

Policy	Safeguarding Children and Young People Policy and Procedure		
Department	Young People Services and Housing Team		
Approval Date	Mar 2025	Issue Date	Dec 2024
Last Amended Date	Nov 2024	Next Review Date	Nov 2026
Other Relevant Policy(ies)	Safeguarding children and young people		
	Disclosure in the Public Interest		
	Disciplinary Procedures		
	Code of Conduct		
	Lone Working Policy		
	GDPR		
	Equalities Policy		
Acts associated with this policy	<i>Working Together to safeguard children 2018</i> <i>Children's Act 1989</i> <i>Children's Act 2004</i> <i>Equalities Act 2010</i> <i>Data Protection Act 2018 and GDPR</i> <i>Safeguarding Adults</i> <i>OFSTED for Supported Housing Providers</i>		

1. Purpose

YMCA London City and North works with Children and Young People and therefore it is expected all employees will be aware of what to do if there is a safeguarding concern. This procedure must be followed in conjunction with our overall Policies and Procedures.

2 Definitions

2.1 Designated Safeguarding Lead

Will be referred to as the DSL throughout this policy and procedure. The DSL is the person who is responsible for any safeguarding concerns within YMCA London City and North.

The current DSL is: *Head of Housing Operations – Anthony Kamara*

2.2 Deputy Safeguarding Officers

Will be referred to as the DSOs throughout this policy and procedure. They are the people who support the DSL in dealing with any safeguarding concerns within YMCA London City and North when the DSL is not available.

The current DSOs are:

Deanne Frater (Youth & Community Engagement Manager)

Andre Rodney (Youth Community Services Manager)

3. Scope of this Policy

This policy and procedure applies to:

All employees, workers (this includes casual and sessional workers), agency workers, contractors, apprentices, students, volunteers, secondees, interns, trustees and Directors of any associated company controlled by YMCA London City and North.

Scope of this means that we will:

- Value, listen to, and support everyone we work with
- Provide clear procedures for dealing with safeguarding concerns (**Appendix A**)
- Provide effective management for staff, students and volunteers through regular supervision, support, and training
- Make sure we recruit safely and carry out checks under the Enhanced Disclosure and Barring Services
- Share information about our policies and procedures with everyone we work with including children and young people; their parents and carers; members of staff; volunteers; students; and members of our Board
- Liaise with statutory services in a timely fashion to make sure we contribute to the safety and well-being of children and young people.

Any allegation or concern about abuse **must** be promptly reported and responded to. Safeguarding and promoting the welfare of children is everybody's responsibility. We recognised that the roles of individuals in the process may be different according to their duties within the organisation.

4. General Principles

This policy applies to all individuals as defined under the scope of this policy.

Effective safeguarding arrangements should aim to meet the following two key principles:

- Safeguarding is everyone's responsibility: for services to be effective everyone and organisation should play their full part; and
- A child centered approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Working Together to Safeguard Children (2018).

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcome

5. The Legal Context

Section 10(8) and 11(4) of the Children Act 2004 places a duty on all agencies to make arrangements to safeguard and promote the welfare of children and young people. In terms of legislation, a child is anyone between the ages of 0-18 years of age as defined by the Children Act 1989 & 2004, thus with respect to the work we do here at YMCA London City and North, this applies to any resident we have between the ages of 16-18, any young people using our youth projects, and any visitor to our sites under the age of 18.

6. YMCA London City and North Safeguarding Statement for the Protection of Children and Young People

At YMCA London City and North, our first responsibility is to the young people in our care or accessing our services. If any staff member, contractor, volunteer, service user, visitor or trustee has cause for concern with regards to safeguarding, they must report it by following our Safeguarding Reporting policy and procedures. We have a dedicated Safeguarding team made up of DSL and DSO's. YMCA London City and North recognises that abuse can be physical, sexual, emotional, financial and neglectful, or a mixture of these. We will notify and raise and alert promptly to the relevant Local Authority, Police and or Health Professionals in the boroughs in which we operate. YMCA London City and North are dedicated to safeguarding all those accessing our services and acknowledge our responsibilities in reporting and acting in accordance with our policy and the wider safeguarding legislation.

