



YEF Safeguarding Policy

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If you are a staff member or contractor of YEF or a member of the public concerned about the conduct of YEF, all appendices are applicable.

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Key contacts

Designated Safeguarding Officer: Andrea Ramsay, Chief Operations Officer
Andrea.ramsay@youthendowmentfund.org.uk; 07846 467 237

Deputy Designated Safeguarding Officer: Matthew Fudge, Head of Grant Operations
matthew.fudge@youthendowmentfund.org.uk 07974006449

YEF Committee Lead for Safeguarding: Kevan Collins kevancollins@outlook.com

Urgent concerns

If dialing from outside of the organisation and you wish to report an urgent safeguarding concern, please contact your allocated Programme or Evaluation Manager or contact person, who will connect you with the appropriate Designated Safeguarding Officer.

For non-urgent matters, please email
serious.incident@youthendowmentfund.org.uk

Introduction

The Youth Endowment Fund (YEF) is committed to and is responsible for safeguarding the well-being of children and vulnerable adults with whom we come in contact with through our work. The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, the well-being of all children and vulnerable adults is paramount.

The YEF understands that:

1. Everyone who works with children has a responsibility for keeping them safe.
2. Everyone who comes in contact with children and families has a role to play in sharing information and identifying concerns.

The policy and procedures will be widely promoted and are mandatory for everyone involved in YEF. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Definitions

- YEF uses the UN Convention for the Rights of the Child definition. Child means anyone under the age of 18 years.
- Vulnerable adults are those people over 18 years who are or may be, for any of a variety of reasons, unable to look after themselves or protect themselves from harm or exploitation.
- See appendix 1 for definitions and types of abuse including further description of vulnerable adults.
- It is assumed throughout the policy and appendices where child or children are referred to, this can be taken to include vulnerable adults.
- The best interests of the child are paramount in all considerations about the safeguarding and protection of adults at risk.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England and Wales. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

Principles

The YEF believes that a child or vulnerable adult should never experience abuse of any kind and that we have a responsibility to promote the welfare of all children, to keep them safe and to conduct our activities in a way that protects them.

We recognise that children and vulnerable adults have rights as individuals and should be valued, listened to and treated with respect. They have the right to be protected from harm or abuse, regardless of age, disability, gender, ethnicity and heritage, religious belief, sexual orientation or identity.

YEF will seek to keep vulnerable adults and children safe by:

- Making sure our processes and procedures for reporting are clearly accessible and widely known.
- Making sure our staff have the training and support they need to uphold their safeguarding responsibilities.
- Recognising its responsibility to identify, raise or share safeguarding concerns when they arise.
- Ensuring safeguarding policies and procedures meet minimum standards outlined in statutory guidance and reflect best practice, especially with regard to:
 - Managing, recording, and storing disclosures or concerns relating to staff, consultants and volunteers.
 - Managing any allegations against staff, consultants and volunteers.
 - Maintaining effective complaints and whistleblowing measures.
 - Adopting child protection practices through procedures and a code of conduct.
 - Recruitment of staff, consultants and volunteers
 - Providing effective management for staff through supervision, support and training.
- Ensuring that all grantees, evaluators and other applicable organisations funded through YEF are contractually obliged to have their own appropriate safeguarding policies in place, take all possible steps to limit the likelihood of abuse towards children, and they appropriately and promptly report applicable incidents to YEF, per appendix 7.
- Setting out safeguarding risks and how we will manage them in our risk register.
- Ensuring all parties work together to share concerns and relevant information with each other and agencies who need to know as part of the Serious Incident Reporting Policy.
- Appointing a YEF Designated Safeguarding Officer (DSO), at least one deputy YEF DSO and a lead YEF Committee member for safeguarding.

Roles

The role of the Designated Safeguarding Officers (DSOs) is to respond to and manage instances involving child protection and safeguarding that arise within YEF activities, whether that is with staff, volunteers, trustees or consultants, and to ensure our grantees, evaluators, and other applicable organisations receiving YEF funding comply with appendix 7 and are supported when appropriate or required. They are responsible for:

- Ensuring staff, volunteers, trustees or consultants have the knowledge and confidence they need to uphold their safeguarding responsibilities.
- Ensuring grantees, evaluators or others YEF enters into an agreement with using YEF funds have safeguarding policies that comply with statutory guidance and best practice and provide assurance that children who come into contact with a YEF- funded activity will be kept safe.
- Responding to all safeguarding concerns and enquiries appropriately and in compliance with YEF Safeguarding policies, procedures and administrative systems.
- Receiving, recording and storing information from anyone who has concerns about a safeguarding issue.
- Managing the process for reviewing and updating policies and procedures that ensures compliance with statutory guidance and best practice.
- Coordinating the reporting on issues relating to safeguarding as part of the Serious Incident Reporting Policy with co-funders and to applicable agencies such as:
 - The Charity Commission
 - The local authority child protection services (LADO)
 - The police

The DSO and any named deputies will receive appropriate training to ensure that they are able to uphold their duties and responsibilities.

