

UK YOUTH

UK Youth Safeguarding Policy & Procedures

Child Protection and the Protection of Adults at Risk

Revised May 2019

Contents

1. Introduction	2
2. Policy.....	2
3. Responsibilities	3
3.1. Chief Executive and Leadership	3
3.2. Line Managers	4
3.3. All Trustees, staff, apprentices, volunteers, freelancers and consultants ...	4
4. Procedures	5
4.1. Recruitment of Employees, Volunteers, Trustees and Consultants	5
4.2. Work with Children and Young People.....	5
4.2.1. Guidance for safer working practice	5
4.2.2. Good practice to protect against allegations of abuse	7
4.2.3. Photography and Interviews	7
4.2.4. Off-site and Residential Events	8
4.2.5. Signs and Types of Abuse	8
4.2.6. Suspicions/Reports of Abuse	9
4.2.7. Radicalisation and extremism.....	11
4.2.8. Staff Guidance Flow Diagram	13
4.3. Safeguarding Officer – Reporting Procedure Flow Diagrams	14
5. Working in Scotland	16
6. Further Information	16
7. UK Youth Supporting Policies and Procedures	16
8. Review	17
Appendices	
Appendix 1 - Consent Form.....	18
Appendix 2 - Types of Abuse.....	23
Appendix 3 - Incident Report Form.....	28
Appendix 4 – Code of good practice	31
Appendix 5 – Safeguarding Contacts lists.....	33
Document control sheet	35

UK Youth Safeguarding policy and procedure for - Child Protection & the protection of adults at risk

1 Introduction

Safeguarding is everyone's responsibility:- The purpose of this document is to specify UK Youth's Safeguarding policy and procedures for the protection of children, young people and adults at risk. A child is defined as up to the age of 18. The document applies to all UK Youth staff, including apprentices, trustees, volunteers, freelancers and consultants and the policy and procedures applies to all of UK Youth's activities.

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident and safe to do so. (Guidance for Working together to safeguard children July 2018)

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances.

2 Policy

UK Youth seeks to provide an environment where everyone can work safely, and children, young people and adults at risk can engage with the charities activities and enjoy programmes provided through the work of the Charity or in partnership with other agencies and/or community voluntary sector organisations.

It is the policy of UK Youth to safeguard the welfare of children, young people and adults at risk involved in the work we do by protecting them from neglect, physical, sexual or emotional abuse. It is also UK Youth's policy to provide those working for or with the charity with a framework to operate within to keep everyone who is engaged in the Charity's activities safe. It is therefore UK Youth's policy to:

- ensure that all staff, apprentices, trustees, consultants and volunteers (legally responsible adults) working with children, young people or adults at risk: are carefully selected, are checked by the Disclosure and Barring Service ("DBS" - see 4.1 below) have two appropriate references and understand and accept their responsibility for the safety of children, young people and adults at risk in their care.

- raise awareness of child protection issues amongst community voluntary groups, clubs and organisations within our network and encourage them all to work towards achieving the UK Youth Safe Spaces Mark.
- ensure that children, young people and adults at risk welfare is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering programmes.
- respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- raise the awareness of relevant staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments and changes in client groups.
- monitor and review the effectiveness of this policy on a regular basis.
- ensure that the principles of this policy are adopted by all organisations or individuals with whom UK Youth works and by members of the UK Youth Movement Network, through the adoption of a policy, which meets the same level of determination with regard to children, young people and adults at risk safety.

The Child protection and the protection of adults at risk policy and procedure also seeks to manage effectively the risks associated with activities and events involving children, young people and adults at risk through departments by:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults;
- Requiring new employees and individuals involved in working with children, young people and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.

3 Responsibilities

The implementation of this policy is mandatory across all areas of the Charity. Specific responsibilities are outlined below:

3.1 Chief Executive and Leadership Team

The Chief Executive is ultimately responsible for the implementation of the Charity's Safeguarding Policy and Procedures.

The Leadership Team will ensure the policy and its accompanying procedures and practice guidelines are implemented across their geographical and functional areas of responsibility.

Director of Operations & Avon Tyrrell - Champion for Safeguarding and Safeguarding Officer - dw@ukyouth.org - Mobile 07738 588140. He will report to the Trustees organisational development committee on any safeguarding and/or child protection issues, which arise.

Responsible for ensuring:

- the resource available to support staff on safeguarding/child protection issues is maintained.
- that safeguarding implications are constantly reviewed across the scope of the work the Charity delivers to young people, and are fully considered in the development of all new pieces of work.
- the continued development of Charity's approach to Safeguarding, considering and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss
- safeguarding is considered in all appointments of staff (to include trustees, volunteers, freelance staff etc).
- Training of staff is delivered as regularly as is necessary for department needs.

3.2 Line Managers

Responsible for:

- ensuring that staff, trustees and volunteers are able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise;
- ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with and communicated;
- ensuring the referral of all safeguarding, child protection issues to the Safeguarding Officer. (This may be as simple as discussing a hypothetical issue to protect identities);
- ensuring all reporting staff are aware of their roles and responsibilities under this policy. This must form part of their induction;
- ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role;
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms to HR.

3.3 All Trustees, staff, apprentices, volunteers, freelancers and consultants

All Trustees, staff (including apprentices), volunteers, freelancers and consultants are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of the Charity.

Any behaviour by a Trustee, member of staff, apprentices, volunteer, freelancer or consultant that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for apprentices, volunteers, freelancers and consultants and for Trustees being removed from the Trustee Board.

4 Procedure

4.1 Recruitment of Employees, Volunteers, Trustees and Consultants

The aim of the recruitment and selection processes for employees, volunteers, Trustees, freelancers and consultants is to ensure that the best person for a particular role is appointed. However, UK Youth needs to balance the need to protect the interests of young people with its desire not to discriminate unfairly against ex-offenders. For this reason, the Charity has a detailed policy and procedure on the recruitment of ex-offenders and all staff, trustees and regular volunteers are required to have two appropriate references, attend specific training and hold a valid enhanced DBS certificate.

