



YOUTH NGAGE

**Policy on Safeguarding and
Promoting the Welfare of Children,
Young People and Vulnerable Adults**

Table of Contents

1. Introduction.....	3
1.1.....	
Purpose of this document	3
1.2.....	
Agency roles and responsibilities.....	5
1.3.....	
The definition of safeguarding.....	5
1.4.....	
Relevant legislation.....	5
2. Youth Ngage Project’s responsibilities	7
3. Safeguarding children and young people in education	7
3.1.....	
Youth Ngage Practitioner Initial Recruitment Policy ~ Recruitment Process	8
3.2.....	
Procedure	8
3.3.....	
Youth Ngage Practitioner Disclosure Content.....	9
3.4.....	
Continuing awareness	9
5. Creative Practitioner Programme Selection.....	10
5.1.....	
Checks procedures.....	10
5.2.....	
Public Liability Insurance	11
6. Confidential Data Storage.....	11
7. Dealing with Allegations of Abuse	12
8. Information sharing / Reporting Procedures – DO NOT DELAY	12
9. Guidance on how to respond to a person disclosing abuse.....	13
10. Useful Information	15
11. References	15
12. Appendix 1	16

Terminology

Youth Ngage Practitioner: A Youth Ngage practitioner works on a sessional or full-time basis for.

Enhanced Disclosure: A list of all spent and unspent convictions and cautions held on the Police National Computer and local police systems.

Youth Ngage Ltd takes the protection of Children, Young People and Vulnerable Adults very seriously, and follows a comprehensive protocol to ensure that when recruiting a Practitioner, we adhere to the following policy:

1. Introduction

1.1. Purpose of this document

The purpose of this document is to outline's policies regarding the safeguarding and protection of children, young people and vulnerable adults that we work with.

Note We use the following definition to classify a vulnerable adult: "A vulnerable adult is a person who is, or may be, in need of community care services because of mental disability or other disability, age or illness, and who is, or may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation."

Categories of abuse

Children and vulnerable adults can experience abuse in a number of ways. Forms of abuse that may affect children and vulnerable adults include:

- Abuse of trust
- Child sexual exploitation
- Child crime exploitation
- Child Trafficking
- Discriminatory abuse
- Domestic violence or abuse
- Emotional Abuse
- Female Genital Mutilation (FGM)

- Financial or material abuse
- Forced marriage
- Grooming
- Harmful sexual behaviour
- Modern slavery
- Breast ironing
- Neglect
- Website/Online abuse
- Organisational or institutional abuse
- Physical Abuse
- Psychological or emotional abuse
- Radicalisation of children or vulnerable adults
- Self-neglect
- Sexual Abuse

These categories can overlap, and an abused child or adult often suffers more than one type of abuse.

Disabled children and young people are particularly vulnerable to abuse in any form. Safeguards for disabled children are essentially the same as for non-disabled children. Staff must maintain high standards of practice, remain vigilant to the possibility of a child being abused and minimise situations of risk. All staff must ensure that the children they work with know how to raise concerns and have access to interpreters/specialist workers and other aids to communication if required. Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with the procedures set out in this policy.

The same thresholds for action apply. Where concerns are raised about a child who has communication difficulties, appropriate support, interpreting services and communication aids must be secured.

PROCEDURES FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

1.2. Agency roles and responsibilities

Youth Ngage operates as an agency and therefore has the following roles and responsibilities:

- Clear priorities for safeguarding and promoting the welfare of children, young people and vulnerable adults should be stated explicitly in company policy documents
- A clear commitment by senior management to ensure that all staff and Youth Ngage Practitioners are aware of the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults, and should work in accordance with this.
- Recruitment and human resource management procedures that take account of the need to protect children, young people and vulnerable adults including arrangements for appropriate checks on new staff
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out responsibilities effectively, as well as being aware of the establishment's arrangements for safeguarding and promoting the welfare of children, young people and vulnerable adults.

1.3. The definition of safeguarding

Safeguarding and promoting the welfare of children, young people and vulnerable adults is defined for the purposes of this guidance as:

- Ensuring that they are safeguarded and protected from harm.
- Preventing impairment of their health or development.
- Ensuring that they are developing in circumstances consistent with the provision of safe and effective care.
- Enabling them to have optimum life chances, allowing children and young people to enter adulthood successfully.

1.4. Relevant legislation

The Children Act 1989 (and subsequent amendments)

Section 10 of the Children Act 2004 places a duty on each local authority to make arrangements with relevant agencies to cooperate to improve the wellbeing of children. This Act also required local authorities to set up statutory Local Safeguarding Children Boards.