Communication and workflow

All safeguarding incidents related to YEF activity shall be reported through the line manager to the YEF DSO who will be responsible for ensuring communication flows quickly and effectively among the relevant senior managers and YEF Committee safeguarding lead. Alternatively, any incident may be reported directly to the YEF DSO via the serious incident reporting email inbox. The YEF DSOs will be responsible for monitoring the serious incident reporting email inbox for YEF.

For more information on what and when to report, see appendix two.

All serious safeguarding incidents occurring as a result of grant funded activity

and reported to or by a grantee, evaluator, or other funded organisation shall be reported via the serious incident reporting email inbox within 48 hours, then also included in the Quarterly Monitoring Information report that is submitted to the Programme Manager or Evaluation Manager. See appendix seven for more detail.

The YEF DSO will convene a meeting with the Deputy DSOs and other relevant staff members quarterly. One of those meetings will focus on any modifications made to this YEF Safeguarding policy recommended by the YEF DSO as part of the annual review and the compiled report of incidents relating to YEF activity. The YEF DSO may call an ad hoc meeting of safeguarding stakeholders at any point.

Governance

The YEF Safeguarding Policy will be approved by the YEF Committee and must comply with any policies in place at Impetus, who is the sole corporate trustee of YEF.

The YEF Safeguarding Policy will be reviewed annually by the YEF DSO, with recommendations for changes submitted to the YEF Committee.

Annually, the YEF DSO will provide a report to the YEF Committee on any safeguarding incidents that require attention. The YEF Committee will appoint a lead member to, if needed, receive reports outside of the annual reporting cycle and will be responsible for bringing those to the attention of the full Committee if necessary.

Contact details

YEF Designated Safeguarding Officer (DSO): Andrea Ramsay, Chief Operations Officer

Contact: Andrea.ramsay@youthendowmentfund.org.uk 07846467237

Deputy DSO: Matthew Fudge, Head of Grant Operations

Contact: matthew.fudge@youthendowmentfund.org.uk

YEF Committee lead for safeguarding:

Contact: Kevan.collins@outlook.com

NSPCC Helpline

0808 800 5000

For additional services to support young people see [this list support services](#)

Appendix 1:

Definitions and types of child abuse and definitions of vulnerable adults

As defined in 'Working Together to Safeguard Children' 2018 and 'Keeping Children Safe in Education' September 2018:

Abuse is 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. 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 wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Types of abuse

1. 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. This can be adult to child or child to child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2. Emotional abuse

The persistent emotional maltreatment of a child such as to cause 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 insofar 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.

1. 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 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 using technology.

2. **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 because 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.

3. **Domestic abuse**

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse. Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect

Definitions of Vulnerable Adults

Adult at risk:

An adult at risk is 'any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support' (Care Act 2014)

[England]) To assist in understanding the definition in Northern Ireland the definition is, helpfully, broken down as follows:

Adult at risk of harm:

is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. and/or
- b) Life circumstances which may include, but are not limited to, isolation, socio- economic factors and environmental living conditions.

Adult in need of protection:

is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- o Personal characteristics AND/OR
- o Life circumstances AND
- o Who is unable to protect their own well-being, property, assets, rights or other interests; **AND:**
- o Where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

Appendix 2:

Guidance for dealing with disclosures or concerns about a child or vulnerable adult's wellbeing

For guidance for those receiving funding from YEF and incidents that occur during their funded Project, please refer to Annex 7.

Guidance for those working for YEF as an employee or contractor or reporting an incident related to YEF's own activities:

1. Reporting a disclosure or welfare concerns

1. Don't delay reporting the abuse

It is vital that you report any child protection or safeguarding incident or concern, whether about a child, vulnerable adult, a customer, supplier, partner or stakeholder to the YEF DSO as soon as possible, but at least within 48 hours. See appendix 1 for definitions and types of abuse. Where the disclosure or concern is about a child's welfare or safety at home, school or in the community, this should also be reported to the safeguarding lead at the organisation/ club/ facility or event at which you were alerted to the issue.

If a child or vulnerable adult's safety or wellbeing is at immediate danger, call the emergency services.

2. Make a written account as soon as possible

You must make a written record of any incident or concern as soon as possible, using the YEF's safeguarding and incident report form (Appendix 9).