7. Types of Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse

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

Emotional abuse

The persistent emotional maltreatment of a child such as causing severe and persistent adverse effects on the child's emotional development. It may involve

conveying to a child that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Child sexual exploitation Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: a. provide adequate food, clothing and shelter (including exclusion from home or abandonment) b. protect a child from physical and emotional harm or danger c. ensure adequate supervision (including the use of inadequate caregivers) d. ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of

members of our armed forces as extremist.

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child criminal exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology

Other types of abuse include:

- | | |
|--------------------------------|--|
| 1) Disability Hate Crime | 12) Neglect and acts of omission (including Self-neglect and Hoarding) |
| 2) Discriminatory abuse | 13) Organisational abuse |
| 3) Domestic abuse | 14) Physical abuse |
| 4) Female genital mutilation | 15) Psychological abuse |
| 5) Financial or material abuse | 16) Restraint |
| 6) Forced marriage | 17) Sexual abuse |
| 7) Hate Crime | 18) Sexual exploitation |
| 8) Honour-based violence | 19) Radicalisation |
| 9) Human trafficking | 20) Cyber Bullying |
| 10) Mate crime | 21) Spirt Possession or Witchcraft |
| 11) Modern slavery | |

Description or Supporting Guidance of Type of Abuse

1 Disability HateCrime

The Criminal Justice System defines a disability hate crime as any criminal offence, which is perceived, by the victim or any other person, to be motivated by hostility or prejudice based on a person's disability or perceived disability.

The Police monitor five strands of hate crime, Disability; Race; Religion; Sexual orientation; Transgender.

2 Discriminatoryabuse

Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse.

3 Domestic abuse

The Home Office (March 2013) defines domestic abuse as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological; Physical; Sexual; Financial; Emotional. Domestic Abuse includes controlling and coercive behaviour. Section 76 of the Serious Crime Act 2015 makes it an offence to use repeated or continuous controlling or coercive behaviour towards a person with whom the person committing the offence has an intimate personal relationship, or with whom they live and who is a family member or if they were formerly in an intimate relationship. (See Supplementary information in Appendix 6)

4 Female genital mutilation (FGM)

Female genital mutilation (FGM) involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act (2003) makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

5 Financial or material abuse

Theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits are all forms of financial abuse and are more often than not targeted at adults at risk. The adult at risk can be persuaded to part with large sums of money and in some cases their life savings. These instances should always be reported to the local police service and local authority Trading Standards Services for investigation. The SAB will need to consider how to involve local Trading Standards in its work. Financial abuse can have serious effects including loss of income and independence and harm to health, including mental health. Where the abuse is perpetrated by someone who has the authority to manage an adult's money, the relevant body should be informed, e.g. the Office of the Public Guardian for deputies and attorneys and DWP for appointees.

6 Forced marriages

Is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. In a situation where there is concern that an adult is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions and the adult safeguarding process. In this case action will be co-ordinated with the police and other relevant organisations. The police must always be contacted in such cases as urgent action may need to be taken. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. In addition, Part 4A of the Family Law Act 1996 may be used to obtain a Forced Marriage Protection Order as a civil remedy. Registrars and registry staff need to be supported through relevant training to know the signs of possible forced marriage.

7 Hate Crime

The police define Hate Crime as 'any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability'. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. In addition, it includes incidents that do not constitute a criminal offence.

8 Honour-based violence

Will usually be a criminal offence and referring to the police must always be considered. It has or may have been committed when families feel that dishonour has been brought to them. Women are predominantly (but not exclusively) the victims and the violence is often committed with a degree of collusion from family members and/or the community. Some of these victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help. Adult safeguarding concerns that may indicate honour-based violence include domestic violence, concerns about forced marriage, enforced house arrest and missing person's reports. If an adult safeguarding concern is raised, and there is a suspicion that the adult is the victim of honour-based violence, referring to the police must always be considered as they have the necessary expertise to manage the risk.

9 Human trafficking

Is actively being used by Serious and Organised Crime Groups to make considerable amounts of money. This problem has a global reach covering a wide number of countries. It is run like a business with the supply of people and services to a customer, all for the purpose of making a profit. Traffickers exploit the social, cultural or financial vulnerability of the victim and place huge financial and ethical obligations on them. They control almost every aspect of the victim's life, with little regard for the victim's welfare and health. The Organised Crime Groups will continue to be involved in the trafficking of people, whilst there is still a supply of victims, a demand for the services they provide and a lack of information and intelligence on the groups and their activities.

