



Kensington & Chelsea YPF
c/o Lancaster Youth Centre
128A Lancaster Road
London
W11 1QS

YOUNG K&C SAFEGUARDING POLICY STATEMENT

Safeguarding is Everyone's Responsibility

1. Purpose

This Policy is to provide staff, volunteers, trustees and service users with the overarching principles that guide our approach to safeguarding, supporting and promoting the welfare of children and adults with care and support needs.

2. Policy Statement

Young K&C's aim is for all children and young people in Kensington & Chelsea to be happy, healthy and safe, to enjoy their childhood and to have great opportunities to pursue their ambitions and be part of their community. We work with partners in the voluntary, statutory and private sectors to achieve this.

Safeguarding is fundamental to our work and we aim to work with our members and our partners to support the highest standards in safeguarding.

Young K&C believes that it is always unacceptable for a child or vulnerable adult to experience abuse of any kind. We believe that everyone has a responsibility to safeguard the welfare of all children, young people and adults with care and support needs by a commitment to practice, which protects them from harm.

We believe that the welfare of children, young people and vulnerable adults is paramount. All children and vulnerable adults, regardless of age, disability, gender reassignment, race, religious belief, sex and sexual orientation or identity have the right to protection from all types of harm and abuse.

We recognise that some groups of children may be more vulnerable to harm or exploitation because of disability, refugee status, looked after status, poverty, gender, race and other social factors. We are committed to providing additional support to children from minority ethnic groups and disabled children to overcome barriers they may face, for example with communication or the impact of discrimination.

Principles

At Young K&C we will safeguard children and adults with care and support needs by:

- Listening to children and vulnerable adults, respecting and valuing them at all times.
- Building a safeguarding culture where staff, volunteers, children and vulnerable adults know how they are expected to behave and feel comfortable sharing concerns
- Appointing a Designated Safeguarding Lead, Deputy and a member of the trustee board to take lead responsibility for safeguarding at the highest level in our organisation
- Providing written safeguarding and child protection procedures and making sure all staff and volunteers understand and implement the procedures
- Making sure all staff and volunteers understand and follow the safeguarding and child protection policies and what to do if they have a concern, through effective induction, training, management and supervision
- Recruiting staff and volunteers safely, ensuring that all necessary checks are made and safe recruitment good practice guidelines are followed
- Challenging discrimination and promoting the right to equal protection regardless of race, ethnicity, culture, religion, faith, gender, gender identity, sexual orientation, disability, social or immigration status or any other element of diversity
- Adhering to our Code of Conduct for staff and volunteers at all times
- Working in partnership with the safeguarding agencies, sharing information quickly with RBKC's safeguarding teams, police and the LADO.

We will safeguard adults with care and support needs by implementing the Six Principles of adult safeguarding:

- Empowerment: People being supported and encouraged to make their own decisions and informed consent
- Prevention: It is better to take action before harm occurs.
- Proportionality: The least intrusive response appropriate to the risk presented.
- Protection: Support and representation for those in greatest need.
- Partnership: Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability: Accountability and transparency in safeguarding practice.

3. Scope of this policy

This policy applies to all Young K&C staff and volunteers, including trustees, sessional workers, students on work placements and anyone working on behalf of Young K&C.

4. Definitions

A child is anyone under the age of 18, as set out in the Children Act.

Safeguarding concerns relate both to children at risk of abuse or neglect and to children who are at risk of not being able to thrive and meet positive outcomes in their lives.

Safeguarding and promotion of children's welfare is defined in *Working Together 2018* as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Adults aged 18 and over have the potential to be vulnerable for a variety of reasons and in different situations. An adult may be vulnerable if he/she:

- Has a learning or physical disability
- Has a physical or mental illness, including addiction to alcohol or drugs
- Has a reduction in physical or mental health
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home
- Is unable, for any reason, to protect themselves against significant harm or exploitation.