The Police Act 1997

This Act established the Criminal Records Bureau for England and Wales. The presence of this Act makes it a criminal offence for an employer to:

- Not run a Standard/Enhanced Disclosure on employees working with children
- Give a job to someone who is inappropriate to work with children, young people or vulnerable adults (where their unsuitability is known to be the case)

Criminal Justice and Court Services Act 2000

This Act stipulates that it is an offence if an individual that is disqualified from working with children, young people or vulnerable adults knowingly applies for, offers to do, accepts or does any such work. Furthermore, it is an offence if such an individual is not removed from such work.

Safeguarding Vulnerable Groups Act 2006

This Act was created in response to a recommendation from the Department for Children, Schools and Families, that a central service be developed that would bar unsuitable people from working with children. Previously, there has been multiple lists detailing the individuals that are unsuitable to work with children — this Act works alongside the Independent Safeguard Authority to provide a single list of those barred from working with children.

SECTION 45 MODERN SLAVERY ACT 2015 - STATUTORY DEFENCE FOR CHILD VICTIMS OF TRAFFICKING AND SLAVERY

Where a child commits an offence and they do so as a direct consequence of being or having been a victim of slavery or 'relevant exploitation', then section 45 Modern Slavery Act 2015 may provide a defense.

(4) A person is not guilty of an offence if—

(a) the person is under the age of 18 when the person does the act which constitutes the offence,

(b) the person does that act as a direct consequence of the person being, or having been, a victim of slavery or a victim of relevant exploitation, and

(c) a reasonable person in the same situation as the person and having the person's relevant characteristics would do that act.
(Section 45, Modern Slavery Act 2015)

'Relevant exploitation' is exploitation, within the meaning of section 3, Modern Slavery Act 2015 (see below), that is attributable to the exploited person being, or having been, a victim of human trafficking (section 45(5) Modern Slavery Act 2015).

'Trafficking' occurs where 'a person arranges or facilitates the travel of another person ('V') with a view to V being exploited' (section 2(1) Modern Slavery Act 2015). The definition of trafficking is wide and a child could be the victim of trafficking even if they have never been out of the United Kingdom (section 2(5) Modern Slavery Act 2015).

A child is the victim of exploitation where a person uses or attempts to use them:

(a) to provide services of any kind,

(b) to provide another person with benefits of any kind, or

(c) to enable another person to acquire benefits of any kind.
(Section 3, Modern Slavery Act 2015)

Once it is established that a child is a victim of trafficking for the purposes of exploitation, the

relevant consideration is whether there is a sufficient nexus between the trafficking for the purposes of exploitation and the offence; it is not necessary to go so far as to show there was compulsion to commit the offence as required in the case of an adult (*R v VSJ and Others (Anti-Slavery International Intervening)* [2017] EWCA Crim 36, para. 35).

2. Youth Ngage Project's responsibilities

Youth Ngage is an organisation which has a 'duty of care' to ensure the optimum protection of children, young people and vulnerable adults. All our Practitioners will be in possession of an Enhanced Criminal Records Bureau (DBS) Disclosure, obtained through Kent County Council.

We acknowledge that could play an influential part in the education and development of children. Therefore, we will work jointly with schools and other external partners to safeguard and promote the welfare of children, young people and vulnerable adults.

It is also our responsibility to continually review and monitor our safeguarding policies and procedures and gain further advice and information wherever possible. All our employees are aware of our policies and procedures and they understand their individual responsibilities.

3. Safeguarding children and young people in education

As a learning agency, we deliver programmes through our Practitioners in schools, community groups, and private, voluntary and independent settings. Our safeguarding policy complies with the guidance issued by the Government and will also abide by arrangements made by the local authority, the governing body or proprietor. A school/educational setting has a duty towards the children it works with to enforce compliance of legislative obligations. Therefore, has a responsibility to conform to the statutory requirements of the setting in terms of safeguarding and promoting the wellbeing of children, young people and vulnerable adults.

The Kent Safeguarding Children Board (KSCB) has a responsibility to co-ordinate the efforts of local agencies in safeguarding and promoting the welfare of children and young people in the Kent area, as well as setting and communicating policies and procedures. Presents a high level of awareness and co-operation with all guidelines laid out by the KSCB. We also liaise with other local authorities where relevant to ensure that we adhere to safeguarding policies and procedures. <http://www.kscb.org.uk/>

Recruitment and Selection

Youth Ngage understands the importance of adopting the correct recruitment and selection procedures to ensure that we can identify, deter and decline to use Youth Ngage Practitioners that are unsuitable to work with children and young people.