10 Mate Crime

A 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate crime is often difficult for police to investigate, due to its sometimes ambiguous nature, but should be reported to the police who will make a decision about whether or not a criminal offence has been committed. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

11 Modern slavery

Slavery, servitude and forced or compulsory labour. A person commits an offence if:

- The person holds another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude, or

- The person requires another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being required to perform forced or compulsory labour.

There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist. Someone is in slavery if they are:

- Forced to work - through mental or physical threat;
- Owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse;
- Dehumanised, treated as a commodity or bought and sold as 'property';
- Physically constrained or has restrictions placed on his/her freedom of movement.

Contemporary slavery takes various forms and affects people of all ages, gender and races. Adults who are enslaved are not always subject to human trafficking. Recent court cases have found homeless adults, promised paid work opportunities enslaved and forced to work and live in dehumanised conditions, and adults with a learning difficulty restricted in their movements and threatened to hand over their finances and work for no gains. From 1 November 2015, specified public authorities have a duty to notify the Secretary of State of any individual identified in England and Wales as a suspected victim of slavery or human trafficking, under Section 52 of the Modern Slavery Act 2015.

12 Neglect and acts of omission

Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating.

Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

13 Organisational abuse

Is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights. (See Working with Providers Section 5: Provider Concerns).

14 Physical abuse

Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

15 Psychological abuse

Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

16 Restraint

Unlawful or inappropriate use of restraint or physical interventions. In extreme circumstances unlawful or inappropriate use of restraint may constitute a criminal offence. Someone is using restraint if they use force, or threaten to use force, to make someone do something they are resisting, or where an adult's freedom of movement is restricted, whether they are resisting or not.

Restraint covers a wide range of actions. It includes the use of active or passive means to ensure that the person concerned does something, or does not do something they want to do, for example, the use of key pads to prevent people from going where they want from a closed environment.

17 Sexual abuse

Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

18 Sexual exploitation

Involves exploitative situations, contexts and relationships where adults at risk (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. It affects men as well as women. People who are sexually exploited do not always perceive that they are being exploited. In all cases those exploiting the adult have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources. There is a distinct inequality in the relationship. Signs to look out for are not being able to speak to the adult alone, observation of the adult seeking approval from the exploiter to respond and the person exploiting the adult answering for them and making decisions without consulting them.

19 Radicalisation

Radicalisation is comparable to other forms of exploitation, such as grooming and Child Sexual Exploitation. The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media. There are a number of factors that may make the individual susceptible to exploitations by violent extremists. None of these factors should be considered in isolation but in conjunction with the particular circumstances of the individual. Prevent is part of the Government's counter-terrorism strategy CONTEST and aims to provide support and re-direction to vulnerable individuals at risk of being groomed into terrorist activity before any crimes are committed. The Counter-Terrorism and Security Act 2015 requires specified authorities, in the exercise of their functions to have due regard to the need to prevent people being drawn into terrorism.

The support available for individuals at risk of being radicalised is called Channel.

20 Cyber Bullying

Cyberbullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it. Sport England 2017.

21 Spirit Possession or Witchcraft

Spirit possession is when parents, families and the child believe that an evil force has entered a child and is controlling them; the belief includes the child being able to use the evil force to harm others.

A child may suffer emotional, physical and sexual abuse and neglect if they are labelled and treated as being possessed with an evil spirit. Significant harm may occur when an attempt is made to 'exorcise' or 'deliver' the evil spirit from the child.

Dismissing the belief may be harmful to the child involved.

Professionals should consult with their designated safeguarding children professional and make a referral to Children's Social Care.

