



Safeguarding, Child Protection and Adults at Risk Policy

Be aware that a printed copy may not be the most current version. The latest version, which replaces all prior versions, is available on the Youth Moves website. It is the responsibility of all those to whom this policy applies to stay informed of the most current version and comply with its requirements at all times

This policy was approved on:	
Date:	12 th March 2025
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<u>Youth Moves Cause for concern form</u>

Other useful Safeguarding contacts	
Local Police	Emergency – 999 Non-Emergency - 101
NSPCC Helpline	0808 800 5000 / help@nspcc.org.uk
Childline	0800 1111 (or text phone 0800 400 222) or www.childline.org.uk
Families in Focus (South Bristol)	0117 903 7770
Families in Focus (North Bristol)	0117 352 1499
Families in Focus (East/Central Bristol)	0117 357 6460
Out of working hours Bristol Children's safeguarding referrals:	<u>Emergency Duty Team on</u> 01454 615 165

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Safeguarding statement

Youth Moves is dedicated to improving the lives of children and young people in South Bristol through high-quality youth work. As a provider of both open access and targeted youth services, we are fully committed to safeguarding and promoting the welfare of children and young people. We firmly believe that safeguarding is everyone's responsibility, and that the safety and well-being of every child and young person is our top priority.

At Youth Moves, we recognise that all children and young people, regardless of their age, culture, gender, ethnicity, disability, sexual identity, language, or beliefs, have the right to be protected from harm. We also acknowledge the heightened vulnerability of some children and young people in our community, and therefore we regard safeguarding as an essential part of all our work. High standards of safeguarding practice underpin all of our services, ensuring that every child and young person we work with can thrive in a safe, supportive environment.

Definitions:

Safeguarding is the action we take to ensure the well-being and protection of children and young people. It includes:

- Preventing maltreatment and protecting children from harm, including online threats.
- Promoting children's physical and mental health and development.
- Ensuring children grow up in environments that provide safe and effective care.
- Identifying and addressing needs early to prevent issues from escalating.
- Taking steps to help children and young people achieve the best outcomes in life.
- It is everyone's responsibility to ensure safeguarding is at the heart of all our work with children and young people.

Child Protection is a critical part of safeguarding. It focuses specifically on:

- Protecting children and young people who are suffering, or are likely to suffer, significant harm.
- Responding to concerns of abuse, neglect, exploitation, or any other form of significant harm.
- Ensuring immediate action is taken to safeguard children at risk.
- Child Protection laws apply to all children up to the age of **18, and any concerns or risks must be dealt with under these laws:**

Scope & Purpose:

This policy applies to the Board of Trustees, all staff (full time, part time, temporary and freelance) and volunteers working on behalf of Youth Moves. Put simply safeguarding children is everyone's business and priority.

This policy concerns all children and young people under the age of 18 (as defined by the Children Act 1989) who are accessing provision ran by Youth Moves or who the staff and volunteers come into contact with as a result of their activity with Young People.

The purpose of this policy is to:

- **Clarify safeguarding expectations** for everyone in the community: staff, volunteers, trustees, children and young people (CYP), and their parents / carers.
- **Create a safe and supportive environment** by fostering a culture of respect and dignity where:
 - CYP are treated with respect and dignity.
 - CYP are taught to treat each other and staff with respect.
 - CYP feel safe, heard, and have a voice.
- **Support contextual safeguarding practices**, recognising that harm can happen on the setting's site, and address safeguarding concerns that arise in the wider context of the setting.
- **Develop knowledge and skills** across the community (staff, CYP, parents / carers) about:
 - The signs and indicators of safeguarding concerns.
 - How to respond appropriately to safeguarding issues.
- **Early identification of vulnerable CYP** and providing timely, proportionate interventions to promote their welfare and safety.
- **Work in partnership** with CYP, parents / carers, and other agencies within the Local Safeguarding Partnership to ensure a coordinated and effective response to safeguarding concerns.

This policy will be made readily available to Young People, parents / carers, partner organisations and key stakeholders in a way that is most accessible to them. This includes the policy being accessible via our website, printed and any other means of sharing.

Legal Framework

The Children Act 1989 and 2004 make it clear that people who work with children have the responsibility to keep them safe. This is supported by the United Nations Convention on the Rights of the Child (to which the UK is a signatory) which sets out the rights of children to be free from abuse. The Government provides guidance on how organisations

and individuals should protect children and young people in [‘Working Together to Safeguard Children’ \(December 2023\)](#), abuse is described as;

‘A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts 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.’

Working Together to Safeguard Children (2015) also advises that professionals should, in particular, be alert to the potential need for early help for a child who:

- is Disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- is showing early signs of abuse and/or neglect.

The responsibility for ensuring that the guidance is put into practice is given to Local Safeguarding Children’s Board and each Local Authority has to ensure that its area is covered by a LSCB.

Bristol’s Safeguarding Children’s Board is:

[Keeping Bristol Safe Partnership](#)

The Data Protection Act 1998 places a duty on organisations and individuals to process personal information fairly and lawfully, however it is not a barrier to sharing information where failure to do so would result in a child vulnerable adult being placed at risk of harm.