5. Legislative framework and guidance

At Young K&C we recognise our legal responsibility to safeguard children and adults with care and support needs and promote their welfare. We will therefore act within the framework set by the Children Acts 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006. We will also implement guidance including:

- Local Safeguarding Children Partnership Multi-agency Safeguarding Children Arrangements guidance, [Information for professionals and volunteers | lscp \(rbkc.gov.uk\)](https://www.rbkc.gov.uk/lscp/information-for-professionals-and-volunteers)
- Working Together to Safeguard Children 2018, <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- London Safeguarding Procedures, published by the London Safeguarding Children Board, [London Safeguarding Children Procedures](https://www.london.gov.uk/what-we-do/children-and-family-protection/london-safeguarding-procedures)
- Guidance on handling safeguarding allegations in a charity, DCMS, 2020, <https://safeguarding.culture.gov.uk/>
- Social Care Institute for Excellence guidance on safeguarding for children and vulnerable adults.

Supporting Documents

This policy statement should be read in conjunction with our related policies:

- Safeguarding Procedures
- Safer recruitment policy and procedures
- Code of conduct for staff and volunteers
- Behaviour and Anti-bullying Policies
- Photography and image sharing guidance
- Whistleblowing policy
- Health & Safety Policy and Procedures
- Privacy Policy (including GDPR)

6. Young K&C Designated Safeguarding Person and Deputy

Designated Safeguarding Lead for Young K&C: Nicola Butler, CEO, 07790 981175, nicola@youngkandc.org.uk

Deputy Designated Lead: Sam Dale, 07707 149712, sam@youngkandc.org.uk

Board Level lead: Andy Evans, andy@qpr.org.uk

7. RBKC Safeguarding Contacts

Consultation and Advice about a child/young person resident in The Royal Borough of Kensington and Chelsea:

Kensington and Chelsea Duty Line – Tel: 020 7361 3013 (24 hour number)

For LADO consultations and referrals please contact the duty Child Protection Adviser on:

Telephone: 020 7361 3013

Email: KCLADO.Enquiries@rbkc.gov.uk

Bi-borough PREVENT

Telephone: 020 8753 5727

Email: prevent@lbhf.gov.uk

Adult Social Care

020 7361 3013 – Social Services Line

socialservices@rbkc.gov.uk

A full list of Safeguarding contacts for RBKC is available at: [Useful Safeguarding Contacts for Professionals | Iscp \(rbkc.gov.uk\)](#)

Further information is available from the Local Safeguarding Children Partnership at: [Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

Signed:

A handwritten signature in black ink, appearing to read 'Nicola Butler'.

Nicola Butler, CEO and Designated Safeguarding Lead

Policy Updated: January 2024. Next Review Date: April 2024.

Young K&C Safeguarding Procedures

Policy Updated: January 2024. Next Review Date: April 2024.

8. Introduction

These procedures set out Young K&C's procedures for safeguarding children, young people and vulnerable adults.

Purpose:

- To protect children and young people and vulnerable adults who Young K&C personnel may come into contact with, observe or hear information about concerning welfare.
- Make all staff, volunteers and trustees aware of what is expected of them in terms of their approach, behaviour and actions, roles and responsibilities.
- To provide all staff, volunteers and service users with clear procedures to follow for reporting safeguarding concerns and responding to allegations
- To set out roles and responsibilities for responding to safeguarding concerns and allegations against staff/volunteers.

9. Related Policies and Procedures

These procedures should be read in conjunction with our related policies:

- Safeguarding Policy
- Safer recruitment policy and procedures
- Code of conduct for staff and volunteers
- Behaviour and Anti-bullying Policies
- Photography and image sharing guidance
- Whistleblowing policy
- Health & Safety Policy and Procedures
- Privacy Policy (including GDPR)

10. Recognising abuse and neglect

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children & young people may be abused in a family, institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child, including by fabricating the symptoms of, or deliberately causing, ill health.

Emotional abuse: persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving children in looking at, or in the production of, sexual images or videos, or encouraging children to behave in sexually inappropriate ways.

Neglect: 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, such as failing to provide adequate food, shelter & clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.

