Safeguarding Policy for Staff and Volunteers

Policy Statement

Young Enterprise (YE) recognises that the welfare of children, young people and adults at risk is paramount and that they all, regardless of ability or culture, have equal rights of protection. YE has a duty of care and will do everything it can to provide a safe, caring and secure environment for them whilst they are engaged in YE activities.

YE must ensure that its policy and any associated procedures and training comply with statutory requirements and reflects available guidance on good practice in safeguarding children, young people and at-risk adults, and that safeguarding arrangements are proportionate to the risks involved.

The Prevent Agenda

Under the Government's Prevent Agenda, YE has a moral duty to help schools and colleges safeguard their students. If staff or volunteers have any concerns that a student has political or religious views that may lead to extremism, the reporting procedure at Appendix 1 must be followed.

Designated Safeguarding Lead and Deputy for YE

The Designated Safeguarding Lead and deputy for YE is as follows:

Designated Safeguarding Lead (DSL):

Steve Arscott
Head of Volunteer & Alumni Support (HOVAS)
07794 478933
steve.arscott@y-e.org.uk

Deputy Designated Safeguarding Lead (DDSL):

Liz Booth
Head of Programmes & Services
07545 433445
liz.booth@y-e.org.uk

The DSL and DDSL oversee and ensure that YE's policy is fully implemented and that staff and volunteers are fully supported to comply with the YE Safeguarding Policy. This will include ensuring that all staff and volunteers who have regular contact with children, young people and at-risk adults, and other senior managers and support staff as identified by the DSL, receive child protection training every 3 years.

The DSL will receive and deal with any complaints made against YE staff in terms of safeguarding.

The DDSL will advise on any complaints or allegations made against the DSL, with the involvement of members of the Senior Management Team (SMT) as appropriate.

In England the DSL and DDSL will work closely with Local Authority Designated Officers (LADOs) when required. The relevant LADO will be contacted or consulted normally within 24 hours of an allegation being made against a YE member of staff or volunteer. In Wales we will work directly with Social Services.

1. Definitions and types of abuse

Definitions

Child: In this document, as in the Children Act 1989 and 2004, a Child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'Children and Young People' throughout. The fact that a Child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 and 2004.

Adult at risk: The legal definition of the term "adult at risk" refers to any person aged 18 years and over who

- has needs for care and support (whether or not the authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- This could include people with mental health issues, physical, sensory or learning disabilities, medical conditions, dementia, brain injury, those who are elderly and frail and also those who are family carers.
- Safeguarding concerns arise when an adult who has care and support needs and is, or is at risk of, being abused or neglected and unable to protect them self against the abuse or neglect or risk of it because of those needs.

Volunteer: In this document, as in the Disclosure and Barring Service (DBS) Glossary of Terms 2012, a Volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative. For the purposes of this policy this encompasses but is not limited to Company Based Volunteers, Class Based Volunteers, Local Volunteer Team (LVT) Members and YE Trustees.

Staff Member: A Staff Member is anyone employed by YE. For the purposes of this policy this encompasses, but is not limited to, permanent staff, casual staff, paid Delivery Officers, Associates and Consultants as well as Secondees/Interns.

Position of Trust: Any person connected with YE who comes into contact with children or at-risk adults in the performance of their role is in a position of trust and subject to this policy.

Recognising Types of Abuse and Neglect
Abuse can take a number of forms including physical, emotional or sexual abuse, child sexual exploitation and neglect.

All YE staff and volunteers should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

- **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

- **Physical abuse**: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional abuse**: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although 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 is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Child sexual exploitation:** is a type of sexual abuse. Children in exploitative situations and relationships may receive gifts, money or affection in return for performing sexual activities. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online.

- **Neglect**: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

All staff and volunteers should have an awareness of safeguarding issues, some of which are listed below. Staff and volunteers should be aware that behaviours linked to the areas of drug taking, alcohol abuse, truanting and sexting put children in danger.

Safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include but may not be limited to bullying (including cyber bullying), gender-based violence/sexual assaults and sexting.