Future advice can be found in the document [“Information sharing. Advice for practitioners providing safeguarding services to children, young people, parents and carers”](#)

The following policies are referred to within this policy and should be read alongside:

- Whistleblowing Policy
- Behaviour Management Policy
- Recruitment Policy
- Complaints & Compliments Policy

- Acceptable use of Social Media sites and Technology Policy
- Photography and Videoing of Young People Policy

Equalities Statement

In relation to safeguarding, Youth Moves will fully comply with our duties under the [Equality Act 2010](#). We are committed to promoting equality, diversity, and inclusion in all aspects of our work and safeguarding practices. This includes:

1. Eliminating discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010. We will actively challenge and address any form of discrimination or harmful behaviour that undermines the safety and well-being of children and young people.
2. Advancing equality of opportunity between people who share a protected characteristic (such as age, disability, gender, ethnicity, sexual identity, etc.) and those who do not. We are committed to ensuring that all children and young people, regardless of their background or identity, have equal access to support and safeguarding services.
3. Fostering good relations across all protected characteristics by promoting understanding and respect among children, young people, staff, and families. We aim to create a positive and inclusive environment where all individuals are valued and treated with dignity.

Youth Moves adheres to the principles of anti-oppressive practice and aligns our approach with the **United Nations Convention on the Rights of the Child and the Human Rights Act 1998**, ensuring that our safeguarding practices are underpinned by respect for the rights and dignity of every child and young person.

Youth Moves is committed to the principles of equality, and our safeguarding practices will continue to promote a safe, supportive, and inclusive environment for all children and young people.

Roles and Responsibilities

Safeguarding children and young people is a shared responsibility that requires clear roles and accountability across the organisation. This section outlines the key duties of individuals, from the Designated Safeguarding Lead (DSL) to all staff, trustees, and volunteers, ensuring everyone understands their role in protecting children and young people. By defining these responsibilities, we aim to foster a culture of vigilance, responsibility, and collaboration, ensuring a safe environment for all:

1. Designated Safeguarding Lead (DSL)

- **Main Responsibility:** The DSL has the lead responsibility for safeguarding and child protection. This includes overseeing the welfare and safety of children and young people and ensuring that concerns are handled in line with statutory and local guidance.
- **Key Duties:**
 - **Referral:** Support to refer cases of suspected abuse or radicalisation to the appropriate local authorities, such as social services or the police.
 - **Support:** Provide support to staff in making referrals to safeguarding partners.
 - **Safeguarding Policies:** Ensure that safeguarding policies are up-to-date and implemented effectively. This includes policies regarding online safety and risk assessments for activities.
 - **Training:** Ensure staff receive regular safeguarding training and have access to ongoing professional development.
 - **Records:** Maintain accurate, secure records of safeguarding concerns, referrals, and actions taken.
 - **Coordination:** Oversee safeguarding audits, ensuring there is sufficient funding and resources for safeguarding initiatives.
 - **Cultural Leadership:** Create a culture of listening to children and young people, ensuring their voices are heard in the safeguarding process.
 - **Availability:** Be available for staff to discuss safeguarding concerns and ensure adequate cover arrangements are made in their absence.

2. Board of Trustees

- **Main Responsibility:** The Trustees hold overall responsibility for the charity's safeguarding framework and ensuring its effectiveness.
- **Key Duties:**
 - **Oversight:** Ensure that the charity has appropriate measures in place to protect children and young people from abuse, exploitation, and neglect.
 - **Policy Approval:** Approve safeguarding policies and ensure that they are regularly reviewed and updated in line with legal and best practice guidelines.
 - **Cultural Leadership:** Foster a safeguarding culture across the charity, ensuring that all staff, volunteers, and others involved understand and adhere to safeguarding practices.

- **Incident Management:** Oversee and appropriately manage any incidents of safeguarding concerns or breaches, ensuring that allegations are dealt with fairly and promptly.
- **Risk Management:** Be proactive in identifying safeguarding risks, including those that could arise from extremist influences or other vulnerabilities.
- **Reporting:** Ensure that serious incidents or concerns are reported to the appropriate authorities, including the Charity Commission, when necessary.
- **DBS Checks:** Ensure regular checks of staff and trustees via DBS certificates, as required.

3. Chair of Trustees

- **Main Responsibility:** The Chair of Trustees provides leadership and is specifically responsible for responding to safeguarding concerns involving senior staff.
- **Key Duties:**
 - **Managing Allegations Against Senior Staff:** The Chair of Trustees is responsible for contacting the Local Authority Designated Officer (LADO) directly in cases where there are allegations of abuse against the DSL or other senior staff members.
 - **Safeguarding Governance:** Ensure the Board of Trustees are well-informed and up-to-date on safeguarding matters and maintains effective oversight of the charity's safeguarding practices.

4. Designated Safeguarding Trustee (DST)

- **Main Responsibility:** The DST oversees safeguarding matters from a strategic perspective at the Board level.
- **Key Duties:**
 - **Policy Review:** Ensure that safeguarding policies, procedures, and staff codes of conduct are up to date and being followed by the charity.
 - **Safer Recruitment:** Ensure that safer recruitment practices are implemented, including DBS checks and risk assessments for all staff and volunteers.
 - **Support & Guidance:** Act as a key liaison for the Board and the DSL, providing advice and ensuring that appropriate action is taken in response to safeguarding concerns.