Abuse also includes: Bullying, County Lines, Criminal Exploitation, Domestic Abuse, FGM, Grooming, Harmful sexual behaviour, Modern Slavery, Online Abuse, Radicalisation, Sexual Exploitation and Trafficking.

There are many signs of abuse and neglect including

- regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- showing an inexplicable fear of particular places or making excuses to avoid particular people
- knowledge of 'adult issues' for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- angry outbursts or behaving aggressively towards other children, adults, animals or toys
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or thoughts about suicide
- changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling clothes
- in older children, risky behaviour such as substance misuse or criminal activity
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

A full description is given on the NSPCC website at www.nspcc.org.uk.

Whilst these signs do not necessarily mean that a child or vulnerable person is being abused, they probably indicate that the child or family is having some problems which should be investigated.

Be Alert

Be aware that the following children, young people and adults may be particularly vulnerable if he/she:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care

- is a privately fostered child

11. Preventing extremism

We have a responsibility to safeguard children, young people and families from violent extremism and gang violence, set out in the government's Prevent Strategy of 2010.

We aim to prevent radicalisation of children and young people to hold extreme views including views justifying political (including far right beliefs), religious, sexist, racist and other violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity leaving them vulnerable to future radicalisation.

We value freedom of speech and the expression of beliefs/ideology as fundamental rights underpinning our society's values. Both young people and staff have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and cohesion.

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

We are clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

We recognise the potential use of ICT to groom a child, young person or vulnerable adult or to perpetrate abuse and we will support and encourage parents and carers to do what they can to keep their children and young people safe online and when using their mobile phones and game consoles.

12. Roles and responsibilities

Designated Safeguarding Lead for Young K&C: Nicola Butler, CEO, 07790 981175, nicola@youngkandc.org.uk

Deputy Designated Lead: Sam Dale, 07707 149712, sam@youngkandc.org.uk

Board Level lead: Andy Evans, andy@qpr.org.uk

All Young K&C staff, trustees and volunteers have a duty to safeguard and promote the welfare of children and adults.

Young K&C does not have statutory duties or powers under the Children's Act to carry out investigations into suspicions or allegations of abuse. Our role is to identify and report any concerns about the children and vulnerable adults that we work with.

All staff and volunteers at Young K&C have a duty to report concerns so that the agencies powered with investigative responsibility can do so.

All staff, trustees and volunteers should:

- Be familiar with and follow our policy and procedures for safeguarding
- Know who to contact to express concerns about a child's or adult's welfare

- Remember that an allegation of abuse or neglect may lead to a criminal investigation and therefore practitioners should not do anything that may jeopardise a police investigation, such as asking leading questions or attempting to investigate the allegations of abuse
- Attend training that raises awareness of safeguarding issues and equips them with the skills and knowledge needed

The CEO, Nicola Butler, is the Designated Safeguarding Lead with overall responsibility for safeguarding and child protection. The role of the Designated Safeguarding Lead is to:

- Make sure all staff and volunteers are aware of this policy and how to raise safeguarding concerns
- Ensure all staff and volunteers understand the symptoms of abuse and neglect
- Oversee referrals and reporting of any concerns to RBKC Children's Services or to the police
- Oversee monitoring of any children who are the subject of child protection plans
- Maintain accurate and secure safeguarding records

The CEO is accountable to Trustees for safeguarding within the organisation and will ensure a clear framework for the management accountability for safeguarding is in operation.

Andy Evans is the senior board level lead for safeguarding. The role of the board level lead for safeguarding is to provide challenge and support on safeguarding matters to the Designated Safeguarding Lead.

The board of trustees is responsible for regularly reviewing and approving the Safeguarding Policy and procedures. Trustees also play a role in safe recruitment of senior staff, dealing with allegations against staff or volunteers, disciplinary proceedings, complaints, whistleblowing, safeguarding audits and risk management, as set out in the relevant policies and procedures.

13.What to do if you have a safeguarding concern about a child or vulnerable adult

If you think that a child or vulnerable adult is at risk of immediate harm, please contact the police immediately on 999.

