

## **Safeguarding and Child Protection**

### **Policy statement**

As a significant funder and promoter of work with young people, the Jack Petchey Foundation (JPF) is committed to practice that safeguards young people from harm. All staff, volunteers and trustees within the Foundation are committed to ensuring that the welfare of young people within our work and all the work that we fund is paramount. All JPF staff, volunteers and Board members are expected to abide by and adhere to this policy. JPF expects that all partners and grantees will have their own safeguarding policy.

### **The Purpose of this policy is to:**

- Protect young people who participate in JPF programmes and any programme/organisation to which JPF has a connection.
- To provide staff and volunteers with the overarching principles that guide our approach to Safeguarding

### **Definition**

JPF believes that all young people, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. In this policy, the term Young People refers to those aged 18 and under and those under 25 who may be considered vulnerable by illness, disability, or mental health problems.

### **Legal Framework**

This policy has been drawn up based on law and guidance that seeks to protect young people, namely:

- The Children Act 1989 and 2004
- Keeping Children Safe in Education 2018
- Working Together to Safeguard Children 2018
- Safeguarding and Protecting People for Charities and Trustees 2018
- The Safeguarding Vulnerable Adults Act 2006
- The Care Act 2014
- The Counter-Terrorism and Security Act 2015
- The Equality Act 2010
- The Serious Crime Act 2015
- The London Child Protection Procedures and Local Safeguarding Children's Board(s)
- Special educational needs and disability code of practice 0 -25
- Data Protection Act 2018

**This Policy should also be read alongside our policies and procedures on:**

- JPF staff handbook
- Induction Checklist – G127
- Social Media Policy – G116
- Complaints Procedure and Policy – G155
- Whistleblowing – G142
- Confidentiality – G164
- Data Protection/Privacy Policy –G160
- Personal Safety and Lone Working Policy – G80
- DBS checklist – G92
- Photo Consent Form – G117

### **Safeguarding procedures and systems**

JPF seeks to work within the guidelines outlined by the statutory authorities within the area where it operates. In London, this is the London Safeguarding Children Board ([www.londonscb.gov.uk](http://www.londonscb.gov.uk)), and in Essex, the Essex Safeguarding Children Board ([www.esccb.org.uk](http://www.esccb.org.uk)).

All organisations and schools applying to the JPF for funding are subject to rigorous due diligence checks upon application. It is a requirement that all organisations have a comprehensive Safeguarding Policy, and funding will only be awarded to organisations that can demonstrate this. All organisations are reviewed every three years as part of the JPF commitment to ongoing due diligence. If young people are applying for a grant, the organisation they will be working with is checked against Companies House and/or the Charity Commission to ensure that they will be undertaking work with a registered UK organisation. The Head of Grants Team will make contact to request further information about the organisation to ensure relevant safeguarding policies and procedures and liability insurances are in place.

The following procedures and systems are in place to safeguard young people from harm:

#### **The Lead Designated Safeguarding Officer:**

The Lead Designated Safeguarding Officer with responsibility for all safeguarding issues is the Chief Executive Officer.

All concerns and queries relating to safeguarding should be raised with the Chief Executive Officer in the first instance. In the event of her absence, queries should be raised with the Director of Programmes and Partnerships or Head of Grants Team (both Deputy Lead Safeguarding Officers).

If an allegation is made against the Designated Lead Safeguarding Officer, all concerns and queries should be raised with the Chairman of the JPF (JPF).

A full description of the designated roles is in Appendix 1.

### **Deputy Lead Safeguarding Officer:**

JPF has appointed 2 x Deputy Safeguarding Officers (Head of Programmes and Partnerships and Head of Grants Team). In the absence of the Lead Designated Safeguarding Officer, they will respond to any concerns or queries in accordance with the JPF safeguarding policy.

### **Concerns about young people's safety:**

A description of child abuse and some of the possible signs and indicators of abuse are detailed in Appendix 2.

