifying information visible (e.g. school name, certificates with full names on etc.).

## Appendix E: Safeguarding in a digital learning context

Young Citizens has repurposed some of our learning activities, normally delivered by staff and volunteers in a classroom setting, to be able to be conducted online. Prior to any digital delivery, it is the responsibility of the programme manager/coordinator to review the school's digital safeguarding policy and to collaborate with school staff to develop an appropriate level risk assessment for the activity – the risk assessment should identify and inform how the activity can be delivered in a safe way with any risks mitigated and any actions to implement as a result. The programme manager/coordinator is responsible for implementing the agreed actions and the DSL is accountable for this.

In addition, through our online and digital delivery we require all staff and volunteers to continue to prioritise the safeguarding of children, young people, our staff and our volunteers and by:

- Delivering sessions to young people using the school or educational provider's agreed delivery platform and ideally using their account.
- Asking the school or college to manage the invitations and session administration, ensuring that Young Citizens receive these details.
- Asking the school to ensure that if they record any live streaming sessions that we are part of, that they have the appropriate sharing consents between the parent, student and the school. Recordings should NEVER be shared with staff or volunteers of Young Citizens without appropriate permissions being in place first.
- Ensuring that Young Citizens staff or volunteers do not deliver **any** sessions on their own; there needs to be a member of staff present at all times; in the same way as we would expect were we delivering a session within school. The use of break-out rooms and supervision should be considered as part of the risk assessment process.
- Ensuring that the school's staff member present takes responsibility for keeping a record of the activity including which children were in attendance, their time of joining the session, any potential safeguarding concerns as well as monitoring any comments being written within the Chat functionality (if enabled). The teacher may prefer to disable this functionality and, if so, they should do so.
- Asking to see the code of conduct for online teaching provided to the students. The attending staff member will be responsible for ensuring students behave in an appropriate way – in the same way as we would expect in a classroom context. It may be a good idea to start the session reminding students of the key elements of this code.
- Reminding the school or the students directly before the session of basic safeguarding protocols for example if possible logging on from a shared space, keeping the background free of personal effects, dressing appropriately, etc.
- Ensuring that when delivering the session Young Citizens staff and volunteers do so in a space where there is a background free of any identifiable items, ie, photographs, toys, other members of their household.
- Communicating any behaviour concerns that arise during the session to the member of school staff present and reporting any safeguarding concerns with the school's designated safeguarding lead in the same way as we advise to do for anything arising during a face-to-face session. As in face-to-face training the school's safeguarding policy should indicate how to contact their DSL out of school hours if required.
- Not sharing any personal phone numbers or email addresses with students and ensuring that personal profiles do not share any personal details.



## Appendix F: Parent/Carer Consent for Photography and Video

Your child is about to take part in a project or an event organised by the national education charity, Young Citizens. The purpose of our events is to combine deep educational outcomes with a fun and interactive experience for all those who 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 used without the consent of parents/carers.

Name of Project	
Venue(s) of event	
Date of Project	
Name of school	
Lead teacher’s name	

### Photography and Videoing Guidelines

1. If a parent/carers does not consent to their child being filmed or photographed, no images will be used.
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 to [info@youngcitizens.org](mailto:info@youngcitizens.org). We will 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 replacement image.
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.

<b>Consent information to be completed by parent/carer</b> (please tick as appropriate):	
<input type="checkbox"/> I have read the charity's <b>photography and videoing guidelines</b> (p1). <input type="checkbox"/> I have read how the charity may use these images and/or video in the future and understand the footage will be securely stored in line with GDPR regulations. <input type="checkbox"/> I consent to Young Citizens photographing and/or videoing my child's involvement in this event and the subsequent use of images for the purposes described.	
<b>Signature of parent /carer:</b>	
<b>Print name parent/carer:</b>	
<b>Date:</b>	

**Please return your completed form for the attention of the lead teacher (stated overleaf) at your school. They will pass this information to Young Citizens.**

**Thank you for your cooperation.** If you have any questions you can contact us on the details below.

<b>Project/event organiser:</b>	
<b>Email:</b>	

**[www.youngcitizens.org](http://www.youngcitizens.org)**

**[info@youngcitizens.org](mailto:info@youngcitizens.org)**

**020 7566 4141**



## Young Citizens terms of engagement

Please note that unaccompanied students must:

- Be aged 16 plus
- Have permission from their school or provider if in full time education
- Be able to participate without additional support from an adult carer or helper
- Understand that they must behave in a responsible way throughout the activity.

*Please note that Young Citizens staff may not have a DBS certificate as our model of working is to not work with young people in a regulated capacity. Whilst we will always try to be flexible, we reserve the right to refuse to take unaccompanied young people depending on our capacity and the risks involved. By signing below you and the young person specified are agreeing to the above.*

Your name: *(please print)* \_\_\_\_\_

Relationship to child: *(parent/guardian/teacher/other (please specify))* \_\_\_\_\_

Your signature: \_\_\_\_\_

**Thank you for your cooperation.**

If you have any questions you can contact us on the details below.

<b>Project/event organiser:</b>	
<b>Email:</b>	

**[www.youngcitizens.org](http://www.youngcitizens.org)**

**[info@youngcitizens.org](mailto:info@youngcitizens.org)**

**020 7566 4141**

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