3.1. Youth Ngage Practitioner Initial Recruitment Policy ~ Recruitment Process

The Youth Ngage Practitioner will complete an application form to ensure that essential information about an individual is immediately recorded, as well as to gain an insight into their creative and professional practice. If their initial application is successful, we will invite them to an interview to further assess the applicant's suitability as a Youth Ngage Practitioner.

3.2. Procedure

Once the applicant has proved their suitability as a Practitioner, the following procedure will be carried out:

- The Practitioner will be required to hold or apply for a Kent County Council Enhanced Criminal Records Bureau Disclosure (DBS).
- All KCC disclosures are to be dated within 3 years
- If making an application through they will be required to present the application along with the correct documentation (in person) to the office.
- Youth Ngage will always check that the practitioners have the right to work within the UK – presenting either a British Passport or a Permit to Work. A copy of this document for each individual will be taken and kept on record in our secure database.
- Youth Ngage will ensure that the Public Liability Insurance policy held by any Youth Ngage Practitioner is a limit of indemnity of at least £5 million.
- If a DBS application is being made carry out the Enhanced Disclosure application through the Kent County Council's Schools Protection Service's application process
- A List 99 confirmation will be returned by Kent County Council immediately.
- Once the disclosure has been issued Kent County Council will forward a disclosure number to they will then record the number and date on a secure spreadsheet.
- Youth Ngage does not hold a copy Enhanced Disclosure certificates from each Practitioner (unless there are disclosures) a confirmation letter issued by the KCC will be kept on file confirming the disclosure details this will be kept on our secure database (see separate confidential Data Storage policy). If the Youth Ngage practitioner has no content on their Enhanced Disclosure, they are then cleared to work for.

Proof of identity is required for DBS applications — we handle all relevant information with confidentiality and discretion. Once an applicant has passed through the successful Disclosure checks, they must carry their certificate with them at all times when working at the setting.

3.3. Youth Ngage Practitioner Disclosure Content

If an Enhanced Disclosure has content on it, Kent County Council Schools Protection Service will inform the designated DBS representative there is content on the Disclosure and that it has been sent to the applicant. This will then be brought to the attention of the Senior Leadership Team and programme managers who will not be able to commission the Practitioner for work until the following procedures have adhered to:

- The Practitioner will be advised that they must contact the DBS representative when a copy of the Enhanced Disclosure is received. Once the Youth Ngage Practitioner receives the Enhanced Disclosure, will request a copy. At this time the Practitioner is also invited to submit a written explanation of any disclosure content.
- Youth Ngage Programme Leaders will be made aware of any relevant information concerning the Practitioner if it is directly relating to their individual programmes. As well as being confidential, the transfer of data between the designated information holders will be factual and without bias.
- Once all relevant information has been received, the Senior Leadership Team will meet to discuss if the Practitioner is to be cleared to work with. The decision-making criteria for this discussion are as follows:
 - The nature of the offence
 - The nature of the programme role
 - The age of the offence
 - The frequency of the offence
- After the Senior Leadership Team have reached an agreement, the Practitioner will be contacted in writing and informed of the decision to proceed with or decline their role for.
- When a Practitioner is commissioned to work on a programme, a representative of will contact the client to discuss if they are willing to use this Youth Ngage Practitioner on their programme.
- To aid this discussion, can also fax a copy of the Enhanced Disclosure certificate and a copy of the Practitioners explanation of disclosure content.
- If it is agreed that the client is willing to proceed, will send a letter of consent to be signed in agreement.
- Once a Youth Ngage practitioner has a Kent County Council Enhanced Disclosure certificate, request that the Enhanced Disclosure is renewed every three years.
- All Youth Ngage practitioners must be prepared to present their Enhanced Disclosure along with photographic identification, at the place of work that has commissioned them to. This is a contractual requirement and if it is not adhered to, the contract of the Youth Ngage practitioner in question will be terminated.

3.4. Continuing awareness

As employers, we maintain a continuing awareness throughout our operations management to ensure that we are taking every step to consider, protect and promote the wellbeing of the

children and young people that we work with at our settings. Appendix 1 shows a Code of Conduct that we have developed for our Youth Ngage practitioners to adopt in settings.