- **Training & Reporting:** Ensure safeguarding training for trustees and staff is thorough and that safeguarding issues are reported at the Board level, including an annual safeguarding report.
- **Serious Incident Oversight:** Oversee any major safeguarding incidents, ensuring that lessons are learned, and corrective measures are taken.

5. All Staff (Including Volunteers)

- **Main Responsibility:** All staff, regardless of role, have a responsibility to promote safeguarding and report any concerns.
- **Key Duties:**
 - **Policy Awareness:** Be familiar with and understand the charity's safeguarding policies, including how to report concerns.
 - **Training:** Participate in regular safeguarding training, keeping up to date with new threats and guidance.
 - **Reporting:** Report any concerns about child abuse, neglect, or exploitation. This includes recognising the signs of abuse and knowing how to escalate concerns.
 - **Confidentiality:** Maintain appropriate confidentiality while sharing information to protect the safety and welfare of children and young people.
 - **Risk Identification:** Identify children and young people who may be vulnerable or at risk, including those requiring early help or facing mental health challenges.
 - **Radicalisation Concerns:** Be alert to issues related to radicalisation and extremism and report concerns via appropriate channels.
 - **Supportive Action:** Act in the best interests of children and young people, supporting their safety and wellbeing, and always seek guidance from the DSL if unsure.
 - **Maintaining a Safe Environment:** Ensure that any concerns about unsafe practices are raised, and follow whistleblowing procedures if necessary.

Each role has its part in ensuring the safety and wellbeing of children and young people. The **Designated Safeguarding Lead (DSL)** takes direct responsibility for safeguarding actions, while the **Board of Trustees** ensures oversight and governance. The **Chair of Trustees** handles allegations against senior staff, and the **Designated Safeguarding Trustee** supports strategic safeguarding decisions. All **staff and volunteers** are responsible for recognising and reporting safeguarding concerns, ensuring a comprehensive, proactive, and informed approach to safeguarding in the charity.

Training

At Youth Moves, safeguarding is a critical priority, and we ensure that all staff receive the necessary training to protect children and young people. All staff will undergo safeguarding training during their induction within the first three months of employment.

This includes the Safeguarding & Child Protection Policy, the Staff Handbook, and key policies such as Bullying and Harassment, Data Protection, Equalities, Health and Safety, and Whistleblowing.

Staff are required to complete safeguarding training appropriate to their role. All staff must complete at least Level 2 training, including FGM awareness and PREVENT duty training. Youth Workers leading sessions are required to complete Level 3 training, and the Designated Safeguarding Lead (DSL) and Deputy DSL must complete Level 5 training, which is renewed every two years.

Additionally, staff will receive annual updates on safeguarding topics, with refresher training provided through e-bulletins, staff meetings, and formal training when needed.

Safer Recruitment training will be provided for those involved in recruitment, ensuring that at least one person on every panel has received the necessary training. All staff will receive regular supervision and appraisals to ensure they fully understand and are supported in their safeguarding responsibilities.

Training records are maintained on individual professional development records and the Single Central Record. Any failure to comply with safeguarding policies or procedures could result in disciplinary action.

Further information in relation to the training undertaken by Youth Moves staff can be found in the Staff Handbook.

Monitoring

Youth Moves have a responsibility for monitoring Safeguarding practices, processes and concerns. The Designated Safeguarding Trustee will meet with the Designated Safeguarding Lead quarterly to:

View the Safeguarding data and any trends in numbers or types of cases the team are dealing with. This meeting will also cover (but is not limited to):

- Following up on actions from audits or previous meetings.
- Ensuring DBS checks are in place for all staff and that all new staff have received appropriate training and that there is appropriate ongoing training happening.
- Ensuring there is appropriate support / supervision in place for the DSL and all staff.

- Assessing whether the culture is appropriate, and that staff are confident to raise concerns or suspicions in an open supportive environment.
- Any changes to legislation or practice and the plans for ensuring the organisations practice meets legislative and good practice guidelines and constantly looks to improve.
- Ensuring any risks are appropriately detailed on the risk register and mitigations in place to minimise them

Review

Youth Moves will regularly review the Safeguarding and Child Protection Policy, practice and procedures in reference to experience and changes within legislation.

This policy and the applicable procedures will be reviewed at least every two years.

Safeguarding Code of Conduct for Staff and Volunteers

At Youth Moves, we are committed to creating a safe and supportive environment for all children and young people we work with. We recognise that adults working with children and young people hold a position of trust, and with this comes a responsibility to act professionally, ethically, and with respect for the welfare of every child or young person.

The Code of Conduct sets clear guidelines for the behaviour expected of all staff and volunteers, ensuring that we foster healthy, respectful relationships and maintain the highest standards of safeguarding.

This code is not only a tool to guide staff in their interactions but also a safeguard to protect staff and the young people they support. It helps to create a culture where the safety of children and young people is always prioritised, and any concerns can be addressed promptly and appropriately.

Staff and volunteers are expected to adhere to these principles, act transparently, and seek guidance when necessary to ensure that their actions are always in line with Youth Moves' safeguarding practices.

