



Community Wellbeing Programmes

SAFEGUARDING POLICY FOR CHILDREN & YOUNG ADULTS

VERSION 3

To be approved by : YARDO CIC - Board of Directors
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Policy Owner: YARDO CIC - Board of Directors

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Current Post Holders - Contact Details

Designated Safeguarding Lead (DSL)

Dr. Charlotte Frankham charlotte@yardo.co.uk

Deputy Safeguarding Officer (DSO)

Yasmin Dosanjh yasmin@yardo.co.uk

Introduction

YARDO CIC is committed to safeguarding and promoting the welfare of children (under 18 years) and young people (18-25 years) who participate in our programmes. We believe that all children and young people, regardless of age, disability, gender identification, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse.

We collaborate with schools, charities, youth organisations, statutory services and other partners to ensure the wellbeing of young adults in our programs.

Our purpose is to support the emotional and psychological health, functioning and wellbeing of the children and young adults who engage with our 'mental wealth' programmes and services

Purpose

This document is the Children and Young Adult Safeguarding Policy for Yardo CIC which ensures that:

- Excellent safeguarding practice is promoted at Yardo CIC.
- All children and young adults who engage with Yardo CIC are treated with dignity and respect.
- All staff know what to do in the event of a safeguarding concern or incident and respond confidently and appropriately.
- All safeguarding concerns and incidents are dealt with consistently, in a timely manner and properly recorded.

Legal Framework

This policy is based on the following laws and guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- The Charities Act 2011

Principles

The principles upon which the Children and Young Adult Safeguarding Policy is based are:

- The welfare of a child and young adult will always be paramount.
- Empowerment - Presumption of person-led decisions and informed consent. The rights of children and young adults will be respected and listened to.
- Prevention - It is better to take action before harm occurs.
- Proportionality - Proportionate and least intrusive response appropriate to the risk presented.
- Protection - Support and representation for those in greatest need.
- Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
- Accountability - Accountability and transparency in delivering safeguarding.

Definitions

Children and Young Adult Safeguarding is defined as:

- Protecting children and young adults from maltreatment.
- Preventing impairment of children and young adults' health or development.
- Ensuring children and young adults are in circumstances consistent with the provision of safe and effective care.
- Acting to enable all children and young adults to have the best outcomes.

A 'young adult at risk' is any person aged 18 - 25 years and over who is or may be considered at risk due to mental health issues, learning or physical disability, sensory impairment, age, or illness, and who is or may be unable to take care of themselves or protect themselves against harm. Our policy for vulnerable adults above this age are covered in YARDO's Safeguarding Vulnerable Adults Policy.

Scope

This policy applies to all Yardo CIC staff and trustees. It also applies to anyone involved in an activity or event organised by Yardo CIC. While staff may have varied levels of contact with children and young adults, everyone should be aware of potential indicators of abuse, neglect, and all other safeguarding concerns, and know what to do if they have concerns.

The policy applies to all employees, regardless of whether they have had a Disclosure and Barring Service check (DBS check). When relevant for their role, employees undertake a DBS check before commencing employment at Yardo CIC.

Where is this policy available?

This policy is available at yardo.co.uk/policies

Safeguarding Procedure

To ensure our staff can make informed and confident responses to specific safeguarding issues, we have implemented the following procedures:

- All staff (including programme facilitators, board members and volunteers), will receive this policy as part of their induction and/or training.
- During training, staff will receive safeguarding training in line with this document. Each must sign to confirm their understanding and agreement to the content of this document. These signed documents will be stored in accordance with the Data Protection Act 1998 (and any subsequent legislation).
- Staff will not start a program until these steps are completed.
- something about refreshing training every three years

Escalation Process

Stage 1 – Identifying an Incident or Concern

All staff have a responsibility to be mindful of children and young adults safeguarding issues. It is not the staff member's responsibility to decide whether the potential concern or incident requires investigation or further action, rather, each staff member must act on any concerns by escalating the matter as set out in this policy.

