Safeguarding Policy

Procedures and Guidance

(Children, Young People and Adults at Risk)

Effective Date: March 2026

Trustee Review Date: Maay 2027

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1. Policy Statement

Lancashire Youth Challenge fundamentally believes that everyone - regardless of age, culture, disability, gender, language, ethnic origin, religious belief and/or sexual orientation, and social economic status - has, always and in all situations, a right to feel safe and protected from any situation or practice which results in that child, young person or adult at risk being physically, emotionally, or psychologically harmed.

It is the duty of all Lancashire Youth Challenge staff, freelancers, and volunteers to prevent the physical or emotional abuse of children, young people, and adults at risk with whom they come into contact.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Lancashire Youth Challenge will meet their commitment to safeguard children, young people, and adults at risk through the following means:

- Awareness: Ensuring that all staff, freelancers, and volunteers are aware of the problem of abuse and risks to the people that we work with.
- Prevention: Ensuring, through awareness and good practice, that staff and others minimise the risk to the people that we work with.
- Reporting: Ensuring that staff and volunteers are clear what steps to take where concerns arise regarding the safety of the people that we work with.
- Responding: Ensuring that action is taken to support and protect children, young people, and adults at risk where concerns arise regarding possible abuse.

To contribute to an environment of prevention of abuse rather than just protection, all staff/freelancers will aim:

- to tackle any form of discrimination, such as racism, sexism, homophobia, ageism, transphobia, Islamophobia, and discrimination against disabled people.
- to eliminate any culture of bullying: by other children, young people, and adults at risk; and by adult members of staff/freelancers.
- to recognise the importance of working with each other, the public, adults at risk, children and young people and their families co-operatively, in partnership and with respect.
- for Lancashire Youth Challenge staff and freelancers to be positive role-models – the values and attitudes of staff can help to promote the prevention of abuse with children, young people and adults at risk, colleagues, and others that we work with.

In relation to protecting Adults at Risk we will also abide by the following principles:

- Empowerment - people are supported and encouraged to make their own decisions. Informed consent
- Proportionality -The least intrusive response appropriate to the risk presented
- Protection - Support and representation for those in greatest need
- Partnership - Local solutions through services working with their communities
- Accountability - Accountability and transparency

In order that the above standards of reporting and responding are met, Lancashire Youth Challenge will ensure that they:

- Take seriously any concerns raised.
- Take positive steps to ensure the safeguarding of anyone who is the subject of any concerns.
- Support children, young people, adults at risk, staff or other people who raise concerns or who are the subject of concern.
- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation.

- Listen to and take seriously the views and wishes of the children, young people, and adults at risk that we are working with.
- Work in partnership with parents/carers and/or other professionals to ensure the safeguarding of children, young people, and adults at risk

Staff and freelancers for Lancashire Youth Challenge work with children, young people, and adults at risk in a variety of settings. These include creative workshops, 1-1 personal development meetings, attendance at events and trips, team building residentials and our annual large challenge.

This policy and procedures are designed to keep children, young people, and adults at risk, safe in all the work we do and works in line with our other company policies including social media and equal opportunities.

2. Designated Person

Lancashire Youth Challenge have a designated person is responsible for safeguarding issues. This designated person is the Chief Executive Officer, who will attend regular training to ensure that his/her safeguarding knowledge remains up to date. The role of the designated person is to:

- Ensure that the company's Child, Young Person and Adults at Risk Safeguarding Procedures are followed.
- Ensure all staff and volunteers are aware of these procedures.
- Ensure all staff know to whom they must pass on their concerns.
- Act as a source of expertise, support, and advice within the charity.
- Liaise with organisations with whom Lancashire Youth Challenge is working in partnership.
- Develop effective working relationships with other agencies.
- Make appropriate referrals where abuse is suspected or disclosed.
- Keep up-to date with legislation and interpretation of safeguarding issues.

3. Recruitment of staff & Volunteers and work with contractors, suppliers, and partners

Determined abusers have often managed to gain access to children, young people and adults at risk. Lancashire Youth Challenge Safeguarding policy and procedures are an important first step to stop this happening.