4.2 Work with Children and Young People

UK Youth requires all those working directly with children, young people and adults at risk on behalf of the charity in any situation to follow the procedures below, in order to create a safe environment in which to work with them.

4.2.1 Guidance for safer working practice

The word "session" is used below to cover all delivery of our work and "staff" includes apprentices, Trustees, staff, volunteers, freelancers and consultants:

- Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions. ([See UK YOUTH Health and Safety.doc](#)). Due regard should be given to the potential influences and associated risks that different groups will have on each other.
- Staff working with children, young people and adults at risk should:
 - be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
 - should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
- Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times for children under eight years old. At Avon Tyrrell, ratios are managed to each instructed activity session, and a group leader/teacher must also be present.

- Wherever possible, staff should avoid being alone with children, young people and adult at risk, and staff shouldn't take them to their own home (including staff accommodation at Avon Tyrrell). Staff shouldn't offer a lift to a child, young person or adult at risk unless they have written parental consent or a second adult (preferably group leader) is present.
- Staff should only train children, young people and adults at risk in a non-intrusive manner and should encourage them to be responsible for getting themselves ready, such as getting themselves changed before and after activities.
- When entering guest rooms/accommodation, staff and volunteers should make sure there is another adult present where practical
- Staff planning sessions should comply with the standards set by their appropriate professional body, e.g. Sport National Governing Body, National Arts Council.
- Staff planning sessions at third party premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.
- Staff will be expected to keep an attendance register for all organised sessions.
- Parental consent and medical information about the child, young person and/or adult at risk must be obtained in advance when UK Youth is working directly with, and has responsibility for, them (forms in Appendix 1). Youth Leaders who are accompanying the children, young people and adults at risk should have obtained appropriate parental consent and medical information about them prior to the UK Youth event. Staff (inc. group leaders / teachers), should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Children, young people and adults at risk and their parents should be given a 'named appointment' to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at events. At Avon Tyrrell, this can be the group leader/teacher; details are kept at Reception.
- Staff should ensure that programmes follow agreed timings and locations
- Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice – Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity 'throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- Residential and Events for Young People should be alcohol free, unless there is an agreement by a senior member of staff that alcohol can be consumed and that a risk assessment supporting the residential or event has mitigated any risks.
- All accidents/incidents involving staff or participants should be recorded using the Charity's accident forms immediately or as soon as practicably possible.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people (see 4.2.6 below).

4.2.2 Good Practice to protect against allegations of abuse

You shouldn't:

- Spend excessive amounts of time alone with children, young people and adults at risk away from others;
- Take children, young people and adults at risk to your own home (including staff accommodation at Avon Tyrrell);
- Offer a lift to a child, young person or adult at risk unless they have written parental consent or a second adult (preferably group leader) is present.

Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young person's or adult at risk's parents/guardians.

Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form. (Note: where contact is essential for H&S requirements, i.e. an outdoor instructor kitting up activity participant, this is done through clear communication, with participant consent and follows training guidelines.)
- Allow children, young people or adults at risk to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, young person or adult at risk even in fun.
- Let an allegation a child, young person and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children, young people and/or adult at risk that they can do themselves.
- Place yourself in a situation where you will be left alone with a child, young person and/or adult at risk. Always seek help from another worker
- If you do have to do things of a personal nature for children, young people and/or adult at risk (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present

In an emergency situation, which requires this type of help, parents should be fully informed as soon as is practicable.

4.2.3 Photography and Interviews

Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools.

The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. The Football Association advises that photographs should focus on the activity and not on a specific young person.

Formal permission should be obtained for the use of any images or quotes, whether of a child, young person or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws ([see UK Youth's Data Protection policy and procedures](#))

4.2.4 Off-site and Residential Events

UK Youth is not responsible for a child, young person or adult at risk while they are travelling to and from UK Youth's event unless agreed with UK Youth beforehand. It is the responsibility of the parent/guardian or school/local authority to make appropriate travel arrangements for them.

UK Youth requires leaders organising residential events for children, young people and adults at risk to make appropriate sleeping arrangements to ensure the safeguarding of individuals and minimise risk.

All offsite and residential events must be managed in accordance with departmental operating procedures and [relevant UK Youth policies](#).

4.2.5 Signs and Types of Abuse

Signs of Child Abuse:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Some signs that could alert staff and volunteers to the fact that a child, young person or adult at risk might be being abused include: -

- Unexplained bruising and injuries
- Sexually explicit language and actions
- Sudden changes in behaviour
- Something a child has said
- A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt.

If a child, young person or adult at risk displays these signs it does not necessarily mean that they are being abused. Similarly there may not be any signs; you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately. [See Appendix 2 for Types of Abuse](#)

4.2.6 Suspicions/Reports of Abuse

It is not the responsibility of staff or volunteers to deal with suspected abuse but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

1. **If a child, young person or adult at risks' behaviour/appearance gives reason for concern** or they have an unusual physical injury or they confide about abuse, the procedure below **MUST** be followed:
 - a. immediately inform your Manager or Director or UK Youth Safeguarding Officer;
 - b. use the Incident Record Form at [Appendix 3](#) to make a record of your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them;
 - c. ensure the child has access to an independent adult (e.g. teacher/group leader/youth worker);
 - d. if abuse is suspected, you or the Manager or Director should report concerns directly to the UK Youth Safeguarding Officer immediately or in their absence the Head of Operations and Avon Tyrrell. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

The following are some key Do's and Don'ts if a child, young person or adult at risk reports abuse:

Always:

- **S**tay calm – ensure the child, young person or adult at risk is safe and feels safe.
- **M**ake a notes and as soon as possible after the event write up a detailed account of what you and the child, young person or adult at risk discussed.
- **A**llow the child, young person or adult at risk to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- **R**eassure the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do **not** promise to keep it a secret and tell the child it is your responsibility to inform others.
- **T**ell the child, young person or adult at risk that you will try to offer support, but you will have to pass the information on.
- **A**lleviate feelings of guilt and isolation, without passing any judgement.