We encourage our Youth Ngage practitioners to adopt a continuing awareness of safeguarding in the settings they work in. Youth Ngage practitioners should work with the support of teachers and whilst awareness is necessary, it is not the sole responsibility of our practitioners to notice and raise concerns with the wellbeing of the children and young people unless appropriate.

4. Creative Practitioner Programme Selection

This section details all the checks that should be made on employees wishing to work with children and young people through a role in the education service. These checks will be mentioned to potential Youth Ngage practitioners at the interview stage, to ensure that good safeguarding practice is honored throughout recruitment.

4.1. Checks procedures

Youth Ngage requires all recruited Youth Ngage practitioners to have an Enhanced Disclosure through the Criminal Records Bureau. This Disclosure should be umbrella/issuing body; therefore, our Youth Ngage practitioners have an Enhanced Disclosure via Kent County Council. Requires Youth Ngage practitioners to renew their Enhanced Disclosure every three years.

A slightly different procedure applies for candidates who have lived or worked outside of the United Kingdom. Enhanced Disclosures do not generally show offences committed by individuals whilst living abroad. Therefore, in addition to an Enhanced Disclosure, additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary.

Youth Ngage strives to maintain a fair and Un-biased recruitment process for the selection of all Youth Ngage practitioners chosen to work on our programmes.

The following criteria are to be followed by all Programme Managers before any

Youth Ngage practitioners can be used on any programme:

- All Youth Ngage practitioners working on our programmes are selected from a pool of practitioners who have met the criteria.
- All Youth Ngage practitioners are in possession of an Enhanced Disclosure from the Criminal Records Bureau (see Youth Ngage practitioner Recruitment Policy for more details on this procedure). If there is content on the Enhanced Disclosure, will follow the procedure as also outlined in our Youth Ngage practitioner Recruitment Policy.
- Programme Managers will select a number of possible Youth Ngage practitioners from the Practitioners database
- Once the shortlist of Youth Ngage practitioner is complete, the Programme Manager will check on ACT! That the appropriate legal documents are in place.
- If an appropriate Youth Ngage practitioner is not listed on the database, a Programme Manager will follow the Youth Ngage practitioner Recruitment Policy process.

- Appropriate Youth Ngage practitioners will then be invited to complete an expression of interest.
- Interested/available Youth Ngage practitioner will respond to the Programme Manager with a short proposal/application. The Programme Manager will collate all responses and assess Youth Ngage practitioner suitability for the programme in question.
- The Programme Managers will then shortlist the Youth Ngage practitioner/s and will invite them for a short interview (which could be telephone or face to face meeting).
- Practitioner selection is then confirmed, and a contract is drawn up, signed by the relevant staff and sent off to the Youth Ngage practitioner for them to sign and return.

All settings that work with children and young people have varying Child Protection policies. Obtaining these details is part of the planning phase for each individual setting that we work with. We will adhere to the policies and procedures as contracted by individual settings.

4.2. Public Liability Insurance

Youth Ngage requires all Youth Ngage practitioners to have Public Liability Insurance with a limit of indemnity of £5,000,000. This covers any awards of damages granted to a member of the public because of an injury or damage to their property.

5. Confidential Data Storage

All confidential data (Criminal Records Bureau Enhanced Disclosure checks, Passports and Public Liability insurance copies) held by concerning any associated personnel will be stored using the following protocol:

- All information will be directly scanned by the appointed person to a secure password protected file — no paper copies will be retained
- The file used will be password-protected — only accessible by the senior leadership team at. No other personnel will have access to these files.
- Information will be stored in the secure file for 3 years or when replaced by updated details. All files older than 3 years will be completely deleted from the system.
- If there are disclosures a contracted setting has the right to request to see the disclosure of the Youth Ngage practitioner/s in question. If this is requested, will oblige, in accordance with the following procedure:
- Once the setting in question has requested a copy of the Enhanced Disclosure/s of the Youth Ngage practitioner/s, the designated DBS representative at will contact the setting and ask the designated contact at the setting to confidentially oversee the correspondence.
- Youth Ngage will fax over a blank piece of paper to the contracted setting to ensure the contact fax number is correct.

- The setting in question should write a note of confirmation on this piece of paper and fax it back to immediately.
- Once this has been received at, we will fax over copies of the Enhanced Disclosure certificates.

Youth Ngage has a secure computer server with an up-to-date antivirus system.