If you have an urgent Safeguarding concern about a child or young person please call the Kensington and Chelsea Children's Services Duty Line without delay and follow their instructions – Tel: 020 7361 3013

If you have an urgent Safeguarding concern about a vulnerable adult please contact 020 7361 3013 – Adult Social Care, socialservices@rbkc.gov.uk

Where there is a concern about the welfare of a child, but no immediate risk, it should be discussed as soon as possible with the Designated Safeguarding Lead Nicola Butler. The Designated Safeguarding Lead will support the worker to write their concerns, discuss a course of action and contact the Kensington and Chelsea Children's Services Duty Line.

The Designated Safeguarding Lead will respond as quickly as possible and will assess the concerns to determine whether an external referral to RBKC children's services, to adult social care or the police should take place.

The Designated Safeguarding Lead is usually responsible for making external referrals to RBKC children's services, adult social care or the Police, except in an emergency. In the event that a staff member makes a referral, a copy must be provided immediately to the Designated Safeguarding Lead.

In an emergency, where a child, young person or vulnerable adult makes a serious allegation, or if there has been an assault or a worker witnesses an incident which causes him/her to consider a child or vulnerable adult is in **immediate** risk of significant harm, then Young K&C will need to take action immediately that the child or vulnerable adult is protected. If it is not possible to discuss the situation immediately with the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead, the worker will need to contact the police or RBKC children's services themselves.

Young K&C's CEO is responsible for ensuring that incident reports, referrals and all information regarding safeguarding individual children and adults is securely stored in a password protected computer file.

If possible and appropriate Young K&C will inform the child's parents or the young person or vulnerable adult concerned of the need to make a referral and why it is being made. It is important that we work in partnership as much as possible with the families concerned.

If you are concerned that a **member of staff or any other person** is harming or abusing a child or vulnerable adult, you must report your concerns immediately to the Designated Safeguarding Lead Nicola Butler. If your concern is about the CEO Nicola Butler, it should be reported to Young K&C's Board Level Lead, Andy Evans.

If you have urgent concerns about the safety of a child and are unable to contact the Designated Safeguarding Lead, please contact the Deputy Designated Safeguarding Lead, Sam Dale. If you cannot contact either the DSL or the Deputy DSL please do not hesitate to contact the Duty Officer or the police using the numbers above. These external agencies will be in a position to determine an appropriate course of action and to advise you on next steps.

In all situations, you may be asked to provide an outline of your concerns in writing. If the matter is referred to children or adult services or the police, you may be asked to provide a formal statement of your concerns for subsequent external investigations.

14.Responding to Disclosures from children and vulnerable adults

If you are approached by a child, young person or vulnerable adult, with a disclosure that s/he is being, or has been harmed or abused, or you are informed of such a disclosure by a staff member or member of the public.

Do:

- Stay calm
- Listen to what is said, allowing the child to proceed at his or her own pace
- Explain to the child that this information will probably need to be shared with others and never promise to "keep a secret"
- Ask questions for clarification only, and not to elicit a particular answer.
- At the earliest opportunity, and within a maximum of 24 hours of the incident taking place, write a report of exactly what was said, not an interpretation (e.g. "Then X said "P touched

my bum” NOT “Then X told me his friend had touched him inappropriately”) and ensure this report is signed and dated. (Use incident report form Appendix)

Don't:

- Promise to keep the information secret. Make it clear that you have a duty to refer the matter on.
- Stop the individual who is freely recalling significant events.
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated.
- Make any suggestions to the individual about how the incident may have happened.
- Question the individual, except to clarify what they are saying.
- Discuss the information with anyone other than your line manager, a Safeguarding Officer or an appropriate external agency.

If concerns have arisen over a period of time from observations of a child or vulnerable adult's behaviour or through observation of someone's behaviour towards the child or vulnerable adult, the Young K&C worker should write a report with dates, about what has caused him/her concern. As with a verbal disclosure this report must be objective, with descriptions of specific and observable incidences and should distinguish fact from opinion. (Use incident report form Appendix).