Never:

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

2. If you receive an allegation from an adult about another adult or yourself the procedure that **MUST** be followed is:
 - a. immediately inform your Manager or Director or UK Youth Safeguarding Officer;
 - b. record the facts as you know them and give a copy of the record to your Manager or Director;
 - c. if an allegation is suspected, concerns should be reported directly to the UK Youth Safeguarding Officer or in their absence the Head of Operations and Avon Tyrrell. It is the responsibility of the safeguarding officer to inform the appropriate authorities;
3. If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child, young person or adult at risk the procedure that **MUST** be followed is:
 - a. advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person or adult at risk, what was discussed;
 - b. advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes;
 - c. don't give them a copy of UK Youth's procedure, but you may give details of the organisations/publications detailed within it;
 - d. immediately inform your Manager or Director or Safeguarding Officer;
 - e. record the facts as you know them and give a copy of the record to the Manager or Director;
 - f. if abuse is suspected you or the Manager or Director should report concerns directly to the UK Youth Safeguarding Officer or in their absence the Head of Operations and Avon Tyrrell. It is the responsibility of the safeguarding officer to inform the appropriate authorities.
4. If you are concerned that a child, young person or adult at risk is or may be subject to abuse or harm:
 - a. Make a written, dated note of observations;
 - b. immediately inform your Manager or Director or UK Youth Safeguarding Officer or in their absence the Head of Operations and Avon Tyrrell as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for referral procedure.
5. The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person or adult at risk.
 - a. If you are concerned that a member of staff is harming or abusing a child, young person or adult at risk, you must report your concerns immediately to your line manager, Director or Safeguarding Officer. Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.

- b. If you suspect any other person is harming or abusing a child, young person or adult at risk, you should contact your line manager, Director or Safeguarding Officer. However, you can contact Children's Services, Adult Services or the Police.

If you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your line manager, Director or Safeguarding Officer, or in their absence the Head of Operations and Avon Tyrrell, do not hesitate to contact Children's service, adult services or the police. These external agencies will be in a position to determine an appropriate course of action.

Making a Referral

If you are concerned that a child, young person or adult at risk, may be at risk or has disclosed that they are being harmed, you should contact your line manager, Director or Safeguarding Officer. Your line manager, Director or Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Charity's internal procedures.

Where a referral is to be made externally, the safeguarding officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

4.2.7 Radicalisation & Extremism

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people and adults at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. UK Youth staff, including apprentices, trustees, volunteers, freelancers and consultants working directly with children, young people and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your Manager or Director or Safeguarding Officer.

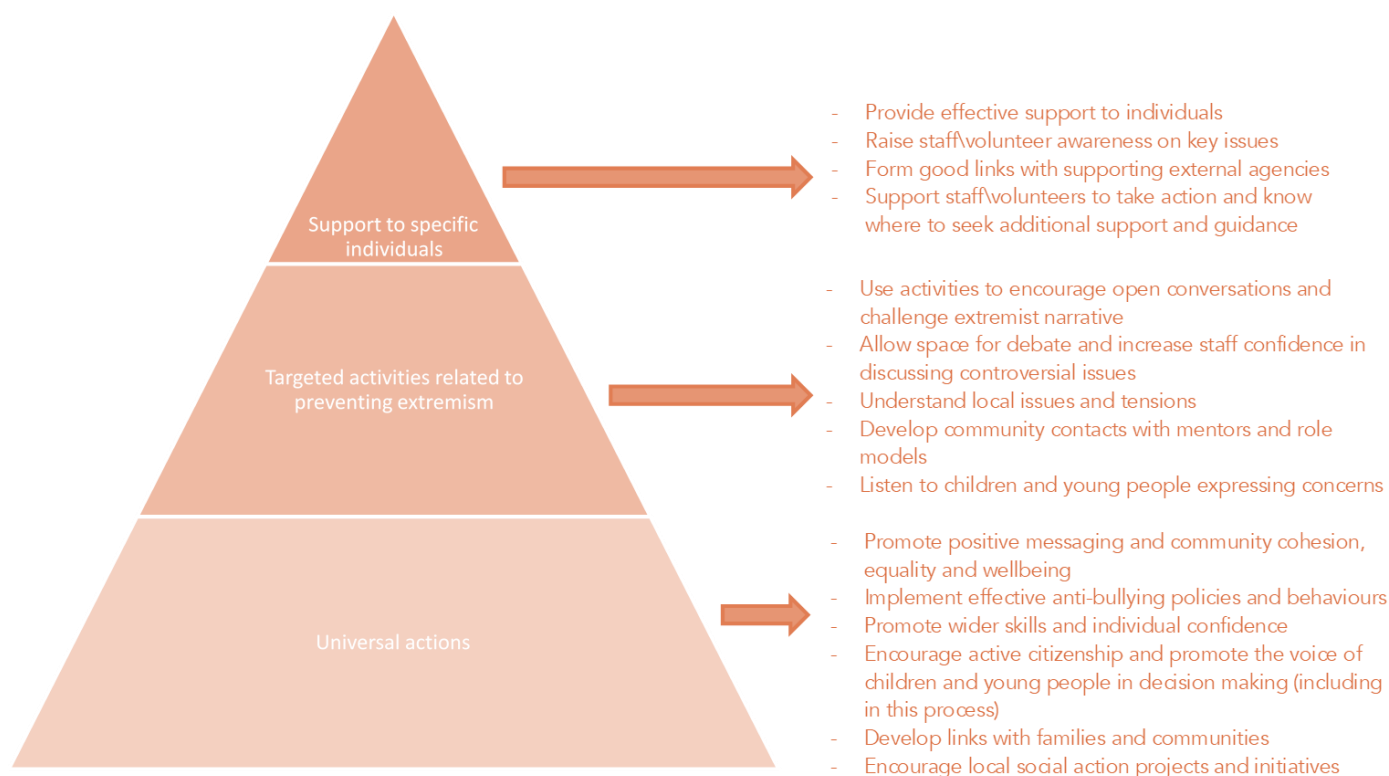
Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm. Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel:

- Isolated and lonely or wanting to belong;
- Unhappy about themselves and what others might think of them;
- Embarrassed or judged about their culture, gender, religion or race;
- Stressed or depressed;
- Fed up of being bullied or treated badly by other people or by society;
- Angry at other people or the government;
- Confused about what they are doing;
- Pressured to stand up for other people who are being oppressed.

