



## **Studley Youth Foundation** **Safeguarding Policy**

### **Introduction:**

The following policy is specifically related to Studley Youth Foundation and all those associated with the charity.

When reviewing this policy, it is important to understand the following definitions:

### **Safeguarding**

- These are the measures put in place to promote/protect a child, young person, or vulnerable adult from harm.

### **Child Protection**

- Under the safeguarding process, which includes how we identify a child who is suffering, or likely to suffer from harm, and the process of responding to a disclosure or raising concern about the child.

### **Duty of Care**

Studley Youth Foundation is fully committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults.

Studley Youth Foundation recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse, and exploitation, and acknowledges its duty to act appropriately to any allegations or suspicions of abuse.

Whilst we cannot promise confidentiality, we will follow strict guidelines on sharing information in accordance with [Warwickshire Safeguarding Adults & Children's Board](#).

The policy outlined below must be followed by, all trustees, employees, and volunteers.

The following principles form the basis of the Studley Youth Foundation's Safeguarding Policy:

- The welfare of any child, young person or vulnerable adult will always be paramount
- The rights, wishes and feelings of any child, young people, or vulnerable adult (and that of their family) will be respected and listened to
- Trustees, employees, and volunteers will work in accordance with the interests of those safeguarded and follow the policy outlined below.

### **Aims and Objectives:**

The policy ensures all trustees, employees and volunteers are clear about any necessary actions in relation to a safeguarding concern, including where to report.

The aims and objectives are:

- To nominate a Designated Safeguarding Lead and Deputy Safeguarding Lead who have received the appropriate training and have up-to-date knowledge on safeguarding issues and best practice
- To train and educate all trustees, staff, and volunteers in safeguarding matters
- All trustees, employees, and volunteers to have undergone an Enhanced DBS (Disclosure and Barring Service) check, which has been verified as acceptable by the Designated Safeguarding Lead
- To raise awareness amongst all trustees, employees, and volunteers for reporting cases of actual or suspected abuse.
- Ensure effective communication between trustees, employees, and volunteers regarding information sharing
- To ensure a cohesive and consistent procedure for those who encounter an issue of Safeguarding

This document is written in accordance with the [Working Together to Safeguard Children \(2018\)](#) guidance and [The Children Act 1989](#).

### **Policy statements:**

#### **Definitions of abuse**

Child abuse happens when someone harms a child. It can be physical, sexual, or emotional, or involve neglect or exploitation. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others. Abuse can take place online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Children who experience abuse may struggle to speak out, so it is vital that anyone working with children or young people is able to recognise the signs of abuse.

For more information on types of abuse, please visit the [NSPCC](#) website.

#### **Recognising the signs and symptoms of abuse**

Signs which may indicate abuse include:

- Unexpected bruising or injuries
- Sexually explicit language and actions
- Sudden changes in behaviour, such as absences, withdrawal or having unexplained material goods
- Something a child has said
- A change observed over an extended period e.g., losing weight or becoming increasingly unkempt

Such signs do not necessarily mean a child or young person is being abused, equally there may not be any signs, and you may just feel something is wrong.

The signs of abuse are not always obvious, and a child or young person may not tell anyone what is happening to them, or even recognise what is happening to them is abuse.

### **Prevention and reporting of abuse and responding to concern**

It is the duty of all trustees, employees, and volunteers to prevent abuse of children, young people, and vulnerable adults, to respond to concerns about their wellbeing, and to report any abuse (disclosed, discovered, or suspected) to the Designated Safeguarding Lead or, if unavailable, the Deputy Safeguarding Lead.

### **Safe recruitment, support, and supervision of workers and volunteers**

The trustees will exercise due care in the selection and appointment of those working with children, young people, and vulnerable adults, whether paid or voluntary. Youth workers and volunteers working with children, young people or vulnerable adults will be provided with appropriate training, support, and supervision to promote the safeguarding of those deemed to be at risk and will be subject to an Enhanced DBS check.

### **Safe practice and safe premises**

The trustees are committed to providing a safe environment for children, young people, and vulnerable adults, and will adopt ways of working with them that promote their safety and wellbeing.

### **Responsible people**

The trustees have appointed a Youth Worker as the Deputy Safeguarding Lead for Studley Youth Foundation, and the Chair of Trustees as Designated Safeguarding Lead.

Designated Safeguarding Lead: Andy Clarke – Tel: 07590110103

Deputy Safeguarding Lead: Che Maclaren – Tel: 07717024141

E-mail: [studleyyouthfoundation@gmail.com](mailto:studleyyouthfoundation@gmail.com)

Together, they will oversee and monitor implementation of this policy and any resultant procedures on behalf of the charity and its trustees.

They will:

- advise the trustees on any matters related to the safeguarding of children, young people, and vulnerable adults
- take the appropriate action when abuse is disclosed, discovered, or suspected.

### **Policy and procedures**

Trustees, employees, and volunteers will be given a copy of this policy and resultant procedures and will be required to follow them.