All staff and volunteers working with children and young people should:

- **Prioritise the safety and welfare of children and young people** at all times.
- **Act with integrity** and professionalism in all interactions with children, young people, and colleagues.
- **Maintain appropriate professional boundaries** and avoid forming personal relationships with young people outside of work.

- **Ensure that only staff with valid DBS checks** are left alone with children or young people.
- **Respect confidentiality**, sharing information only when required for safeguarding purposes.
- **Listen to and respect children and young people**, treating them with dignity and care.
- **Promote equal opportunities** and treat all young people fairly, without bias or discrimination.
- **Report any concerns** to the Designated Safeguarding Lead (DSL) or relevant authority, especially if any behaviour is observed that could be harmful to a child or young person.
- **Avoid any conduct** that could lead to questioning of your intentions or professionalism.
- **Follow all Youth Moves safeguarding policies** and procedures at all times.
- **Engage in ongoing training and reflection** to ensure that safeguarding practices are up to date and consistently applied.

By following these principles, all staff and volunteers contribute to a safe, respectful, and supportive environment for the young people in our care.

Behaviour management

At Youth Moves, we recognise that challenging behaviours may be a form of communication, particularly when children and young people have experienced Adverse Childhood Experiences (ACEs). Behaviours that are perceived as negative should not be viewed in isolation but understood within the context of the individual's history and emotional state. We are committed to working in a trauma-informed way, which acknowledges the impact of ACEs and seeks to understand that such behaviours may stem from unmet needs or past trauma.

It is essential for staff to be aware that these behaviours may also indicate deeper safeguarding concerns. When challenging behaviour arises, it is crucial to assess the situation with sensitivity and be mindful of the potential for underlying issues that may need further attention. Staff should remain vigilant in identifying and addressing any safeguarding risks that may emerge and follow the steps outlined in the Behaviour Management Policy. This policy provides clear guidelines on how to manage behaviours effectively while being attuned to the potential safeguarding implications. For more detailed guidance on managing behaviour in line with our trauma-informed approach, staff should refer to the Behaviour Management Policy.

Communication

Effective and professional communication is essential in maintaining a safe and transparent environment for both staff, children and young people. To protect both parties, staff should avoid sharing personal contact details, such as personal email addresses, home or mobile phone numbers, or social media profiles, with children and young people. All communication with young people and their families must take place through official Youth Moves channels to ensure transparency and accountability.

If a child or young person attempts to initiate contact for personal reasons via social media or other digital means, staff should not engage and must report the incident to the Designated Safeguarding Lead. Any necessary communication should be discussed in advance with management and parents, and if needed, a risk assessment should be conducted for any particular situation.

Online Safety

Youth Moves takes online safety seriously, understanding that digital spaces are an integral part of the lives of children and young people. As part of our commitment to safeguarding, we focus on fostering a strong culture of online safety, both for the young people we work with and for staff to ensure appropriate boundaries and behaviour.

While we cannot block all internet access in a youth work setting, we promote the use of technology in a safe and positive way. Staff should be aware of potential risks, including exposure to inappropriate content, cyberbullying, and online grooming. Regular discussions and workshops with young people about online safety are essential in helping them understand how to navigate the internet responsibly and protect themselves from online risks.

Youth Moves will regularly provide workshops and educational sessions around digital literacy, online risks, and how to report any concerns. These sessions should cover practical guidance, including how to set privacy settings, recognising inappropriate behaviour online, and how to block or report harmful content or users. These discussions should also encourage young people to engage in open conversations with trusted adults if they encounter any issues online.

In terms of staff, it is vital to use official communication platforms when engaging with young people online, including video conferencing tools, messaging systems, and emails. Staff should ensure that they are always using Youth Moves accounts or platforms and that they maintain a professional and clear boundary between their personal and professional lives. Video calls or virtual sessions should have safety features like "waiting rooms" enabled, and staff should ensure that any meeting details are shared only with relevant parties.

Furthermore, staff should not engage in any form of social media communication with young people and should ensure that their personal profiles do not create risks for either

themselves or the young people they work with. They should never share photographs, videos, or personal data of young people without appropriate consent from both the young person and their parents or carers.

Youth Moves is committed to helping young people understand the potential dangers of digital spaces and equips them with the knowledge to stay safe online. By working together with young people, staff, and parents, we aim to create a safe digital environment both within and outside of our programs.

Gifts and rewards

Staff must be mindful of the potential safeguarding risks associated with gift-giving. While small tokens of appreciation, such as gifts at Christmas or as a thank-you, are generally acceptable, staff should be cautious as gifts can sometimes be perceived as signs of favouritism, infatuation, or even grooming. It is crucial that staff do not accept gifts on a regular basis or of significant value, as this can lead to misunderstandings or allegations. If staff are ever uncertain about whether to accept a gift, they should consult their manager for guidance.

Additionally, staff should never give gifts or rewards to children, young people, or their families, as this could be seen as an attempt to influence or manipulate. Any rewards given to children or young people should follow agreed-upon practices, be properly recorded, and avoid preferential treatment. Staff should also be cautious when selecting individuals for specific activities, jobs, or privileges, ensuring that all decisions are based on fair, transparent criteria to avoid any perceptions of bias or unfairness. Clear documentation should always be maintained to demonstrate how decisions were made and to protect both the staff and the young people involved from potential allegations.