All Lancashire Youth Challenge volunteers, freelancers, and staff, including temporary personnel will be subject to a careful and rigorous selection and vetting process that includes all the following components:

- An enhanced disclosure from the Disclosure & Barring Service (DBS) and sign up to the DBS update service removing the need for regular re-applications, unless they are not working directly with young people. If unable to sign up to online DBS update service, Lancashire Youth Challenge will ensure all staff and volunteers re-apply for enhanced DBS disclosure every three years or sooner if the individual changes roles within the organisation
- In the case of short-term freelance contracts, which might end before the DBS certificate is received, or whilst waiting for completion of the DBS process, or when working with international artists the individual will work with a DBS-checked member of staff and will not be left unsupervised with children, young people, or adults at risk until their DBS certificate comes through.
- References will be taken up using a standard reference form that asks specific questions about the individual's suitability to work with children, young people, and adults at risk.
- New staff, freelancers and volunteers will be interviewed, by at least two people.
- Interviewers will seek to identify reasons for gaps in employment or inconsistencies.

Working with contractors, suppliers, and partners

- It is important to us that suppliers, contractors and any other individual or organisation working on behalf of LYC or in partnership are aware of and agree to comply with our Safeguarding Policy and procedures while that work is undertaken.

4. Training and Induction

All staff/freelancers working with young people for Lancashire Youth Challenge will be given a copy of the Safeguarding policy and procedures.

The Designated Person will discuss the Policy and Handouts (Appendix 1) with all new staff, volunteers, and freelancers.

All new staff, freelancers, and volunteers will be asked to sign a contract confirming that they have read and understood the policy and procedures.

All core staff and regular freelancers will access external certified Level 1 & 2 Safeguarding Children Training delivered by reputable and respected providers such as Lancashire Safeguarding Children Board within one month of their start date and will have refresher training every 24 months.

All core staff and regular freelancers will access external certified Safeguarding Adults Training delivered by reputable and respected providers such as Active Lancashire within one month of their start date and will have refresher training every 24 months

All freelance staff will receive internal Children and Adult Safeguarding Training on an annual basis delivered by Lancashire Youth Challenge Designated Person.

5. Safeguarding Children and Young People

5.1 Definitions

A young person is anyone under 18

A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

5.2 Types of abuse

The following definitions of abuse have been taken from the multi-agency code of practice 'Working together to Safeguard Children' and from guidance available from the NSPCC.

- **Physical Abuse** - actual or physical injury to a child or young person, which may involve hitting, shaking, throwing, poisoning, burning, or scalding, suffocating, drowning, or otherwise causing physical harm. It may also be caused when a parent or carer deliberately causes ill health to a child or young person whom they are looking after. (This situation is now referred to as 'induced or fabricated' illness.)
- **Emotional Abuse** – the persistent emotional ill-treatment of a child or young person such as to cause severe and persistent adverse effects on that person's emotional development. It may involve conveying to children and young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing a child or young person to feel often frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of ill treatment of a child or young person, though it may occur alone.
- **Sexual Abuse** - forcing or inciting a child or young person to take part in sexual activities, whether the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative or nonpenetrative acts. They may include non-contact activities, such as involving children, or

young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

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

Other specific areas of abuse can include:

- Radicalisation
- Sexual Exploitation
- Female genital mutilation

5.3 When to be concerned: Recognising Signs of Abuse

It is not always easy to spot when children and young people have been abused. However, some of the more typical symptoms which should trigger suspicions would include:

Physical Abuse

- Unexplained or untreated injuries
- Injuries on unlikely or unusual parts of the body.
- Cigarette burns, bites or belt marks, scalds.
- Fear of parents or caregivers being contacted, going home, or receiving medical attention.
- Flinching when touched, refusal to discuss injury.
- Covering arms or legs.
- Aggressive or withdrawn.
- Fear of one person.

Emotional Abuse

- Over-reaction to mistakes.
- Sudden speech disorders.
- Extremes of emotions.
- Self-mutilation.
- Lack of/ change in appetite.
- Poor personal hygiene.

Sexual Abuse

- Pain, itching, bruising, or bleeding to genital areas.
- Stomach pains.
- Discomfort when walking.
- Unexplained source of money/ belongings.
- Inappropriate sexual drawings/language/behaviour.
- Unexplained change in clothing/ dress

Abuse by Neglect

- Constantly hungry.
- Inappropriate clothing or dress.
- Constantly tired, lonely, no friends.
- Underweight.
- Poor personal hygiene.

