



Safeguarding & Child, Young Person and Vulnerable Adult Protection **Policy & Procedures**

Prepared for:

Interested Parties

Prepared by:

The Youth Charter

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The Youth Charter Safeguarding and Child, Young Person and Vulnerable Adult Protection Policy is a working document that is reviewed and updated annually, and/or as required, to ensure that it is comprehensive, rigorous and meets the NSPCC Safeguarding Standards and Government Regulations.

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1.0 INTRODUCTION AND PURPOSE

The Youth Charter’s Safeguarding and Child Protection Policy and Procedures shape the delivery of the Youth Charter’s projects, programmes and initiatives, putting the safety and well-being of children, young people and vulnerable adults first.

The Youth Charter’s Safeguarding and Child Protection Policy and Procedures aim to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote the welfare of children, young people and vulnerable adults;
- All staff* are aware of, and understand fully their statutory responsibilities with respect to safeguarding;
- Staff* are properly trained in recognising and reporting safeguarding issues.

**NB: When referring to staff we include trustees, volunteers and people working for our partner organisations.*

***NB: When referring to either children or young people, we are predominantly talking about children and young people aged 8 to 21, which are the main age categories for our projects and programmes.*

***NB: When referring to vulnerable adults aged 18 and over, this includes adults with physical and learning disabilities, and/or adults at risk of exploitation through relationship power imbalances.*

1.1 SCOPE

Safeguarding and child protection is everyone’s responsibility. This policy applies to all staff, volunteers, trustees and partners organisations and is consistent with the procedures of the local safeguarding board.

1.2 LEGISLATION AND GUIDANCE

The Youth Charter’s Safeguarding and Child Protection Policy and Procedures adheres to the following key legislation:

- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children

The Youth Charter’s Safeguarding and Child Protection Policy and Procedures applies the following Guidance:

- Safeguarding and protecting people for charities and trustees, (2018), The Charity Commission
- Safeguarding Standards and Guidance for the Voluntary and Community Sector, (2017), NSPCC
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, (2018), Department for Education, UK Government.

1.3 DEFINITIONS

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- Taking action to enable all children to have the best outcomes

Child protection is part of this definition and refers to duty of care activities undertaken to prevent children suffering, or being likely to suffer, significant harm and maltreatment (including emotional, physical and psychological abuse).

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm.

Neglect is a form of abuse and is 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.

Please see Appendix 1 for full list of Types of Abuse and Neglect.

Children includes everyone under 17 and under.

Young People includes everyone aged 12 to 21.

Vulnerable Adults includes people aged 18 and over who are risk of abuse because of physical and learning disabilities, and/or adults at risk of exploitation through relationship power imbalances.

2.0 YOUTH CHARTER SAFEGUARDING POLICY STATEMENT

The Youth Charter acknowledges its duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and NSCPCC Safeguarding Standards.

The policy recognises that the welfare and interests of children, young people and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children, young people and vulnerable adults:

- have a positive and enjoyable experience of sport, arts and culture whilst participating in Youth Charter projects, programmes and initiatives in a safe and child centred environment
- are protected from abuse whilst participating in Youth Charter projects, programmes and initiatives or outside of the activity.

The Youth Charter acknowledges that some children, young people and vulnerable adults, including children, young people and vulnerable adults with physical or learning disabilities or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy the Youth Charter will:

- promote and prioritise the safety and wellbeing of children, young people and vulnerable adults
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern

- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Youth Charter projects, programmes and initiatives. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation following due process.

Monitoring

The policy will be reviewed annually, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board and NSPCC Safeguarding Standards
- as a result of any other significant change or event.

3.0 RECOGNISING ABUSE AND TAKING ACTION

Staff, volunteers and trustees must follow the procedures set out below in the event of a safeguarding issue.

3.1 CHILD, YOUNG PERSON OR VULNERABLE ADULT IN IMMEDIATE DANGER

If a child is in **immediate danger**:

Make a referral to children/vulnerable adult social care and/or the police **immediately** if a child, young person or vulnerable adult is in immediate danger or at risk of harm. **Anyone can make a referral.**

- Tell the Senior Safeguarding Lead (SSL) or Designated Safeguarding Officer (DSO) as soon as possible if you make a referral directly.
- We work in partnership with other agencies in the best interests of the child, young person or vulnerable adult. The Youth Charter will, where necessary, make referrals to children/vulnerable adult social care. Referrals should be made by the SSL to the Local Safeguarding Children's Board (LSCB). Where the child, young person or vulnerable adult already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their team manager.
- The following link provides additional guidance for reporting child, young person or vulnerable adult abuse to your local council: <https://www.gov.uk/report-child-abuse-to-local-council>.

3.2 CHILD, YOUNG PERSON OR VULNERABLE ADULT MAKES DISCLOSURE

If a child, young person or vulnerable adult **discloses a safeguarding issue** to you, you should:

- Listen to and believe them.
- Allow them time to talk freely and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset; tell the child, young person or vulnerable adult they have done the right thing in telling you.
- Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on.

- Do not promise to keep it a secret.
- Speak directly to the SSL/DSO immediately.
- Record the conversation as soon as possible in the child, young person or vulnerable adult’s own words, using the Youth Charter Child Welfare Concern Form. Stick to the facts, and do not put your own judgement on it. The record must include dates and times to ensure there is an accurate record; alternatively, if appropriate, make a referral to children/vulnerable adult social care and/or the police directly, and tell the SSL as soon as possible that you have done so.