For supplementary guidance please refer to the government's Safeguarding Children from Abuse Linked to a Belief in Spirit Possession:

<https://www.education.gov.uk/publications/eOrderingDownload/DFES-00465-2007.pdf>

8. YMCA London City and North's Procedure for Safeguarding Children and Young People

When faced with a situation where abuse of a child or young person is suspected, staff should adhere to the following procedure:

8.1 Immediate Action by The Person Raising the Concern

The person who raises the concern has a responsibility to primarily safeguard the child/young person or children/young people at risk. If a child or young person makes a disclosure of abuse the following actions are to be taken:

- a. React calmly so as not to frighten or deter the child / young person
- b. Listen carefully to what the child / young person tells you without interrupting and take it seriously
- c. Ask questions for clarification only. Avoid asking questions that suggest a particular answer
- d. Do not stop a child / young person who is freely recalling significant events. Allow them to continue at their own pace.
- e. Acknowledge how difficult it might have been for them to share this with you
- f. Reassure them that they have done the right thing in disclosing

- g. Reassure the child / young person
- h. Never promise a child / young person that what they told you can be kept a secret. Explain to the child / young person that you have a responsibility for their safety and therefore must tell somebody in authority.
- i. Tell them what you will do next and with whom the information will be shared
- j. Ensure the safety of the child / young person
- k. As soon as possible take care to record in writing what was said using the child's own words. Record the date, time, setting, any names mentioned, to whom the information was given, and other people present.
- l. Record any subsequent events and actions
- m. It is not your responsibility to decide if a child has been abused. Any disclosure must be raised with the DSL or DSO. You can do this confidentially by phone, face to face or Email safeguarding@ymcalcan.org

A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the DSL or DSO and followed through appropriately.

You may also have concerns about a child's welfare where there has not been any disclosure or allegation. In the best interests of the child / young person, these concerns should be raised with the DSL or DSO and followed through in accordance with this policy.

The next stage is for the relevant local authorities safeguarding team to be informed via a safeguarding alert. These can now be completed online on the Local Authorities website.

If abuse is suspected because of physical injury

All observations must be recorded, and the DSL informed immediately and in the strictest confidence. If immediate medical attention is required, first aid should be administered by qualified first aid staff and emergency services called.

If abuse is suspected because a child confides in you

If the young person is in imminent danger, call 999.

Listen to the young person and record what they have said in accordance with this policy. It is important to respond to questions in a way that the young person feels comfortable with. Detailed or leading questions should not be asked. Inform DSL immediately who may initiate confidential discussion with other workers if there is a general concern. The Safeguarding Alert should be logged on to the relevant system (currently INFORM) or via the Incident Log Form and then the alert raised with the relevant Local Authority on their website. For urgent cases, you can make phone contact with the Local Authority.

Allegations of abuse or malpractice against a member of staff, contractor or volunteer:

In such circumstances a thorough investigation of any allegation will be conducted. All complaints and allegations should initially be made to the Line Manager, if for any reason this is not deemed appropriate, the DSL should be informed and HR which be contacted accordingly. If the complaint is against a volunteer (under 18 or working with under 18s) then the volunteer will be asked to refrain from volunteering by their manager for a stated period and will not be permitted to return until they have been contacted and briefed on the investigation. For volunteers over 18, or working with over 18s, the same procedures as for staff members will apply.

All information will be dealt with in the strictest confidence.

9. Child protection Procedures for Detached work

In conjunction with the lone working policy, YMCA London City and North workers will always work with at least one staff member or volunteer within eyesight and earshot of one another.

This will minimise the risk of an unfounded accusation or complaint from a young person or member of the community and provide a witness to such an event.

10. Child protection Procedures for Centre based activities

During centre-based work with young people, staff and volunteers need to ensure their personal safety and the safety of those accessing our services. To ensure we maintain the highest quality of work with young people as well as the safest environment, we will operate within the recommended NSPCC ratio guidelines:

- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

A detailed Risk assessment should be made before each activity and staff should communicate with each other, before, during and after the session.

11. Child protection Procedures for Trips and Residential

During all trips and residential to ensure both the highest quality of work with young people as well as the safest environment, for trips, the ratio will be age dependent, and we will aim for 2 adults: for every 7 Young People

A completed and signed consent form for every young person attending the trip and staff on the trip have copies of the form with them.

Before any trip or residential takes place, staff must ensure that the facility is fit for purpose and has necessary legal health and safety requirements. In addition, staff should undertake a risk assessment and be aware of potential hazards. Note: all trips and residentials must follow the Youth Projects Risk Assessments.