- No parental support or interest.
- Dishevelled appearance.

Radicalisation can be difficult to spot. Signs that may indicate a child or young person is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use

Children and young people who are at risk of radicalisation may have low self- esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

However, these signs don't necessarily mean a child or young person is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong. If you notice any change in a child or young person's behaviour and you're worried, you can call:

NSPCC helpline on 0808 800 5000 or

Children's Safeguarding Assurance Partnership - Concerns about a child should be reported on 0300 123 6720 or out of hours 0300 123 6722 (5pm - 8am)

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour.

Children and young people who are being sexually exploited may:

- Go missing from home, education, work, or care
- Be involved in abusive relationships, intimidated and fearful or certain people or situations
- Hang out with older groups or young people, or antisocial groups, or with other vulnerable peers
- Associate with other children, young people or vulnerable adults involved in sexual exploitation
- Get involved in gangs, gang fights and gang culture
- Have older partners
- Spend time at locations of concern, such as hotels, brothels etc
- Be unaware of their location, as they have been moved from their home
- Become involved in petty crime
- Have unexplained injuries
- Have a changed personal appearance, such as weight loss
- They may also show signs of grooming such as having unexplained money and goods

Female Genital Mutilation - a girl at imminent risk of FGM might not know what is going to happen but may talk about, or you may become aware of the following:

- A long holiday abroad, or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special ceremony or occasion to celebration to 'become a woman' or prepare for marriage
- A female relative being cut

5.4 Children and Young People Protection Procedures:

All staff are issued with a copy of Lancashire Youth Challenge Safeguarding Policy, in addition to this a handout has been produced for reference when dealing with a disclosure (see below).

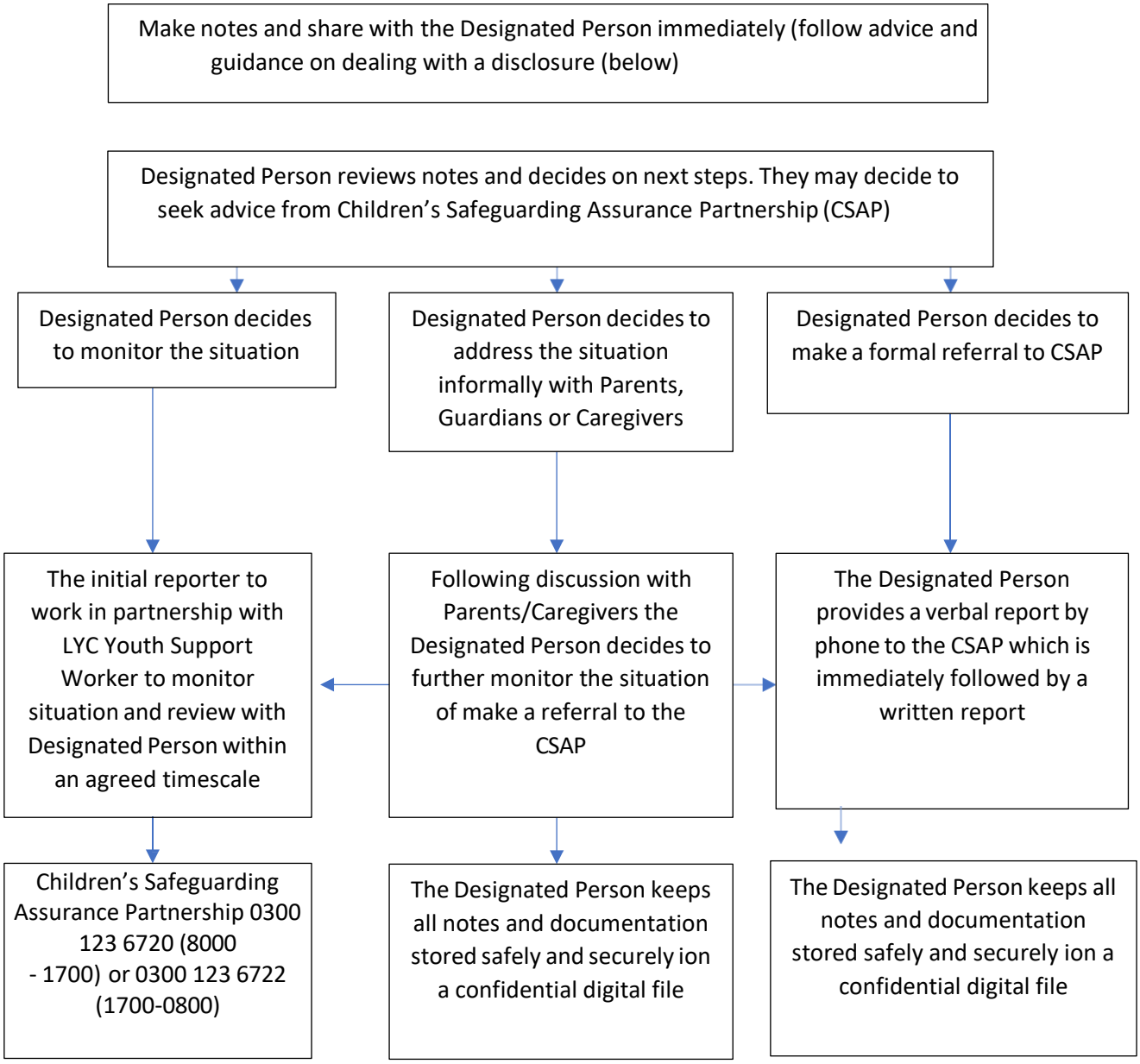
Where it is believed that a child or young person is suffering from, or is at risk of significant harm, we will follow the steps in the flow chart below:

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS

In an emergency in which a child or young person seems to be at imminent risk or has suffered serious harm which you judge to require urgent medical attention, contact the police and/or ambulance service as appropriate by dialing 999.

Inform the Designated Person immediately: Guy Christiansen, Chief Executive (07727122425) or deputy DSL: Rachel Parsons, Operations Manager, (rachel.parsons@lancashireyouthchallenge.co.uk)

If the Designated Person is unavailable: Mark Limmer, Chair of Trustees; (chair@lancashireyouthchallenge.co.uk)



5.5 Dealing with a disclosure

If a child or young person discloses that they have been abused, the member of staff should:

- **Listen** carefully to what the child or young person says without displaying shock or disbelief.
- **Accept** what is being said.
- **Allow** the child or young person to talk freely.
- **Reassure** the child or young person but do not make promises which it may not be possible to keep.
- **Do not** promise confidentiality - it may well be necessary to inform Social Services.
- **Reassure** the child or young person that it is not his or her fault.
- **Stress** that it is right to tell.
- **Listen**, do not ask direct or leading questions.
- **Do not** criticise the perpetrator - the child or young person may well still love him or her.
- **Explain** what you must do next.
- **Thank** them for confiding in you.

5.6 Record Keeping

When abuse is disclosed or suspected the member of staff should:

- Make brief notes as soon as possible giving quotes if they can be recalled.
- Dates and times should be recorded.
- Notes should be factual and precise.
- These notes must not be destroyed, even if a more detailed report is later written. They may be needed in court.
- Draw a diagram to indicate any marks or injuries observed.
- All Child, Young Person and Adult at Risk Safeguarding files are marked 'Strictly Confidential" and are kept separate from other company records.
- If a child, young person, or vulnerable adult making a disclosure wants to see the report from the disclosure, this must be made accessible to them.
- Lancashire Youth Challenge will keep Safeguarding files for seven years or as long as they are a part of our programme (whichever is longer), after which time records will be shredded or deleted from Lancashire Youth Challenge digital archives.

5.7 Support

Dealing with safeguarding is always difficult and stressful. Members of staff should consider seeking support for themselves, initially from the Designated Person.

5.8. Allegations involving a member of staff

When an allegation is made against a member of staff, freelancer, or volunteer, inform the Designated Person immediately and disciplinary procedures will be instigated.

Should the allegation directly involve the Designated Person, the Chair of Trustees must be informed who will lead the investigation.

5.9 Accidents or Misunderstandings

If any of the following occurs, staff, freelancers and volunteers should report immediately to the Designated Person and record the incident. The parents/guardians of the child/young person must also be informed.

