

YOUNG IDENTITY

Child Protection and Safeguarding Policy

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1. Policy Statement

- 1.1. YOUNG IDENTITY recognises its responsibility and duty to safeguard all children, young people and vulnerable adults taking part in the activities and services that it delivers and is committed to the provision of a safe environment.
- 1.2. YOUNG IDENTITY believes strongly that all children, young people and vulnerable adults have a right to protection regardless of gender, ethnicity, disability, sexuality or religion and that this protection should be responsive to their needs and requirements.
- 1.3. YOUNG IDENTITY is committed to the protection of these vulnerable groups and will ensure this through good practice and by following the YOUNG IDENTITY Child Protection and Safeguarding Guidelines.

(For the purpose of this policy children are defined as persons under the age of 18, while Young Persons/Vulnerable Adults are defined as persons between the ages of 18-30. An adult at risk of harm is defined by the Care Act 2014 as a person over the age of 18 who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
- Is experiencing, or at risk of, abuse or neglect;
- As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.)

2. Child Protection and Safeguarding

Child Protection is an important area of safeguarding and refers to the process of protecting specific individual children who may be identified as being at risk of suffering harm or who are suffering harm.

2.1. The Aim of the Child Protection and Safeguarding Policy

- a) To ensure that all YOUNG IDENTITY hubs follow the organisational approach to the protection of children, young people and vulnerable adults.
- b) To provide protection for children, young people and vulnerable adults falling under the care and responsibility of YOUNG IDENTITY during any workshops, projects or events we provide.
- c) To provide guidance to staff and volunteers on the procedures that they should follow in the event that they suspect or have reason to believe that a child or young person may be experiencing harm or be at risk of harm.

2.2. How We Will Protect Children, Young People and Vulnerable Adults

- a) Following clear recruitment practices for all staff, freelance workers and volunteers and ensuring that all necessary DBS checks are carried out.
- b) Providing clear and appropriate information for all staff, including senior managers, the board of trustees, paid staff, whether permanent, agency, freelance, student or otherwise, volunteers and anyone deemed to be working for and on behalf of YOUNG IDENTITY in order that they understand safeguarding and child protection.

- c) Taking all reasonable steps to ensure the health, safety and welfare of children, young people and vulnerable adults who participate in YOUNG IDENTITY workshops, projects or events:
- i) Having in place an accident prevention policy and plan.
 - ii) Ensuring that any workshop hub and event venue that involves children, young people and vulnerable adults is properly planned, staffed and monitored by at least two YOUNG IDENTITY staff members/facilitators.
 - iii) Ensuring that any schools/community groups that we have been commissioned to work in are properly planned, staffed and monitored by at least one YOUNG IDENTITY facilitator and one partner organisation staff member and that all appropriate risk assessments are undertaken. e.g colleges, schools, libraries
 - iv) Checking and monitoring equipment used by children, young people, vulnerable adults and staff in accordance with health and safety guidance.
 - v) Ensuring that participants taking part in YOUNG IDENTITY workshops or projects complete a form that gathers data on their medical and dietary needs, allergies and specific developmental requirements.
- d) Seeking parental consent for involvement in activities and where appropriate the consent of the children, young people and vulnerable adults.
- e) Working and sharing information with relevant external agencies, families and carers when appropriate or necessary.
- f) Reviewing this policy annually or as and when required by changes in the law.

3. Disclosures & Concerns

- a) YOUNG IDENTITY aims to ensure that children, young people and vulnerable adults who are participants of the organisation receive the necessary protection and support to keep them safe from harm.
- b) YOUNG IDENTITY believes that an essential area of keeping children, young people and vulnerable adults safe is knowing how to respond in the event of a disclosure or in situations where you have reasons to suspect that a child, young person or vulnerable adult may be suffering harm or in danger of being harmed.

It is your duty to make yourself familiar with the following definition and procedures and to ensure that you know the actions to be taken in the event of a concern:

- i) *Abuse and neglect are forms of maltreatment of a person. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.*

3.1. Responding to Disclosures & Concerns

A disclosure is a circumstance in which a child or vulnerable adult may deliberately or inadvertently present information that indicates that themselves or another individual may be suffering from harm or may be in danger of suffering from harm or being radicalised.