### **Monitoring and reviewing**

The Designated Safeguarding Lead and Deputy Safeguarding Lead will review the details of any incidents to ensure that procedures have been followed carefully, and that appropriate

actions and information sharing have occurred - the policy will be reviewed on an annual basis

### **Nature of the concern**

Employees and volunteers may be in receipt of knowledge of safeguarding issues through:

- Observations of the child/young person - changes in behaviour/mood/demeanour or physical signs that are a cause for concern
- A person confiding in an adult something which is a cause for concern
- Another parent/guardian reporting concerns they may have.
- Another agency contacting a trustee, employee or volunteer, or other connected person to discuss the child/young person

Trustees, employees, and volunteers take allegations very seriously, and the rights of the child, young person or vulnerable adult is paramount.

### **Procedures:**

#### **Responding to an allegation**

The following should act as a checklist of how to respond:

- Remain calm and offer reassurances that the child or young person has done the right thing by speaking to you
- Take what they are saying seriously, offering no judgement being sensitive to the child's age, character and circumstances
- Listen carefully to what is being said, as you will need to record their words on an incident form, so no misinterpretation will occur
- Keep questions to a minimum and avoid any leading questions, instead using open questions such as what happened, who was there, etc.
- Do not make promises regarding confidentiality– explain that the information will be passed on to relevant professionals to help keep them (or others) safe, outline any next steps you will take that they should be aware of
- Any suspicion, allegation or incident of abuse must be recorded on an incident form and reported to the designated safeguarding lead or deputy within 2 hours
- Keep information on a need-to-know basis and avoid discussing with anyone else, including any other colleagues/volunteers
- If it is felt that action is justified in the circumstances of the case, the designated safeguarding lead or deputy will inform the parent/carer that a referral is taking place, unless this would put the child at more risk
- The designated safeguarding lead or deputy will then report the incident to Warwickshire Children and Families Front Door (Front Door)
- If the designated safeguarding lead or deputy cannot be contacted within 2 hours of the initial concern arising, the reporting trustee, employee or volunteer should contact local safeguarding services on 01926 414144 (Monday to Thursday 8.30am -5.30pm and Friday 8.30 - 5pm) or 01926 886922 for the out of hours emergency team.
- **If the child may be at immediate risk, contact police immediately on 999** and contact the designated safeguarding lead or deputy as soon as possible to inform them of the action taken.
- It is the responsibility of any person who witnesses or has concerns about a child, young person, or vulnerable adult to respond appropriately.
- The safeguarding of the child, young person or vulnerable adult is paramount, and that person may be held accountable if they fail to act after being privy to information that later leads to further abuse, critical injuries, or death.

## **Recording the allegation**

A full recording using an incident reporting form should be made within 2 hours, outlining the nature of the disclosure/concern and any other relevant information including:

- The date, time and location of the disclosure and or incident/concern
- Your name and the name of any others present
- The name of the person involved and, where different, the name of the child/young person, who allegedly is at risk.
- The nature of the alleged incident/risk/concern and any disclosed details using their own words
- A description of any injuries observed with a completed body map (as applicable)
- The name of the safeguarding lead who has been informed

## **Allegations about trustees, employees, or volunteers**

Any suspicion, allegation or actual abuse of a child, young person or vulnerable adult by a trustee, employee or volunteer must be reported to the designated safeguarding lead or deputy as soon as possible.

On being notified of any such matter the responsible person shall:

- Take such steps, as they consider necessary to ensure the safety of the child in question and any other child who might be at risk.
- Report the matter to the Designated Safeguarding Lead or Deputy – unless the safeguarding concern involves them, in which case, report the matter to the Warwickshire County Council's Local Authority Designated Officer (LADO)
- Ensure that a report of the matter as set out above is completed by the person who reported the original concern.

## **Disciplinary action**

Where a trustee, employee or volunteer has been dismissed from Studley Youth Foundation, or internally disciplined because of misconduct relating to a person, Warwickshire County Council's Local Authority Designated Officer (LADO) will be informed and will inform the police of any actions. All information would be documented and recorded in accordance with the Data Protection Act.

## **Written records**

The Chair of Trustees shall retain a copy of:

- The report
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material
- Copies of reports, notes and incidents should be always kept secure

## **Associated legislation:**

- [The Children Act 1989](#)
- [Keeping Children Safe in Education 2019](#)
- [The Human Rights Act 1998](#)
- [The Children and Social Work Act 2017](#)
- [Working Together to Safeguard Children 2018](#)
- [Data Protection Act 1998](#)
- [The Equality Act 2010](#)

Reviewed March 2023

**Further reading:**

[NSPCC Safeguarding & Child Protection](#)

[Warwickshire Children's Social Care](#)

[Safeguarding for Youth Work \(National Youth Agency\)](#)

A copy of the policy and procedures will be made publicly available on request to any member of the local community.

This policy and any resultant procedures will be monitored and reviewed at least annually.

Reviewed: April 2023

Due for review: April 2024