Infatuations

At Youth Moves, all staff, but especially direct delivery staff such as Youth Workers, need to recognise that it is not uncommon for children and young people to develop strong attachments or infatuations towards a member of staff. It is essential that Youth Workers maintain a high standard of professional behaviour at all times, ensuring their actions and words cannot be misconstrued or seen as encouraging such feelings. They must be mindful that these situations can sometimes lead to misinterpretations, and it is crucial to handle them with sensitivity and care.

If any member of staff, particularly Youth Workers, believes that a child or young person may be developing an infatuation with themselves or a colleague, they should immediately report this to the Designated Safeguarding Lead (DSL). Early reporting allows for appropriate intervention and helps prevent any potential distress or confusion for the individuals involved.

The DSL will assess the situation and determine whether it is necessary to involve the child or young person's parents. A clear and sensitive plan of action will be put in place to manage the situation, ensuring that all parties are treated with respect and dignity. This plan should be collaborative, involving everyone concerned, and should be regularly monitored and reviewed to ensure it remains effective and appropriate.

Lost children

Staff at Youth Moves should be aware of the Lost Children Procedure, which applies to both our regular sessions at recognised venues and any trips or activities in the community. This procedure outlines the steps to take in the event that a child or young person goes missing during any Youth Moves activity.

All staff working with children and young people are required to be familiar with and follow the Lost Children Procedure to ensure a prompt and coordinated response if a child or young person goes missing. The procedure includes the following steps:

1. Immediate Action: The staff member who notices the child or young person is missing must immediately inform the designated supervisor or manager on-site.
2. Search: A search of the immediate area should be carried out, including the venue or activity space, toilets, and surrounding areas.
3. Ensure Safety: Staff should ensure that all other children and young people are accounted for and remain supervised.
4. Contact Senior Staff: Notify the Designated Safeguarding Lead (DSL) or other senior staff, who will assess the situation and provide further guidance.
5. Contact Parents/Carers and Authorities: If the child or young person is not located within a reasonable timeframe, staff must contact the child's parent or carer and, if necessary, inform the relevant authorities (e.g., police).

This procedure ensures that all staff are prepared to act quickly and appropriately to safeguard children and young people in the event of them going missing during any Youth Moves activities.

Transportation

Staff at Youth Moves should never offer to transport children and young people outside of their normal duties, unless it is an emergency situation or if failing to do so would place the child or young person at risk. In these instances, the situation should be immediately recorded and reported to the Designated Safeguarding Lead (DSL) and the child or young person's parent or carer.

In certain situations, staff may be required to transport children and young people as part of their work. Whether using personal vehicles or the Youth Moves minibus, staff have a

responsibility to complete a Risk Assessment to identify and manage any known risks associated with the transport. The risk assessment must be signed off by a member of the management team before transportation takes place.

When using personal vehicles, staff should be aware of the following guidelines:

- Ensure the vehicle is roadworthy, appropriately insured, and that the maximum carrying capacity is not exceeded.
- Ensure that all passengers wear seatbelts at all times, as required by law.
- Adhere to current legislation regarding the use of car seats for younger children, where applicable.
- The driver should always drive in a manner that prioritises safety.

When using the Youth Moves minibus, staff should ensure:

- The pre-safety checklist and risk assessments have been completed before each journey in the minibus.
- The vehicle is roadworthy, insured, and meets all legal requirements.
- The vehicle is appropriately maintained, with regular checks to ensure safety standards are met.
- Passengers are seated safely, and seatbelts are worn at all times, as required by law.

In all cases, staff must ensure their behaviour remains professional and safe, and that any transportation arrangements are documented and comply with safeguarding and health and safety guidelines. If there are any concerns or uncertainties about transportation arrangements, these should be immediately raised with the DSL for further guidance.

Adults at Risk

The Care Act 2014 makes it clear that specific adult safeguarding duties apply to any adult who:

- has care and support needs and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs.
- An adult with care and support needs may be:
 - an older person
 - a person with a physical disability, a learning difficulty or a sensory impairment
 - someone with mental health needs, including dementia or a personality disorder
 - a person with a long-term health condition

- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

This is not an exhaustive list.

If you are concerned that an Adult is experiencing or at risk of harm, abuse or neglect, you should follow the processes outlined within this policy.

For further information on supporting Adults at Risk visit the [Keeping Bristol Safe Partnership Website](#) or contact **Care Direct: 0117 922 2700**

Safeguarding Procedures

“Safeguarding and promoting the welfare of children is everyone’s responsibility. ‘Children’ includes everyone under the age of 18. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.”- [Keeping Children Safe in Education \(2024\)](#)

Recognising Signs

All staff have a vital role in recognising and responding to any welfare concerns about the children, young people, or Adults at Risk they work with. Often, the quality of relationships staff build with children and young people will provide insight into any unexplained changes in behaviour or personality, whether subtle or more obvious. Changes, whether small or significant, can be indicators of potential abuse or other forms of harm. It is essential that all welfare concerns are taken seriously, and any suspected abuse must always be reported to the Designated Safeguarding Lead (DSL).