3.3 CONCERNS OR ALLEGATIONS OF ABUSE

3.3.1 CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER

All staff and volunteers must comply with the Youth Charter’s Code of Conduct.

All staff and volunteers should recognise that they are in a professional position and must not become too informal with children, young people or vulnerable adults they work with, this means for example, not including them as Facebook or social media friends, not texting or swapping photographs, or arranging to meet outside of organised sessions. Any of these aspects could constitute misconduct or lead to perceptions of a closer relationship than a professional one.

If you have concerns about a member of staff or volunteer, speak to the SSL or DSO. If you have concerns about the SSL or DSO, speak to your LSCB. You can also discuss any concerns about any staff member or volunteer with the SSL or DSO.

The SSL or DSO will then follow the procedures set out in Appendix 3, if appropriate. The SSL or DSO will also inform the designated officer for the local authority.

3.3.2 ALLEGATIONS OF PEER-ON-PEER ABUSE

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter” or “part of growing up”.

Most cases of a child, young person or vulnerable adult hurting another child, young person or vulnerable adult will be dealt with under the Youth Charter Anti-Bullying policy, but this safeguarding and child protection policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence;
- Could put children, young people or vulnerable adults participating in sessions at risk;
- Is violent;
- Involves children, young people or vulnerable adults being forced or coerced into drugs or alcohol or other inappropriate behaviour;
- Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting).

Staff are made aware of the importance of: making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up; not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts; dismissing or tolerating such behaviours risks normalising them.

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child as well as adult on child, young person or vulnerable adult sexual harassment. Sexual harassment is likely to: violate a person’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment may lead to perceptions of a closer relationship than a professional one, can include sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names:

- Sexual “jokes” or taunting;
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment; non-consensual sharing of sexual images and videos;
- Sexualised online bullying;
- Unwanted sexual comments and messages, including, on social media; and
- Sexual exploitation; coercion and threat.

If a child, young person or vulnerable adult makes an allegation of abuse against another child, young person or vulnerable adult:

- You must tell the SSL/DSO and record the allegation, but do not investigate it;
- The SSL/DSO will contact the LSCB and follow its advice, as well as the police if the allegation involves a potential criminal offence;
- The SSL/DSO will put a risk assessment and support plan into place for all children, young people or vulnerable adults involved – both the victim(s) and the child(ren), young person (people) or vulnerable adult(s) against whom the allegation has been made – with a named person they can talk to if needed; the SSL/DSO will contact the children and adolescent mental health services (CAMHS), if appropriate.

We will minimise the risk of peer-on-peer abuse by: challenging any form of derogatory or sexualised language or behaviour; being vigilant to issues that particularly affect different genders or LGBTQIA+ community – for example, sexualised or aggressive touching or grabbing towards girls, and initiation or hazing type violence with respect to boys; ensuring children, young people and vulnerable adults know they can talk to staff and volunteers confidentially; ensuring staff are trained to understand that a child, young person or vulnerable adult harming a peer could be a sign that the child, young person or vulnerable adult is being abused themselves, and that this would fall under the scope of this policy.

3.3.3 CONCERNS ABOUT A CHILD, YOUNG PERSON OR VULNERABLE ADULT

If you have concerns about a child, young person or vulnerable adult (as opposed to a child, young person or vulnerable adult being in immediate danger):

- Figure 1 illustrates the procedure to follow if you have concerns about a child’s welfare and the child is not in immediate danger
- Where possible, speak to the SSL/DSO first to agree a course of action. Alternatively, make a referral to local authority children/vulnerable adults social care directly (see ‘Referral’ below).
- You can also contact the charity NSPCC on 0808 800 5000 if you need advice on the appropriate action.

a. Early help

If early help is appropriate, the SSL/DSO will support you in liaising with other agencies and setting up an inter-agency assessment as appropriate.

The SSL/DSO will keep the case under constant review and the Youth Charter will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

b. Referral

If it is appropriate to refer the case to local authority social care or the police, the SSL/DSO will make the referral or support you to do so.

If you make a referral directly, you must tell the SSL/DSO as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The SSL/DSO or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child, young person or vulnerable adult's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child, young person or vulnerable adult's situation improves.

c. Allegations and/or Complaints against staff

Allegations and/or complaints against staff that are likely to require a child, young person or vulnerable adult's protection, investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see Appendix 3).

d. Other complaints

If concerns are raised by parents, guardians or carers that relate to a possible safeguarding issue, the matter will be referred to the designated safeguarding lead on the senior leadership team and will be handled in line with the Child Protection and Safeguarding Policy. If the concerns related to the premises, the SSL or DSO would work collaboratively with the operations team to investigate the concerns further and take action if required.

Concerns and complaints raised regarding parents, guardians and/or carers will be dealt with following the procedures in Appendix 2 and 3 and will be recorded on the Youth Charter Child Welfare Concern Form, with record and outcome kept.

e. Whistleblowing

The Youth Charter has a separate whistleblowing policy that covers concerns regarding the way the Youth Charter safeguards child, young person or vulnerable adults – including poor or unsafe practice, or potential failures.

4.0 TRAINING

4.1 ALL STAFF

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the Youth Charter's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be annually updated and will be in line with advice from our LSCB.

Staff will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins and staff meetings) as required, but at least annually.

4.2 SSL AND DSO

The SSL and DSO will undertake child protection and safeguarding training at least every 2 years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other SSLs and DSOs, or taking time to read and digest safeguarding policy documents and national updates).