If you notice signs of abuse or you have concerns about anyone, it is your duty to refer these concerns confidentially; YOUNG IDENTITY Designated Safeguarding Officers are Shirley May and Rosie Stuart.



If you have questions or concerns or you need to report a disclosure, you should follow the guidance below:

3.2. If A Child or Young Person Discloses Information

- 1) Ensure that the child, young person or vulnerable adult is given the opportunity to talk to you in a safe and confidential environment.
 - a) Do make sure that another member of staff is aware of where you are and that you are in an area visible to others or if at all possible have another member of staff present;
- 2) In the case of somebody inadvertently disclosing information that suggests that they are at risk of harm or are being harmed, or that somebody else may be at risk of harm or are being harmed then it is important to ensure that the person disclosing is aware that this information will need to be passed on to the relevant authority or contact.
- 3) Listen to the child or young person without interruption. You can nod or make verbal affirmations that you have heard what the person disclosing is saying. Accept at face value what you are told.
- 4) Do not look shocked by what you are told. Disclosures can at times be unpleasant and emotionally upsetting but it is important that you do not convey this to the person disclosing.
- 5) Do not ask leading questions, ensure that you go at the pace of the child or young person and ask them to rephrase for further clarification.
- 6) Do not pass judgement on what is said but reassure the child, young person, or vulnerable adult that they 'have done the right thing'.
- 7) As soon as possible after the disclosure write down what was said using the child/young person's own words. It is very important not to interpret what the person disclosing is saying. Note the date, time, and any names that were mentioned and to who you have passed the information.
 - a) Write down the facts as you know them using the Concern Sheet (See Page 7)
 - b) Sign and date it;
- 8) Make it clear that you can offer support but don't promise to keep it secret and make it clear that you must pass the information on. It is useful to do this as early in the conversation as possible so that the person disclosing is aware of the situation and does not feel that their trust has been broken.
- 9) You must NEVER speak to other people/members of staff about the issue/disclosure/concern apart from the named Designated Safeguarding Officer(s). Speaking about the case to others is a breach of confidentiality and could also result in a case being dropped by the court at a later date, therefore putting the child at risk.
 - a) Do not approach the suspected abuser yourself
 - b) You must not act on the disclosure yourself and should refer the information to the relevant persons; Designated Safeguarding Officers Shirley May and Rosie Stuart.
 - c) Do not automatically inform the parents or carers of concerns or disclosures without speaking to the Designated Safeguarding Officers Shirley May and Rosie Stuart or alternative contacts listed on page 5.

If for any reason you cannot contact your Designated Safeguarding Officer(s) - signpost children, young people and vulnerable adults to appropriate support services e.g. Childline, NSPCC (See Page 5)