Abuse is defined as any form of maltreatment that causes harm or distress, whether inflicted intentionally or due to neglect. Staff are not responsible for diagnosing abuse, but they have a responsibility to recognise potential signs and act promptly. These signs could stem from the behaviour and appearance of the child or young person, or potentially from the actions of the abuser. While not all signs indicate abuse, a pattern of concerning behaviours should raise the possibility that abuse may be occurring.

There are four main types of abuse that staff should be aware of:

- **Physical Abuse:** This involves the intentional use of physical force to cause harm or injury to a child or young person. It may include hitting, shaking, burning, or other actions that cause physical harm.
- **Sexual Abuse:** This involves any form of sexual activity with a child or young person without their consent. It includes actions like molestation, exploitation, or exposing children to sexual acts, whether physically or online.

- **Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child or young person, leading to adverse effects on their emotional health and development. It may involve verbal abuse, intimidation, or manipulation that causes the child to feel worthless or fearful. Notably, **witnessing domestic abuse is now considered to be a form of emotional abuse** against a child or young person, as it can have significant and lasting effects on their mental and emotional wellbeing.
- **Neglect:** This occurs when a child or young person's basic physical and emotional needs are not met. It includes inadequate provision of food, shelter, clothing, or supervision, as well as failing to provide necessary medical care or education.

Staff should be aware that a child or young person might experience a combination of these forms of abuse. It is also possible for an individual to show no outward signs and to hide what is happening. Special attention should be paid to children or young people with limited or non-verbal communication, as they may be at higher risk of abuse.

In addition to these types of abuse, there are specific areas of safeguarding that Youth Moves must address as part of our statutory responsibilities. These include, but are not limited to:

- **Child Sexual and Criminal Exploitation**
- **Mental Health Issues**
- **Bullying, including Cyberbullying**
- **Radicalisation (Prevent Duty)**
- **Substance Misuse**
- **Online Safety**

For more detailed information on specific causes, types of abuse, including additional indicators and symptoms, refer to **Appendix 1: Safeguarding Concerns and Types of Abuse**.

Staff must always maintain an open and vigilant mindset and act on any welfare concerns they notice. It is essential that all concerns are reported immediately to the DSL, who will take appropriate action to ensure the safety and wellbeing of the child, young person or vulnerable adult involved.

Responding to a Disclosure

If a child, young person / adult at risk makes a disclosure about abuse, or you suspect they may be about to it is imperative they understand you cannot keep this 'secret' but that you have a duty to report it to other professionals who will help keep them safe. Be honest and open about who you will speak to and why.

Staff and volunteers must:

- Listen, but do not press for information
- Stay calm and be reassuring
- Find a quiet place to talk
- Believe what you are being told
- Listen to the young person, if you are shocked by what is being said, try not to show it
- It is acceptable to observe injuries such as; bruises, but not to ask a child to remove or adjust their clothing to observe them; **(injuries must be recorded on a [Cause for Concern Form](#))**
- Do not question the individual in a way that will introduce new words, phrases or concepts into their minds (leading questions)
- Do not challenge, confront or criticise their information, even if it seems unlikely or if there are obvious errors. They may be unable to give accurate timescales or dates.
- If a disclosure is made the pace should be dictated by the individual without their being pressed for detail by being asked such questions as ‘what did they do next?’ or ‘where were you when this happened?’ The staff or volunteers role is to listen not to investigate.
- Use open questions
- Acknowledge how hard it was for them to tell you this
- Do not criticise the perpetrator, this may be someone they love
- Do not promise confidentiality, reassure the individual that they have done the right thing, explain whom you will have to tell and why. It is important that you don’t make promises that you cannot keep (please see the Confidentiality Policy, for more details)

Remember is it a huge step for an individual to make a disclosure

Recording Information

- Make some notes immediately afterwards (being aware that note taking during a disclosure may inhibit that disclosure making it harder for the individual to be open and honest); record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Any notes must be added to a completed cause for concern form and submitted to the safeguarding lead or deputies. Do not be afraid to interrupt meetings if you need to speak to someone. If the concern is urgent you must speak to the DSL or deputy via phone or face to face as soon as possible.
- Note any non-verbal behaviour and ensure that the language used by the young person (do not translate into correct terminology) is recorded

Informing parents / carers

The most appropriate member of staff will inform the individual's family/carer that an incident has taken place and/or a referral is being made unless: that would either place the individual at greater risk, place the member of staff or public at risk or impede the investigation; sexual abuse or fabricated illness is suspected; or multiple abuse is suspected. In these cases, Social Services or the Police will decide whether or not to inform the parents. An inability to inform parents should not delay or prevent a referral being made.

Confidentiality, information sharing and storing

Staff and volunteers have professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies. If a child or young person confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the young person sensitively that they have a responsibility to refer the matter for their own sake.

At the same time, the child or young person should be reassured that the matter will be only be disclosed to the relevant person/s who will then decide on an appropriate course of action. Staff and volunteers who receive information about children and families in the course of their work should have the information only within a professional context.

Personal information about all children and young people and their families is regarded by those who work in this building as confidential. All records relating to child protection incidents will be maintained by the Safeguarding Lead and only shared as is consistent with the protection of children. If staff are unsure whether or not to share information support can be sought from the Safeguarding Lead or Chief Executive.