All JPF staff and volunteers, who have direct contact with young people as part of their duties, are responsible for being familiar with what may constitute child abuse. Basic training will be provided for all those carrying out such roles on a paid or voluntary basis as a part of their induction to JPF. After completing the basic training, it will be considered mandatory and a priority for all staff and volunteers to complete annual training.

### **How to respond to concerns about young people's safety:**

In most circumstances, a JPF staff member will have contact with young people who are in the primary care of another organisation, such as a school or youth organisation.

It is essential that when concerns are raised, they are therefore raised within the safeguarding procedures of the relevant organisation.

Where the JPF staff member feels that urgent action is required, such as when a young person is in **immediate danger** of suffering abuse, the JPF staff member should immediately ask to speak in confidence with the Lead Safeguarding Officer or most senior manager on site within that organisation at the time. The JPF staff member should report the circumstances that gave rise to the concern and details of the child/young person involved.

In addition, the JPF staff member will discuss the incident with the JPF Lead Designated Safeguarding Officer and agree on what further action, if any, may be necessary. A copy of the concern form (appendix 4) will be saved on the J drive in the Safeguarding Folder, which is password protected (Lead Designated Safeguarding Officer, 2 x Deputy Safeguarding Officers can access the password).

In many circumstances, the concerns may be less immediate, i.e. the young person is not at immediate risk of serious harm, but there remains some concern.

In these circumstances, the JPF staff member should discuss the issue within 24 hours with the JPF Lead Designated Safeguarding Officer. A decision will be taken as to what action may be necessary. A copy of the concern form will be kept in the JPF safeguarding folder.

The decision may require feedback from external Safeguarding specialists. A list of useful contacts is included in Appendix 3.

### **JPF code of behaviour in working with young people:**

All JPF trustees, staff and volunteers must act in a manner consistent with good youth work practice and professional values.

- JPF staff should behave responsibly in their discussion and contacts with young people and be mindful of the position of trust and power in relation to the young person.
- JPF Staff should never share personal addresses, personal telephone contacts, email or social media connections with young people.
- JPF staff should endeavour not to work alone or on a one to one basis with a young person. However, if one to one work occurs (such as mentoring), JPF staff must ensure that the contract is detailed within their outlook diary and that their line manager is made aware. Furthermore, all one to one meetings must be held in an open public space.
- When working with young people directly, JPF staff should ensure an absolute minimum staff ratio of 15 young people to 1 adult and have access to a second adult should an emergency arise.
- JPF staff should not give lifts to young people except in an immediate emergency (without the specific written consent of the young person's parent/carer, a text message can be considered acceptable)
- Where JPF are responsible for organising an event which young people will be attending, the JPF Events Health, Safety and Risk Assessment Policy must be strictly adhered to. Appropriate public liability and other necessary insurance must be in place.
- All staff, volunteers and trustees working on behalf of JPF should have been subject to a DBS check.

JPF staff and volunteers who breach these guidelines will be subject to the JPF disciplinary and grievance procedures.

### **JPF Safe recruitment and selection procedures:**

All positions, paid and voluntary, will be subject to the JPF vetting procedures that include checks into eligibility and suitability for work with young people.

JPF selection procedures will include completing an application form, self-declaration regarding criminal record, at least two satisfactory references and an Enhanced DBS check. Because of the nature of the work at JPF, most posts are exempt from the Rehabilitation of Offenders Act, and applicants will have to declare all criminal convictions, including those considered 'spent'. A policy on recruiting offenders and managing the DBS Disclosure information is available to all job applicants on request.

All front line staff and volunteers who have regular and or lone contact with young people will be required by contract to sign up to the DBS renewal service (JPF will refund the annual renewal fee on renewal).

All administrative staff (who do not have regular face to face contact with young people) will renew their DBS every five years (sooner if there has been an extended period of unexplained absence).

All JPF Board members will be invited to renew DBS check every five years (sooner if there has been an extended period of unexplained absence).

