

# UK YOUTH

## UK Youth Safeguarding Policy & Procedures

### Child Protection and the Protection of Adults at Risk

Revised July 2024

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## UK Youth Safeguarding Policy and Procedure for: Child Protection & Adults at Risk

### 1 Introduction

**EVERYONE has a Safeguarding responsibility:** The purpose of this document is to identify 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 UK Youth activities.

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

- Safeguarding and promoting the welfare of children and young people covers anyone who has not yet reached their 18th birthday or is a vulnerable adult aged up to 25, and child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

### 2 Policy Statement

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, harassment and discrimination. 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.
- for all our direct delivery work we will in addition to this policy document, meet the Department for Education's (DfE) guidance for safeguarding children in out-of-school settings.

- raise awareness of safeguarding amongst community voluntary groups, clubs and organisations within our Movement networks and encourage them all to work towards Department for Education's (DfE) guidance for [safeguarding children in out-of-school settings](#)
- ensure that the welfare of children, young people and adults at risk is of paramount importance, regardless of age, gender reassignment, ability, sex or sexual orientation, religion or belief, or race, when planning, organising, advising on and delivering our work.
- recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.
- respond swiftly and appropriately to all suspicions or allegations of safeguarding concerns, and to ensure confidential information is restricted to the appropriate internal and external agencies.
- raise the awareness of relevant staff, partner organisations and volunteers of safeguarding issues through the provision of training and regular updates to risk assessments.
- 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 our work 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;
- 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, the associated code of behaviour, any associated policies or risk assessments and that they receive appropriate training.

We are committed to being transparent in our safeguarding work and strive for the highest standards of safeguarding.

### **3 Responsibilities**

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

#### **3.1 Trustee Impact & Risk Committee**

The Trustee Impact & Risk Committee are responsible on behalf of the Trustees for ensuring the Charity meets its safeguarding responsibilities in all its activities. ALL members of the Trustee Impact & Risk Committee should be trained on their legal responsibilities and compliance in relation to safeguarding.

## 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 and embedded across their geographical and functional areas of responsibility.

## 3.2 Designated Safeguarding Lead (DSL)

Our Designated Safeguarding Lead is UK Youth Director of Outdoor Learning, David Watts - [safeguarding@ukyouth.org](mailto:safeguarding@ukyouth.org). They will report to the Trustee Impact & Risk Committee and CEO on any safeguarding issues, which arise.

The DSL is responsible for ensuring:

- the resources available to support staff on safeguarding/child protection issues are maintained.
- that safeguarding implications are constantly reviewed across the scope of the work the Charity delivers 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.
- representation at external safeguarding meetings

## 3.3 Line Managers

Responsible for:

- ensuring that staff, trustees and volunteers are able to discuss safeguarding 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 issues to the DSL. (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 procedures

## 3.4 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 Procedures

### 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 that details 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 safeguarding procedures below, in order to create a safe environment in which to work with them:

#### 4.2.1 Guidance for safer working practice

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.

Local departmental Standing Operating Procedures (SOP's) and best-practice should be followed at all times.

All staff must read and follow the [UK Youth Safeguarding Code of Practice](#)

Staff planning sessions at third party premises must ensure that they have a 24 hour emergency contact system in place for the event for appropriate staff and services.

Parental/guardian consent including media and medical information must be obtained in advance when UK Youth is working directly with, and has responsibility for, young people and adults at risk. (form located [here](#)).

## 4.2.2 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](#)

## 4.2.3 Sexual Harassment

Harassment can take many forms and it is important to be aware of the different types of harassment so that we can protect children and young people. The three main types of harassment are; verbal, visual, and physical. For harassment to be committed, there must be a 'course of conduct' (i.e. two or more related occurrences). The information does not necessarily have to be violent in nature but must be oppressive and need to have caused some alarm or distress.

If you witness sexual harassment of a child or young person, or a child or young person report they are being harassed, deal with this in the same manner as any other safeguarding incident.

## 4.2.4 Suspicions/Reports of Abuse

The following are some key Dos 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 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.

- Allow 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)
- Reassure 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.
- Tell the child, young person or adult at risk that you will try to offer support, but you will have to pass the information on.
- Alleviate 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.