For further information relation to confidentiality please see Youth Moves Confidentiality Policy

7 Golden Rules for Information Sharing

The 7 Golden Rules for information sharing are listed as good practice for how Youth Moves will manage issues relating to confidentiality;

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset and why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is safe or inappropriate to do so.

3. Seek advice if there is any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. Professionals may still share information without consent if, in their judgement, that lack of consent can be overridden in the public interest. Judgment will need to be made on the facts of the case.
5. Consider safety and wellbeing: Base information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information shared is necessary for the purpose for which it is being shared, it is shared only with those people who need to have it, is accurate and up-to-date, it is shared in a timely fashion, and is shared effectively.
7. Keep a record: of the decision and the reasons for it – whether it is to share information or not. If it is decided to share, then record what has been shared, with whom and for what purpose.

Storing Information

All safeguarding cause for concerns forms and relevant information will be stored on Youth Moves CRM system. Access will be restricted to the Designated Safeguarding Lead, Deputy Safeguarding Lead and Senior Leadership team.

Reporting and Referring

It is essential that any safeguarding concerns are reported swiftly and accurately to ensure the protection of children, young people, and Adults at Risk. Staff must follow the procedure for reporting and referring safeguarding concerns as outlined in the Safeguarding Flow Chart (Appendix 2):

Step 1: Raise and Accurately Capture the Concern

Any member of staff who identifies a safeguarding concern, or who receives a disclosure of abuse, must immediately report the concern to the **Designated Safeguarding Lead (DSL)**. If the **DSL** is unavailable, the concern should be passed to one of the **DSL deputies** or another senior manager.

The staff member must **accurately document the concern** using the [Safeguarding Cause for Concern Reporting Form](#). This form should capture:

- What was observed.
- What was said.
- When and where the concern was noted.

- Any action taken at that time.

This documentation must be submitted to the **DSL** as soon as possible.

Step 2: Discussion with the DSL

After the concern has been raised and documented, the **DSL** will discuss the nature of the concern with the staff member who raised it. During this discussion, the **DSL** will assess the situation and determine the appropriate course of action in partnership with the staff member who raised the concern.

Step 3: Referral to Other Agencies (if necessary)

If, after discussion with the **DSL**, the concern meets the threshold for further intervention, the **DSL** will work with the staff member who raised the concern to initiate a referral to relevant external agencies, such as **Bristol First Response, Children's Duty and Assessment Team**, or **Police** if necessary.

Sometimes, a concern may appear minor or isolated on its own. However, it is important for staff to continue submitting any concerns, as multiple smaller concerns raised over time may reveal a wider pattern. Using the safeguarding log, the **DSL** will be able to review and consider concerns together, which may highlight a larger safeguarding issue.

Step 4: If Concerns Escalate

If the concern escalates, another **Cause for Concern** form should be submitted to ensure that the matter is captured accurately and remains under review. This is especially important if a pattern of concerns emerges, as multiple incidents may signal a more serious concern requiring further intervention.

Step 5: Follow-up and Monitoring

After a referral has been made, staff must continue to monitor the child young person or Adult at Risk well-being and take appropriate action as needed. If there is no response or the situation does not improve, staff should escalate the concern (please see Escalation and Professional Challenge section of the policy)

Supporting staff who receive disclosures

Receiving a disclosure or observing signs of abuse can be very distressing. Staff should discuss their feelings with their line manager if they feel affected.

Safeguarding children and young people can entail making difficult professional judgements and decisions. All staff and volunteers have access to advice and support through formal and informal supervision from their peers and managers. Incidents of a child protection nature can affect staff not directly involved and staff affected can access support as above. Members of staff may be asked to attend a Strategy Meeting or Child in need reviews. Staff should seek guidance and advice from the Designated

Safeguarding Lead on these meetings and further advice can be provided by the Local Safeguarding Children's Board (Keeping Bristol Safe Partnership).

Supporting those involved

Support should be provided for the parents/carers and child as well as the person who is the subject of the allegation.

Parents/carers should be kept constantly apprised of the situation and of any developments. They should also be informed of the outcome (if there is not a criminal investigation), including the result of any disciplinary procedures.

Allegations against staff or volunteers

If a young person makes an allegation of abuse against a staff member or volunteer, you should report this immediately to their line manager and the Safeguarding Lead. If the volunteer or member of staff against which the allegation is made is onsite and you cannot contact the Safeguarding Lead speak immediately to the manager in charge.

If it is against a member of staff from another organisation report it directly to the Safeguarding Lead.

You should assure the young person who made the allegation that this is a serious matter and you will follow it up with the Safeguarding Lead. Update the young person of what action has been taken.

The Safeguarding Lead will make a referral directly to the Local Authority Designated Officer (LADO) who will advise on the most appropriate course of action. This referral will usually be made immediately, but must be made within 24 hours.

(Local Area LADO (Local Authority Designated Officer):

Email: LADO@bristol.gov.uk

Phone: 0117 903 7795

Youth Moves has a Whistleblowing Policy that outlines the course of action staff or volunteers can take if there are major concerns over apparent wrong doing by Youth Moves without fear of detrimental treatment.