All DBS checks are completed by an external provider (Disclosures/Atlantic Data)

### **Ensuring and promoting the welfare of young people:**

JPF funds a great deal of youth work across London and Essex and is committed to promoting best practices within the schools, clubs and groups that it supports.

Care will be taken to review assessment procedures for all funding streams to ensure a focus on safeguarding young people. The grant assessment procedure will involve questions about child protection and practices to protect young people from harm.

Groups without a clear policy on safeguarding young people's welfare will be supported in accessing services that offer appropriate advice and guidance on developing written policies and practices.

Groups without evidence of a commitment to safeguarding the welfare of young people will not be funded by JPF.

Those staff members responsible for meetings, events and training where YP will be present will ensure that appropriate checks, risk assessments, site-specific health and safety checks, assessment of accessibility and travel arrangements, including staff and first aid cover, are completed.

### **Complaints against JPF staff:**

Complaints from adults and young people who wish to raise concerns about what they consider unacceptable and/or abusive behaviour towards young people by a JPF Staff member or at a JPF event should be made directly to the Chief Executive Officer (Lead Designated Safeguarding Officer).

All complaints, concerns and allegations of abuse will be taken seriously and investigated in line with the JPF disciplinary procedure. Where appropriate, a report will be made to children's services and/or the police.

In the event of a complaint against the Chief Executive Officer, this should be made to and investigated by the Chair of Trustees. In the event of a complaint against the Chair of Trustees, this should be made to the Trustee board, who will be responsible for ensuring an investigation takes place.

## **Social Media and Online Safety Precautions**

JPF has a solid online presence through our website, social media platforms, and YouTube channels. Guidelines to ensure the safety of young people and staff and volunteers are outlined in the JPF Social Media Policy.

## **Privacy Policy and GDPR**

Safeguarding concerns are paramount and JPF will share information with third parties without permission if this is necessary in order to protect children and young people. Where there is an obvious concern for a young person's safety, all information necessary will be shared with the appropriate authority.

JPF has a strong commitment to protecting and safeguarding personal data and information. The details of safeguarding incidents/ information gathered about a young person's safety are shared **only** with those who have a justified need to know. Records of this are stored securely, and all electronic files are password protected.

### **Review:**

This policy is agreed by the JPF Board of Trustees. It is reviewed on an annual basis to ensure compliance with statutory guidance and best practice in safeguarding the welfare of young people.

The JPF board of trustees have identified a member with lead responsibility for Safeguarding.

Date of last review: March 2022

Date of next review: March 2023

### **Appendices:**

Appendix 1: Definition of Safeguarding Officer roles

Appendix 2: Definitions of abuse

Appendix 3: Contacts for advice on safeguarding young people

Appendix 4: Safeguarding Concern Form

## **Appendix 1: Roles and Responsibilities**

The Trustees are responsible for ensuring that:

- JPF has effective policies, procedures and systems in place in accordance with guidance from government bodies and other agencies, including effective procedures for the safe recruitment of staff and dealing with allegations of abuse against members of staff.
- JPF has a Lead Designated Safeguarding Officer.
- The Lead Designated Safeguarding Officer and the Deputy Lead Safeguarding Officers (x2) will attend mandatory safeguarding training if/as required.

The Chief Executive Officer is responsible for ensuring that:

- JPF's safeguarding policies, procedures and systems are fully implemented and followed.
- Sufficient resources and time are allocated to ensure the Designated Lead Safeguarding Officer can carry out their role effectively.
- All staff and volunteers feel able to raise concerns about the safety of young people, young people and adults at risk and know the names of the Designated Lead Safeguarding Officer and Deputy x 2.
- Any concerns are dealt with sensitively, effectively, and in a timely manner.