Issues or incidents requiring escalation:

Abuse could occur in a physical place or an online environment. Types of abuse include:

- **Physical Abuse:** Hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing bodily harm.
- **Emotional Abuse:** Persistent emotional ill-treatment causing severe effects on emotional development.
- **Sexual Abuse:** Forcing or enticing participation in sexual activities, including non-contact activities and the viewing of pornographic material
- **Neglect:** Persistent failure to meet basic physical and/or psychological needs.
- **Financial Abuse:** The misuse, misappropriation or exploitation of a child or young person's money or possessions without their informed consent. Including fraud, coercion, manipulation and restricting access to their own money or financial information.
- **Online Abuse:** Exposure to illegal, inappropriate, or harmful material; harmful online interaction; or conduct causing harm, such as explicit images or online bullying.

Other issues/incidents requiring escalation

- **Self-Harm and Suicidal Behaviour:** Any indication that a child or young person is engaging in self-harm or expressing suicidal thoughts or intentions.

- Substance Abuse: Situations where a child or young person is involved in or affected by drug or alcohol misuse.
- Missing Children: Instances where a child or young person is frequently missing or has gone missing under concerning circumstances.
- Criminal Behaviour: Involvement in illegal activities that pose a risk to the child or young person or others.
- Significant Changes in Behaviour: Sudden or extreme changes in a child or young person's behaviour or demeanour that raise concerns about their safety or well-being.
- Radicalisation?

Stage 2 – Reporting Procedure

If aware of a potential safeguarding issue, the staff member must:

- Report all incidents immediately to the Designated Safeguarding Lead (DSL), your Project Manager and Clinical Supervisor, (if you have one).
- Record concerns factually using the '**Safeguarding - Report Form**' (download [here](#)).
- The DSL will assess and determine the necessary action, which may include contacting external agencies such as children's social services or the police.
- Notify the Lead YARDO staff member to inform the relevant parties promptly.
- If the DSL is unavailable, contact the Deputy Safeguarding Officer
- Do not attempt to investigate the incident yourself.
- If the young adult is at immediate risk, contact the police or adult social services, then notify the Lead Safeguarding Officer.

Incident Witness

if you witness a concerning event during the delivery of a Yardo programme or service:

- Contact the DSL and send the safeguarding concerns form to
- If the DSL is unavailable, follow the above escalation process for contacting the Deputy Safeguarding Officer.
- Contact CYP's listed emergency contact for support
- In case of emergency contact emergency services

Guidance for staff in Dealing with Disclosures from Children and Young Adults

- If a child or young adult discloses abuse, staff should:
- Allow the child or young adult to speak without interruption and accept what they say.
- Be understanding and reassuring but do not give opinions.
- Encourage the presence of another adult or friend.
- Assure support but inform them that the information will be passed on.
- Reassure them that they have done the right thing.
- Keep calm, listen, and avoid physical contact.

- Record the conversation focused on facts using the actual words of the young adult.

Staff Conduct

All staff must treat children and young adults with respect and act as role models. Any form of abuse will be dealt with appropriately.

Staff must:

- Treat all children and young adults equally with dignity and respect.
- Inform Yardo of any relevant police record, disciplinary action, or other factors affecting suitability.
- Recognise their position of trust.
- Behave appropriately to avoid misconstrued interactions.
- Use appropriate language.

Staff must not:

- Share contact details without permission.
- Participate in virtual sessions in inappropriate locations.
- Invite children and young adults to their homes or offer rides.
- Engage in physical or verbal behaviour that could be offensive.
- Request or receive high-value gifts.
- Smoke or drink alcohol in the presence of young adults or supply them with these substances.

Review of Children and Young Adult Safeguarding Policy

This policy will be reviewed every two years by the YARDO CIC Board of Directors and amended as required.

Signed:

YARDO CIC Board of Directors,
24th July 2024