Staff rights and sources of support when facing an allegation

The member of staff who is the subject of the allegations will be kept informed of the progress of the case and will receive appropriate support whilst the case is ongoing.

Sources of support and advice for staff going through the Disciplinary Procedure include:

- Line manager or CEO if more appropriate
- Trade union
- Citizens Advice Bureau
- ACAS – This provides help and support for employers and employees, they have a helpline adviser available 8am-8pm, Monday – Friday.

Every effort will be made to maintain confidentiality and guard against publicity whilst the allegation is being investigated and considered.

Recruitment

Youth Moves is committed to following Safer Recruitment practices in line with *Keeping Children Safe in Education – Part 3 (2024)* to ensure that we recruit individuals who are suitable to work with children and young people. We understand the importance of safeguarding and ensuring the safety and well-being of the young people we serve.

Our recruitment process includes the following key safer recruitment practices:

- **Safer Recruitment Procedures:** We follow safer recruitment guidelines to ensure that our recruitment decisions prioritise the safety of children and young people.
- **Disclosure and Barring Service (DBS) Checks:** All staff, volunteers, and trustees working directly with children and young people will undergo enhanced DBS checks, including a check of the children's barred list.
- **Pre-Selection Checks:** These include application forms, reference checks, verification of identity, qualifications, and employment history, as well as the completion of criminal record disclosures.
- **Interviews:** Candidates will be asked to explain any gaps in employment, discrepancies in their application, and demonstrate their understanding of safeguarding.
- **Safer Recruitment Training:** At least one member of the recruitment panel will be Safer Recruitment trained to ensure best practices are followed.

For full details on our recruitment practices, please refer to Youth Moves' Recruitment Policy

Complaints

If staff believe that Youth Moves has failed to implement its Policy properly, or if they feel they have been the subject of any form of discrimination, they should notify Youth Moves using the grievance procedure. Staff are reminded that any individual raising a grievance in good faith, with reasonable grounds, has the right to be protected against victimisation for doing so, even if the grievance is not upheld.

Staff, volunteers, or others who have concerns about the organisation or individuals within Youth Moves, including issues related to safeguarding or misconduct, are encouraged to use our **Whistleblowing Policy**. We are committed to ensuring that all concerns are reported without fear of retaliation, and we will handle each concern with the utmost care and sensitivity.

Parents or members of the public who have concerns should use our **Complaints Procedure** to raise issues. We take all complaints seriously and will investigate them promptly, ensuring responses are made in line with the appropriate procedure.

Escalation and Professional Challenge

At Youth Moves, we recognise that situations may arise where staff feel that a safeguarding decision made by another professional or agency is not in the best interest of a child or young person. Disagreements may occur in areas such as:

- Levels of need
- Roles and responsibilities
- The need for action
- Communication

It is vital that all staff feel confident in challenging safeguarding decisions, viewing this as both a right and a responsibility. This is essential for maintaining best safeguarding practices and always prioritising the well-being of children and young people.

Youth Moves operates an **Escalation and Professional Challenge Procedure** to support staff in raising concerns about decisions made by other professionals or agencies. This procedure aims to:

- Avoid professional disputes that could put children and young people at risk or detract from focusing on their needs.
- Resolve disagreements quickly and openly within and between agencies.
- Identify areas of ambiguity in collaborative working, and ensure that any necessary amendments to protocols and procedures are made.

Effective safeguarding relies on open communication and honest relationships, both within Youth Moves and in our partnerships with local authorities, schools, and other community organisations. Collaborative working is fundamental to ensuring the safety and well-being of children and young people.

In the event of a disagreement, the safety of the individual child or young person must always remain the top priority. Any unresolved issues should be addressed swiftly to mitigate risks to the child or young person. Disagreements should be resolved at the lowest possible stage; however, if a child or young person is at immediate risk of harm, discretion should be exercised in choosing the appropriate stage for escalation.

If the disagreement is between a staff member and their manager, the staff member should follow our **grievance procedure**.

Youth Moves may occasionally find that a local referral agency or Local Authority safeguarding services does not act on a safeguarding referral made in good faith. If this occurs, we will first review the content of the referral to ensure it aligns with local thresholds and clearly outlines the child or young person's needs. If necessary, we will amend and resubmit the referral.

If the referral continues to be ignored and concerns remain, we will contact the local safeguarding authority for further clarification. If the matter is still unresolved, we may initiate a **Multi-Agency Professionals' Meeting (MAPM)** with the Local Authority, schools, and other relevant community agencies to voice shared concerns, gather more information, and explore the best way forward. Any professional at Youth Moves can initiate a MAPM if they feel their concerns are not being adequately addressed. Parents or carers should be informed that the meeting is taking place.

In cases where a professional disagreement persists, we will use the [Keeping Bristol Safe Partnership \(KBSP\) Resolution of Professional Disagreements](#) tool to support the resolution of the issue. This tool helps to ensure that professional disagreements regarding the safety and welfare of children are addressed in a clear, structured manner, aiming to achieve a resolution that ensures the child or young person's safety is paramount.

Appendices

Appendix 1 - Safeguarding Concerns and Types of Abuse Appendix

Appendix 2 - Safeguarding Flow Chat