Staff and volunteers can access government guidance as required on the issues listed below via GOV.UK and other government websites but if you are unsure please contact the DSL or Deputy DSL:

- Bullying including cyber bullying
- Children missing education
- Child missing from home or care
- Child Sexual Exploitation
- Domestic violence (including honour based violence)
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls
- Hate and 'mate' crime
- Mental Health
- Missing children and adults
- Private fostering
- Preventing radicalisation
- Relationship abuse
- Sexting
- Trafficking

Staff and volunteers should also be aware of safeguarding issues experienced by adults, some of which are outlined below:
:
- Physical
- Domestic violence, including "honour" based violence
- Sexual
- Psychological
- Financial or material abuse
- Modern slavery
- Organisational
- Neglect and acts of omission
- Self-neglect
- Harassment
- Discriminatory
- Sexism
- Racism
- Hate & "mate" crime
- County lines

2. Essential behaviour

A Safe and Secure Working Environment

YE's policy is to treat all children and at-risk adults with respect. YE will ensure that all staff and volunteers are made aware of and understand the Safeguarding Policy and Staff or Volunteer Code of Conduct as appropriate.

- All YE programmes are designed to be delivered to groups of people with the involvement of an authorised Centre Lead (e.g. Link Teacher or Tutor) and at least one Volunteer. YE volunteers are required to abide by the YE Safeguarding Policy and Volunteer Code of Conduct at all times.

- YE Staff members may be present within schools when liaising with school contacts or supporting programme delivery. All staff members must adhere to the YE Safeguarding Policy and Staff Code of Conduct.

- Before delivery of a programme, YE will request a copy of the school/ college Safeguarding Policy and the name of the school/college DSL (via the Service Level Agreement).

- Staff and Volunteers will be required to make themselves aware of the named school/college DSL and their Safeguarding Policy before they enter their premises.

Working with Children and at-risk Adults

YE Staff and Volunteers must adhere to the following at all times when working with children and at-risk adults:

They must:

i. Recognise that the role of a YE member of staff and Volunteer places them in a position of trust with regard to children/at risk adults with whom they come into contact in the performance of their role. They must uphold that trust at all times.

ii. Not knowingly place themselves in a situation where they are alone with any child/at risk adult, endeavour to ensure that they work with groups of children/at risk adults and, where possible, that there is another adult in attendance at any meetings. Staff and Volunteers must avoid remote areas and wherever possible leave doors open.

iii. Avoid using inappropriate language in front of, about or to a child or at-risk adult. Staff and Volunteers must display consistently high standards of professional behaviour and appearance, acting as a positive role model for YE.

iv. Be aware that even well-intentioned physical contact may be misconstrued by the child/at risk adult, observers or by anyone to whom this action is described. Never make physical contact with a child in a way which may be construed as being indecent. Be aware of cultural or religious views about physical contact and always be sensitive to issues of gender.

v. Not offer individual children/at risk adults a lift in a car. Groups may be transported where there is suitable insurance cover in place.

vi.   Not make arrangements to contact, communicate or meet with children/at risk adults outside the normal activities of the education system unless it is within the context of an approved YE activity e.g. Trade Fairs that have been agreed in advance by the Centre Lead.

vii.   Not share any personal information with children/at risk adults and not request, or respond to, any personal information from them unless it is appropriate as part of their role within YE.

viii.   Not send personal notes/letters/emails/texts or other forms of social media communications to children and at-risk adults. If it is necessary to contact an individual, ensure that the Centre Lead is informed in advance (and copied into) any communication. Seek advice and guidance where necessary. Do not give out personal contact details. All communications must be transparent and open to scrutiny.

ix.   Understand that bullying will not be accepted or condoned.

x.   Remember at all times that interactions between themselves and children/at risk adults must be such that no reasonable person observing the interaction could construe its nature as abusive.

xi.   Not get involved with any discipline issues in regard to children and at-risk adults as these must be dealt with by the school/college.

Social Media Guidelines
Staff/Volunteers using social media should be aware of the potential risks to children and young people as set out in Appendix 2.

- Staff/Volunteers should also be aware of potential indicators of online grooming and sexual exploitation of children and young people at Appendix 3.
- Any potential illegal/abusive content or comments on Social Media should be reported to the DSL or DDSL without delay.

Photographic and Video Images
Staff/Volunteers should be aware of the procedure for using images and videos of children and young people in regard to YE activities, events, social media sites and promotional material as detailed in the YE Photography and Video policy.

3.   Consequences of non-compliance
Staff and Volunteers within YE are placed in a position of trust with regard to the children/at risk adults taking part in YE activities. Anyone who abuses that trust will be subject to disciplinary action or in the case of a Volunteer will be required to cease volunteering activities and the abuse may be reportable to the police.

4.   What to Do If You Have a Safeguarding Concern?
If a Volunteer has a safeguarding concern it is important that this information is communicated initially to the DSL in the school/college, followed immediately by notification to the YE member of staff the Volunteer is associated with. The YE staff member will inform the YE DSL or DDSL. See Appendix 1 for supporting flowchart.