- You accidentally hurt a child or young person
- A child or young person seems distressed in any manner
- A child or young person appears to be sexually aroused by your actions
- A child or young person misunderstands or misinterprets something you have done

5.10 Discipline and dealing with challenging behaviour

The use of discipline with children and young people should, as far as possible, be in the form of positive reinforcement. Rules about discipline and sanctions should be agreed by the Youth Support Worker and young people as a condition of becoming involved in accessing any residential event and the annual challenge.

Sanctions should be implemented consistently, fairly, and firmly and not used as threats, and young should be helped to understand why they are being imposed. When a sanction has been imposed, it is important that a young person is able to feel that they are still valued.

6. Safeguarding Adults at Risk

6.1 Definitions

Adult at Risk is a person aged 18 or over who needs care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

"Adult safeguarding" is the process of protecting adults with 'care and support needs' from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities. (Care Act 2014).

The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible.
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- safeguard adults in a way that supports them in making choices and having control about how they want to live.
- promote an approach that concentrates on improving life for the adults concerned.
- raise public awareness so that communities, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect.
- provide information and support in accessible ways to help people understand the
- different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and address what has caused the abuse or neglect

6.2 Types of Abuse and Neglect (Definitions from the Care Act 2014)

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

Self-neglect – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
Modern Slavery – encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment. In an activity/session you may notice that a participant has been missing from sessions and is not responding to reminders from youth support workers.

Domestic Abuse – including psychological, physical, sexual, financial, and emotional abuse. It also includes so called 'honour' based violence.
Discriminatory – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender, or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a participant because they are or are perceived to be transgender
Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation. This could be completing a project, event, or training session without appropriate breaks
Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions. This could be a workshop facilitator intentionally striking a participant.
Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

6.3 Not included in the Care Act 2014 but also relevant:

Cyber Bullying - occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating, or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.
Forced Marriage - is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.
Mate Crime - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been several Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.
Radicalisation - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.
Female Genital Mutilation (FGM) - is a procedure where the female genitals are deliberately cut, injured, or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.

A young woman at imminent risk of FGM might not know what is going to happen but may talk about, or you may become aware of the following:

- A long holiday abroad, or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special ceremony or occasion to celebration to 'become a woman' or prepare for marriage
- A female relative being cut

6.4 Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Staff and volunteers may suspect that an adult is being abused or neglected outside of the Lancashire Youth Challenge environment. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.

6.5 What to do if you have a concern or someone raises concerns with you.

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Designated Person.

If the Designated Person is not available, then inform the Project Coordinator who will then inform the Chair of Trustees.

If you are concerned someone is in immediate danger, contact the police straight away.