Staff: All staff (including volunteers and freelance staff) are responsible for ensuring they:

- Familiarise themselves with and become aware of the importance of JPF's safeguarding and associated policies and procedures as outlined in this document.
- Adhere to the JPF Safeguarding Policy, procedures and systems.
- Promote and safeguard the welfare of young people, young people and adults at risk.
- Attend Safeguarding training as required.
- Know what to do if a child, young person or adult at risk makes a disclosure to them.
- Be vigilant to potential signs and indicators of abuse and alert a manager or colleague if they have concerns about a child, young person or adult at risk.
- Help create a listening culture and help to ensure that young people, young people and adults at risk know that they can come to them and be listened to.

## **Appendix 2: Definitions of abuse**

### **1. What is child abuse?**

#### **1.1 Definitions of abuse (England and Wales)**

*The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999), are as follows:*

#### **Abuse and neglect**

A form of maltreatment of a child. Somebody may abuse or neglect a child/young person by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or young person.

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing deliberate harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child/young person they are looking after. This situation is currently referred to as "fabricated or induced illness".

#### **Emotional abuse**

Emotional abuse is the persistent emotional ill-treatment of a child/young person such as to cause severe and persistent adverse effects on the child/young person's emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of ill-treatment of a child/young person, though it may occur alone.

#### **Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young people/peers.



## **Neglect**

Neglect is the persistent failure to meet a child/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child/young person's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Organised abuse**

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse young people, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit young people for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child/young person may suffer more than one category of abuse).

Below is a list of specific safeguarding issues that can affect young people that all JPF staff need to familiarise themselves with.

- **Breast Ironing** - Breast Ironing is practiced in some African countries. Girls have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. Breast ironing is a form of physical abuse
- **Child missing from education** - A child going missing from education is a potential indicator of abuse or neglect
- **Child missing from home or care** - A child or young person who is missing from home or care is a potential indicator of abuse or neglect
- **Child sexual exploitation (CSE)** - Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse
- **Bullying** - Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere

- at school, at home or **cyberbullying** online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally
- **County Lines** – County Lines is the term used for drug gangs which move their operation from cities or large town centres, to smaller areas, often using violence to drive out smaller dealers and exploiting children and young people.
- **Domestic violence** - Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.
- **Drugs** – Young people that live with parent/carers who misuse alcohol and drugs may result in concerns such as neglect and physical and emotional abuse against the child, parental domestic abuse and parental mental health issues. Young people themselves may misuse alcohol or drugs.
- **Fabricated or induced illness** - Fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent/carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child
- **Faith abuse** - Abuse which is linked to faith or belief may include Witchcraft, spirit possession, demons or the devil, the evil eye or djinns, dakini, kindoki, ritual or muti murders and use of fear of the supernatural to make children comply with being trafficked for domestic slavery or sexual exploitation. This type of abuse is not confined to one faith, nationality or community.
- **Female genital mutilation (FGM)** - Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences
- **Forced marriage** - A forced marriage is where one or both people do not (or in cases of people with learning disabilities or reduced capacity, cannot) consent to the marriage as they are pressurised, or abuse is used (under age) to force them to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights
- **Gangs and youth violence** – A predominantly street-based group of children/young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity.
- **Gender-based violence** - Violence against women (VAW), also known as gender-based violence and sexual and gender-based violence (SGBV) are violent acts primarily or exclusively committed against women and girls. It is often considered a form of hate crime. The acts of violence are committed against women and girls expressly because they are female
- **Mental health** – Most parents/carers who experience mental ill health will not abuse or neglect their children. However, mental health problems are frequently present in cases of child abuse or neglect.
- **Private fostering** - Unofficial care arrangements not agreed by authorities such as Social Services
- **Preventing radicalisation** - Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways

and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

- **Sexting** - Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops - any device that allows you to share media and messages
- **Relationship abuse – peer on peer.** Peer on Peer abuse is when there is actual or threatened abuse within a romantic relationship or a former relationship. One partner will try to maintain power and control over the other. This abuse can take a number of forms: physical, sexual, financial, emotional or social. This includes coercive and controlling behavior and sexual assault or harmful sexual behavior within a relationship
- **Trafficking** - Human trafficking is the trade of humans for the purpose of forced labour, sexual slavery, or commercial sexual exploitation for the trafficker or others