15. Allegations of abuse made against children

Please be aware that sometimes children of both genders can direct physical, sexual or emotional violence towards their parents, siblings, or other children.

The harm caused to children by harmful or bullying behaviour of other children, either by a single child or groups of children can be significant. This may take the form of a single incident or ongoing harmful behaviours.

Such abuse is subject to the same safeguarding procedures as apply in respect of children being abused by an adult.

When it is alleged that a child has been abused by another child, this must be reported to the Designated Safeguarding Lead and referred to RBKC's family services as set out in this Safeguarding Policy. Two separate referrals should be made – one for the child who is alleged to have been abused and a separate referral for the child who is alleged to be the abuser. This may result in investigation of each child's needs separately or a identifying an alternative or more local strategy.

More information can be found in the London Safeguarding Children Procedures, [London Safeguarding Children Procedures](#).

Children who harm others should be held responsible for their harmful behaviour and professionals responding to them should be alert to the fact that they are likely to pose a risk to children other than the current victim.

16. Creating safe and supportive environments

We aim to create a safeguarding culture in which children, young people and vulnerable adults are

supported to participate fully and are able to express any concerns that they have about safeguarding issues.

Contact with children and young people

There are a number of situations where contact with children and young people may occur including:

- a. Visits to Young K&C members where children may be present
- c. Young people participating in Young K&C's Young Ambassadors programme

Staff may sometimes observe directly, infer from statements made or hear information that raises concerns about a child's welfare. Staff minimise lone working with young people, by following Young K&C's risk assessment for the Young Ambassador's programme.

Contact with vulnerable adults

Young K&C has contact with potential vulnerable adults either face to face, online, over the telephone and in writing. These situations include;

- Delivery of training
- Focus group or engagement session
- Research interviews
- Case study interviews
- Membership enquiries
- Online – forums and other social media
- Young Ambassadors aged 18+

Young K&C will ensure that all environments where services/activities are delivered will not cause harm to vulnerable adults or children. As well as ensuring that suitable staff deliver activities, all service delivery environments will be assessed in line with Young K&C's Health and safety policy and risk assessments.

Young K&C regards bullying and harassment as unacceptable. Children, young people and vulnerable adults have the right to participate fully in an environment which is free from fear and intimidation. Firm action will be taken whenever it occurs: maintaining a strong stance against bullying helps to create a positive, caring and healthy environment where individuals are respected and feel secure in a way which enhances personal and social development.

Any allegation of bullying made against a member of Young K&C's staff will be dealt with via the child protection procedure if it involves inappropriate physical contact with a child and via the line management system otherwise (eg: verbal harassment or intimidation), as set out in our personnel policies and procedures.

17. Allegations against staff members and personnel

Allegations of abuse or concerns raised against members of staff, volunteers, trainers or trustees, will always be treated seriously. Where there is an allegation against a member of staff the CEO should be informed immediately and a disciplinary investigation will be carried out. There may also be criminal (police) investigations. Where the allegation concerns any of the above personnel the chair of the trustees will be involved in the investigation.

The CEO will pass on all concerns relating to staff to the Local Authority Designated Officer (LADO, see Appendix for contact details). In the first instance this can be verbal, but should be followed up by a written Childcare Concern.

Local Authority Designated Officer (LADO)

The LADO deals with allegations against staff within the children's workforce in RBKC.

Where one of the following allegations have been made, these must be reported to the LADO within one working day:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child/children in a way that indicates he/she would pose a risk of harm if they work with children regularly or closely.

The LADO can also be contacted for advice regarding concerns or suspicions about behaviour towards children by staff within RBKC's children's workforce. This includes volunteers as well as paid staff and those in a position of trust for example faith leaders.

The RBKC LADO can be contacted on:

Telephone: 020 7361 3013

Email: KCLADO.Enquiries@rbkc.gov.uk

When Young K&C personnel are asked to leave for safeguarding reasons, the Disclosure and Barring Service must be informed: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

18. Privacy, Confidentiality and Information Sharing

Young K&C will respect the privacy of the child, young person or vulnerable adult, by recognising that all information regarding possible or actual abuse within a setting should be kept confidential to the Designated Safeguarding Lead and the staff immediately involved with the child.