- The desire to be valued and respected
- There are few other options open to them
- No one is listening to them/have no voice

Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists. This harmful behaviour is called extremism. Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others and UK Youth staff need to be aware of how they can affect young people in a negative way and what you should do to support children and young people or adults at risk who are in danger of being radicalised.

A tiered approach to supporting children and young people:



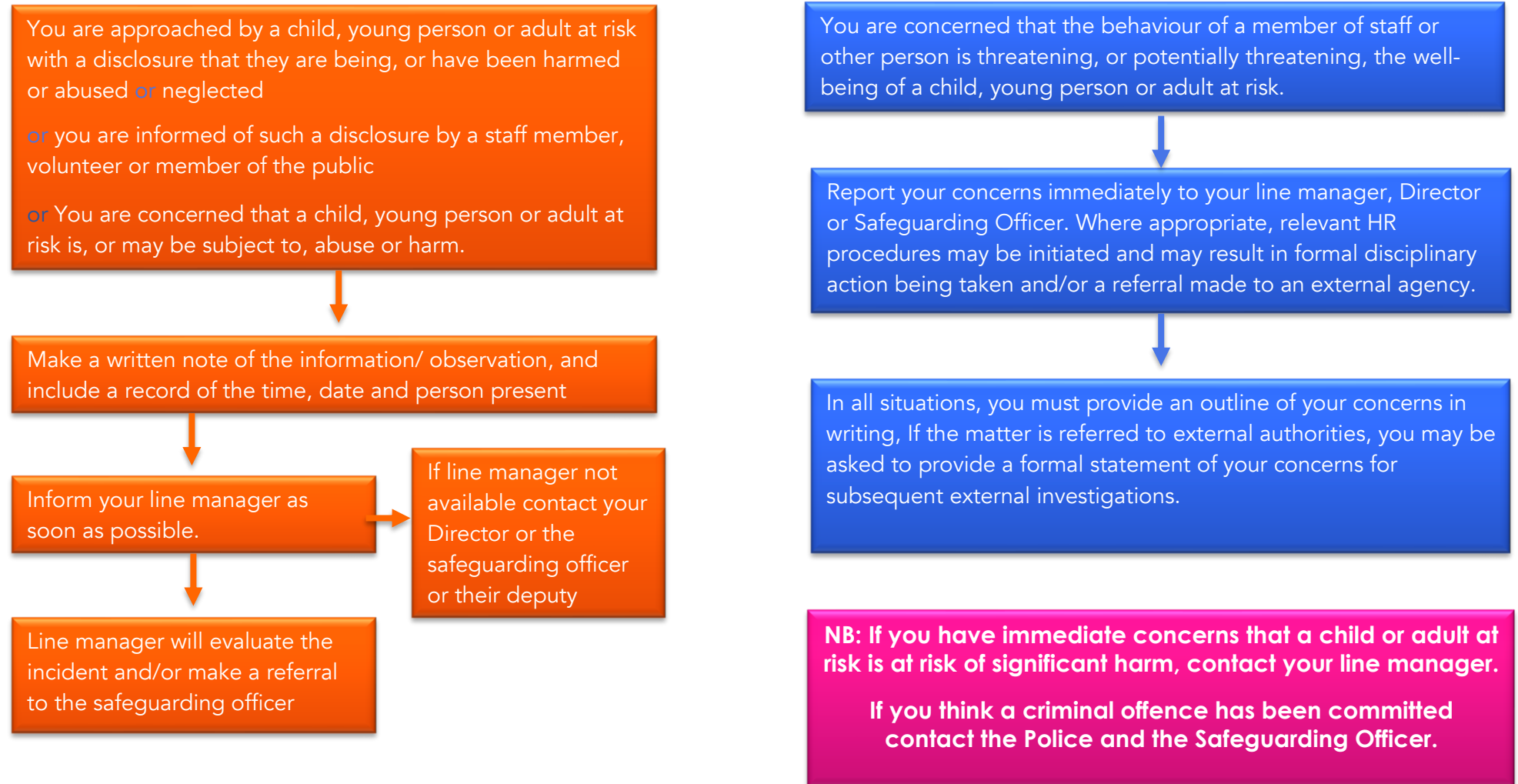
UK Youth staff, including apprentices will be expected to have completed PREVENT awareness training at a minimum biannually to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Trustees, volunteers, freelancers and consultants ideally will have completed the PREVENT awareness training if direct delivering UK Youth services to children and young people, however it is recognised this is not always practical and therefore a minimum requirement is that they have read this document and have acknowledged reading it.

Further information can be sought from the UK Youth Safeguarding Officer at safeguarding@ukyouth.org.