If you don't have access to the form, please make a written account and write this up into the safeguarding incident form as soon as possible. Write down date, time, location and a description of the disclosure or concern. Keep it factual and do not include any subjective observations e.g., 'the child seemed upset'.

3. The DSO will advise on next steps and inform relevant people.

It's not your responsibility to lead an investigation and follow up on your report. That is the responsibility of the YEF DSOs. However, if you have concerns about how the follow up is being handled, you should share that concern with either the Executive Director or the YEF Committee Safeguarding Lead. If you still have further concerns after this initial report, you should reach out to the NSPCC. You do have the right to request an update on the outcome of the follow up conducted. While the DSO will not be able to share with you confidential information, they will be able to inform you of the steps taken and the outcome.

2. What to say to a child and how to respond?

This advice is taken directly from the NSPCC.

Listen carefully to what they're saying.

Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.

Give them the tools to talk.

If they're struggling to talk to you, show them [Childline's letter builder tool](#). It uses simple prompts to help them share what's happening and how they're feeling. If you cannot access an online tool and you need to clarify what is being said and whether the child is at risk, ask open questions (what, when, who, how, where. Do you want to tell me anything else? etc.) but only to the point of clarification being achieved. Avoid the question 'why?' as this can imply guilt / responsibility on the child.

Let them know they've done the right thing by telling you.

Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.

Tell them it's not their fault.

Abuse is never a child's fault. It's important they hear and know this.

Say you'll take them seriously.

They may have kept the abuse secret because they were scared, they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.

Don't confront the alleged abuser.

Confronting the alleged abuser could make the situation worse for the child.

Explain what you'll do next.

For younger children, explain you're going to speak to someone who will be able to help. For older children, explain you'll need to report the abuse to someone who can help.

Report what the child has told you as soon as possible.

Report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

3. Consent when engaging with a vulnerable adult.

Where a concern is identified, we must communicate very clearly what we have done and will be doing to safeguard the adult at risk, unless to do so would in any way increase risk to them or a child. Capacity will be assumed unless there is reason to believe that the person cannot understand.

It is important to be alert to issues of cognitive capacity which can increase the vulnerability of people where they have a reduced ability to make informed decisions in the moment. This may be transient (e.g., due to fear, shock, injury, illness) or long term (e.g., due to learning differences, disability, mental health issues).

Whilst this is a complex issue, it should not get in the way of staff and volunteers genuinely seeking to ensure that all individuals are respectfully consulted in relation to participation in activities and/or sharing of information about them.

A young person aged 16 or older is presumed in law to have capacity to consent, unless there is evidence to the contrary. Capacity to consent is not simply based on age however, particularly where learning and communication difficulties and disabilities are identified. You should also consider a person's capacity to understand the consequences of giving or withholding their consent. They should not be treated as unable to make a decision until all practicable steps to help them have been taken.

When assessing a person's understanding you should seek to explain the issues using their preferred mode of communication and language. This should be done in a way that is suitable for them, considering all you know about them from your contact with them, particularly their age, language and likely understanding.

It is important to try and ensure that they really understand the issues and are not just agreeing to what is proposed. If you are unsure whether they have the capacity to consent, then you should seek advice from the person's friends, carer, another professional working with them, or an advocate, where available, may be able to provide relevant information or advice where consulting these people does not increase potential risks.

The following criteria should be considered when assessing whether a person

has sufficient understanding at any time to consent, or to refuse consent, to sharing of information about them or participating in specific activities:

- Can the person understand the question being asked of them?
- Are they taking an active part in the discussion?
- Can they rephrase the question in their own words?
- How would they explain it to someone else?
- Do they have a reasonable understanding of what the risks or benefits of giving their consent or saying no?
- What do they say they think would happen if they agree the action being suggested?
- Can they appreciate and consider the alternatives, weighing up one aspect against another and express a clear and consistent personal view? Encourage them to say out loud, or write down, their view of the pros and cons. You could recheck these views later or at a later contact with them

4. Confidentiality

It is important that you keep any disclosures that a child or vulnerable adult makes confidential.

- When reporting an incident by email ensure that only those with a direct responsibility are included. Try to avoid copying in others 'for information only', especially where follow up questions might create a 'reply-to-all' email chain
- Do not include any information about the incident which is not explicitly requested via the report form or directly relevant to the case
- Only those people who need to know about an incident or concern will be informed by the DSO

5. Data protection and record keeping

All records relating to safeguarding concerns will be kept in a secure place and treated confidentially and as sensitive personal data in accordance with the Data Protection Act 2018.