12. Child protection Procedures for Residents

Residents of the accommodation projects may, from time to time, wish to bring their children, or those for whom they are legally responsible, those under 16 years of age, onto the premises. Therefore:

- Children must always be supervised and not permitted on residential floors. Only accessing communal areas.
- All children visiting parents must be signed in – via traction Guest
- No overnight stays are allowed under any circumstances
- No resident, aged between 16 to 18 are allowed overnight guests

13. Recruitment of Staff and Volunteers

All staff recruited to work at YMCA London City and North in either a paid or voluntary capacity will be required to have an Enhanced DBS through the Disclosure and Barring Services. The Check must be applied for immediately upon appointment and if the staff member commences work before the disclosure is returned then the staff member or volunteer must not work unsupervised and a risk assessment must be completed, until the disclosure has been received. (See Disclosure and Barring Services (DBS) Check and Criminal Conviction Policy and Recruitment Policy and Procedures.)

14. Safeguarding Training

YMCA London City and North is committed to ensuring that its staff, volunteers and the Board of Trustees are skilled and fully equipped to undertake the duties required of them in relation to safeguarding. All are required to undertake annual safeguarding training via E-learning. DSL, DSOs and the Safeguarding Trustee, must attend advance Safeguarding Training and have read the (Working together to Safeguard Children 2018) Legislation.

15. Recording and Incident

- For Preciseness record details of incident or disclosure immediately on whichever resources are available as to record accurately in a confidential manner.
- Log the incident on the relevant system: Example for housing this would be the Inform Application. Other services may use the incident template attached <..\..\..\..\Documents\Incident Template.docx>
- Inform DSL, DSOs – Phone Call, Face to Face or email safeguarding@ymcalcan.org
- Raise a Safeguarding Alert with the relevant local authority using the form on their website.
- Ensure that Police are contacted if there is immediate danger and that emergency services are called in there is injury.

Good Practice Guidance – Disclosure & Concerns Checklist

Good Practice Guidance – Disclosure

Action to be taken when a young person says that they have been abused:

- Accept what the young person tells you. All complaints, allegations or suspicions will be taken seriously.
- Remain calm if you are in a face-to-face situation with the young person.
- Let them know that you will need to tell someone else. Never promise them confidentiality.
- Even when the young person has broken a rule do not blame them - remember that the child or young person might have been threatened.
- It is vital to remember that you are not conducting an investigation. Never push for more information - allow the young person to proceed at their speed.
- Appropriate Questions are: *Do you want to tell me what happened? Is there anything else you wish to tell me?*
- Reassure them that they were right to tell you.
- Advise the young person that you will have to share this information to seek help.
- Tell the young person what you are going to do next and what is going to happen.
- Write down as soon as possible, exactly what was said, including the date and time of your meeting or conversation with the young person using the Safeguarding Incident Log. Record the dates and times of the events or incidents told to you by the young person and keep your records safe because you might want to refer to them at a later date.
- Child Protection Records should be kept online or confidentially if they are paper based.
- A full report must be made to one of the nominated persons on the same day as any disclosure or concerns of abuse. It should contain:
 - The date
 - The time
 - The place where the alleged abuse happened
 - An account of allegation
 - A description of any injuries observed
 - The name(s) of those involved in the incident (if known)
 - The name(s) of those making the report
 - Signature of person making the report.
- Consideration should be given as to whether it is considered safe for a young person to return to a potentially abusive situation. On occasions it might be necessary to take immediate action to contact the Children's Social Care Emergency Duty Team within the relevant local authority.

Establish

- The risks and what immediate steps to take
- Communication needs, whether an interpreter or other support is needed.

Concerns Checklist

Action plan following a disclosure:

- Always remember that the welfare of the young person must be your paramount concern, and you should take the following steps:
 - Do not delay.
 - Contact the DSL or DSO
- If the information concludes that the young person is at risk, the person receiving the allegation must contact the Children's Social Care Emergency Duty Team at the relevant Local Authority. The nominated person will notify Children's Services by telephone within 24 hours of the disclosure. Written confirmation will follow as soon as is practical.
- Do not inform or have any conversation with the alleged perpetrator regarding the conversation either with the young person, nor with the parents/ guardians if this could put the young person at risk.
- Included in the process may be a Case Conference convened by Children's Services. The individual reporting the matter could be asked to attend, either to give information or to support the young person, parent or family. Before attending the case conference, it is important to clarify in what capacity one has been invited. Remember you were not a witness to the abuse; however, you are repeating, verbatim, from your written report what you were told.