If a member of YE staff has a safeguarding concern, the DSL in the school or college must be informed initially, followed immediately by notification to the YE DSL.

You may become aware of suspected or likely abuse through:
- Your own observations and concerns
- Being told by another person that they have concerns
- The abused person telling you
- The abuser telling you

Remember:
- Do not delay in reporting your concern
- Do not investigate
- Seek advice from the DSL at school/college and/or the YE DSL or DDSL
- Carefully record anything you observe or are told

Multi-Agency Approach to Safeguarding
In the event of an allegation of historical abuse YE, normally through the DSL, will work in partnership with other organisations including the LADO (in England) and Social Services in Wales.

If a YE member of staff or Volunteer in the course of their work/volunteering becomes aware or suspects that an act of **Female Genital Mutilation** (FGM) has been carried out on a girl under the age of 18 this must be reported immediately in the first instance to the link teacher/DSL for the school or college who will inform the police. In addition, the YE DSL should be notified.

5.   Recruitment, induction and training

YE's recruitment practices aim to prevent unsuitable people working with children and at-risk adults and include the use of the Disclosure & Barring Service (DBS) for enhanced disclosure checks for field-based staff members and volunteers undertaking regular activity. With regard to recruitment practices, YE complies with the statutory guidance for schools and colleges set out by the Department for Education.

Recruitment includes:

    Volunteer:
- The completion of volunteer registration via YE's Gateway system.
- The completion of a 'D3' form to inform YE of whether or not the volunteer has a criminal record and to provide details of any offences and a disclosure check.
- A formal interview between the AM and the relevant volunteer to determine suitability.

    Staff:
- The submission of an up-to-date CV and appropriate covering letter.
- At least two written references from previous employers including the most recent employer.
- A formal interview process.
- An enhanced disclosure check including mandatory joining of the DBS Update Service depending on the nature of the role. This is an essential requirement for the DSL, DDSL, Regional Managers, Area Managers and staff in Volunteer Support.
- Successful completion of a probationary period.

Induction and Training

Volunteer:
- Clear induction training giving an overview of the organisation and ensuring that Volunteers know the purpose, values and structure of YE.
- 'Qualifying Volunteers' ie. Those who have regular enough contact with young people or at-risk adults to qualify for DBS checks, will complete Online Child Protection training on appointment, and then every 3 years. 'Non-Regular Contact Volunteers' will be given an overview of YE's safeguarding policy prior to any engagement with children and at-risk adults.
- **ALL Volunteers** will be given clear guidance as to when and to whom a safeguarding concern is to be reported. (Appendix 1)
- Relevant e-learning child protection training will be accessed locally and must be completed every 3 years.

Staff:
- Clear induction and training detailing job description and responsibilities and all relevant policies and procedures.
- **All Staff** will be given clear guidance as to when and to whom a safeguarding concern is to be reported. (Appendix 1)
- Relevant e-learning child protection training will be accessed locally and must be completed every 3 years.

Record Keeping

All safeguarding related records will be kept securely at the YE Support Centre. In addition to the DSL and DDSL only the CEO, EA and HR Manager, Volunteer Support Manager and Volunteer Support Officer will have access and records will only be kept for as long as required by law. Notes and records should either be marked 'In confidence' for the personal attention of the Volunteer Support Officer & posted securely to:

Young Enterprise Support Centre
Suite 24, Oxford House
Pure Offices
Parkway Court
Oxford Business Park
Oxford
OX4 2JY

or emailed in confidence to hr@y-e.org.uk or volunteer.admin@y-e.org.uk. If you are unsure, please phone 01865 776845.

All records held should be factual and will include the decision-making process (risk assessment) undertaken to determine whether an individual is suitable for volunteering or employment with YE.

6. Whistleblowing

YE recognises that children and at-risk adults, although fully entitled to do so, cannot be expected or relied upon to raise concerns in an environment where YE Staff and Volunteers fail to do so.

All YE Staff and Volunteers have a duty to raise concerns about the attitude or actions of colleagues and appropriate advice should be sought initially from the DSL who will, if necessary, seek further advice from the LADO in England or Social Services in Wales.

Further details can be found in YE's Speaking Out Policy.