The YEF will act in accordance with our privacy policy, and our data protection policy, a copy of which can be made available on request. We will maintain these records for the life of the fund (2019 to 2029) at which time they will be deleted.

Appendix 3:

Managing allegations against a staff member who works directly or indirectly on YEF

Reporting staff

YEF has a process for reporting allegations that are made against their staff or staff working on their behalf. All staff are made aware of the process for reporting allegations.

All In addition, a robust whistleblowing policy is maintained, through which staff can choose to report if they do not want to go directly to the DSO, and staff and stakeholders are made aware of the process for using it. The Compliance Officer for YEF that is named in the whistleblowing policy, if different from the DSO, will notify the DSO of the safeguarding complaint that comes via the whistleblowing process for the DSO to consider and follow up on, so long as the complaint does not involve the DSO.

The YEF will take seriously and investigates allegations that are made against anyone working on behalf of the YEF who has:

- Behaved in a way that has harmed a child or vulnerable adult or may have harmed a child or vulnerable adult;
- Possibly committed a criminal offence against or related to a child or vulnerable adult; or
- Behaved towards a child and/or vulnerable adult in a way that indicates they may pose a risk of harm to children and/or vulnerable adult.

Reporting an allegation

1. Don't delay reporting the incident or allegation.

All staff members have a responsibility to protect children and vulnerable adults from harm and should report any allegations to the YEF DSO within 48 hours. You can report to the DSO using the serious incident email inbox or through contacting by phone using the contact details provided on page 2. Where the DSO is the subject of an allegation, allegations should be reported to the YEF Committee Safeguarding Lead.

If a child or vulnerable adult's safety or wellbeing is in immediate danger, call the emergency services.

2. Make a written account as soon as possible.

You must make a written record of any allegation or suspicions of abuse as soon as possible, using the YEF's safeguarding and incident report form (appendix 9). This form should be included in your report to the YEF DSO as an email attachment. This can be sent with your initial report made or in a follow up, if the initial report must be made sooner.

If you don't have access to the form, please make a written account and write this up into the safeguarding incident form as soon as possible. Write down date, time, location and a description of the allegation or concerns. Keep it factual and do not include any subjective observations.

3. The DSO will advise on next steps and inform relevant people. If a child or vulnerable adult is at immediate risk, call the police.

Managing the allegation

The DSO should contact the Designated Officer for the Local Authority (DOLA) and/or police to report the case as soon as possible.

The allegation will be considered against three strands:

- a) If a police investigation is needed for a possible criminal offence
- b) Notifying children's social care to protect the child
- c) Disciplinary action in respect of the individual

Determining outcomes

The DSO will work with relevant authorities to determine an outcome of the allegation. These will be:

- Substantiated: there is sufficient evidence to prove the allegation.
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- False: there is sufficient evidence to disprove the allegation.
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation.

The outcome will be clearly categorised so that it can be recorded and resolved.

Where requested and appropriate, the person reporting the incident may request to be informed of the outcome.

Appendix 4: Safer Recruitment Policy and Procedures

Recruitment requirements

- At the point of advertising a role for recruitment (whether Internally or externally) HR will evaluate whether a job places a requirement on an individual to have a DBS check and if so what level of DBS check. If this is a requirement of the job it must be clear in the job description and advert.
- All staff must be provided with a copy of the YEF's safeguarding policy. YEF must also provide a training session on safeguarding policy/procedures to relevant* employees at the point of induction and a minimum of every 2 years thereafter on a refresh basis.
- DSO's must receive two stages of CPD accredited training to be considered qualified to undertake the role, for example: Introductory Course [Introduction to safeguarding and child protection](#) training **and**; Advance Course in Child Protection [DSO Training](#). Equivalent training by other providers is acceptable.

**employees working on YEF that, as reflected in their job description, are required to act as a DSO and/or whose work requires them to undergo a DBS check.*

Recruitment

Where we recruit employees, who are likely to have regular direct contact with children or young people through their work, we will incorporate safeguarding into our recruitment process ensuring that roles are advertised stating that DBS clearance will be a condition. We will check photographic ID, ask for references and carry out the relevant level check of the Disclosure and Barring Service (DBS). The results of any checks will be handled sensitively and stored by the DSO in line with DBS guidelines and the Data Protection Act 2018. Where appropriate, offers of employment will be conditional upon receipt of satisfactory DBS checks.

Prior to checks taking place employees/candidates will be made aware of the level of check that will be undertaken. For further detailed information on what level of check should be applicable for specific roles, we will refer to the Government website – <https://www.gov.uk/find-out-dbs-check>.