## 1.2 Who abuses young people?

Abusers are:

- Rarely 'strangers'
- Usually someone who knows the child, e.g. parent, babysitter, sibling, relative, friend of the family or peer
- Sometimes someone in authority such as teacher, youth worker, young people's worker or church worker/leader
- Sometimes someone who seeks to join and help in organisations working with young people to obtain access to them

A child may talk about an adult or older child who has befriended him or her. Be aware of the tactics employed by those who seek to offend against young people by gaining the trust of a child through befriending. (Further very helpful information is available from Kidscape and NSPCC)

### Appendix 3: Contacts for advice on Child Protection

<i>Organisation</i>	<i>Notes</i>	<i>Telephone</i>	<i>Website</i>
<b>London Safeguarding Children's Board</b>	General advice, on line resources and contacts for making a disclosure in London area	<b>020 7364 2063 (Tower Hamlets office)</b>	<a href="http://www.londonscb.gov.uk">www.londonscb.gov.uk</a>
<b>Essex Safeguarding Children's Board</b>	General advice, on line resources and contacts for making a disclosure in the Essex area	<b>0333 013 8936</b>	<a href="http://www.escb.org.uk">www.escb.org.uk</a>
<b>Bullying online</b>	Advice for parents and children	-	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>
<b>Childline</b>	Confidential, 24hr phone line for children in trouble or danger	<b>0800 1111</b>	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
<b>Children's Legal Centre</b>	Open weekdays 2.00-5.00 pm	<b>0207 713 0089</b>	<a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a>
<b>Family Lives</b>	Free, confidential helpline	<b>0808 800 2222</b>	<a href="http://www.familylives.org.uk">www.familylives.org.uk</a>
<b>Get Connected</b>	Advice for young runaways	<b>0808 808 4994</b>	<a href="http://www.getconnected.org.uk">www.getconnected.org.uk</a>
<b>Gingerbread</b>	Advice for lone-parent families	<b>0207 428 5400</b>	<a href="http://www.gingerbread.org.uk">www.gingerbread.org.uk</a>
<b>Kidscape</b>	Bullying	-	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>
<b>NSPCC</b>	24hr confidential helpline for those seeking advice about child protection issues	<b>0808 800 5000</b>	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
<b>Samaritans</b>	Free, confidential helpline	<b>116 123</b>	<a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>
<b>Women's Aid</b>	Domestic violence helpline	<b>0808 2000 247</b>	<a href="http://www.womensaid.com">www.womensaid.com</a>
<b>Young Minds</b>	Parents' Information Service, Mon/Fri 10.00am - 1.00pm, Tue/Thur 1.00 - 4.00pm	<b>0808 802 5544</b>	<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>

## **Appendix 4**

### **How to respond to a safeguarding disclosure**

Child abuse is a complex subject that can be hard to accept and even harder to talk about. The perpetrators often threaten children/Young People who are abused to keep the abuse a secret. Thus, telling an adult takes a tremendous amount of courage. Young people have to grapple with many issues, including the fear that no one will believe them. So, care must be taken to remain calm and show support throughout the disclosure phase.

It is normal to feel overwhelmed and confused in this situation, so you must be familiar with these procedures detailed below as they will provide you with a systematic approach to managing the situation and will help lessen the risk of causing more trauma to the young person and/or compromising a criminal investigation during the disclosure phase.

#### **Setting**

Be mindful of the environment. Ensure that the space is accessible and that you are visible to other colleagues whilst maintaining a safe space for the young person. It is natural to want to provide some 'comfort' for someone when distressed. Listen attentively, be supportive and indicate that you care about the young person and what is disclosed. Be mindful that a caring but professional distance should be maintained.