Action to be taken when a third-party person informs of a service user or ex-service user has been abused:

- Accept what the third-party individuals tell you. Remain calm and if you are in a face-to-face situation, show that they have your full attention and that you are interested in what they have to say.
- Let them know that you will need to tell someone else, never promise them confidentiality.
- If the third-party person is residing at YMCA London City and North and has broken the house rules or the license agreement in relation to the nature of accusation, no warnings will be issued until the outcomes of the pre-investigation or full investigation has been dealt with and a decision have been reached by all parties.
- Always be aware that the third-party person might have been asked not to confide in staff.
- Be aware that you are not conducting an investigation. Never push for more information.
- Allow the third-party person to proceed at their own pace.
- Appropriate Questions are: *Do you want to tell me what happened? Is there anything else you wish to tell me?*
- Reassure them that they were right to tell you and that you take what they have said seriously.
- Advise them that you will have to share this information with someone else for help to be sought.
- Tell them what you are going to do next, and what is going to happen.
- Write down, as soon as possible, exactly what was said on the Child Protection Recording Form, including the date and time of your meeting or conversation with the third party. In addition, you should record the dates and times of any events or incidents told to you by the third party and keep your records safe so that you can refer to them at a later date.

- Consideration should be given as to whether it will be deemed safe for the service user [or ex-service user] mentioned by the third-party person to return to a potentially abusive situation.
- On occasions it might be necessary to take immediate action to contact the Children's Social Care Emergency Duty Team, and HR to discuss putting into effect safety measures for the service user or ex-service user. This would depend on the situation; who is the alleged perpetrator (staff member, volunteer, member of the public, resident, etc.) and the severity of the accusation.

Establish

- Safety of child / young person and others made
- Initial conversation held with the child / young person
- Emergency services contacted and recorded
- Medical treatment sought
- Best Interest Decisions made and recorded
- Evidence preserved
- Action taken to remove/reduce risk where possible and recorded
- Recorded clear rationales for decision making
- Referral to Local Authority Children Services included relevant information.

Use of photographic, video recording, image recording and mobile phone camera use

It is not the intention to prevent parents / carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography /filming.

- No one is permitted to photograph or record images in the following areas:
 - Changing areas
 - Toilet areas
 - First Aid room
 - Locker rooms
- Children / young people can only be photographed if permission of parent /carers is given
- Those taking photos, including staff / volunteers must identify themselves
- Photographers will be required to have formal identification which must be worn at all times
- Children's / young people's images will not be used for promotional or press releases unless parents / carers have consented
- Unsupervised access to children / young people or one-to-one photo sessions are prohibited
- Photo sessions outside the organisation / organisation's activities or a child's /young person's home are not allowed
- Personal details which might make a child / young person vulnerable, for example, address, email address, phone number, should never be revealed
- Any concerns regarding inappropriate or intrusive photography / filming reported to, or observed by, the organiser must be followed up by them with the person in question. If concerns persist this person can be requested to leave
- Use of video equipment can be a legitimate learning / training aid. Children / young people and parents / carers should be made aware that this part of the learning / training. Care must be taken in the storing of these films.

Lost children / young person

- On suspicion of a lost child the lead officer will conduct a roll call without alarming the children
- The lead officer and one other staff member will conduct a thorough search of the premises and immediate vicinity
- Staff conducting the search and remaining staff must ensure a calm manner and normal routine will be conducted
- If the child / young person is not found, the police and the child's parent / carer will be contacted
- The Named Child Protection Person will be informed
- The relevant authorities will be informed
- Staff will work closely with the Police and parents / carers to ensure all relevant information is made available to aid the safe recovery of the child
- The incident will be evaluated and fully discussed with all staff, Named Child Protection Person, Children's Social Services, and the Police
- A full report will be produced
- Procedures and policies will be reviewed and amended if necessary

OFSTED – Support Accommodation for Looked After Children aged 16 and 17

As an organisation, we house young people aged 16 – 35, some of these young people may be looked after children or care leavers aged 16-17. To meet the new government requirement, YMCA London City and North are registering with Ofsted. This will ensure that this element of the service meets new regulatory requirements.

Appendix A

Safeguarding Reporting Procedures