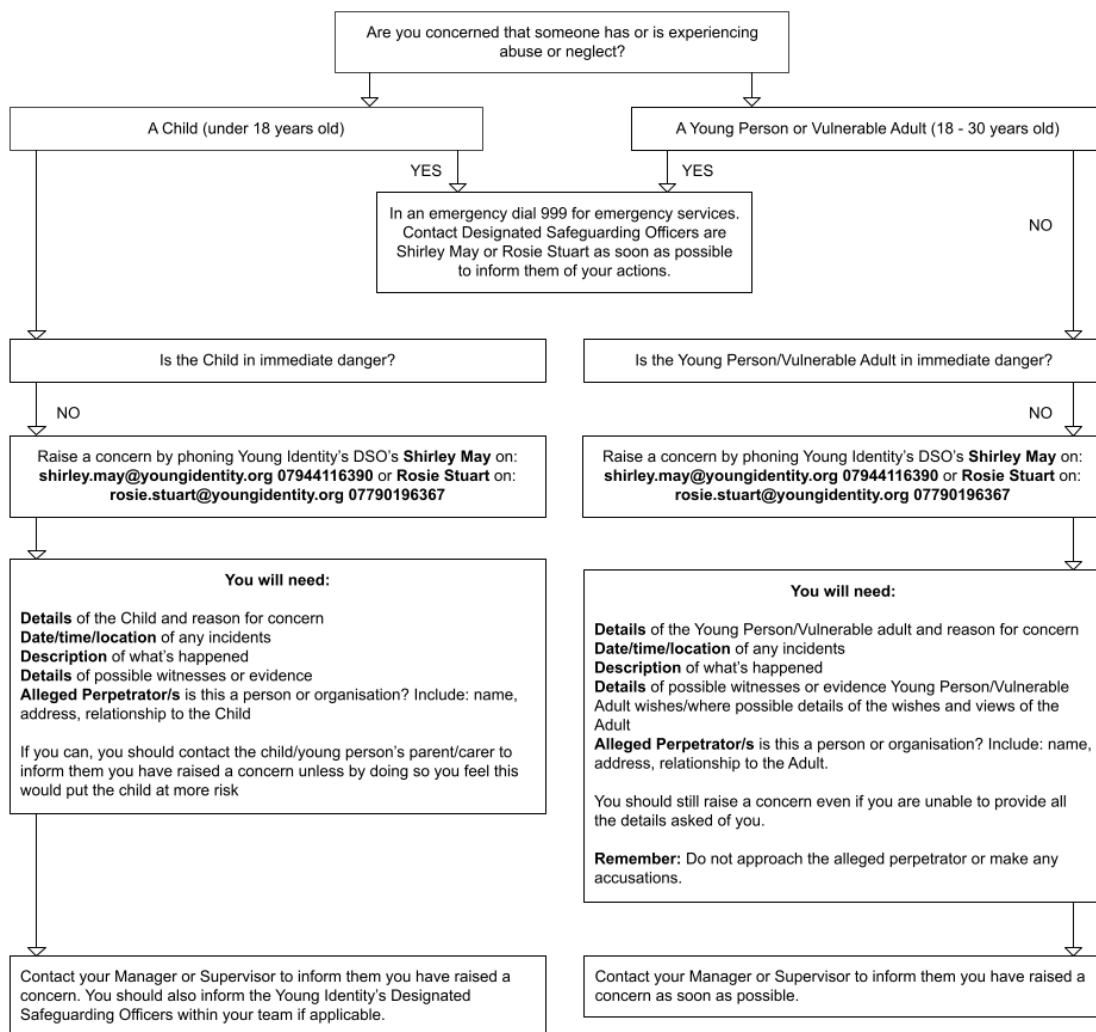
3.3. Allegations of Abuse Against Staff

Should a child or young person accuse a member of staff, including senior managers, the board of trustees, paid staff, whether permanent, agency, freelance, student or otherwise, volunteers and anyone deemed to be working for and on behalf of YOUNG IDENTITY of abuse or any other kind of threatening or harmful behaviour then it is imperative that you report this immediately to your named Designated Safeguarding Officer Shirley May or Rosie Stuart who will then take the next appropriate action. (See 3.2)

3.4. Allegations of Abuse Against Another Child

In the event that a complaint is made against another child or young person then you should report this to your Designated Safeguarding Officer Shirley May or Rosie Stuart who will decide whether this is a child protection issue or constitutes bullying and will then decide the next action to be taken. (See 3.2)

4. Reporting Process





5. Whistleblowing Policy

- 5.1. Should you have concerns about a colleague, or somebody associated with the activities of YOUNG IDENTITY with regard to the safeguarding of children, young people and/or vulnerable adults then this should be reported as soon as possible to the Designated Safeguarding Officers Shirley May and Rosie Stuart.
- 5.2. If these staff members are not available or if the concern is about these staff members then staff should contact the Manchester Contact Centre on 0161 234 5001.
- 5.3. Any employee or volunteer raising concerns should do so with confidence and the full knowledge that they will not be victimised, discriminated against, or disadvantaged in any way as a result.