5.0 STAFF AND VOLUNTEER RECRUITMENT

All staff and volunteer appointments will be made following the 'Youth Charter Staff Recruitment, Induction and Supervision Policy and Procedures'.

All staff and volunteer appointments will be required to provide to references who will complete the appropriate reference forms.

All staff and volunteer appointments based in the UK will be required to complete Disclosure and Barring Service, Disclosure Scotland or Access NI checks. Disclosure and Barring Service, Disclosure Scotland or Access NI checks will be repeated every three years.

The appropriate country specific safeguarding checks will be carried out for staff and volunteer appointments from outside the UK.

6.0 RESPONSIBILITIES

6.1 ALL STAFF AND VOLUNTEERS

All staff will read and understand the Youth Charter Safeguarding and Child Protection Policy Statement, please see section 2.0, and review this guidance at least annually.

All staff will be aware of:

- Our systems which support safeguarding, including the staff code of conduct policy, the role of the SSL and DSO, the behaviour policy, and the safeguarding response to children, young people or vulnerable adults who go missing;
- The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the SSL and DSO, and sharing information with other professionals to support early identification and assessment; the process for making referrals to local authority social care and for statutory assessments that may follow a referral, including the role they might be expected to play;

- What to do if they identify a safeguarding issue or a child, young person and vulnerable adult tells them they are being abused or neglected and how to maintain an appropriate level of confidentiality while liaising with relevant professionals;
- The signs of different types of abuse and neglect, please see Appendix 11.2.

6.2 SSL AND DSO

The SSL and DSO take lead responsibility for child, young person and vulnerable adult protection and wider safeguarding.

The contact details of the SSL and DSO can be found on the cover sheet of this policy.

When the SSL is absent, the DSO will act as cover. If the SSL and DSO are not available, staff and volunteers will be provided with an alternative contact.

The SSL and DSO will be given the time, funding, training, resources and support to:

- provide advice and support to other staff on child, young person and vulnerable adult welfare and child, young person and vulnerable adult protection matters;
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so;
- Contribute to the assessment of children; refer suspected cases, as appropriate, to the relevant body (local authority children’s social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly;
- The SSL and DSO will also liaise with local authority case managers and designated officers for child, young person and vulnerable adult protection concerns as appropriate.

The role of SSL and DSO is explicit in the role holder’s job description. The full description of their responsibilities are set out in appendix 5.

6.3 GOVERNING BOARD

The Board of Trustees will approve this policy at each review and will hold the SSL and DSO to account for its implementation.

The SSL and DSO will monitor the effectiveness of this policy and report to the board of trustees. The SSL and DSO are responsible for liaising with LSCBs over all matters regarding child, young person and vulnerable protection issues.

6.4 CONFIDENTIALITY

The Youth Charter has a separate policy with respect to confidentiality and data protection. This includes a list of guidelines for staff to follow to avoid breaching confidentiality. All staff must be aware that:

- Timely information sharing is essential to effective safeguarding;
- Information must only be shared on a ‘need-to-know’ basis, but you do not need consent to share information if a child, young person and vulnerable adult’s is suffering, or at risk of, serious harm;
- Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child, young person and vulnerable adult’s best interests;
- Confidentiality is also addressed in this policy with respect to record-keeping in section 9.0, and allegations of abuse against staff in appendix 3.

7.0 NOTIFYING PARENTS OR GUARDIANS

Where appropriate, we will discuss any concerns about a child with the child, young person and vulnerable person’s parents or guardians. The SSL and DSO will normally do this in the event of a suspicion or disclosure.

Other staff and volunteers will only talk to parents about any such concerns following consultation with the SSL and DSO.

If we believe that notifying the parents or guardians would increase the risk to the child, young person and vulnerable adult, we will discuss this with the local authority social care team before doing so.

In the case of allegations of abuse made against other children, young people and vulnerable adults, we will normally notify the parents or guardians of all the children, young people and vulnerable adults involved.

8.0 MOBILE PHONES AND CAMERAS

The Youth Charter fosters a ‘culture of safety’ in which the children, young people and vulnerable adults and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the Youth Charter’s mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Please see Youth Charter Mobile Phone Policy for more detail.

8.1 PARENTAL OR GUARDIAN CONSENT FOR PARTICIPATION, PHOTOS AND VIDEOS

Parent or Guardian Consent and Photo Forms are provided to all participants for Youth Charter sessions. Children, young people and vulnerable adults will not be allowed to participate in Youth Charter sessions if they do not have parent or guardian permission. Photos taken during Youth Charter sessions will only include children, young people and vulnerable adults who have parent or guardian permission for this. All photos and video footage will only be used in accordance with the Youth Charter Safeguarding and Child Protection Policy and Procedures.

9.0 CONFIDENTIALITY AND DATA PROTECTION POLICY

The Youth Charter is committed to providing a safe environment for children, young people and vulnerable adults, volunteers and workers. Youth Charter recognises that trust is essential for good youth work and is the foundation for all relationships within the Youth Charter. Maintaining confidences is an integral part of building trust between children, young people, vulnerable adults, volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

In addition, the Youth Charter implements the seven key principles of the General Data Protection Regulation (GDPR).

Please see Youth Charter Confidentiality and Data Protection Policy.

9.1 RECORD-KEEPING

We will hold records in line with our records retention schedule and GDPR.

ALL safeguarding concerns, discussions, decisions made and the reasons for those decisions, will be provided to LSCBs.

10.0 REVIEW

This policy will be reviewed annually. At every review, it will be approved by the Board of Trustees.

11.0 APPENDIX

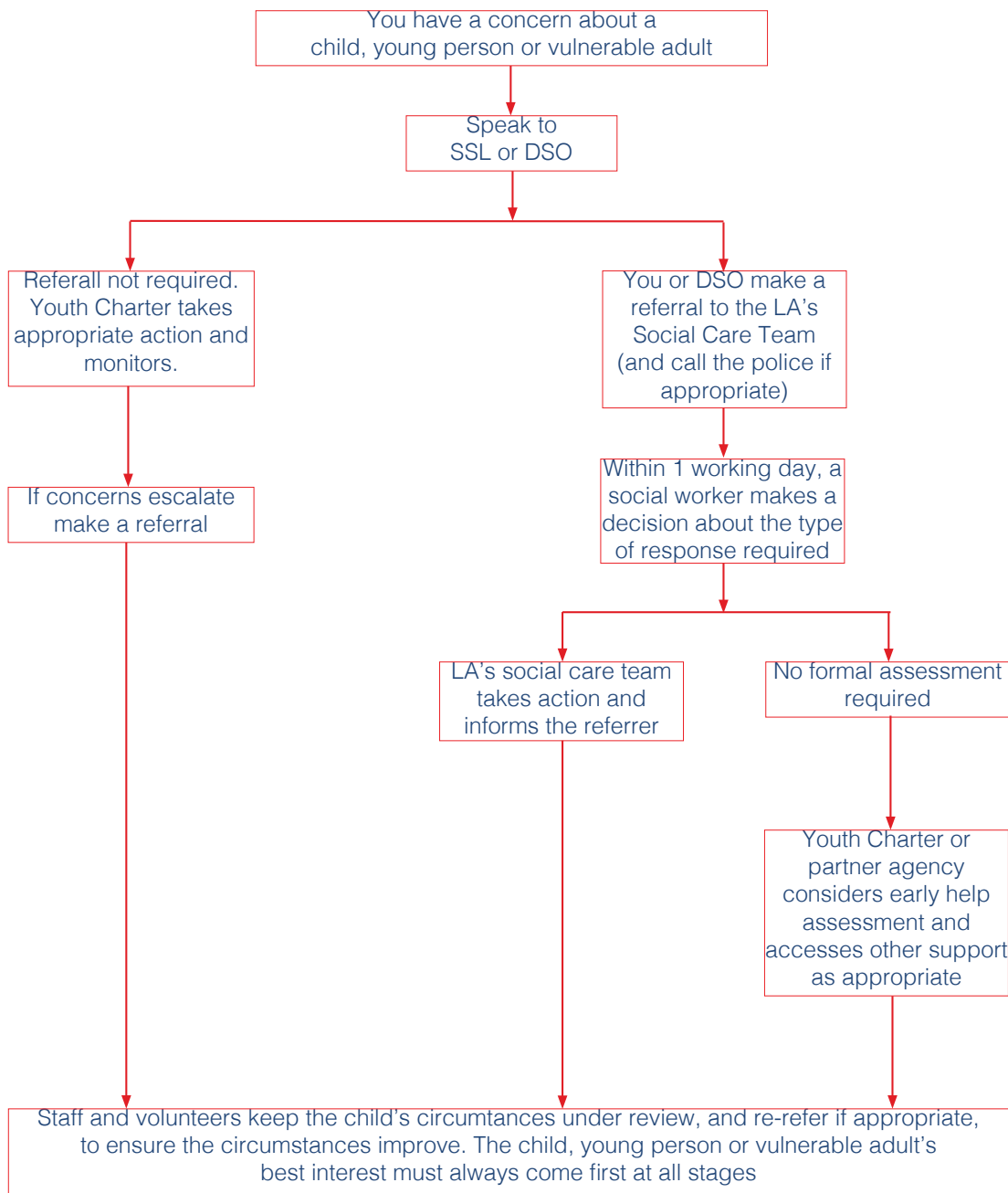
11.1 APPENDIX 1: TYPES OF ABUSE

The NSPCC lists the following Types of Abuse:

Type of Abuse	Description
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 online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.
Cyberbullying	Cyberbullying is bullying that takes place online. Unlike bullying in the real world, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.
Child Sexual Exploitation (CSE)	Child sexual exploitation (CSE) is a type of <u>sexual abuse</u> . When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities.
Child trafficking	Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.
Domestic abuse	Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse.
Emotional Abuse	Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.
Female genital mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.
Grooming	Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them. Children, young people and vulnerable adults who are groomed can be <u>sexually abused</u> , <u>exploited</u> or <u>trafficked</u> .
Neglect	Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.
Non-recent abuse	Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse.
Online abuse	Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including: social media; text messages and messaging apps; emails; online chats; online gaming; and live-streaming sites.
Physical Abuse	Physical abuse is when someone hurts or harms a child or young person on purpose. It includes: hitting with hands or objects; slapping and punching; kicking; shaking; throwing; poisoning; burning and scalding; biting and scratching; breaking bones; and drowning.
Sexual Abuse	When a child or young person is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

11.2 APPENDIX 2: PROCEDURE FOR CONCERNS ABOUT A CHILD'S WELFARE

Fig. 1: Procedure for Concerns about a Child, Young Person and Vulnerable Adult Welfare



11.3 APPENDIX 3: ALLEGATIONS OF ABUSE MADE AGAINST STAFF

This section of this policy applies to all cases in which it is alleged that a current member of staff has:

- Behaved in a way that has harmed a child, young person or vulnerable adult, or may have harmed a child, young person or vulnerable adult, or
- Possibly committed a criminal offence against or related to a child, young person or vulnerable adult, or
- Behaved towards a child(ren), young person(people) or vulnerable adult(s), in a way that indicates he or she would pose a risk of harm to children, young people or vulnerable adults.

It applies regardless of whether the alleged abuse took place in Youth Charter or partner activities. Allegations against a staff or volunteer who is no longer working with children, young people or vulnerable adults, and historical allegations of abuse will be referred to the police.

We will deal with any allegation of abuse against a member of staff or volunteer very quickly, in a fair and consistent way that provides effective child, young person or vulnerable adult protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Suspension

Suspension will not be the default position and will only be considered in cases where there is reason to suspect that a child(ren), young person (people) or vulnerable adult(s) is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment so that the individual does not have direct contact with the child(ren), young person (people) or vulnerable adult(s) concerned
- Providing an assistant to be present when the individual has contact with children, young people or vulnerable adults
- Redeploying the individual to alternative work so that they do not have unsupervised access to children
- Moving the child(ren), young person (people) or vulnerable adult(s) so they will not come into contact with the individual, making it clear that this is not a punishment and parents or guardians have been consulted
- Temporarily redeploying the individual to another role in a different location, for example a different youth project or different role with the Youth Charter or partner organisations.

Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence).

Procedure for dealing with allegations

In the event of an allegation, the Senior Safeguarding Leader – the ‘case manager’ – will take the following steps:

- Immediately discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or social care services. (The case manager may, on occasion, consider it necessary to involve the police before consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children, young people or vulnerable adults or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or social care services, where necessary). Where the police and/or social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children, young people or vulnerable adults through Youth Charter or partner activities is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or social care services, as appropriate
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact from the Youth Charter and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation. This may sometimes result in further action being taken if there are concerns regarding the conduct of the member of staff
- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action by the Youth Charter and/or liaise with the police and/or social care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and consider what other support is appropriate
- Inform the parents, guardians or carers of the child(ren), young person(people) or vulnerable adult(s) involved about the allegation as soon as possible if they do not already know (following agreement with children’s social care services and/or the police, if applicable). The case manager will also inform the parents, guardians or carers of the requirement to maintain confidentiality about any allegations made against a staff member (where this applies) while investigations are ongoing. Any parent, guardian or carer who wishes to have the confidentiality restrictions removed in respect of a staff member will be advised to seek legal advice
- Keep the parents, guardians or carers of the child(ren), young person(people) or vulnerable adult(s) involved informed of the progress of the case and the outcome, where there is no criminal prosecution, including the outcome of any disciplinary process (in confidence)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, young person or

vulnerable adult, or if the individual otherwise poses a risk of harm to a child, young person or vulnerable adult.

Fig. 2: Allegations about a member of staff, trustee or volunteer

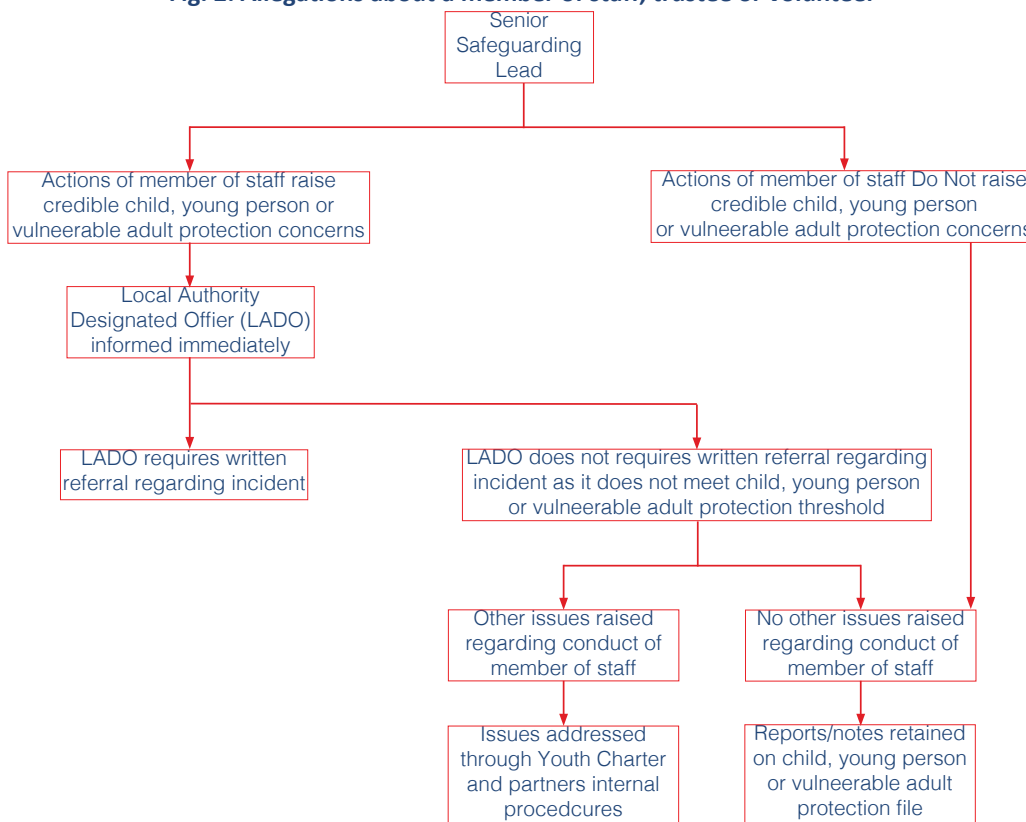
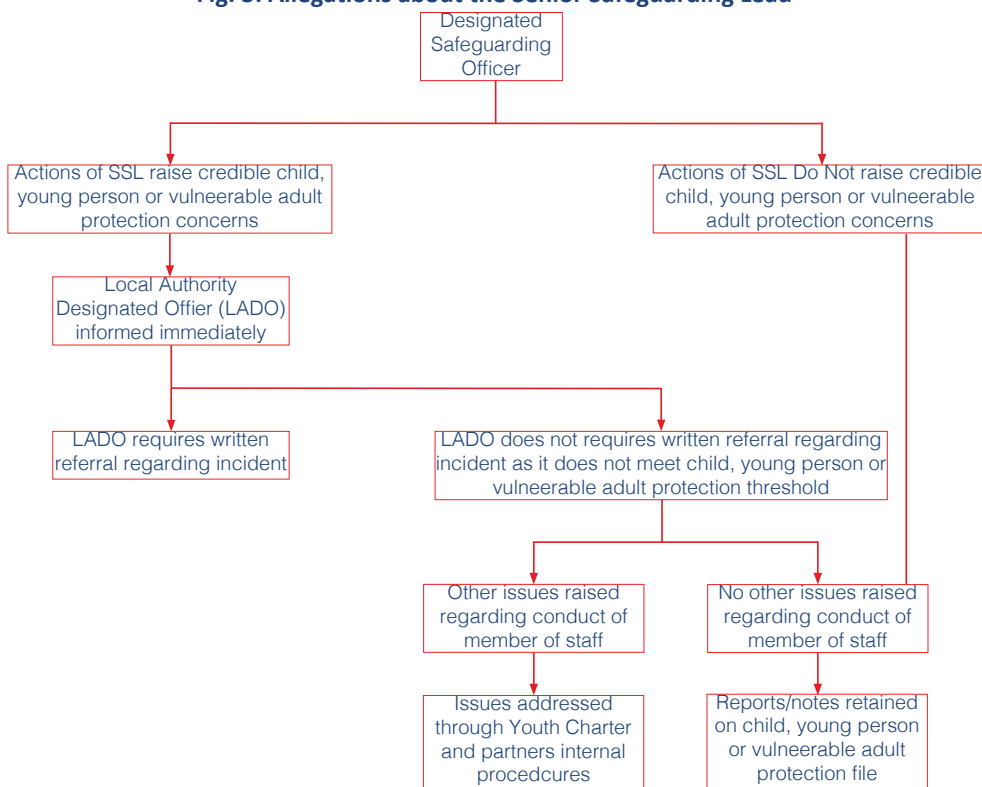


Fig. 3: Allegations about the Senior Safeguarding Lead



Specific actions

Action following a criminal investigation or prosecution

The case manager will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or social care services.

Conclusion of a case where the allegation is substantiated

If the allegation is substantiated and the individual is dismissed or the Youth Charter ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the case manager and the Youth Charter's personnel adviser will discuss with the designated officer whether to make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

Individuals returning to work after suspension

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child(ren), young person (people) or vulnerable adult(s) who made the allegation, if they are still attending the Youth Charter.

Unsubstantiated or malicious allegations

If an allegation is shown to be deliberately invented, or malicious, the DSL and/or SSL will consider whether any disciplinary action is appropriate against the child, young person or vulnerable adult who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a child, young person or vulnerable adult.

Confidentiality

The Youth Charter will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the local authority's designated officer, police and social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents, guardians or carers of a child(ren), young person (people) or vulnerable adult(s) involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage media interest if, and when, it arises.

Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case. Such records will include:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken and decisions reached (and justification for these, as stated above).

If an allegation or concern is not found to have been malicious, the Youth Charter will retain the records of the case on the individual's confidential personnel file and provide a copy to the individual. We will

retain these records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation whichever is longer.

The records of any allegation that is found to be malicious will be deleted from the individual's personnel file.

References

When providing employer references, we will not refer to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.

Learning lessons

After any cases where the allegations are *substantiated*, we will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the Youth Charter's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual.

11.4 APPENDIX 4: STAFF AND VOLUNTEER RECRUITMENT, INDUCTION AND SUPERVISION

For full details please refer to 'Youth Charter Staff Recruitment, Induction and Supervision Policy and Procedures'.

The Youth Charter embeds Safe Practice Recruitment and safeguarding arrangements into every step of the process in the recruitment, induction and supervision of staff and volunteers.

We will record all information on the checks carried out in the Youth Charter's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

Disclosure and Barring Service Checks

All staff and volunteers will be subject to Disclosure and Barring Service Checks. The level of disclosure requested, i.e. Standard or Enhanced, will reflect the nature of the duties of the post and degree of contact with children, young people or vulnerable adults or with sensitive, confidential information.

In considering asking a person to apply for a standard or enhanced DBS check, an employer is legally responsible for making sure the job role is eligible. This will be done before countersigning each DBS application form.

To determine which level of check a role is eligible for, refer to the [DBS Eligibility Guidance](#).

A record will be kept of the date when the disclosure was obtained, by whom, level of disclosure and unique reference number.

Appointing new staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the Secretary of State
- Ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, young people or vulnerable adults, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is. We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children, young people or vulnerable adults on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity.

Governance

- All members of the governance will have an enhanced DBS check without barred list information and section 128 check. They will have an enhanced DBS check with barred list information if working in regulated activity.

11.5 APPENDIX 5: ROLE OF THE SENIOR SAFEGUARDING LEADER

The Senior Safeguarding Lead (SSL) has lead responsibility for safeguarding and child, young person and vulnerable adult protection (including online safety). This is explicit in the role holder’s job description. The SSL is the Executive Chair of the Youth Charter.

This person has the appropriate status and authority within the Youth Charter to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child, young person and vulnerable adult welfare and protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children, young people or vulnerable adults.

Designated Safeguarding Officer

The Designated Safeguarding Officer (DSO) will be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description.

Whilst the activities of the SSL can be delegated to appropriately trained DSO, the ultimate **lead responsibility** for child, young person and vulnerable adult protection, as set out above, remains with the SSL, this **lead responsibility** will not be delegated.

11.5.1 EXEMPLAR JOB DESCRIPTION SENIOR SAFEGUARDING LEAD

Job Description

Job Title:	Senior Safeguarding Lead
Location:	Youth Charter Office
Reporting To:	Board of Trustees, Partner Agencies and Local Safeguarding Children Boards
Contract:	Executive Chair & Chair of Trustees

The Senior Safeguarding Lead (SSL) will take lead responsibility for safeguarding and child protection (including online safety). The SSL will have a leadership position in the Youth Charter. They will be given the time, funding, training, resources and support to provide advice and support to other staff on child, young person and vulnerable adult welfare and protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children, young people and vulnerable adults.

Key Accountabilities:

Manage referrals

The Senior Safeguarding Lead will:

- refer cases of suspected abuse to the local authority social care services as required
- support staff who make referrals to local authority social care services
- refer cases to the Channel programme where there is a radicalisation concern
- refer cases where a person is dismissed or left due to risk/harm to a child, young person or vulnerable adult to the Disclosure and Barring Service as required and to the local authority’s designated officer
- refer cases where a crime may have been committed to the police.

Work with others

The SSL will:

- liaise with the Board of Trustees, Partner Agencies and Local Safeguarding Children Boards especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the “case manager” and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The Senior Safeguarding Lead will undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The Senior Safeguarding Lead will undertake Prevent awareness training.

The Senior Safeguarding Lead will keep up-to-date with latest information about safeguarding so that their knowledge and skills are refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments). The Senior Safeguarding Lead will:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority social care services referral arrangements
- have a working knowledge of how local authorities conduct a child, young person and vulnerable protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff has access to, and understands, the Youth Charter’s child, young person and vulnerable protection policy and procedures, especially new and part time staff
- are alert to the specific needs of children, young people or vulnerable adults in need, those with special educational needs and young carers
- are able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support the Youth Charter and partner organisations with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children, young people or vulnerable adults from the risk of radicalisation
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children, young people or vulnerable adults safe whilst they are online at Youth Charter or partner organisation activities
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children, young people or vulnerable adults to stay safe online
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children, young people or vulnerable adults and taking account of their wishes and feelings, among all staff, in any measures the Youth Charter may put in place to protect them.

Raise Awareness

The Senior Safeguarding Lead will:

- ensure the Youth Charter’s child protection policies are known, understood and used appropriately

- ensure the Youth Charter’s child, young person and vulnerable adult protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- ensure the child, young person and vulnerable adult protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Youth Charter in this
- link with the local LSCB to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- provide information to Board of Trustees and Partner Organisations.

Availability

The Senior Safeguarding Lead should always be available for staff, volunteers and partner organisations delivering Youth Charter projects, programmes and initiatives, to discuss any safeguarding concerns.

PERSON SPECIFICATION

The Youth Charter’s person specification for all staff, volunteers and partner organisations are embedded in our aims, programmes and mission and values:

The Youth Charter aims to:

1. **ENGAGE:** with sport, art, cultural and digital activity
2. **EQUIP:** with mental, physical and life skills resilience
3. **EMPOWER:** with motivation, inspiration and aspiration to further and higher education, employment and entrepreneurship

The Youth Charter deliver’s its projects through the following programmes:

- [Community Campus](#) – Somewhere to Go
- [Youthwise](#) “Curriculum for Life” – Something to Do
- [Social Coach Leadership Programme](#) – Someone to Show Them

The Youth Charter Mission and Values are:

Mission	Sport, culture, art and digital technology - social and human development for life
Vision	Youth and communities engaged, equipped and empowered to contribute to a 21st Century Global Society for All.
Opportunity	To invest in the potential of our 21st Century Global Citizens.
Objective	Engage, equip and empower young people and communities to maximise their social and cultural integration and active participation.
Values	<ul style="list-style-type: none"> • Positive happiness and fulfilment through active human and social engagement • Positive mental and physical fitness for all • Commitment to excellence and collaboration for all young people and communities • Dignity, honesty, integrity and respect of self in all that we do

- Legacy Development Goals**
1. EDUCATION - attendance, attainment and performance
 2. HEALTH - physical activity, wellbeing and active lifestyle
 3. CITIZENSHIP - civic rights, responsibilities and youth justice
 4. ENVIRONMENT - community cohesion and quality of life
 5. FURTHER AND HIGHER EDUCATION, EMPLOYMENT AND ENTERPRISE

11.5.2 EXEMPLAR JOB DESCRIPTION DESIGNATED SAFEGUARDING OFFICER

Job Description

Job Title: Designated Safeguarding Officer
Location: Youth Charter Office
Reporting To: Senior Safeguarding Lead
Contract: Executive Director