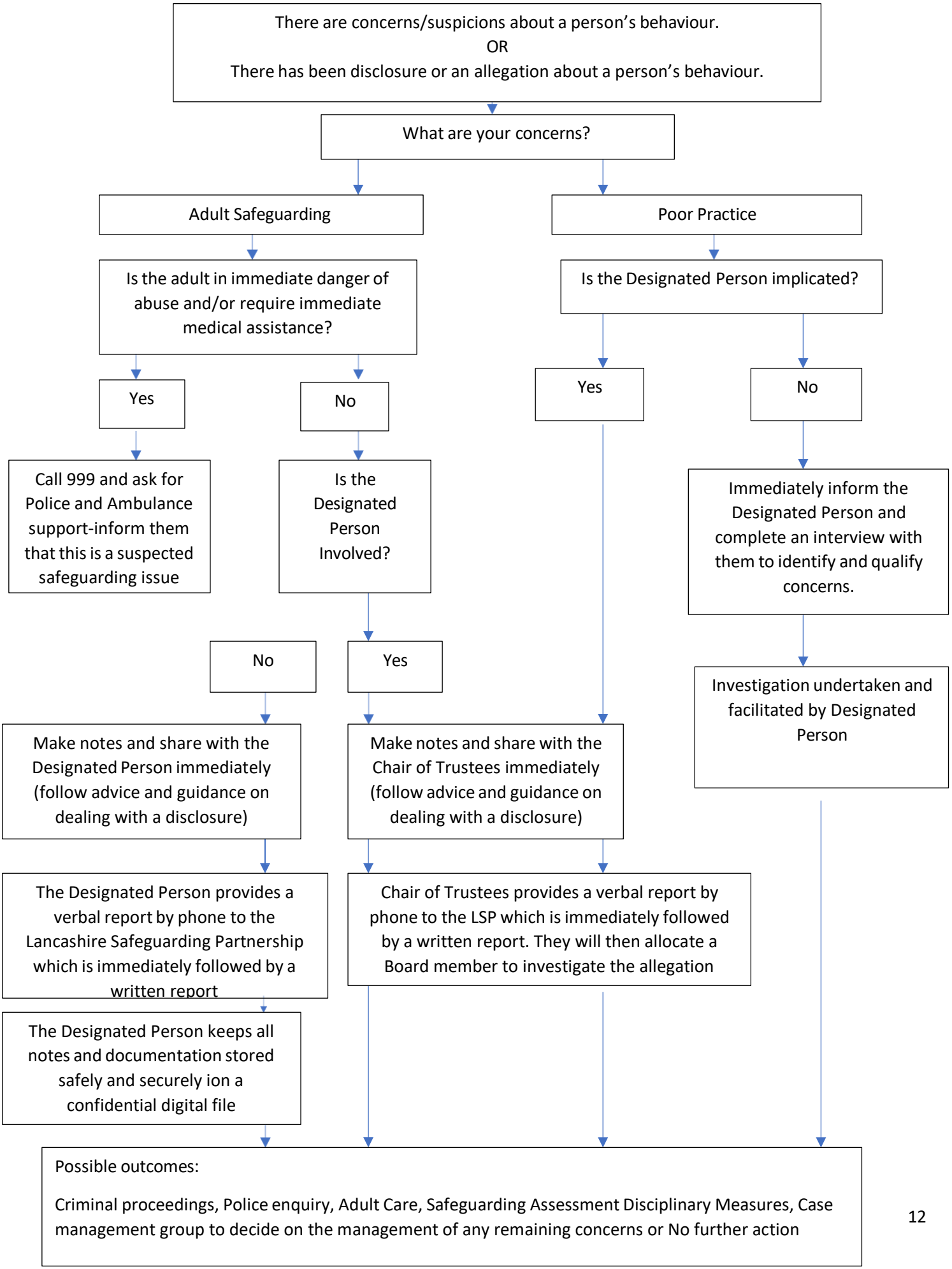
6.7 How to Record a Disclosure

Make a note of what the person has said using his or her own words as soon as practicable. Share your notes with the Designated Person at the earliest opportunity

If it does not increase the risk to the individual, you should explain to them:

- That it is your duty to share your concern with the Designated Person
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation, and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be always confidential, this information must only be shared with the Designated Person and others on a need-to-know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the police immediately.

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS



7. Rise to the Challenge (Expeditions & Residentials)

Our *Rise to the Challenge* programme involves young people and adults at risk staying overnight at residential centres and hostels.

To ensure children, young people and adults at risk are kept safe throughout their time away from their home, the following practices must be followed:

- Robust Risk Assessments to be produced for residential venues and for all activities involving young people and adults at risk
- All residential staff and freelance outdoor education practitioners to be in receipt of an enhanced DBS disclosure and to have read and agreed to abide by the Lancashire Youth Challenge Safeguarding Policy

Bedroom spaces to be allocated as follows:

- Male staff and volunteers (18+)
- Female staff and volunteers (18+)
- Females (14-15 years)
- Females (16-17 years)
- Females (18+ years)
- Males (14-15 years)
- Males (16-17 years)
- Males (18+ years)

If we are staying in a bunkhouse, or hostel that does not have enough rooms available to accommodate the room allocation set out above, we will ensure that, at a minimum, the following allocations are met: males aged 14–17 will be accommodated in one room and females aged 14–17 in another room; male participants aged 18–21 will be accommodated in one room and female participants aged 18–21 in a separate room.

- Lancashire Youth Challenge staff to ensure they always have access to participants and staff emergency contacts details and medical information
- Lancashire Youth Challenge staff team to operate a night watch shift system to ensure that at least one staff member is on call throughout the night to aid and support a young person, child or adult at risk if required.
- If a young person, child, or adult at risk requires support in the evening due to medical need or for emotional support, then a second members of staff/volunteer is to be woken and asked to attend to the young person's needs

8. Code of Behaviour

Lancashire Youth Challenge's Code of Behaviour applies to all staff, freelancers, volunteers, and adults involved in activities with children, young people, and adults at risk.

You should never:

- Engage in rough, physical, or sexually provocative games such as horseplay.
- Share a room with a participant or invite or allow children, young people, or adults at risk to stay with you at your home.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to children, young people, or adults at risk
- Give, lend, or borrow money or property. If you do give or lend money to a child, young person, or adult (for example to ensure they have something to eat) you must notify the Designated Person immediately, and

preferably obtain a receipt of some sort and claim the money back from Lancashire Youth Challenge.

- Share their personal mobile phone number with a young person, child, or adult at risk
- Accept friend requests to their personal accounts, pages, or profiles on any social media platform from a young person. Any contact/messaging with a young person, child or vulnerable adult via a social media platform should always be through an official Lancashire Youth Challenge account and another member of staff copied in.
- Allow a child, young person, or adult at risk to use Lancashire Youth Challenge IT equipment inappropriately. They must make the child, young person or vulnerable adult aware of our IT Policy and guidelines and, if they become aware of young people acting inappropriately, they will address the situation and inform the Designated Person immediately.
- Store photographs or films from activities on your phone long-term. If you use your own camera or phone to take photographs during a session, they must be downloaded/ saved onto a Lancashire Youth Challenge computer and then deleted from your personal camera/phone. Preferably all photographs to be taken using the company DSLR camera and or Lancashire Youth Challenge Participation phone
- Allow allegations made by a child, young person, or adult at risk to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children, young people, or adults at risk that they can do for themselves. It may be necessary for staff, freelancers and volunteers to do things of a personal nature for a child, young person or adult at risk (e.g. dressing and undressing, lifting), particularly if they are young or disabled. These tasks must only be carried out with full parental consent. Be responsive to the child, young person or adult's reactions. If they are fully dependent on you, talk about what you are doing and give choices where possible. Avoid taking on tasks that you are not appropriately trained to complete.

Be an excellent role model:

This includes not smoking, drinking alcohol, taking illegal drugs or using inappropriate language in the company of children, young people or vulnerable adults. Respect all children, young people and adults verbally, physically and emotionally.

9. Reviewing the Policy

The CEO/DSL will:

- Monitor and analyze reported incidents.
- Remain aware of changing legislation
- Review trends and report findings to the board of trustees.
- Evaluate policy effectiveness and make necessary updates.

The board of Trustees will review the Policy every twelve months and update accordingly.
Feedback and suggestions for the policy review can be submitted to the CEO or the Board of Trustees at any time for consideration.
Signed by the Chief Executive Office and Chair of Trustees:

APPENDIX 1 Safeguarding Children, Young People and Adults at Risk Handout for Freelancers and Volunteers

Lancashire Youth Challenge staff, freelancers and volunteers must adhere to the following when working with Children, Young People and Adults at Risk

- There will always be two members of staff working with children, young people and adults at risk.
- Wherever possible all staff/ freelancers and volunteers should avoid working alone with one or more child, young person, or adult at risk. If unavoidable, work should take place in an environment where other persons are present and within ear shot or sightlines
- Should the group need to divide into smaller groups and work in different rooms, a single member of staff must work with more than one child, young person or adult at risk in a room.
- Physical contact between staff and children, young people and adults at risk should only be used in a safe, consensual, and appropriate manner and with their consent. The purpose of this contact should be made clear.
- Balanced relationships should be built based on mutual trust which empowers children, young people and adults to share in the decision-making process.
- Staff should not enter into inappropriate relationships with children, young people or adults at risk.
- Always put the welfare of each child, young person and adult at risk first, before projects or achieving goals.
- Staff, freelancers, or volunteers should not take lone children, young people, or adults at risk home in their car. If they have no way of getting home after a workshop, staff should put them in a taxi rather than use their own vehicle.
- Recognise that special caution is required when discussing sensitive issues with children and adults at risk.
- Provide enthusiastic and constructive feedback rather than negative criticism.