6. Dealing with Allegations of Abuse

Any allegations of abuse made against staff, Youth Ngage practitioners or other associates will be dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation. All schools and settings working with children and young people will have procedures for dealing with allegations, so action against the accused individual will be subject to these guidelines.

The subject of the allegation should inform. Every effort will be made to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated. It is important that a clear and comprehensive summary of any allegations is provided by the subject. May play a role in this confidential record-keeping to ensure that accurate information can be given in response to any future reference if the person in question has moved on.

Initial suspension must not be instigated without careful thought. However, any incidents relating to physical, emotional or sexual abuse will be suspended immediately pending further investigation. In this case, the Kent Safeguarding Children Board will be informed immediately of the situation to date and will take over the investigation.

The local authority designated officer will discuss the matter with the Headteacher or Principal and may refer to children's social care, depending on the grounds of the allegation. Will remain involved in the process and will support and contribute as is necessary and appropriate. The outcome of the investigation will determine the suitability of the Youth Ngage practitioner for use on programmes.

7. Information sharing / Reporting Procedures – DO NOT DELAY

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority.

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer

- Where relevant, reasons why there is no referral to a statutory agency
- Names of person sharing information and to whom reported

The designated person for Safeguarding Children should then use the appropriate reporting systems for the situation. This may be reporting the matter to Local Authorities Children's Social Care (previously known as social services) or the police. This is why recording all information impartially and accurately is vital as this could be used for evidence for later use.

We will ensure reports are recorded on the Safeguarding children incident report form. Blank copies of this form will be accessible to all staff. Completed forms and any written information regarding Safeguarding Children issues concerning individuals must be handed to the designated safety officer to be kept in a safe locked place to ensure confidentiality.

If staff or volunteers encounter abuse or suspicious situations of concern for example, a child might tell, a friend may say something, or a volunteer might notice something then there needs to be a confidential system to report this. The first step would be to discuss the concerns with the designated person and the designated person to take the appropriate action. If the designated person and deputy are unavailable to contact the NSPCC Child Protection Helpline to seek advice.

If it is thought returning the home would put a child in immediate danger advice should be sought from the NSPCC or Local Authorities Children's Social Care.

8. Guidance on how to respond to a person disclosing abuse

DO:

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the child what you are doing and when, and keep them up to date with what is happening.
- Do take further action — you may be the only person in a position to prevent future abuse — tell your nominated person immediately.
- Do write down everything said and what was done.

DON'T:

- Don't make promises you can't keep.
- Don't interrogate the child — it is not your job to carry out an investigation — this will be up to the police and social services, who have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt or change the subject.

- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing — make sure you tell your nominated Safeguarding Children person immediately — they will know how to follow this up and where to go for further advice.

9. Prevent

In 2011, the Government published the Prevent Strategy which raised awareness of the specific need to safeguard children, young people and families from extremism and radicalization. Please refer to our Prevent Duty Procedure.

Extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Prevent is about safeguarding our learners to keep them both safe and within the law. The Prevent Duty is not about preventing learners from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways.

Radicalisation & Extremism - The holding of extreme political or religious views e.g. animal welfare rights, environmentalists, EDL / white supremacy groups, anti-gay groups, Islam / Christian ideology. The Counter Terrorism and Security Act, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. ("The Prevent duty")

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Youth Ngage, is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the companies safeguarding duty.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Young People may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff can recognize those vulnerabilities.

Extremism is defined by the Government in the Prevent Strategy as:

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Responding to suspicions of radicalisation and extremism

We are alert to changes in a young person's behaviour or attitude which could indicate that they need help or protection.

- When any member of staff has concerns that a young person may be at risk of radicalisation or involvement in terrorism, they should speak with the On-Duty Designated Safeguarding Officer for investigation and action.
- Disclosure records are held by the Safe and Sound team and stored on a secure server.
- Staff take care not to influence the outcome either through the way they speak to or question children/vulnerable young people.
- We will continue to welcome the young person/adult whilst investigations are being made. The young person/adult may choose to withdraw from activities whilst investigations take place. os) We follow the procedures as set by the Local Safeguarding Board in relation to the delivery of services' and designated roles and tasks in supporting the young person/adult, family, and employer subsequent to any investigation.
- All suspicions and investigations are kept confidential and shared only with those who need to know.
- Any information is shared under the guidance of the Regional Prevent Coordinator.

Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason, the appropriate interventions in any case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

10. Useful Information

There are some Government publications that are useful for associates to read, as they provide statutory guidelines for all people working with children and young people. Examples of these include:

Safeguarding Children and Safer Recruitment in Education

Kent & Medway Safeguarding Children Boards September 2007

Every Child Matters: Change for Children.

Designated Safeguarding Lead: Yetunde Adeola 07930901650 or youthngage@gmail.com

11. References

¹ Found under most popular publications at [Teachernet Online Publications](#)

² *Working Together to Safeguard Children*, published 2006 by the Stationary Office

³ Summary taken from [The Safeguarding Vulnerable Groups Act factsheet](#)

⁴ See associated document at <http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00061/>

⁵ See factsheet as issued by the Independent Safeguarding Authority at http://www.isa.gov.org.uk/PDF/283896_ISA_A4_FactSheetNo3.pdf

⁶ KCMP - <https://www.kscmp.org.uk/about-kscb/kscmp-frameworks>

12. Appendix 1 Sample Code of Conduct

We have developed a sample code of conduct or safe practice which we require all Youth Ngage practitioners to read and adhere to. We may also share this with schools and other clients in the initial planning stages, so that they are clear about what to expect from project delivery.

Always put the welfare and safety of the child, young person or vulnerable adult first.

Treat all children, young people and vulnerable adults equally, with respect and dignity.

Do not have, or be perceived to have, favourites.

Ensure you have agreed roles, responsibilities and standards of behaviour with others involved, including teachers and other adults.

Never agree to work with children, young people or vulnerable adult without a teacher or another responsible adult in the setting.

Wherever possible avoid spending time with an individual, or with small groups of children, young people or vulnerable adults in an unobserved environment.

If it is never absolutely necessary to be alone with a child, young person or vulnerable adult

Avoid physical contact with children, young people or vulnerable adults unless it is necessary for a particular activity, or if a learner has been (or is about to be) injured.

If physical contact cannot be avoided, seek the permission of the child, young person or vulnerable adult first and ensure they are comfortable with what you are proposing.

Listen to what children, young people or vulnerable adults have to tell you.

Ensure that children, young people or vulnerable adults understand that you will treat what they tell you with confidentiality, unless you believe them (or another young person) to be in danger.

If a child, young person or vulnerable adult discloses something to you, or you see something that concerns you, tell the member of school staff that you are working with and contact the office.

If you see something that concerns you regarding an adult, contact the office, who will

contact the school if appropriate.

Do not contact children, young people or vulnerable adults outside of the setting or operating hours.

Do not develop social or sexual relationships with the children, young people or vulnerable adults that you are working with.

Never accept, or give, gifts or money to children, young people or vulnerable adults.

Support and watch out for other Youth Engage Practitioners that you are working with to ensure they are not being drawn into situations that could be misinterpreted; how colleagues view each others' practice will indicate how outsiders will view it.

This policy and related procedures are driven by the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Working Together to Safeguard Children 2018
- What to do if you are worried a child is being abused 2015
- Keeping Children Safe in Education (KCSIE) 2018
- Protection of Freedoms Act 2012
- Care Act 2014
- Safeguarding Children: Working Together Under the Children Act 2004 a Disqualification under the Childcare Act 2006 (2018)
- Counter Terrorism and Security Act 2015
- Prevent Duty Guidance for England and Wales (2015)
- Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism 2015
- Multi-agency guidance on FGM (2016)
- Modern Slavery Act (2015)
- Information sharing: advice for practitioners providing safeguarding services (2018);
- Children missing in Education (2016)
- Child sexual exploitation: definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017)
- Sexting in schools and colleges: responding to incidents and safeguarding young people (UK Council for Child Internet Safety (UKCCIS), 2016);
- Sexual violence and sexual harassment between children in schools and colleges (2018)
- General Data Protection Act (2018)

- Specific roles and responsibilities concerning Safeguarding

The Designated Safeguarding Lead will:

- Report recommendations for changes to the Company Safeguarding and Prevent Policy and Procedures taking into account legislative changes to the Board of Directors
- Undertake regular and appropriate training for this role
- Make the decision to investigate any allegations or concerns about abuse
- Address any immediate protection issues
- Make the decision and support staff to refer to an appropriate statutory agency (Police, Local Authority, Social Services and / or Channel)
- Liaise with Local Safeguarding Board
- Ensure employees are trained on Company Safeguarding procedures
- Source appropriate external training for Safeguarding

An annual Policy review is carried out by in line with statutory legislation.

Project Director: Yetunde Adeola

Project Manager/Youth Worker: Christy Akinyele

Review date: 11th January 2022

Review due: January 2023