## 4.2.5 Low Level Concerns

### What we mean by Low-Level Concern

A low-level concern is any concern that an adult has behaved in a way that

- is inconsistent with the UK Youth Safeguarding Code of Practice. This includes inappropriate conduct both inside and outside of work
- does not meet the threshold of harm or is not considered serious enough for UK Youth to refer to the local authority

Low-level concerns include a spectrum of behaviours which may be

- intentionally designed to facilitate abuse
- unintentional, inadvertent or thoughtless

The key is that the behaviour is inappropriate and not what UK Youth expects, as set out in our Safeguarding Code of Practice. It may take place face-to-face, in writing or digitally such as in online meetings, or via social media or email. Examples include;

- showing favouritism
- being over-friendly
- using inappropriate language that is sexual, profane, intimidating or offensive
- inappropriate touching or initiating hugging

intimidation, punishment or degrading treatment

When receiving low-level concerns, UK Youth will » ensure all concerns that are raised are handled sensitively and proportionately » undertake to weigh up information in order to distinguish between unprofessional behaviour and intentional harm or abuse » identify concerning, problematic or inappropriate behaviour – including any patterns – that may need to be consulted upon with, or referred to, the local authority dedicated officer (LADO) or equivalent officer » focus on the behaviour, not the language used to describe or report it » address unprofessional behaviour and support the individual to correct it at an early stage » identify any areas for development in the organisation's safeguarding system as well as any training needs.



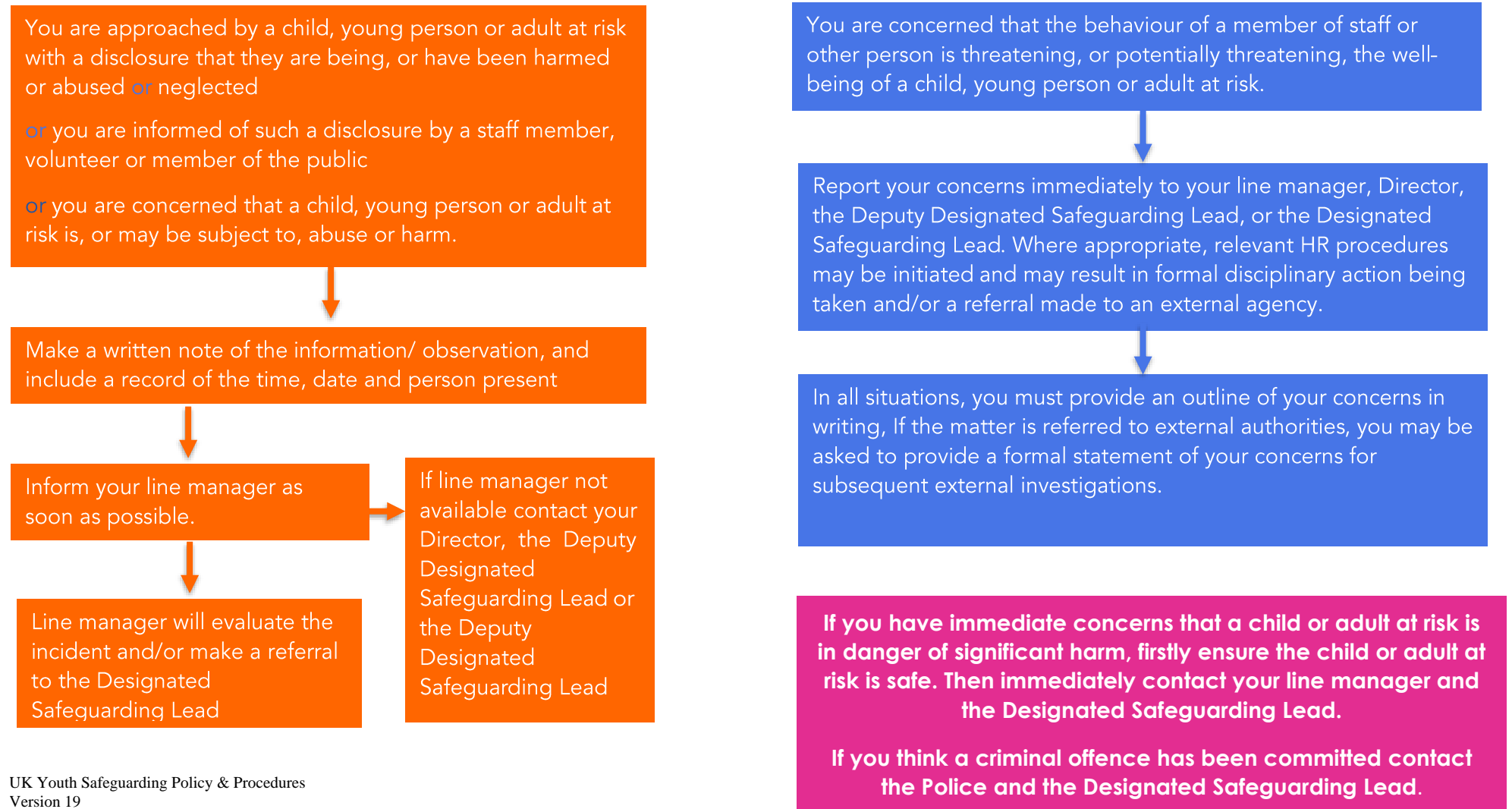
A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ – that an adult may have acted in a way that;