The Designated Safeguarding Lead will disclose any information about an abused child on a need to know basis only. All staff, volunteers and trustees must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children, e.g. the police and social care.

Young K&C will ensure that data about children, young people or vulnerable adults will be stored securely.

Young K&C's use of images policy and consent form for use of photographs ensures informed consent is given before images can be used.

Young K&C will also respect the privacy of staff members, by following the procedures set out in our Disciplinary and Grievance procedures and by keeping HR information confidential and secure. Information is shared on a need to know basis and the RBKC LADO will be informed of allegations against staff and we will follow any advice given by the LADO.

Young K&C will take a balanced approach to confidentiality, set out in more detail in our Confidentiality Policy, based on the seven golden rules for information sharing set out in [*Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018*](#), published by the Government and the principles that information

sharing must be: necessary and proportionate, relevant, adequate, accurate, timely, secure and recorded.

Young K&C's complaints procedure is an important way in which concerns can be surfaced and should be easily accessible to clients.

For more information see Young K&C's:

- Privacy Policy (inc GDPR)
- Confidentiality Policy
- Complaints Procedure

19. Safer Recruitment, induction and management support

Young K&C's Recruitment and Selection Policy put in place procedures to ensure that thorough checks are made prior to appointment of staff, volunteers and freelance consultants, in order to prevent a person using their position to harm a child or vulnerable adults.

For all posts at YOUNG K&C the following vetting checks are carried out prior to confirming the appointment:

- A Self-Disclosure form to disclose previous spent/unspent convictions and disciplinary or capability procedures.
- Identity documents including photographic identity
- Proof of right to work in the UK
- References including a professional reference using a pro-forma template
- Qualification certificates if required for the role
- Disclosure and Barring Service (DBS) Check if eligible. All appointments to posts involving direct work with children and/or vulnerable adults will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years.

Volunteers and freelance consultants post the same level of risk to clients as paid staff.

Vetting checks include:

- a self-disclosure form to disclose previous spent/unspent convictions
- References including a professional reference using a pro-forma template
- DBS check if eligible. All volunteers and freelance consultants working directly with children and/or vulnerable adults will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years.

A criminal record does not prevent employment at Young K&C. A thorough Risk Assessment is carried out by the line manager if convictions are revealed on the declaration form or criminal record check or it is not possible to obtain a criminal record check from abroad, prior to confirming or withdrawing an appointment.

Young K&C's Induction Policy ensures a thorough induction for new staff into the organisation. As part of Induction, the line manager must ensure new staff read key corporate policies, including Safeguarding, Vulnerable Adult Protection, Data Protection and Confidentiality policies, and understand their personal responsibilities within these, and that any training needs are identified and addressed. An Employee Handbook will be made available. Young K&C's ensures that all staff receive regular ongoing management support and feedback on performance, to ensure that performance meets appropriate standards and training and development opportunities are discussed.

Young K&C ensures that all staff receive regular ongoing management support and feedback on performance, to ensure that performance meets appropriate standards and training and development opportunities are discussed.

20.Code of Conduct

Staff are encouraged in line with our Policies and Procedures, especially Equality & Diversity Policy, to value diversity and respect the contribution of each individual.

Employees are encouraged to raise concerns about employment practices and concerns will be taken seriously. Unlawful discrimination, bullying or harassment will not be tolerated. the Grievance Policy sets out how to raise concerns both informally and formally, how concerns will be investigated and support for individuals raising a concerns as well as for employees who are the subject of a complaint. Employees will not suffer any negative treatment for giving constructive criticism or raising a genuine grievance.

Young K&C's Whistleblowing Policy provides guidance for staff on confidential reporting of concerns about wrong doing in the workplace.

Young K&C also has a clear policy for staff on IT usage forbidding inappropriate use of materials which includes sexually explicit material, obscene remarks and abusive or discriminatory messages.