6. Preventing Radicalisation and Violent Extremism

- 6.1. YOUNG IDENTITY values the fundamental rights of freedom of speech, the individual right to expression of beliefs and ideology and the tolerance of others. These are the core values of our democratic society. We understand that all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or that advocate harm or hatred towards others will not be tolerated.
- 6.2. YOUNG IDENTITY seeks to protect its visitors, participants and staff from all forms of violent extremism, ideologies and messages.
- 6.3. YOUNG IDENTITY views all exploitation and radicalisation as a safeguarding concern and will refer concerns to the appropriate safeguarding agencies via the Designated Safeguarding Officers (Shirley May and Rosie Stuart). If the above staff need to refer concerns on, they will do so using the Channel referral form through Channel which is a multi-agency process for safeguarding vulnerable individuals from being drawn into terrorism.
- 6.4. Full definitions for Protecting Children from Radicalisation can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

7. Other Definitions

Full definitions of Statutory guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/280881/supervision_of_activity_with_children_which_is_regulated_activity_when_unsupervised.pdf

Full Definitions of Abuse as it relates to children and vulnerable adults can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/934858/SD8-Office_of-the-Public-Guardian-safeguarding-policy.pdf

8. Other Legal Framework

8.1. Legal Framework and Guidance Children, Young People and Vulnerable Adults

This policy has been developed based on the law and guidance in place to protect children. This includes

- Children Act 1989
- United Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice: 0-25 year Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children; HM Government 2015

9. In The Event of Any Concerns

You MUST always refer any concern in confidence to a WORDSMITH AWARDS / YOUNG IDENTITY Designated Safeguarding Officer (DSO)

- a) **Shirley May - shirley.may@youngidentity.org 07944116390 / 01618617749**
- b) **Rosie Stuart - rosie.stuart@youngidentity.org 07790196367**

- 9.1. If the named officers are not contactable call the Manchester City Council Contact Service (0161 234 5001)
- 9.2. If your concern relates to a child under the age of 18 then you can also ring the NSPCC for advice if the WORDSMITH AWARDS / YOUNG IDENTITY Designated Safeguarding Officer (DSO)s are not contactable. Call 0808 800 5000 for the NSPCC.
- 9.3. If your concern relates to a young person between 18-30 then you can also ring the Hourglass helpline on 0800 8808 8141 for advice if the WORDSMITH AWARDS / YOUNG IDENTITY Designated Safeguarding Officer (DSO)s are not contactable.
- 9.4. If your concern relates to an adult at risk of harm then you can also ring The Action on Elder Abuse helpline on 0800 8808 8141 for advice if the Young Identity Designated Safeguarding Officer (DSO)s are not contactable.
- 9.5. In an emergency, call 999 and ask to speak to the Police. **You must NEVER investigate yourself.**



10. Relevant Young Identity Policies and Guidance

- Young Identity Volunteer Policy
- Young Identity Volunteer Code of Conduct
- Young Identity Social Media Policy
- Young Identity Confidentiality Policy

11. Declaration

To be signed by all WORDSMITH AWARDS / YOUNG IDENTITY Employees/Freelancers:

On behalf of WORDSMITH AWARDS / YOUNG IDENTITY I/we, the undersigned, will oversee the implementation of the Child Protection and Safeguarding Policy and take all necessary steps to ensure it is adhered to.

Full Name (PRINT):

Signed:

Date:



Concern Sheet

Safeguarding Contacts Name	Title	Safeguarding Role	Telephone	Email
Shirley May	Artistic Director	Designated Safeguarding Officer	01618617749 07944116390	shirley.may@youngidentity.org
Rosie Stuart	Trustee	Designated Safeguarding Officer	07790196367	rosie.stuart@youngidentity.org

Your Details

Name:
Department
Position
Contact telephone numbers: Work: _____ Mobile: _____
Contact Email Address
Address at work:

Child/Young Person's Details

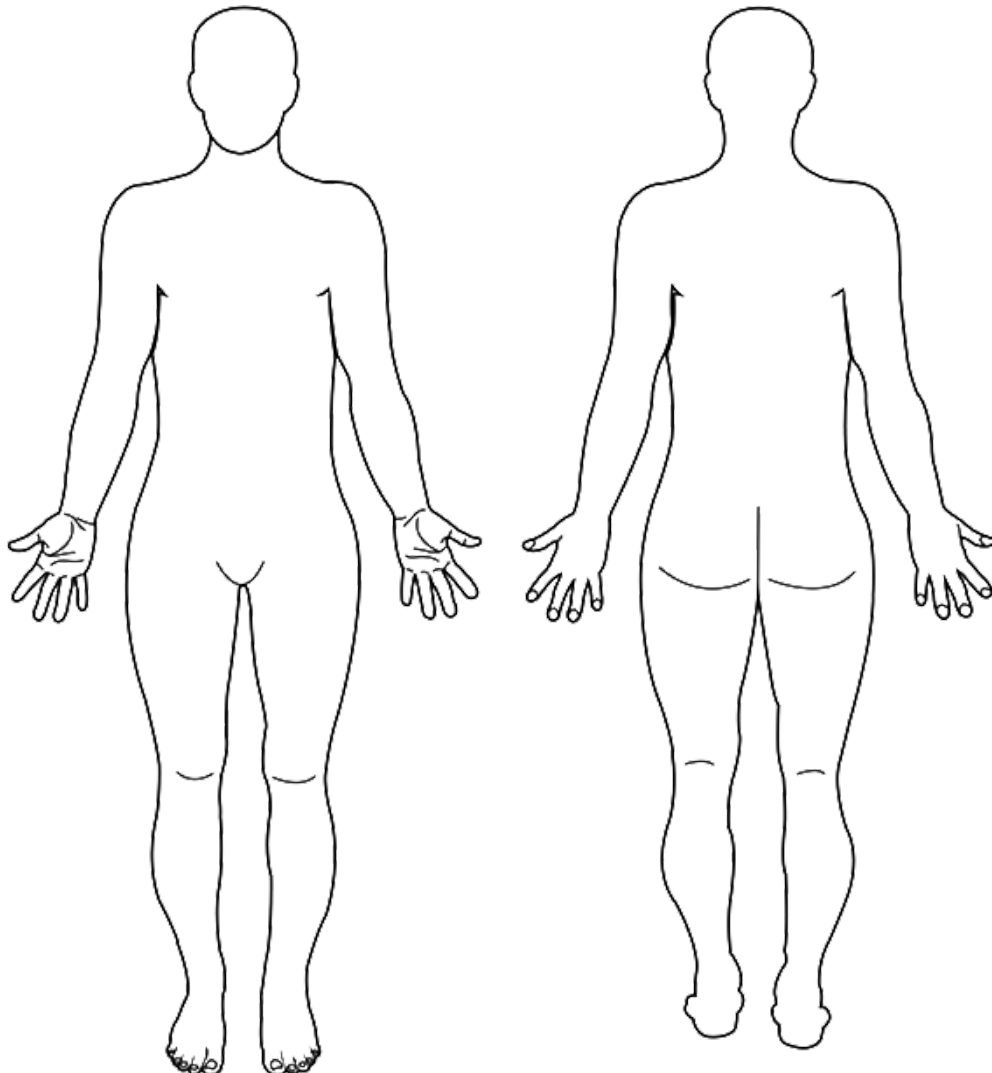
Name:
Date of Birth:
Contact Details:

Details of concern – please continue on additional sheets if required

Are you reporting your own concerns or passing on those of somebody else? (Give details)
--

Brief description of what has prompted these concerns. Include dates, times, venue etc. of any specific incidents and descriptions of any alleged or suspected abuse (emotional, sexual, physical abuse, discrimination or harassment), including descriptions of any injuries or marks which are observed. Include any relevant background that might explain the child's/young person's behaviour.

Body Chart





Your Signature:
Print your name:
Date:

For completion by the reporting person, with the Safeguarding Officer

Does the concern fall into one of the following categories?