- is inconsistent with UK Youth’s Safeguarding Code of Practice, including inappropriate conduct outside of work, and
- does not meet the allegation threshold or is otherwise not serious enough to consider a referral to the LADO or equivalent local authority professional – but may merit consulting with and seeking advice from them.

Any low-level concern must be shared with the DSL without delay and within 12 hours of the incident or becoming aware of it. The DSL can be contacted by emailing [safeguarding@ukyouth.org](mailto:safeguarding@ukyouth.org)

## 4.2.6 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. Use the Incident Form at [Appendix 3](#) to make a record of your actions.



## 4.2.5 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 line Manager, Director or the DSL.

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:

### Vulnerable

- Unhappy about themselves and what others might think of them
- Stressed or depressed
- Confused about what they are doing
- The desire to be valued and respected
- Embarrassed or judged about their culture, gender, religion or race
- Fed up of being bullied or treated badly by other people or by society

### Risk of Radicalisation

- Isolated and lonely or wanting to belong
- No one is listening to them/have no voice
- Pressured to stand up for other people who are being oppressed
- There are few other options open to them
- Angry at other people or the government

Extremism is when people have very strong opinions, certain beliefs about politics or religions which are hateful, dangerous or against the law.

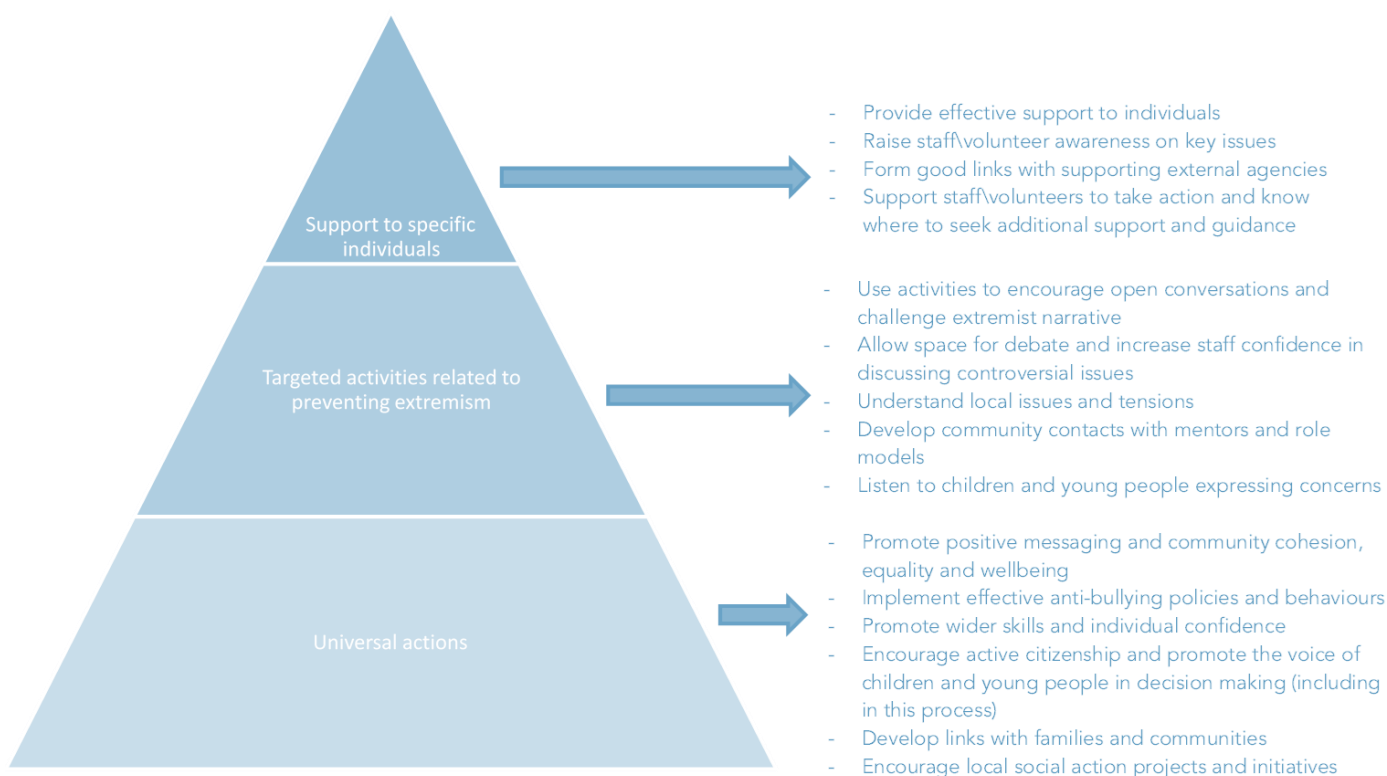
Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous 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.