As DBS certificates do not expire, regular checks will be carried out on relevant employees every 3 years throughout their employment or engagement with YEF.

This policy relates to YEF employees, not consultants or volunteers. YEF does not require DBS checks for consultants or volunteers as standard, unless the individual will have direct and lone contact with a young person or if it is a requirement of a partner organisation involved in the activity they are supporting. Where this is the case, it will be the responsibility of the consultant

or volunteer to obtain and share their DBS check.

Training

All staff will be asked to read this policy and provide confirmation that they have read and understood the policy through an agreed process.

Roles that might involve engagement with children or young people directly i.e., the Programmes Team or Youth Understanding Team, will be required to undertake bi-annual safeguarding training of an appropriate level. Records will be maintained of training undertaken.

As part of their induction all staff will receive light-touch training covering their safeguarding responsibilities including how to spot, refer and report child protection and safeguarding concerns.

Appendix 5:

Safeguarding Code of Conduct

Purpose

This Code of Conduct outlines the conduct that the YEF expects from all our staff and anyone engaged by us to undertake specific duties whether paid or unpaid.

The Code of Conduct aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made.

YEF is responsible for making sure everyone acting on behalf of it has seen, understood and agreed to follow the Code of Conduct, and that they understand the consequences of inappropriate behaviour.

Your role

In your role representing the YEF you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- Following our safeguarding procedures at all times.
- Prioritising the welfare of children and young people that you come into contact within the course of your work.
- Having good awareness of issues to do with safeguarding and child protection and
- taking action when appropriate.
- Following our principles, policies and procedures, including our policies and procedures for child safeguarding and whistleblowing.
- Staying within the law at all times.
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the DSO.
- Reporting all concerns about abusive behaviour in accordance with our safeguarding procedures. This includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants

bring something valuable and different to the group/organisation.

- Challenge discrimination and prejudice.
- Encourage young people to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism.
- Be patient with others.
- Exercise caution when you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people.
- If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
- If a child specifically asks for or needs some individual time with you, ensure others know where you and the child are.

Respect

You should:

- Always listen to and respect children.
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible.
- If you need to break confidentiality to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Lone working

In most situations it's best practice to have at least two adults present when working with children and young people.

Sometimes it may be appropriate or necessary for an adult to have one-to-one contact with a child or supervise a small group of children on their own. This could happen in an organisation, for example where a child/young person attends an external visit with a member of YEF staff.

Where it is deemed that lone working with any child or vulnerable adult is necessary, a YEF member of staff must have had an enhanced DBS check before doing so.

There are several additional steps to consider when lone working with a young person takes place.

Roles

Letting other people know

It is your responsibility to let another senior member of YEF staff know that you will be alone with a child or children. This would preferably be the Youth Understanding Team designated safeguarding officer representative and the Head of Youth Understanding.

Communication

When communicating with children and young people you must ensure the following is adhered to:

- Communication via text message must be done using a YEF provided mobile phone
- Communication via email is sent through YEF email addresses only

Before the session

In advance of any lone working session with a child either online or in-person you must ensure of the following:

- you have gathered consent for the session to take place from parent/carer (if the sessions are regular, this consent can be obtained only one time, prior to the start of the sessions, so long as it's clear that the consent covers multiple sessions)
- a thorough risk assessment has been carried out to ensure the activity is in line with our safeguarding policy
- you have appropriate background knowledge of the child that includes any medical information and emergency contact details

Choosing a venue

A suitable venue such as the YEF office should always be used when working alone with children in order to make them feel safe and to protect yourself. This includes:

- a room that has windows, with curtains open
- keeping any doors to the room open/kept always unlocked
- have access to a phone in case of emergency
- somewhere accessible, nowhere that requires you driving a child to a venue without a parent/carer present

Online sessions

If you're doing an online session with a child, you still need to take safeguarding measures, just as if you were meeting them face-to-face. Measures include:

- make sure you are in a suitable location, nothing personal or inappropriate can be seen or heard on screen
- best practice to ask children to not be in a personal space such as bedroom during an online session
- ask parents/carers to be within earshot of the session so that the child is not completely alone with you
- make a record of the session once it's finished

Travel

In general, no child under the age of 18 or vulnerable adult should travel in a car with a YEF member of staff. However, if it is deemed that the risk presented through not providing a young person a lift is greater than that of giving a lift, then travel with a YEF member of staff in their car is allowed subject to the following conditions:

- Parental/carer consent is obtained
- You inform YEF's DSO or Deputy DSO
- Appropriate business insurance is in place

Upholding this Code of Conduct

You should always follow this Code of Conduct and never rely on your reputation or that of the YEF to protect you.