Young K&C's Code of Conduct Policy provides information to staff and volunteers working with children and young people. Staff and volunteers should be provided with this information as part of their induction.

Online Presence and Social Media

Young K&C works to ensure that our online and social media presence are safe and supportive places for our members, visitors and contributors.

While we encourage debate, we do not tolerate behaviour which makes other users feel uneasy or unable to contribute to the page. As such, we reserve the right to remove posts which are aggressive in tone, abusive towards other users or disruptive to how the forum or page operates. Racist, sexist, homophobic or bullying posts will be removed without delay.

Young K&C Social Media and Media Policy Statement provides further information and should be used in conjunction with this policy.

21.Other opportunities for early intervention and support

Young K&C is committed to supporting the wellbeing of the children, young people and vulnerable adults that we work with. We work closely with partner agencies to provide support to children, young people and vulnerable adults, not just on child protection issues.

There are a wide range of supportive services that we can help children and families to access. This includes: Child & Adolescent Mental Health Services, Public Health, Short Breaks for Disabled Children, the NHS, local youth services and the local food banks.

RBKC commissions and delivers a wide range of services for children and young people that we can easily signpost and refer to including sports, the arts, family support, support for young people at risk.

Please talk to your line manager if you have suggestions for additional support we could help a child or vulnerable adult to access.

22.Awareness of Young K&C's policies and procedures

Young K&C's Safeguarding Policy and Procedures relate to measures in a range of other Young K&C policies that have been referred to and highlighted throughout where relevant.

All staff are required to read our policies and procedures, including those on Safeguarding, and to understand their responsibilities in their role.

Appendix 1 – Useful Contacts

1. Young K&C Designated Safeguarding Person and Deputy

Designated Safeguarding Lead for Young K&C: Nicola Butler, CEO, 07790 981175, nicola@youngkandc.org.uk

Deputy Designated Lead: Sam Dale, 07707 149712, sam@youngkandc.org.uk

Board Level lead: Andy Evans, andy@qpr.org.uk

2. RBKC Safeguarding Contacts

Consultation and Advice about a child/young person resident in The Royal Borough of Kensington and Chelsea:

Kensington and Chelsea Duty Line – Tel: 020 7361 3013 (available 24 hours)

For LADO consultations and referrals please contact the duty Child Protection Adviser on:

Telephone: 020 7361 3013

Email: KCLADO.Enquiries@rbkc.gov.uk

Bi-borough PREVENT

Telephone: 020 8753 5727

Email: prevent@lbhf.gov.uk

Adult Social Care

020 7361 3013 – Adult Social Care Line

socialservices@rbkc.gov.uk

A full list of Safeguarding contacts for RBKC is available at:

A full list of Safeguarding contacts for RBKC is available at: [Useful Safeguarding Contacts for Professionals | lscpr \(rbkc.gov.uk\)](#)

Further information is available from the Local Safeguarding Children Partnership at: [Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

Appendix 2: Incident/Concern Recording Log

Section 1: Details of the child and their parent/carer		
Name of child/young person:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Age:	Date of Birth:
Ethnicity;	Religion:	Child's First Language:
Home Address (including postcode and address of parent/carer if different from child:		
Communication Needs (interpreter/signer/other):		

Additional Needs:	
Sibling Information:	
Section 2: Your Details	
Your Name:	
Your Position:	
Date and Time of Incident:	
Section 3: Your Report	
Are you reporting your own concerns or responding to concerns raised by someone else?	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name and position within the organisation:
Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries, whether you are recording fact, opinion or hearsay)	
The child/young person's account, if it can be given, of what has happened and how:	
Please provide details of the person alleged to have caused the incident/injury including. Where possible, their name, address and date of birth (or approximate age):	
Please provide details of any witnesses to the incident(s):	
Your signature:	
Designated Safeguarding Lead received this information Date: _____ Time: _____ DSL's signature: _____	

Body Map

If there are visible marks on the child or young person they should be recorded here.