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.

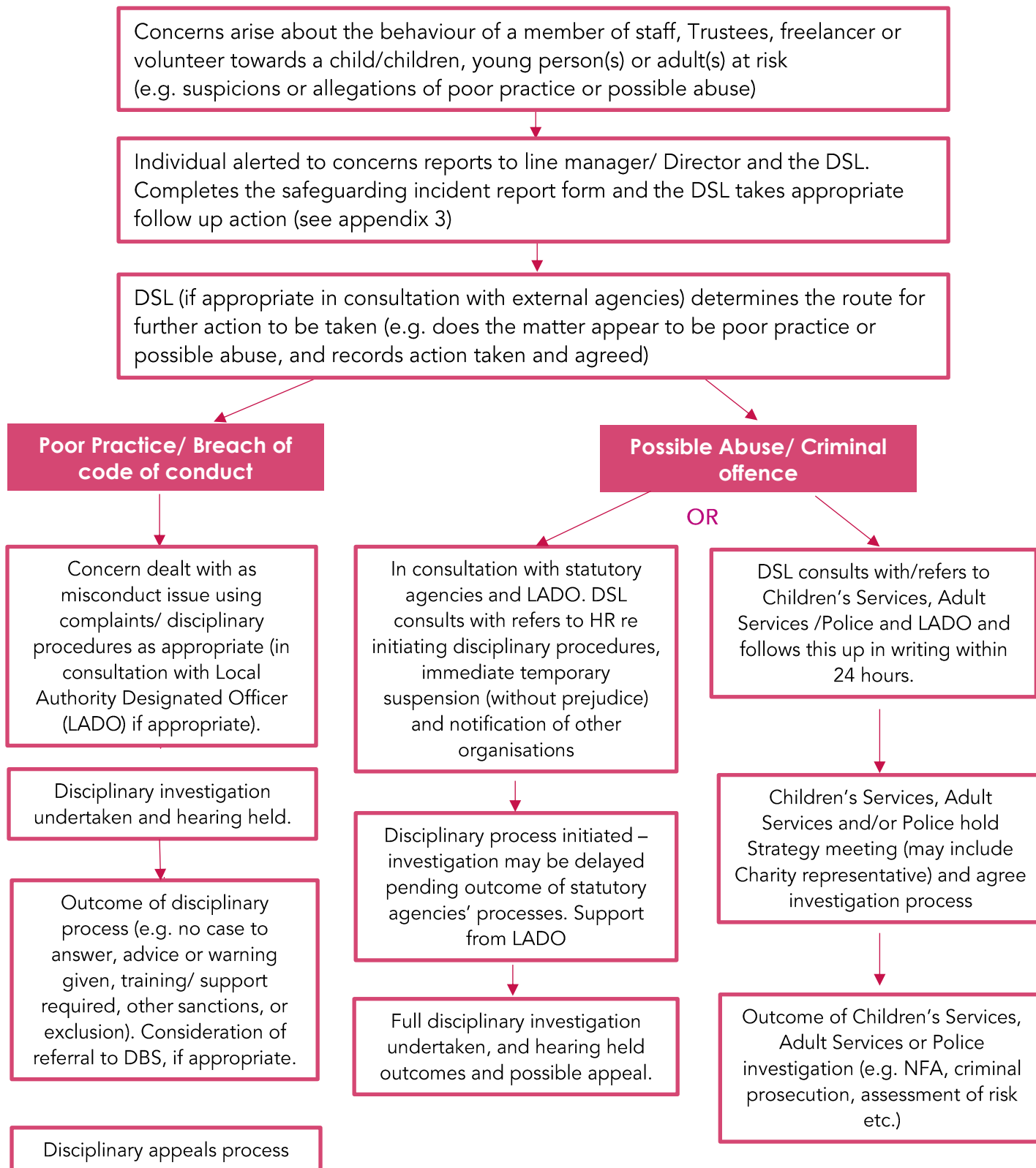
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

## A tiered approach to supporting children and young people:

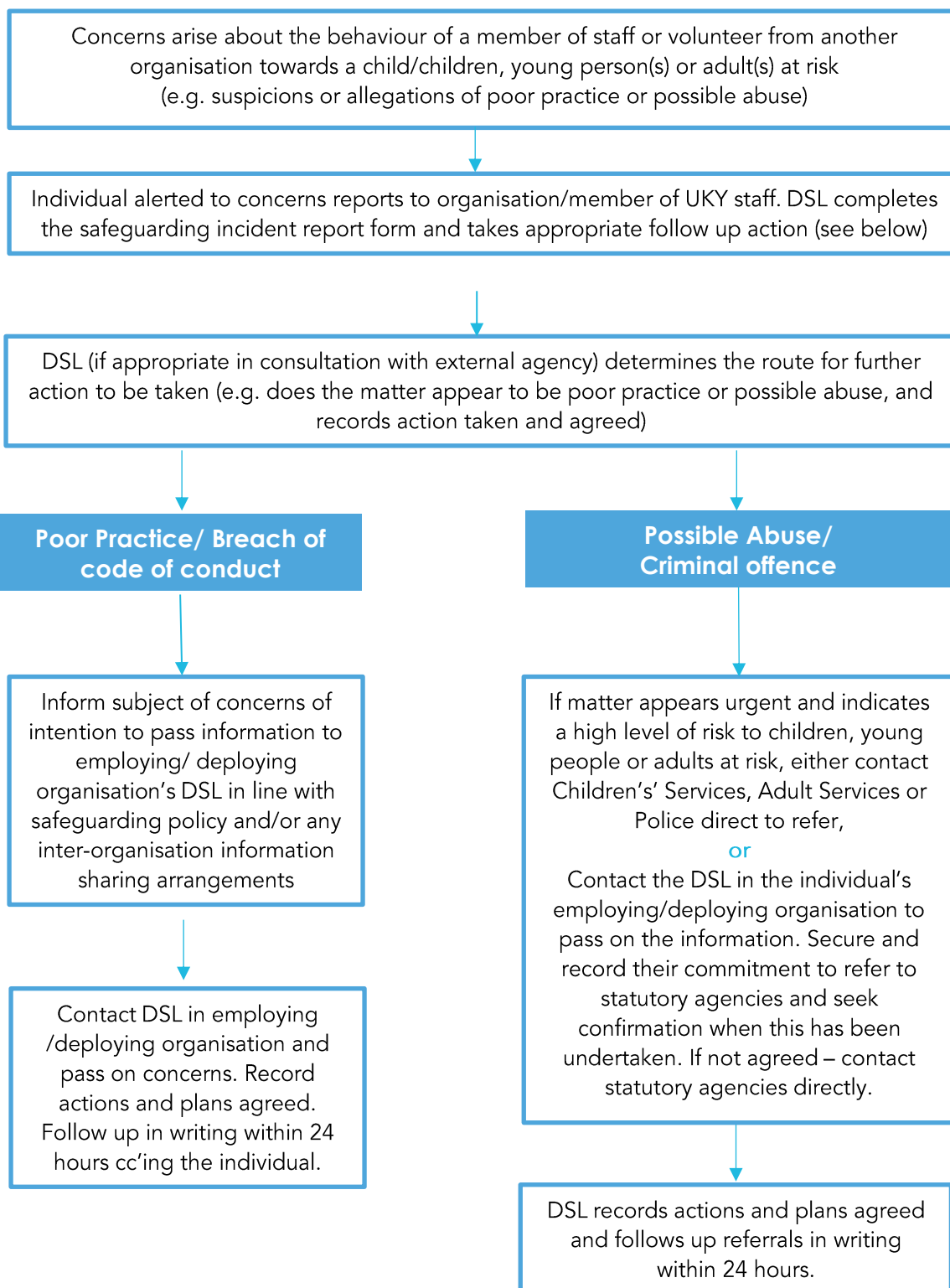


## 4.3 Designated Safeguarding Lead - reporting procedure for concerns

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



## 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 Child protection system in the UK

The UK's four nations – England, Northern Ireland, Scotland and Wales – each have their own child protection system and laws to help protect children from abuse and neglect. Each nation has a framework of legislation, guidance, and practice to identify children who are at risk of harm, take action to protect those children and prevent further abuse occurring.

Each UK nation is responsible for its own policies and laws around education, health, and social welfare. This covers most aspects of safeguarding and child protection. Although the child protection systems are different in each nation, they are all based on similar principles and UK Youth will abide by appropriate nations laws as necessary when carrying out our work.

## 6 Whistleblowing and Complaints Procedure

UK Youth has a Whistleblowing Policy available here.

Any complaints about this Safeguarding Policy should be directed to the Designated Safeguarding Lead, David Watts [[safeguarding@ukyouth.org](mailto:safeguarding@ukyouth.org)] or if the complaint refers to the DSL, to the Chief Executive Officer of UK Youth.

## 7 Further information

- For details of legislation and up to date information on Child Protection, see: [Safeguarding children and young people](#)
- 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](#)
- [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 \(CEOP\)](#)
- [After-school clubs, community activities, and tuition Safeguarding guidance for providers](#) See [Appendix 4](#) for UK Youth safeguarding contacts

## 8 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
- Data Protection Policy
- Digital Safeguarding 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



## 9 Review

This procedure will be reviewed and updated to reflect changes in legislation and statutory guidance changes that would require UK Youth to amend its policy and procedures. As a minimum, it will be reviewed every 2 years.

### 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, volunteers, freelancers and consultants 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 Designated Safeguarding Leadership team.

### 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, the Deputy Designated Safeguarding Lead or Designated Safeguarding Lead
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the Designated Safeguarding Lead
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the Designated Safeguarding Lead of the action you have taken.

If you have a concern about a young person's safety and wellbeing:

1. Ensure the young person is safe.
2. Immediately tell your line manager or the Deputy/ Designated Safeguarding Lead
3. Write careful notes of what you witnessed, heard or were told
4. Sign, date and pass your notes to the Designated Safeguarding Lead
5. 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 the Deputy/ Designated Safeguarding Lead
2. Write careful notes of what you witnessed, heard or were told
3. Sign, date and pass your notes to the Designated Safeguarding Lead
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 Designated Safeguarding Lead, David Watts - [safeguarding@ukyouth.org](mailto:safeguarding@ukyouth.org)

## Safeguarding Code of Practice

**It is the policy of UK Youth to safeguard the welfare of children and young people and all others involved in our work by protecting them from neglect, physical, sexual or emotional abuse.**

**If a child or young person's behaviour or appearance gives reason for concern, there is unusual physical injury or they confide about abuse, the procedures that MUST be followed are:**

- 1** Ensure the young person is safe
- 2** Immediately inform your Line Manager or Director
- 3** Use the child protection incident form to make a record of your actions
- 4** Ensure they have access to an independent adult e.g. teacher, group leader, youth worker
- 5** If abuse is suspected, report concerns directly to the UK Youth DSL

### DO

- ✓ set an example for others to follow
- ✓ treat young people equally
- ✓ plan activities that have more than one person present
- ✓ respect a young person's right to personal privacy
- ✓ avoid unacceptable situations within a relationship of trust
- ✓ have separate sleeping accommodations for young people and leaders
- ✓ allow young people to talk about concerns they have
- ✓ encourage others to challenge attitudes or behaviours
- ✓ avoid being drawn in to inappropriate behaviour i.e. tantrums/crashes
- ✓ make everyone aware of our safeguarding arrangements
- ✓ tell other staff where you are and what you are doing
- ✓ remember someone else could misinterpret your actions
- ✓ take allegations or concerns of abuse seriously

### NEVER

- ✗ engage in rough physical activities
- ✗ engage in sexually provocative activities
- ✗ allow or engage in inappropriate touching
- ✗ allow a child/young person to use inappropriate language unchallenged
- ✗ make sexually suggestive comments about/to a child/young person
- ✗ let an allegation a child/young person makes to go unchallenged or unrecorded
- ✗ do things of a personal nature for a child/young person that they can do for themselves
- ✗ be in a situation where you are left alone with a child/young person

### UK Youth Designated Safeguarding Lead (DSL)

DAVID WATTS  
safeguarding@ukyouth.org  
07738 588 140

**Find the full UK Youth Safeguarding policies and procedures on SharePoint**

### 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 or oral sex) 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 of watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

**Sexual Harassment:** is when someone carries out unwanted sexual behaviour towards another person that makes them feel upset, scared, offended or humiliated. It is also when someone carries out this behaviour with the intention of making someone else feel that way.

**Neglect:** Neglect is the persistent failure to meet a child, young person or adult at risk's 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 caregivers)

- 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.

**You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.**

**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 newborn 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 and 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, for instance, 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 Designated Safeguarding Lead 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 Designated Safeguarding Lead 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 Report 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"> <li>Behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk,</li> <li>Possibly committed a criminal offence against or related to a child or adult at risk;</li> <li>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</li> <li>Behaved in a way that may compromise the UK Youth's reputation to safeguard the young and the vulnerable.</li> </ul>			
<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Yes	No
Yes	No		
<b>Subject of Concern/allegation</b>			
Name:			
Position:			
D.O.B:	Tel No:		
Address:			
Post Code:			
Other:			
Any previous concern(s):			
Action taken so far:			

# UK YOUTH

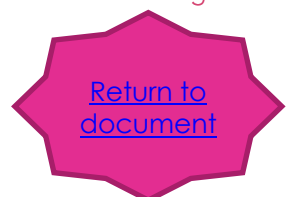
<b>External agencies contacted:</b> (where time permits contact UKY Designated Safeguarding Lead for advice)					
	<b>Name</b>	<b>Date/Time</b>		<b>Name</b>	<b>Date/Time</b>
Police					
Local Authority Designated Officer					
Social Services					
Health Services					
Probation Services					
Education					
<b>Details of advice given:</b>					
UK Youth Senior Management contacted (name(s), contact number, details of advice received):					
Designated Safeguarding Lead informed: Yes/No Date & Time: _____					
Have the parents been informed that contact is going to be made with Children's Social Care Yes/No <b>NB:</b> 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 Designated Safeguarding Lead if you are uncertain.					
Signature:		Print Name:		Date:	

A copy of this report should be sent to the Designated Safeguarding Lead, UK Youth; [safeguarding@ukyouth.org](mailto:safeguarding@ukyouth.org) . 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**



## Safeguarding reporting your concerns Contact List Internal only

### UK Youth Designated Safeguarding Lead

All concerns should be reported to the UK Youth Designated Safeguarding Lead:

David Watts

[safeguarding@ukyouth.org](mailto:safeguarding@ukyouth.org)

### Police

Police Non-emergency	101
Remember - in an emergency always dial	999
Crimestoppers	0800 555 111

### NSPCC Helpline

If you're worried about a child/ young person

Report a concern	08088005000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
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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 (AT Only)
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Staff delivering events need to identify the local services



## Document Control Sheet

Document Name:	Child Protection & Protection of Adults at Risk
Issue Number:	Issue 19
Document Owner:	Operations Team
Original Issue Date:	March 2003
Reviewed Date:	October 2023
Document History:	Issue 1 – 1 <sup>st</sup> 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 Issue 17 – Annual review and minor changes Issue 18 – Full Review and Update Issue 19 - Annual review and minor changes Issue 20 – Minor Changes following external review by Safe4Schools
Document approved by:	DSL
Date approved:	July 2024