



**Safeguarding Children,
Young People and Adults
Policy**

Policy Statement

We recognise that the welfare of all children, young people and adults at risk is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Policy Aim

We aim at all times to attain best safeguarding practice throughout all our activities with children, young people, their parents, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- culture
- disability
- gender
- sexual orientation
- gender reassignment
- marriage and civil partnerships
- religion or belief

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded in report review on template form and will include discussion with parents. Record to also be retained of notification and involvement in discussions with other agencies if necessary.

We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff whether paid or unpaid,
- ✓ respond to concerns and allegations appropriately.

When there are concerns about the welfare of any child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

Our policy is approved by our Board and will be reviewed when there is a need with a minimum review to be held annually. We will publish and promote this policy to all staff, paid or unpaid, through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our organisation e.g. children, young people, their parents, carers, families and others such as partners and fundraisers.

Lead and Deputy for Safeguarding

Our Lead for Safeguarding is:

Name: Paola Sim, Chair

Contact details: Paola.Sim@horizons.lseat.org.uk

Our Deputy for Safeguarding is:

Name: Kate Shrager

Job Role: Head of Programmes

Contact details: kate.shrager@bexleymooringss.co.uk

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented.

Their responsibilities are:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ inform when safeguarding referrals are made to Senior Lead (Board Member)
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The Deputy should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead if appropriate.

Additional Senior Lead for Safeguarding

Our Additional Senior Lead for Safeguarding is:

Name: Susan Webb

Job role: Trustee

Their responsibilities are:

To review safeguarding referrals that have been made by staff and report to the Board as a regular agenda item at Board meetings

Provide additional support and consideration of referrals when required

Why do we need a Safeguarding Policy?

All organisations that work or come into contact with children, young adults and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities we:

- have board members committed to safeguarding including training in safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children, young people and adults at risk

- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

Definition of a child/young person

We recognise there is no single law that defines the age of a child across the UK. We consider a child is anyone who has not yet reached their 18th birthday in line with our current Project offer.

Definition of an adult at risk

For the purpose of this policy an adult at risk is a person over the age of 18 years:

- having needs for care and support, and;
- experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation, the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for safeguarding

Whistleblowing on a safeguarding issue

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way. Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or a relevant Regulatory Authority.

Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers. We fully endorse the principle that the welfare of children, young people and adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality when the risk is raised. A potential reason for breaching confidentiality is explained to all potential new clients and at time of induction. Volunteers and families are also appraised of the process including gathering initial concerns and when appropriate discussed with family prior to referral to social care. Individual cases will only be shared or discussed where appropriate.

Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details including fitness to work with children, young people and adults at risk by application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974
- always taking up two written references, one from the most recent employer
- undertaking all interviews face to face, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training..
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ a satisfactory criminal records check at the appropriate level
- ✓ a follow up of two written references by telephone if relevant to vacant post
- ✓ a check of essential qualifications where needed
- ✓ confirmation of the Right to Work in the UK where relevant
- ✓ fitness to work as relevant

Induction and Training

We have a clear induction and training process with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, will receive induction training within four weeks and sign to record they have:

- received and understood this policy
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of 6 months with clear goals and then provide supervision at regular intervals with named supervisors.

Updated training is normally required every 2 years (online) or three years (face to face). Additional safeguarding training is available locally through the local SHIELD program. This will be made available to all post-holders, staff, trustees and volunteers.

Working Practices

Consent

Consent is required for care, activities and interventions. We will, unless it is an emergency, obtain and gain written consent from the individual and their parent/carer prior to providing support.

Staff Ratios to Children, Young People and Adults at Risk

There must always be a minimum of two responsible adults present for any group activities. A minimum of one adult to five young people is required for general group activities. Specialist activities must be separately risk assessed to ensure suitably qualified leaders are available and that certificates are checked eg abseiling or climbing.

Lone and One to One Working

There has been a recent review of the referral form to help better inform initial risk assessment with more direct questions within the form. The referral when received will be reviewed and scored as to any risks for the worker and young person. The lone worker has been recruited, trained and supervised to undertake this particular role

- ✓ that health and safety issues have been identified and recommendations followed
- ✓ safeguards are in place to protect individual's rights to safe working practice
- ✓ safeguards are in place in relation to strategies for emergency situations
- ✓ accurate and relevant written recording is maintained following any care and activity, signed and dated.

Home Visits

Each home visit will be carefully planned and recorded and include:

- who is being visited
- the purpose of the visit
- who will carry out the visit
- the time expected to carry out the visit
- members of staff paid or unpaid, and others

All home visits will be made in a polite and friendly manner and will be professional and objective. If there has been any prior relationship, the referral should be allocated to another worker.

Any safeguarding concerns raised and any untoward incidences, such as no access or a child being at home alone, should be followed up, recorded and managed in line with this safeguarding policy.

Young People who work in our Organisation

All young people who are undertaking volunteer work, apprenticeships or work experience within our organisation/group are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Lead or Deputy immediately.

They will also require an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction. In addition, information on the young person's contacts recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.