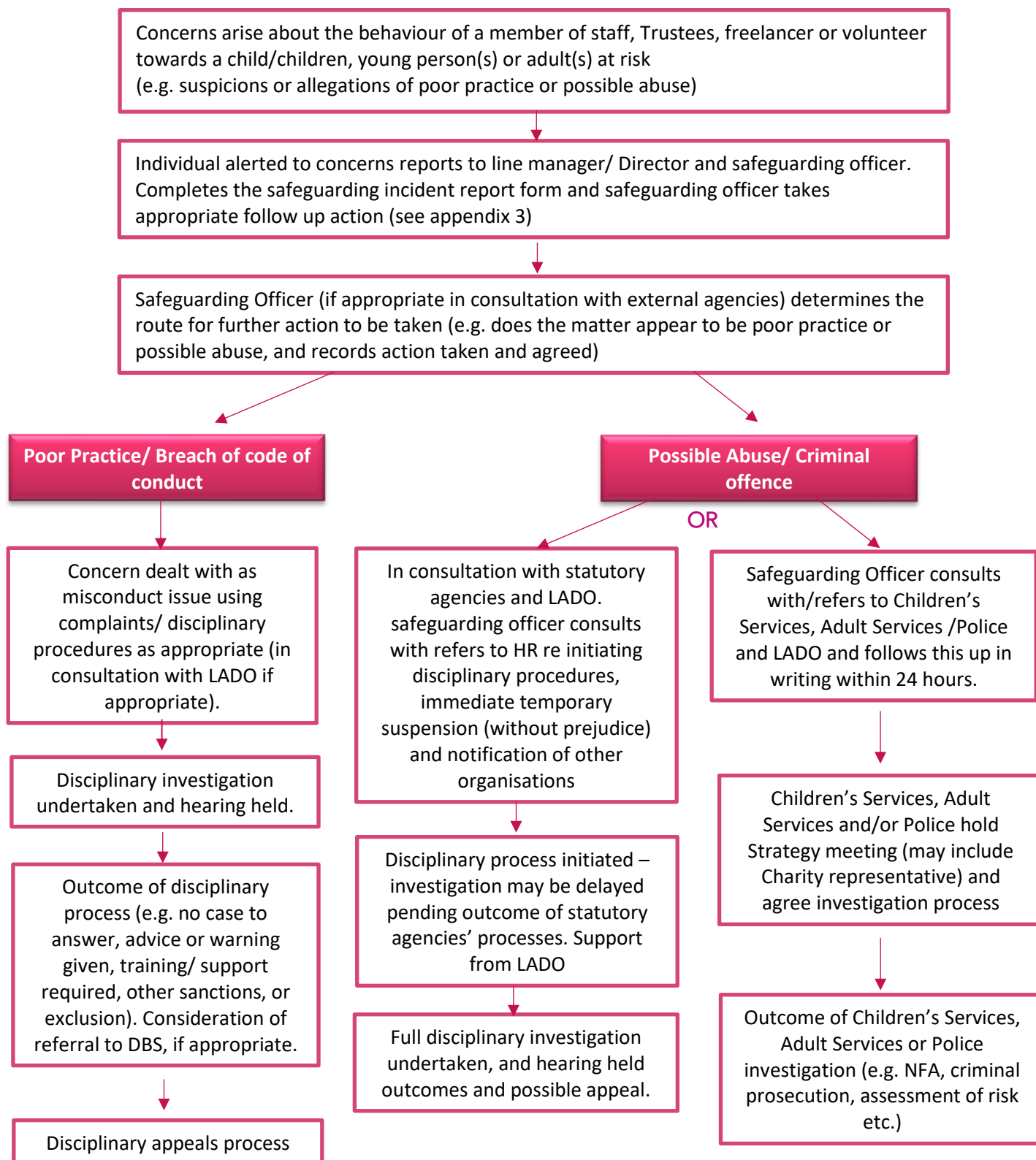
4.2.8 Staff Guidance Flow Diagram

What to do if you have concerns for the safety of a child, young person or adult at risk or in the case of allegations about a member of staff.



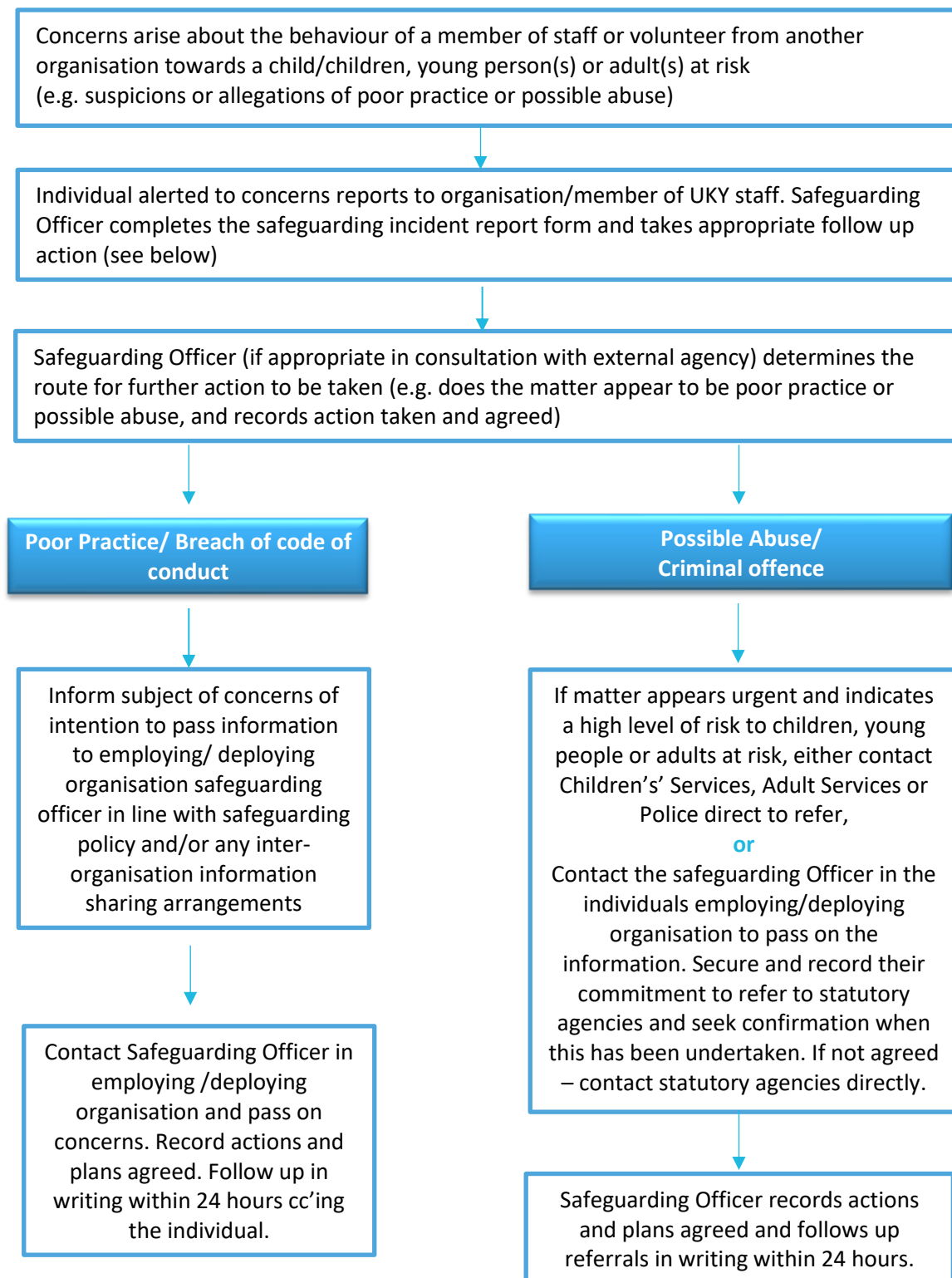
4.3 Safeguarding Officer - reporting procedure for concerns