The Designated Safeguarding Officer (DSO) will support the Senior Safeguarding Lead to safeguard and protect children, young people and vulnerable adults (including online safety). The DSO will be given the time, funding, training, resources and support to provide advice and support to other staff on child, young person and vulnerable adult welfare and protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Key Accountabilities:

Manage referrals

The Designated Safeguarding Officer lead will, when the SSL is unavailable:

- refer cases of suspected abuse to the local authority social care services as required
- support staff who make referrals to local authority social care services
- refer cases to the Channel programme where there is a radicalisation concern
- refer cases where a person is dismissed or left due to risk/harm to a child, young person and vulnerable adult to the Disclosure and Barring Service as required and to the local authority’s designated officer
- refer cases where a crime may have been committed to the police.

Work with others

The Designated Safeguarding Officer will support the SSL to:

- liaise with the Board of Trustees, Partner Agencies and Local Safeguarding Children Boards of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the “case manager” and the designated officer(s) at the local authority for child, young person and vulnerable adult protection concerns in cases which concern a staff member;
- liaise with staff on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The Designated Safeguarding Officer will undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The Designated Safeguarding Officer will undertake Prevent awareness training.

The Designated Safeguarding Officer will keep up-to-date with latest information about safeguarding so that their knowledge and skills are refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments). The Designated Safeguarding Officer will:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority social care services referral arrangements
- have a working knowledge of how local authorities conduct a child, young person and vulnerable adult protection case conference and a child, young person and vulnerable adult protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff has access to, and understands, the Youth Charter’s child, young person and vulnerable adult protection policy and procedures, especially new and part time staff
- are alert to the specific needs of children, young people or vulnerable adults in need, those with special educational needs and young carers
- are able to keep detailed, accurate, secure written records of concerns and referrals
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children, young people or vulnerable adults safe whilst they are online at the Youth Charter
- can recognise the additional risks that children, young people or vulnerable adults with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children, young people or vulnerable adults to stay safe online
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children, young people or vulnerable adults and taking account of their wishes and feelings, among all staff, in any measures the Youth Charter may put in place to protect them.

Availability

The Senior Safeguarding Lead should always be available for staff, volunteers and partner organisations delivering Youth Charter projects, programmes and initiatives, to discuss any safeguarding concerns. The DDSL will assume responsibility for safeguarding in the academy when the DSL is absent.

PERSON SPECIFICATION

The Youth Charter’s person specification for all staff, volunteers and partner organisations are embedded in our aims, programmes and mission and values:

The Youth Charter aims to:

1. **ENGAGE:** with sport, art, cultural and digital activity
2. **EQUIP:** with mental, physical and life skills resilience
3. **EMPOWER:** with motivation, inspiration and aspiration to further and higher education, employment and entrepreneurship

The Youth Charter deliver is programmes through the following programmes:

- Community Campus – Somewhere to Go

- Youthwise “Curriculum for Life” – Something to Do
- Social Coach Leadership Programme – Someone to Show Them

The Youth Charter Mission and Values are:

Mission	Sport, culture, art and digital technology - social and human development for life
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Objective	Engage, equip and empower young people and communities to maximise their social and cultural integration and active participation.
Values	<ul style="list-style-type: none"> • Positive happiness and fulfilment through active human and social engagement • Positive mental and physical fitness for all • Commitment to excellence and collaboration for all young people and communities • Dignity, honesty, integrity and respect of self in all that we do
Development Goals – Impact Matrix	<ol style="list-style-type: none"> 4. EDUCATION - attendance, attainment and performance 5. HEALTH - physical activity, wellbeing and active lifestyle 6. SOCIAL ORDER - civic rights and responsibilities 7. ENVIRONMENT - community cohesion and quality of life 8. FURTHER AND HIGHER EDUCATION, EMPLOYMENT AND ENTERPRISE

11.6 APPENDIX 6: LOCAL SAFEGUARDING ARRANGEMENTS – LONDON SAFEGUARDING BOARD

The Youth Charter’s projects, programmes and initiatives are delivered in different areas and will adhere to all relevant Local Safeguarding arrangements.

For example, when delivering projects in London the Youth Charter will adhere to all relevant Local Safeguarding arrangements, which are part of the London Safeguarding Child Board arrangements, as follows:

The London Safeguarding Children Board seeks to enhance the safety and wellbeing of children in London by:

1. Supporting organisations working with children in London to meet their statutory responsibilities for safeguarding and promoting the welfare of children.
2. Supporting London’s Local Safeguarding Children Boards to meet their statutory obligations to:
 - Coordinate the work to safeguarding children
 - Promote the welfare of children, and
 - Make sure this work is effective in improving outcomes for children.

The London Board is chaired by Zina Etheridge (Chief Executive, LB Haringey), and its membership is made up of representatives from the London boroughs, the police, health, and probation; and London independent, voluntary and community agencies. Please follow the link below for full membership details:

- [London Board membership](#)
- [London Safeguarding Board Terms of Reference](#)

If you are concerned that a child may be at risk of harm, please contact your local children’s social care team.

For more information about the work of the London Board, please contact Alison Renouf, London Board Manager. Contact details can be found below.

Contact the London Safeguarding Children Board

London Safeguarding Children Board,
59½ Southwark Street,
London SE1 0AL, [Map](#)

London Safeguarding Children Partnership Coordinator

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