Anyone can refer directly to social care services or the police, if necessary, if they believe a child, young person or an adult to be at risk or has been abused within the organisation.

whistleblowing@charitycommission.gsi.gov.uk
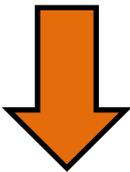whistleblowing@ofsted.gov.uk

**IMPORTANT INFORMATION FOR YE STAFF
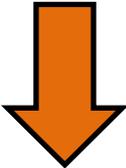IF YOU HAVE A SAFEGUARDING CONCERN**

Write down notes: on safeguarding form
- **Dates, times, facts, observations (verbatim if possible)**
- **Try to ensure that you have all relevant details recorded**

Contact the School's Designated Safeguarding Lead and inform them of concern providing the information above

At the same time or as soon as possible afterwards you must contact YE's Designated Safeguarding Lead or Deputy:
07794 478933 or
07468 727568
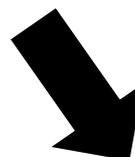**to report and log a concern has been raised**

School's Designated Safeguarding Lead will liaise with Social Care or the police in an emergency The School Designated Safeguarding Lead will revert if further information/ involvement is required from you

Appendix 1b

IMPORTANT INFORMATION FOR YE VOLUNTEERS
IF YOU HAVE A SAFEGUARDING CONCERN

Write down notes:
- **Dates, times, facts, observations (verbatim if possible)**
- **Try to ensure that you have all relevant details recorded**

Contact the School's Designated Safeguarding Lead and inform them of concern providing the information above

Contact your local Young Enterprise Area Manager at the same time or as soon as possible thereafter
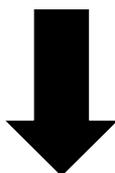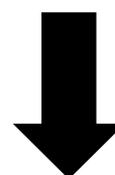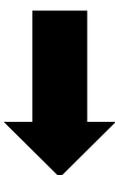
School's Designated Safeguarding Lead will liaise with Social Care or the police in an emergency. The School Designated Safeguarding Lead will revert if further information/ involvement is required from you

Young Enterprise Area Manager must contact YE's Designated Safeguarding Lead or Deputy:
      07794 478933 or
      07468 727568
to report and log a concern has been raised

Appendix 2

What are the potential risks to children and young people using social media?

With all emerging technologies there is the potential for misuse. Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and adult pornography.

Most children and young people use the internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- bullying by peers and people they consider 'friends'

- posting personal information that can identify and locate a child offline

- sexual grooming, luring, exploitation and abusive contact with strangers

- exposure to inappropriate content

- involvement in making or distributing illegal or inappropriate content

- theft of personal information

- exposure to information and interaction with others who encourage self-harm

- exposure to information and interaction with others who encourage radicalisation and terrorism

- exposure to racist or hate material

- encouragement of violent behaviour, such as 'happy slapping' (the practice whereby a group of people assault someone at random while filming the incident on a mobile device, so as to circulate the images or post them online).

- glorifying activities such as drug taking or excessive drinking

- physical harm to young people in making video content, such as enacting and imitating stunts and risk-taking activities

- leaving and running away from home as a result of contacts made online.

Appendix 3

Potential indicators of online grooming and sexual exploitation of children and young people

There is concern that the use of social networking services may increase the potential for sexual exploitation of children and young people. Exploitation can include exposure to harmful content (including adult pornography and illegal child abuse images), and encouragement for young people to post inappropriate content or images of themselves. There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse.

The Home Office Task Force on Child Protection on the Internet identifies that online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school and photographs

- promising meetings with celebrities or offers of merchandise

- offering cheap tickets to sporting or music events

- offering material gifts including electronic games, music or software

- paying young people to appear naked and perform sexual acts

- bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child's communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school

- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'

- asking to meet children and young people offline

- sending sexually themed images to a child, depicting adult content or the abuse of other children

- masquerading as a minor or assuming a false identity on a social networking site to deceive a child

using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes. Most social networking sites set a child's web page/profile to private by default to reduce the risk of personal information being shared in a public area of the site.

Appendix 4

eSafety Referral Flowchart (concerns about a child or an adult at risk)

When illegal content or activity is found or suspected, if an emergency dial 999, always inform your Lead or Deputy for safeguarding and s/he will follow these steps:

| Is a crime in progress or is anyone in immediate danger? | **No** → | Is the concern about criminally obscene adult or child content, or racial hatred content hosted in the UK? | **No** → | Is the concern about somebody who is communicating with an adult at risk (who can't consent) or a child for sexual reasons? | **No** → | Is the concern about another potential crime? |

Yes ↓ | **Yes** ↓ | **Yes** ↓ | **Yes** ↓

| **Dial 999 Immediately** | Contact the Internet Watch Foundation (IWF) www.iwf.org.uk | Contact the local police or Social Care Services | Contact the local police |

Liaise as necessary, record and await response. Review eSafety arrangements.