1. Behaviour of a staff member, Trustee, volunteer, freelancer or consultant (e.g. allegation about behaviour towards a child, young person or adult at risk)



2. Behaviour of another organisation's staff member, Trustee, freelancer, volunteer or consultant

(e.g. allegation about behaviour towards a child, young person or adult at risk)



5 Working in Scotland

UK Youth acknowledges Scotland's safeguarding and Child Protection laws are different to those of England & Wales and will abide by these when it is appropriate to do so.

6 Further information

- For details of legislation and up to date information on Child Protection, see:
[Safeguarding children and young people](#)
[Safeguarding vulnerable adults at risk](#)
- The following local authority organisations are responsible for key inter-agency forums for child protection, safeguarding assessments and decisions at level and are identified on local government websites:
 - Social Services Departments
 - Local Safeguarding Children Board (LSCB)
 - Multi Agency Safeguarding Hub (MASH).
- [Radicalisation and Extremism - Prevent Duty Guidance, Preventing Violent Extremism](#)
- [NSPCC](#). A registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare 0808 800 5000
- [Children England](#) – A registered charity created by other charities aimed at creating a society where all children and young people are valued, protected and listened to, their rights are realised and families are supported
- [Child exploitation and Online Protection \(CEOP\)](#)
- See Appendix five for UK Youth safeguarding contacts

7 UK Youth Supporting Policies and Procedures

UK Youth has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people and adults at risk coming into contact with the Charity's activities. The Charity aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and adults at risk.

UK Youth is fully committed to meeting the requirements of safeguarding, in relation to children, young people and adults at risk, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

This policy should be read in conjunction with the following UK Youth policies and procedures:

- Health and Safety
- Whistleblowing
- Equal Opportunities and Dignity at Work
- Recruitment and Selection
- Bullying and Harassment
- Complaints procedure
- Avon Tyrrell terms and conditions

- UKY Movement terms and conditions
- Incident forms
- Accident forms
- Data Protection Policy
- Disciplinary policy and procedure
- Grievance policy

These documents can be found on the UK Youth's [SharePoint](#).

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.
- GDPR and data protection act 2018

8 Review

This procedure will be reviewed and updated to reflect changes in legislation that would require UK Youth to amend its policy and procedures. As a minimum, it will be reviewed annually.

Appendices

Appendix 1	Information and Parental Consent Forms This form is for general use and can be adapted for specific departmental needs.
Appendix 2	Types of Abuse
Appendix 3	UK Youth Child Protection – Incident Record Form
Appendix 4	UK Youth Child Protection – A code of good practice
Appendix 5	UK Youth Safeguarding Contacts list (Internal and General Public)

Consent form

The purpose of this consent form is to gain agreement for the named individual to participate in our programme/activity and ensure we have sufficient information necessary for participation. We are only asking for essential information and will at all times ensure we protect personal information in accordance with data protection laws.

If you are 18 years old or over, you can complete and sign yourself. If you are less than 18 years old you must complete and sign this form and you must get it countersigned by your parent/guardian.

You or your child (for under 18s) wishes to take part in UK Youth's [UKY complete] event from (date) to Please complete and sign the consent, medical form and photograph/media consent in full and return them to us as soon as possible. If you have any queries please contact [UKY complete] at [UKY complete] @ukyouth.org

Young Person's Details

Full Name:

Date of Birth:

Home address:

Contact telephone number:

Name (s) of parent/ guardian:

	First Emergency contact	Second Emergency Contact
Name		
Relationship to young person		
First Contact number		
Second contact number		

Medical / Support information

Date of last tetanus injection if known: _____

Do you or your child (for under 18's) have any access or communication needs?

Yes / No (delete as appropriate)

If yes please tell us what we need to ensure your / their access needs are met

Do you or your child (for under 18s) have any known health needs? E.g. Diabetes, asthma, epilepsy, allergies

Yes / No (delete as appropriate) If Yes please complete the next two questions

Current medication?

Name: _____

Dose: _____ Frequency: _____

Do you require UK Youth to provide additional support to keep you or your child well? Please provide as much information as possible.

Please use this space to provide any other medical/support information

Please note here any dietary requirements, including allergies

Consent Statement

I agree to participation and confirm that I have read and understood all of the details in this form and that the medical details given are complete and accurate.

I understand that while I / my child (for under 18s) is participating in the programme/activity they will be subject to the programme/activity's general code of behaviour and will be required to obey the instructions and advice of UK Youth staff and accompanying adults. If I / my child (for under 18s) is seen to not be abiding by the code of conduct, participation in the programme/activity may be terminated. I understand that in such circumstances UK Youth will not be responsible for the travel arrangements for myself / my child.

I understand UK Youth will do everything in its control to protect personal possessions but cannot be held liable for any loss or damage. Personal Insurance is recommended.

In the event of an accident or illness, I understand that every effort will be made to contact the emergency contacts I have provided but, if this is not possible, I authorise the project leader to consent to any lifesaving medical treatment from a qualified medical practitioner which, in the opinion of the qualified medical practitioner, may be necessary for me / my child (over the duration of the programme/activity).

I understand that UK Youth researchers will have access to the information provided to support engagement on the programme [namely; name, age, gender, ethnicity, postcode and barriers]. Any information used for statistical purposes will be done in such a way that it will preserve the confidentiality of the information and data wherever practical will be anonymise.

Photograph and Media Consent	Yes/ No
I give UK Youth permission to record the image and/or voice and/or words of myself (the young person named above) / my child and grant UK Youth all rights to add the still or moving images and any accompanying words to the Library Stock of UK Youth and to use them in any medium for its educational, promotional or other work that supports the mission of the charity.	

[Optional] Equality Monitoring Form

Gender

I define my gender as: _____

Prefer not to say

Ethnic Origin: Please tick the following

1. Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian background

4. Mixed

White and Black Caribbean
 White and Black African
 White and Asian
 Any other Mixed background

2. Black or Black British

Caribbean
 African
 Any other Black background

5. White

British
 Irish
 Any other White background

3. Chinese or other ethnic group

Chinese
 Other _____

Prefer not to say

Religion or Belief: Please tick the following

No religion
 Atheist
 Buddhist
 Christian
 Hindu
 Other _____

Atheist
 Jewish
 Muslim
 Sikh

Prefer not to say

Sexual Orientation: Please tick the following

Bisexual
 Gay Woman / Lesbian
 Other _____

Gay Man
 Heterosexual / Straight
Prefer not to say

Disability: Please tick the following

Do you consider yourself to have a disability? **Yes / No**

If you wish, please state your disability here: _____

Are there any special arrangements required not mentioned above? _____

Are any of these day to day activities affected by your disability?

Eyesight <input type="checkbox"/>	Mobility <input type="checkbox"/>
Hearing <input type="checkbox"/>	Manual Dexterity <input type="checkbox"/>
Speech <input type="checkbox"/>	Physical Coordination <input type="checkbox"/>
Learning, understanding or memory <input type="checkbox"/>	Lifting, carrying or moving everyday objects <input type="checkbox"/>
Other _____ <input type="checkbox"/>	<i>Prefer not to say</i> <input type="checkbox"/>

Data Protection Statement

The information which you give when completing this form will be used in accordance with Data Protection legislation and for the following purposes: to enable UK Youth to create an electronic and paper record of the above named person; to enable participation in the UK Youth programme; and ensure the Charity has emergency information and medical information to allow safe participation of the programme/activity. We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes outside the programme unless explicit consent has been obtained. The information collected and where consented may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to support future resources. The information will be kept securely, and will be kept no longer than necessary. [UK Youth Privacy Policy](#)

I confirm that I have read and understood all of the details in this form and confirm that the information I have given is complete and accurate.

Signature: _____ Date: _____
Young Person

Signature: _____ Date: _____
Parent or Guardian

Types of Abuse:

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person or adult at risk.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or adult at risk, though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children, young people or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child, young person or adult at risks' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter, (including exclusion from home or abandonment)
- Protect a child, young person or adult at risk from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child, young person or adult at risk's basic emotional needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child, young person or adult at risk's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children, young people or adult at risk;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children, young people or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on new born babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a child, young person or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity.

Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm

- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

Online grooming : Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child.

They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online – they may pretend to be a child and then chat and become 'friends' with children they are targeting.

Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting; Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages.

Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

Cuckooing; Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Peer on peer abuse; Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to:

physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.

Trafficking: Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children, young people or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Trafficking is carried out by individual adults and organised crime groups.

Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003).

UK Youth Child Protection – Incident Record Form

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child or adult at risk, the following standards will be applied to record keeping.

1. When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation;
2. Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using the safeguarding disclosure form attached;
3. The person making the disclosure or allegation will be advised at the time that a written record will be made and the importance of making a record of information will be explained;
4. The person making the disclosure will be informed that they can have access to the record made in respect of their own information;
5. The context and background leading to the disclosure will be recorded;
6. As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided;
7. For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present will be recorded;
8. Records will be signed and dated by the person receiving the information;
9. A log of the incident will be maintained, normally by the safeguarding officer who will be responsible in most cases for managing Safeguarding incidents.
10. The log will include full details of referrals to the local authorities where applicable;
11. All original records, including rough notes, will be provided to the relevant Safeguarding Officer as soon as practical;
12. All records will be kept in a confidential and secure place and shared only in order to safeguard a child, young person or adult at risk, in line with the information sharing protocol and requirements of the Data Protection legislation.

Safeguarding Incident Form

Your Name:	Your Position:		
Child's Name:	Child's Address:		
Child's date of birth:	Parents'/carers' names and addresses:		
Leader's name and address (if different from above)	Date and time of incident:		
Your Observations:			
Record of exactly what the child, young person or adult at risk said and what you said: (Remember do not lead the child, young person or adult at risk – record actual details. Continue on a separate sheet/s if necessary.)			
Physical/ Emotional/ Neglect/ Sexual/ Financial/ Inappropriate/ Historical			
Does this indicate the person subject of the concern or allegation has:-			
<ul style="list-style-type: none"> Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk, Possibly committed a criminal offence against or related to a child or adult at risk; Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk; or Behaved in a way that may compromise the UK Youth's reputation to safeguard the young and the vulnerable. 			
<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Yes	No
Yes	No		
Subject of Concern/allegation			
Name:			
Position:			
D.O.B:	Tel No:		
Address:			
Post Code:			
Other:			
Any previous concern(s):			

Action taken so far:					
External agencies contacted: (where time permits contact UKY Safeguarding Officer for advice)					
	Name	Date/Time		Name	Date/Time
Police					
Local Authority Designated officer					
Social Services					
Health Services					
Probation Services					
Education					
Details of advice given:					
UK Youth Senior Management contacted (name(s), contact number, details of advice received):					
Safeguarding Officer informed: Yes/No					
Date & Time: _____					
Have the parents been informed that contact is going to be made with Children's Social Care Yes/No					
NB: parents should be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Safeguarding Officer if you are uncertain.					
Signature:		Print Name:		Date:	

A copy of this report should be sent to the Safeguarding Officer, Director of Operations & Avon Tyrrell UK Youth. In addition it may be appropriate to keep details of any actions, meetings or decisions in the Incident Log for future referral.

Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain.

The personal information recorded above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

IN STRICTEST CONFIDENCE WHEN COMPLETED

UK Youth Child Protection – A code of good practice

It is the policy of UK Youth to safeguard the welfare of all young people using our services by protecting them from neglect and from physical, sexual and emotional harm.

For all staff, trustees and volunteers involved in the work of UK Youth (aged 18 and over), this is essential information – keep it with you. More details on our policies can be obtained from our Safeguarding Officer.

What happens if...?

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

If a young person tells you about abuse by someone else:

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell your line manager or the Safeguarding Officer
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the Safeguarding Officer
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the Safeguarding Officer of the action you have taken.

If you have a concern about a young person's safety and well-being:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Ensure that no situation arises which could cause any further concern

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell your line manager or Safeguarding Officer
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the Safeguarding Officer
4. Try to ensure no-one is placed in a position which could cause further compromise

Note: Any adult associated with UK Youth has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment.

You must refer; you must not investigate.

If in any doubt about policy or procedure please contact the Safeguarding Officer, Director of Operations and Avon Tyrrell on safeguarding@ukyouth.org 01425 675100 / 07738 588140.

Code of behaviour

- DO put this code into practice at all times
 - DO treat everyone with dignity and respect
 - DO set an example you would wish others to follow
 - DO treat all young people equally – show no favouritism
 - DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others
 - DO follow the recommended adult/young people ratios for meetings and activities
 - DO respect a young person's right to personal privacy
 - DO avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a young person over the age of consent
 - DO have separate sleeping accommodation for young people, adults and young leaders working with a younger section
 - DO allow young people to talk about any concerns they may have
 - DO encourage others to challenge any attitudes or behaviours they do not like
 - DO avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes
 - DO ensure a no alcohol policy when young people are in your care – adults and young people
 - DO make everyone aware of UK Youth's child protection procedures – young people, parents/carers, young leaders and other helpers
 - DO remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
 - DO keep other staff informed of where you are and what you are doing
 - DO remember someone else might misinterpret your actions, no matter how well-intentioned
 - DO take any allegations or concerns of abuse seriously and refer immediately
-
- DO NOT trivialise abuse
 - DO NOT form a relationship with a young person that is an abuse of trust
 - DO NOT permit abusive peer activities e.g. initiation ceremonies, bullying
 - DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual
 - DO NOT play physical contact games with young people
 - DO NOT make suggestive remarks or threats to a young person, even in fun
 - DO NOT use inappropriate language – writing, phoning, email or internet
 - DO NOT let allegations, suspicions, or concerns about abuse go unreported
 - DO NOT just rely on your good name to protect you

Safeguarding reporting your concerns Contact List Internal only

UK Youth Safeguarding Officer

All concerns should be reported to the UK Youth Safeguarding Officer:

David Watts

01425 672100 / 07738588140

safeguarding@ukyouth.org

Police

Police Central Referral Unit

0845 605 1166

Police Non-emergency

101

Remember - in an emergency always dial

999

NSPCC Helpline

If you're worried about a child/ young person

Report a concern

08088005000

help@nspcc.org.uk

If you are under 18:

Childline

0800 1111

Local Authority Adult Services

Contact your local authority to report your concerns about a vulnerable adult

Hampshire Adult Services

0300 555 1386 (AT Only)

Staff delivering events need to identify the local services

Safeguarding reporting your concerns Contact List AT Display only

UK Youth Safeguarding Officer

All concerns should be reported to the UK Youth Safeguarding Officer:

David Watts
01425 672347 / 07743559344

safeguarding@ukyouth.org

Police

Police Central Referral Unit	0845 605 1166
Police Non-emergency	101
Remember - in an emergency always dial	999

NSPCC Helpline

If you're worried about a child/ young person

Report a concern	08088005000 help@nspcc.org.uk
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If you are under 18 :

Childline	0800 1111
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Local Authority Adult Services

Contact your local authority to report your concerns about a vulnerable adult

Hampshire Adult Services	0300 555 1386
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Document Control Sheet

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Issue Number:	Issue 15
Document Owner:	Director of Operations & Avon Tyrrell
Issue Date:	March 2018
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Document History:	Issue 1 – 1 st formal issue Issue 2 – reviewed at training session Issue 3 – update following training session Issue 4 – revised to give more detail on face-face work Issue 5 – job title changes Issue 6 – additions to consent forms Issue 7 – General update Issue 8 – Review Issue 9 – Review Issue 10 – Minor Updates Issue 11 – Review & Updates Issue 12 – Review & Updates Issue 13 - Review & Updates Issue 14 – Review & New Branding Update Issue 15 – Significant Review & Updates Issue 16 – Annual review and minor changes
Document approved by:	SMT
Date approved:	Issue 2 20-04-04 Issue 3 19-04-05 Issue 4 11-08-06 Issue 5 15-01-07 Directors Issue 6 31-05-07 Chief Executive Issue 7 Oct 09 Issue 8 Oct 10 Issue 9 Oct 11 Issue 10 Feb 13 Issue 11 Feb 14 Issue 12 Feb 15 Issue 13 Feb 16 Issue 14 Feb 17 Issue 15 Apr 18 Issue 16 May 19