You should never:

- Engage in rough, physical, or sexually provocative games such as horseplay.
- Share a room with a child or invite or allow children to stay with you at your home.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to children, young people or adults at risk
- Give, lend or borrow money or property.
- Share their personal mobile phone number with a young person, child or adult at risk.
- Accept friend requests to their personal accounts, pages or profiles on any social media platform from a young person, child or adult at risk.
- Allow a child, young person or adult at risk to use Lancashire Youth Challenge IT equipment inappropriately.
- Store photographs or films from activities on your phone long-term. If you use your own camera or phone to take photographs during a session, they must be downloaded/ saved onto a Lancashire Youth Challenge computer and then deleted from your personal camera/phone.
- Allow allegations made by a child, young person or adult at risk to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children, young people or adults at risk that they can do for themselves and avoid taking on tasks that you are not appropriately trained for.
- Take a chance when common sense, policy or practice suggests another more prudent approach

Be an excellent role model:

This includes not smoking, drinking alcohol, taking illegal drugs or swearing in the company of children, young people or adults at risk. Respect all children, young people and adults at risk verbally, physically and emotionally.

What should you do if a child, young person, or adult at risk makes a disclosure?

If a child, young person, or adult at risk discloses that they have been abused, the member of staff should:

- **Listen** carefully to what they say without displaying shock or disbelief.
- **Accept** what is being said.
- **Allow** the child, young person, or adult at risk to talk freely.
- **Reassure** them but do not make promises which it may not be possible to keep.
- **Do not** promise confidentiality - it may well be necessary to inform Social Services.
- **Reassure** the person that it is not his or her fault.
- **Stress** that it is right to tell.
- **Listen**, do not ask direct or leading questions.
- **Do not** criticise the perpetrator - the child, young person or adults at risk may well still love him or her.
- **Explain** what you must do next.
- **Thank** them for confiding in you.

Record Keeping

When abuse is disclosed or suspected the member of staff should:

- Make brief notes as soon as possible giving quotes if they can be recalled.
- Dates and times should be recorded.
- Notes should be factual and precise.
- These notes must not be destroyed, even if a more detailed report is later written. They may be needed in court.
- Draw a diagram to indicate any marks or injuries observed.
- All Child, Young Person and Adult at Risk Safeguarding files are marked 'Strictly Confidential" and are kept separate from other company records.
- If a child, young person, or adult at risk making a disclosure wants to see the report from the disclosure, this must be made accessible to them.
- Lancashire Youth Challenge will keep Safeguarding files for seven years or as long as they are a part of our programme (whichever is longer), after which time records will be shredded or deleted from Lancashire Youth Challenge digital archives.

If in doubt about anything, contact the Lancashire Youth Challenge Designated Person (Guy Christiansen, Chief Executive Officer - 01524 956046 or guy.christiansen@lancashireyouthchallenge.co.uk)

APPENDIX 2 Safeguarding Children, Young People and Adults at Risk - IT Handout

Members of Lancashire Youth Challenge can use the computers in our offices for personal use, e.g. making job applications, applying for courses or researching projects

The guidelines for this use are:

- Always use a 'participant' login to access the computers. Lancashire Youth Challenge staff can assist you with logging in and providing the relevant password.
- Always check with a member of staff first if you intend to use the internet
- Never use the internet in an unacceptable way (see below)
- Always log out of any personal accounts when you have finished using them
- Do not download large files

- If emailing an external organisation on behalf of Lancashire Youth Challenge, ensure you copy a staff member into all emails – e.g. emailing community members to attend events

Unacceptable use of the internet includes the following

- visiting internet sites that contain illegal material
- hacking into unauthorized areas
- using the computer to carry out any form of fraud or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license
- publishing defamatory and/or knowingly false material about Lancashire Youth Challenge on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Lancashire Youth Challenge in a personal online posting
- using Lancashire Youth Challenge communications systems to set up personal businesses or send chain letters
- distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment
- accessing copyrighted information in a way that violates the copyright
- broadcasting unsolicited personal views on social, political, religious or other nonbusiness-related matters
- transmitting unsolicited commercial or advertising material
- introducing any form of computer virus or malware into Lancashire Youth Challenge network

If in doubt about anything, contact the Lancashire Youth Challenge Designated Person (Guy Christiansen, Chief Executive Officer - 01524 956046 or guy.christiansen@lancashireyouthchallenge.co.uk)