If you have behaved inappropriately, you will be subject to disciplinary procedures. Depending on the seriousness of the situation, this may include dismissal or termination of employment or engagement with us. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the DSO. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Appendix 6: **Online and media procedures**

General principles

Children, young people, parents and carers must be made aware that photography and filming is part of the programme and give written consent.

- Always ask for written consent from a child and their parents or carers before taking and using a child's image.
- Ensure everyone involved in our organisation knows the procedures to follow to keep children safe.
- If people such as local journalists, professional photographers (not hired by YEF) or students wish to record one of our events, where children and young people are present, and share the images professionally or in the wider world, they should seek permission in advance.
- Store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

The purpose of this policy statement is to:

- Protect children and young people who take part in YEF organised events and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people.
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with YEF.

Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England and Wales. Summaries of key legislation and guidance is available on:

- Online abuse <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
- Child protection <https://learning.nspcc.org.uk/child-protection-system>

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our funded projects, provide a record of our activities and raise awareness of our organisation.
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images.
- There are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image.
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them).
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo).
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information).
- Reducing the risk of images being copied and used inappropriately by:
 - Only using images of children in appropriate clothing (including safety wear if necessary).
 - Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
 - Using images that positively reflect young people's involvement in the activity.
- If an external videographer or photographer is contracted to capture footage of children parents, or carers, a member of the Youth Endowment Fund team will always accompany them.
- We will ensure everyone involved in our organisation knows the

procedures to follow to keep children safe.

Photography and/or filming for YEF's use

Children, young people, parents and carers must be made aware that photography and filming is part of the programme and give written consent. If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour.
- Ensuring the photographer wears identification at all times.
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared.
- Not allowing the photographer to have unsupervised access to children.
- Not allowing the photographer to carry out sessions outside the event or at a child's home.
- Reporting concerns regarding inappropriate or intrusive photography.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by YEF) or students wish to record one of our events, where children and young people are present, and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera.
- The names of children they wish to take images of (if possible).
- The reason for taking the images and/or what the images will be used for.
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.
- YEF will verify these details and decide whether to grant permission for photographs / films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.
- At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

Gaining Consent

You must obtain appropriate consent to take, store or use photos or film featuring children whilst working for or on behalf of YEF. Consent can be obtained by using the [YEF film and photography consent form](#).

If you receive photos or film from someone other than the child's parent/guardian, you must get written confirmation from the person providing the information that appropriate consents have been obtained. You can adapt the YEF film and photography consent form for this consent. If you provide images to third parties such as funders, you must ensure this is covered by the consent and obtain assurances from the third party about use of the photo. Please adapt and use the YEF film and photography consent form for confirmation.

Where a photographer is at an event, YEF will obtain consent and share this with the photographer, children without consent will also be identified to the photographer. Children will also be told that photography will be taking place and to speak to a member of staff if they have concerns.

If a child or young person or their parent/guardian asks for their photograph to be removed from any promotional material, YEF will plan for this to happen as quickly as possible.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of three years. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

YEF does not permit staff, consultants or volunteers to store photos or videos of children or young people on any personal equipment. If personal equipment is used to capture images (for example, when utilising a consultant for media capture), all images and video must be passed to the YEF communications team and then deleted.

Online and Social Media

All YEF owned social media accounts are monitored by a member of staff and any inappropriate or concerning comments should be reported to the Director of Public Affairs and Communications and removed, where possible. If safeguarding concerns arise from these mediums, the reporting process in appendix 1 should be followed.

When working with children or vulnerable adults for or on behalf of YEF, you must not have contact with them using your own personal social media accounts.

The full YEF Social Media policy is [here](#).

Appendix 7:

Grantees, evaluators and other applicable vendors

YEF is committed to ensuring that our delivery partners and the organisations we work with follow the highest level of safeguarding practice and have the appropriate procedures in place to limit the likelihood of abuse towards children and vulnerable adults.

YEF assessment and monitoring of safeguarding practice

Safeguarding is a key part of the assessment of organisations who apply for funding from the Youth Endowment Fund (YEF).

YEF expects all the organisations we fund to have measures in place to prevent harm and to respond to safeguarding concerns. We assess this by:

- Providing assessors who are involved in due diligence processes with specialist training on how to assess an organisation's commitment to safeguarding;
- During the due diligence process on applicants shortlisted for funding:
 - Asking questions about safeguarding during interviews with key personnel;
 - Checking the safeguarding policies of the organisation;
 - Assessing the strength of the organisation's safeguarding practices;
- Reviewing the due diligence information, including safeguarding, during the internal decision meetings with the YEF leadership team prior to applications being recommended for funding; and
- Including conditions in the grant agreement that must be met within a defined period of time if it is determined that safeguarding policies should be enhanced. YEF will maintain the right to terminate the agreement if these conditions are not met.

YEF will continue to monitor grantee safeguarding practice throughout the duration of the funding and expects all grant holders to fully implement and monitor the safeguarding measures set out in their policies and procedures. This expectation is reinforced by:

- Ensuring any conditions included in the grant agreement related to safeguarding enhancement are met;
- Explaining our expectations during the start-up phase;
- Providing regular feedback and requests when grantees are not following guidelines on reporting incidents to YEF;
- Including a specific question on safeguarding in the monitoring reports and meetings; and
- Exploring safeguarding practice during monitoring visits.

Requirements of all grant holders

We require all grant holders to:

- Have their own tailored policy for safeguarding and protecting Children and Adults at Risk which is proportionate and relevant to their organisation's activities and has been agreed by their trustees or other governing body. This policy must be reviewed regularly, and staff and trustees must be trained on its contents. See minimum expectations of this policy below;
- Ensure that all sub-grant holders and third parties appointed by them to perform any part of the grant activity where working with Children and Adults at Risk have their own, appropriate safeguarding and protection policies and procedures in place;
- Recognise that when they sign a Grant Agreement with YEF, this includes agreeing to fulfil the expectations of grant holders set out in this policy;

Report regularly to YEF on any safeguarding reports made by the grant holder when it relates to activity funded by YEF, per the 'Reporting incidents to YEF' section below.

- Work collaboratively with their Programme or Evaluation Manager where there are potentially serious concerns or disclosures about the safeguarding or protection of any Child or Adult at risk; and
- Take a common-sense approach to safeguarding and protecting Children and Adults at risk.

Minimum expectations of safeguarding policy: Grant holders should have Safeguarding and Protection policy and procedures which includes, as a minimum:

- A statement outlining your organisation's commitment to safeguarding and protecting Children and Adults at risk;
- Specific safeguarding and protection risk areas for your organisation and how you address them;
- Designated Safeguarding Lead, including representative on the relevant governance body;
- How confidentiality is managed;
- How appropriate training is provided and regularly refreshed;
- Recruitment and vetting procedures including the DBS policy and induction processes as necessary and appropriate;
- Whistleblowing policy;
- Staff Code of Conduct;
- Reporting Mechanisms;
- Consequences for breaches in safeguarding policy; and
- How often the policy and procedures will be reviewed and kept up to date.

Reporting incidents to YEF

Grantees must report on all serious safeguarding incidents to YEF via our serious incident email in box, with a courtesy copy to your relevant YEF Point of Contact

(normally a Programme Manager or Evaluation Manager), within 48 hours of the incident occurring by filling out and attaching the serious incident form (Appendix 8). These incidents must also then be submitted via quarterly monitoring reports at a later date, providing information on the current status of the incident.

A safeguarding incident is considered a serious incident when one of the following occurs:

1. Any young person that is considered part of the programme:
 - a. Is involved in a homicide as a victim or charged as a perpetrator
 - b. Is a victim or perpetrator of an assault amounting to attempted murder
 - c. Is a victim or perpetrator of a serious sexual offence including rape
2. An incident happens during or on the premises of a YEF funded activity or is an allegation against a YEF funded staff member AND includes:
 - a. Use of weapon or possession of offensive weapon, including acid/corrosive substances to cause harm.
 - b. Abduction or attempted abduction
 - c. Supplying large quantities of drugs or possession with intent to supply. Only report incidents when they occur separate to the reason for referral and/or if this occurs during their engagement with the intervention
 - d. Staff/volunteer being found with child abuse images on device(s)
 - e. Risk (perpetrator and victim) of honour-based violence, criminal and/or sexual exploitation, female genital mutilation.
 - f. Immediate risk of self-harm requiring hospital support
 - g. Discovering that an employee or volunteer coming into contact with children or vulnerable adults is a registered sex offender

Evaluators

All interventions funded by the YEF will undergo an independent evaluation. All evaluators commissioned by the YEF will be contractually obliged to have their own appropriate safeguarding policies in place and comply with appropriate legislation. When conducting site visits, or at any point they are engaging with young people as part of their work on a YEF funded project, they must comply with the grant holder's safeguarding policies. The grant holder must make these policies available to the evaluation team engaging with young people prior to the engagement and the evaluation team must confirm they have read and understand the policies and how to report potential concerns around the safeguarding of a child or vulnerable adult.

Appendix 8: Safeguarding and Incident Report Form_YEF Funded Organisation

Please use this form if you are a YEF funded organisation reporting on an incident related to your programme to record any child protection or serious safeguarding incidents, per the definition provided in appendix 7. This form should be sent to serious.incident@youthendowmentfund.org.uk within 48 hours of the incident, with a courtesy copy to your YEF Point of Contact. The incident should also be recorded in your subsequent Quarterly Monitoring Report send to your YEF Point of Contact.

In an emergency, do not delay in informing the emergency services. All the information on this form must be treated as confidential and reported to the YEF DSO as soon as possible.

When completing this form, keep the information included as factual as possible and do not include any subjective observations e.g. 'the child seemed confused'. Do not include any personal information outside of your own (as the individual reporting the incident). To refer to a child or vulnerable adult involved in the incident, you may use a code, such as 'person A'.

Please complete this form as fully as possible.

Your name and position	
Your email and telephone	
Date of disclosure (or date the funded organisation became aware of the incident)	
Time disclosure (or time the funded organisation became aware of the incident)	
Location of disclosure (where applicable)	
Date (or range of dates) of incident	
Time of incident (if known)	
Is the incident still ongoing?	

Where incident took place	
Age of the person or persons who have been (or are alleged to have been) abused or mistreated	
Describe the connection to the funded organisations of the person(s) who has been or is alleged to have been abused/ mistreated (e.g. beneficiary, trustee, volunteer, staff member)	
Details of people involved (if known)	
Brief description of incident including: <ul style="list-style-type: none"> - type of abuse or mistreatment (e.g. sexual, physical, psychological) - anything said during the incident (verbatim if possible) - physical appearance or behaviour of those involved - observations of parents and/or carers present 	
Details of any witnesses including contact details:	
Do you know or suspect that a crime has been committed? If yes, have the police been informed?	
Have you reported the incident to any other regulator(s) or statutory agencies (e.g., the local authority, or clinical commissioning group)?	

Detail the action you have/will take (e.g. notify YEF DSO, notify project lead)	
Did you notify anyone else? If so, who?	
Any other information (please detail anything else that you believe to be helpful or important)	

Appendix 9: Safeguarding and Incident Report Form _ Report received by a YEF staff, consultant or volunteer

Safeguarding incident, disclosure or concern:

This form is designed to report any safeguarding incidents, disclosures or concerns. It should be completed by the professional who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted to the YEF DSO, as per the organisation's reporting protocols.

Name & role of person completing this form:	
Programme/Team:	Date form is completed:

Details of child, young person or adult at-risk:

Name:	Date of birth/Age:
Contact number:	Address (if applicable)
Any further information that may be useful to consider:	

Parent/Carer details (if applicable and/or if under 18yrs):

Name:	Address:
Contact number:	Email address:
Have the parents/carers been notified of the incident/disclosure/concern: YES / NO	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	
Reporting my own concerns:	Responding to someone else's concerns:
If responding to someone else's concerns, please provide their details below:	
Name:	Contact number:
Relationship to child, young person or adult:	Email address:

Incident/Disclosure/Concern details:

Date/ Time:	Project name (if applicable):
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Location of incident/disclosure:		
Description of the incident, disclosure or concern: <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i>		
Details of any previous concerns, incidents or relevant safeguarding records:		
Child, young person or adult at-risk account of the incident or concern: <i>(use their own words)</i>		
Witness account of incident/concern: <i>(include further accounts on separate sheets as necessary. Include SGR.their initials.date on each accompanying account)</i>		
Details of any witnesses:		
Name/s: <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at-risk:	Contact details:
Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at-risk:	Contact details:
Outcome of incident & immediate actions taken:		
Ambulance required: Yes / No	Name of hospital/medical facility attended if	

	applicable:
First aid treatment provided: Yes / No	What and by whom:
Medication given: Yes/ No	What and by whom:
Police/fire/other rescue service attended: Yes / No	Which service/notes:
Impact to programme activity:	
Any disruption to the programme/project: <i>(if applicable)</i>	
Disciplinary procedures enacted: <i>(applicable to staff)</i>	
Were any immediate changes to risk management procedures made?	

Signed by Reportee:	Name:	Date:
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This section is to be completed by the Designated Safeguarding Officer (DSO)

Date & Time DSO notified of incident/concern:		
Date & Time this form passed on to DSO <i>(if different from above)</i> :		
DSO comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required)</i>		
External agency referral: (complete where relevant)		
Social services notified: Yes / No	LADO notified: Yes / No	Other referral made: Yes / No

<p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>Agency:</p> <p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>
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Signed by DSO:	Name:	Date:
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