Codes of Conduct

We aim to provide a safe environment upholding and promoting the safeguarding of all clients. We undertake to:

- ✓ treat all children and young people and adults at risk with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ always listen to individuals and take account of their wishes and feeling
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ only use physical contact if necessary and de-escalation has not succeeded
- ✓ avoid being alone with children , young people and adults at risk whenever possible
- ✓ listen to, and act upon, any disclosures allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels, follow our safeguarding policy at all times
- ✓ make activities FUN and enjoyable

Recognising Abuse in Children Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse
- Child criminal and sexual exploitation including County Lines
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gangs
- Gambling
- Hate and "mate" crime
- Misuse of technology
- Modern slavery
- Neglect and acts of omission

- Organisational or institutional
- Peer on peer abuse including sexual violence and upskirting
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Spiritual abuse
- Trafficking

Handling Disclosures

When a disclosure is made by a child, young person or adult at risk, it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay and always seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they are having suicidal thoughts
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including both the Lead and Deputy for Safeguarding. In dealing with this they will direct whether this will lead to a formal referral to the Council safeguarding team. The standard reporting form will be shared with all staff as part of the induction and when received the lead or deputy will deal with concerns using the following:

Step One:

If you are worried a child, young person or adult at risk has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else



Step Two:

Check our safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated then report to Additional Senior Lead



**CONSULT,
MONITOR
AND RECORD**
Sign/Date/Time
*Include name and
job role*

Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

For England and Wales in cases of allegations against a "person of trust" with a "duty of care", towards a child the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the police or social care services and all relevant Authorities, when they are concerned the organisation is not managing safeguarding concerns appropriately.



When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy that you have referred a concern.

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
- what has been monitored/observed
- what has been said and by whom
- what has given cause for concern
- what action has and/or will be taken including the reason for those actions
- the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co-signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures are in line with the statutory guidance, guidelines, our disciplinary, complaints and grievance procedures, These will be made available to everyone.

Where a complaint or allegation has been made regarding any inappropriate behaviour or poor practice by a member of staff or volunteer, the Lead or Deputy will, in all cases, discuss the situation with social care services the LADO* (Local Authority Designated Officer) and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Additional Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can "Whistleblow".

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services (LADO) and / or the police. Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- criminal records service
- Regulatory Authority
- professional body.

Contacting the LADO - Email: LADO@Bexley.gov.uk

LADO Team: 0203 045 3436

<https://bexleysafeguardingpartnership.co.uk/for-professionals/local-authority-designated-officer>

*The LADO role is a statutory child protection requirement – every Local Authority has to have a LADO. The role of the LADO is to support employers to manage their investigation when an allegation has been made against their worker(s) or volunteer (s) who work with children.

Bullying and Harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and/or adults at risk.

We will:

- provide a culture of equality of access and respect for all with zero tolerance to any form of bullying or harassment.
- report all incidents of bullying or harassment, observed or disclosed, to the Lead or Deputy
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

eSafety

Why do we need to include eSafety?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. The dependence on zoom platforms require safety and security measures to be in place and need to be observed by all. Staff should ensure those most at risk which could include those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, shopping etc.

All organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

eSafety Code of Conduct:

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if I want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy
5. be clear that we cannot maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- viewing or receiving socially unacceptable material such as inciting hatred or violence.
- sending bullying messages, posting malicious details about others or any other form of harassment.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.
- Any form of exploitation
- Sexual harassment
- Radicalisation within the Prevent agenda
- Befriending people on social media

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages, especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

What do I do if I am concerned?

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

Minimising the Risks

We will:

- ensure all staff systems have minimum of 6 digit codes and the staff comply with GDPR procedures
- talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet (Anne and Adam) for information about how to deal with or report problems on an individual.
- talk about how/when information or images get on to the internet, they can never be erased.

Photography & Filming Guidance

The use of photography including screenshots can be important to record the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that photography and filming can be used and distributed inappropriately including on the Internet.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary and also that they have the right to withdraw consent
- the purpose of photos and filming e.g. parent’s and carer’s own record, media and publicity etc
- seeking signed consent for any publication, media use or storage from families which will be retained on file
- publishing only limited details alongside individual’s photos in newspapers etc
- taking photographs openly
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films

The above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras, which and whose equipment is used should also be recorded on the registration form.

A separate form is in use for filming and recording zoom virtual CBT sessions to evidence work done by students which can be shared with the university.

Transport

We ensure that we:

- gain written permission from parents or carers to carry children.
- keep a register of who is being transported and who is driving, when to where and return, with collection
- provide all transporting and being transported with an emergency contact numbers
- plan journeys regarding time, distance and stopping points
- consider if another driver might be required or the possible need for extra supervision
- have emergency procedures in place

and we ensure that drivers:

- are recruited under safeguarding recruitment procedures
- suitably qualified to drive the required vehicle
- provide proof of insurance regarding business use and comprehensive insurance
- can evidence the vehicle is roadworthy and suitable for transporting each individual
- provide suitable and age appropriate seat belts, booster seats

Activities, Events and Visiting Speakers/Activity Leaders

We will always ensure visitors and activities undertaken are risk assessed, signed off by Anne or Adam and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

The Late Pick Up of a Child, Young Person or Adult at Risk

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Staff paid and unpaid should avoid:

- taking the child, young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- No child, young person or adult at risk should ever be left alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

Child, Young Person or Adult Goes Missing

If a child, young person or adult at risk goes missing from the group or organisation it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories:

- is under 16
- has expressed feelings of suicide
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care
- is an addict

The Lead or Deputy should be informed as soon as possible, and all details and actions recorded dated timed and signed.

First Aid

All paid staff will be first aid trained. They will have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

All volunteers receive information on First aid arrangements during induction training.

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

Buildings and Venues

Safeguarding and health and safety risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management, such as schools.

The safeguarding risk assessment should cover

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

Reviews

Everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting sound policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

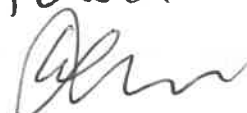
Related policies

- Recruitment and Selection of Staff
- DBS Policy

Policy Date

This policy was agreed and disseminated on _____ and will be reviewed annually or when there are substantial organisational changes.

Signed: 
Lead for Safeguarding: Paula Sim

Deputy for Safeguarding: 

Trustee: 
STWEBB

Date: 2/6/26

Policy Review Date: June 2027