- Neglect
- Sexual Abuse
- Physical Abuse
- Emotional Abuse

Signed (Member of staff)
Signed (Safeguarding Officer)

Has this information been passed to any other agencies? (Please give details) If not, please record reasons why

Categories of Abuse

Type of Abuse	Possible Indicators
<p>Neglect The persistent failure to meet a child’s basic physical and psychological needs, is likely to result in serious impairments of the child’s health or development. This may involve a parent or carer failing to provide food, shelter, clothing or a failure to protect from physical harm or danger or allow access to medical treatment.</p>	<p>Obvious signs of lack of care include:</p> <ul style="list-style-type: none"> ● Problems with personal hygiene ● Constant hunger ● Inadequate clothing ● Emaciation ● Lateness or non-attendance at school ● Poor relationship with peers ● Untreated medical problems ● Compulsive stealing and scavenging ● Rocking, hair twisting, thumb sucking ● Running away ● Low self-esteem
<p>Physical Abuse Actual or likely physical injury or failure to prevent physical injury or suffering to a child including hitting, shaking, throwing, burning or scalding, deliberate poisoning, suffocation or Munchausen’s syndrome by proxy (FII – fabricated or induced illness).</p>	<ul style="list-style-type: none"> ● Physical signs that do not tally with the given account of occurrence ● Conflicting or unrealistic explanations of cause ● Repeated injuries ● Delay in reporting or seeking medical advice
<p>Sexual Abuse Forcing or enticing a child 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, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.</p>	<ul style="list-style-type: none"> ● Sudden changes in behaviour ● Displays of affection which are sexual and age-inappropriate ● Tendency to cling or need constant reassurance ● Tendency to cry easily ● Regression to younger behaviour – eg thumb sucking, acting like a baby ● Unexplained gifts or money ● Depression and withdrawal ● Wetting/soiling day or night ● Fear of undressing for PE
<p>Emotional Abuse The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p>	<ul style="list-style-type: none"> ● Rejection ● Isolation ● Child being blamed for actions of adults ● Child being used as a carer for younger siblings ● Affection and basic emotional caregiving/warmth, persistently absent or withheld



Additional Resources

Online Counselling:

- Manchester University NHS Foundation Trust: www.mft.nhs.uk/rmch/services/camhs/
- Manchester Mind: www.manchestermind.org/our-services/young-people/cyp/
- 42nd Street: <https://onlinesupport.42ndstreet.org.uk/>
- Self Help: <https://www.selfhelpservices.org.uk/>

Abuse Support for Children/Young People/Vulnerable Adults:

Childline

0800 1111 childline.org.uk

Support for children and young people in the UK, including a free helpline and 1-2-1 online chats with counsellors.

Kidscape

0207 823 5430 kidscape.org.uk

Information and advice for parents, carers and young people with concerns about school bullying and abuse.

National Society for the Prevention of Cruelty to Children (NSPCC)

0800 800 5000 (for adults concerned about a child) 0800 1111 (18 or under – Childline helpline)

nspcc.org.uk

Support and information for children and anyone worried about a child.

YoungMinds

0808 802 5544 (Parents Helpline) 85258 (Crisis Messenger for young people – text the letters YM)

youngminds.org.uk

Committed to improving the mental health of babies, children and young people, including support for parents and carers.

GOV.UK Preventing Neglect, Abuse and Exploitation:

- [Working together to safeguard children](#)
- [The right to choose: multi-agency statutory guidance](#)
- [Child abuse concerns: a guide for practitioners](#)
- [Child sexual exploitation: definition and guide for practitioners](#)
- [Childhood neglect: training resources](#)
- [Child abuse linked to faith or belief: national action plan](#)

GOV.UK Keeping Children Safe in Education and Other Settings:

- [Keeping children safe in education](#)
- [Supervision of activity with children](#)
- [Protecting children from radicalisation: the prevent duty](#)
- [Secure children's homes: how to place a child aged under 13](#)
- [Children missing education](#)
- [Drugs: advice for schools](#)
- [Sexual violence and sexual harassment between children in schools and college](#)



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