#### **Receive**

Listen to what is being said without displaying shock or disbelief. A common reaction to the news as unpleasant and shocking as abuse is denial. However, if you display denial to a young person or show shock or disgust at what they are saying, they may be afraid to continue and shut down. Accept what is being said without judgement and take it seriously. Make a note of what has been said as soon as practicable.

#### **Reassure**

Reassure the young person, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g. "everything will be all right now". Reassure the young person that they did nothing wrong and take what is said seriously.

**DO NOT** promise confidentiality – never agree to keep secrets. You have a duty to report your concerns. Tell the young person that you will need to tell other people, but only those whose job is to protect children and young people. Acknowledge how difficult it must have been to talk and share. It takes a lot for a young person to come forward to disclose abuse.

#### **React**

Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions.

Do not investigate, interrogate or decide if the young person is telling the truth; this is not your role. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation.

Let the young person explain to you what happened in their own words, but don't ask leading questions. Do ask open questions like, "Is there anything else that you want to tell me?" Communicate with the young person in a way that is appropriate to their age, understanding and preference. This is especially important for young people with disabilities and those whose preferred language is not English.

Do not ask the young person to repeat what they have told you to another staff member. Explain what you have to do next (report to the person responsible for Safeguarding) and to whom you have to talk to ensure that the young person is safe.

Refer directly and immediately to the Designated Safeguarding Lead in the youth organisation in which you are working and the JPF Safeguarding lead (CEO) or, in their absence, the Deputy Designated Lead (Director of Programmes and Partnerships/Head of Grants Team). Do not discuss the case with anyone else.

### **Record**

Make some very brief notes and write them up in detail as soon as possible.

**DO NOT** destroy your original notes in case the Court requires them.

Record the date, time, place, words used by the young person and how they appeared towards you – be specific.

Record the actual words used, including any swear words or slang.

Record statements and observable things, not your interpretations or assumptions – keep it factual.

### **Reporting allegations, suspicions or concerns**

It is not the responsibility of anyone working at JPF to decide whether or not a child/young person is being abused or might be abused. However, there is a responsibility to act on concerns to protect children and young people so that appropriate agencies can make inquiries and take any necessary action to protect the child/person.

If you become aware of any issue or complaint relating to the welfare or wellbeing of children and young people, then you should raise these with the Designated Safeguarding Officer or the Deputy



Designated Safeguarding, who will be responsible for working with you to document your concern on a Safeguarding Concern Form (see appendix 5). All concerns will be considered, and a decision reached as to whether the matter should be referred beyond the young person's organisation to Social Services. If the staff member continues to have a concern after reporting, they have a duty of care to share this concern with the JPF Designated Lead.

All Safeguarding Concern Forms are securely stored in a restricted and protected folder in the J/Drive/Child Protection & Safeguarding folder.

## Appendix 5

### Safeguarding Concern Form

This form is designed to record a safeguarding concern internally.

Please complete the form and send it electronically to the Lead Safeguarding Officer.

Date	
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Name of the young person/vulnerable adult			
Name		Date of Birth	
School or Organisation		Age	
		Gender	
		Borough	

Your Details			
Name		Job Title	
Phone number			
Email			

Have you clearly explained Confidentiality Policy to Child/Vulnerable Adult: **YES/NO**  
(please circle)

Type of Safeguarding Concern (please tick or highlight)			
Neglect	Emotional	Physical	Sexual
Self Harm	Suicidal Ideation	Suicide Attempt	Domestic Abuse
Sexual Exploitation	Sexual Assault	Financial	Hate Crime
Risk to Others	Radicalisation	FGM	Abuse by Professional
Other:			

Who have you spoken to about your concerns?	Name	Contact details
Parent/Carer		
Line Manager		
Supervisor		
Youth Organisation		
School/Academy		
Other		

Summary of your concerns
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Any actions agreed?

Signature:

