



Prince's Trust

The Prince's Trust

Safeguarding Children and Young People

Owner: Safeguarding team

1. POLICY STATEMENT

The Prince's Trust ("The Trust") believes that all Children and Young People have the right to protection from harm, abuse and exploitation. This document sets out The Trust's commitment to protecting Children and Young People participating in Trust programmes and activities online and face to face, and what it does to meet that commitment.

This policy applies to all Prince's Trust employees, volunteers and any representatives of The Prince's Trust including contractors and those on secondments to The Trust.

Prince's Trust Delivery Partners will have their own safeguarding policies and processes, but due diligence checks will be undertaken to ensure that these meet the standard required by The Prince's Trust. In the event that a Delivery Partner does not have a Safeguarding Policy, this policy will be shared with them along with a template to create their own safeguarding policy.

This Safeguarding Policy will be shared with all new starters to The Trust as part of the onboarding process along with "Start Safe", The Trust's Code of Behaviour which provides clear guidance on the behaviour expected of all staff, volunteer and other representatives in any face to face and online activities with Children and Young People.

Responsibility for this Safeguarding Policy rests with The Prince's Trust Council.

2. BACKGROUND

The Prince's Trust works across the UK with Children and Young People aged 11-30. It does this through direct delivery of programmes and activities, or through its network of delivery partners that sit across a range of sectors including education, statutory services and businesses.

A number of Children and Young People The Trust works with are vulnerable, and may be experiencing complex and significant challenges in their lives including poor mental health. Some Young People may also meet the criteria for being an "Adult at Risk" before and/or during their time with The Trust following a change in their needs and personal circumstances.

In addition to these challenges some Children and Young People The Trust works with have a background of criminal offending including serious crimes.

At all times The Trust will endeavour to support a Child or Young Person to participate in a Programme or Activity, however The Trust recognises that there are occasions where it does not have the resource, capability or necessary competency to safely support a Child or Young Person.

Where this is the case this will be appropriately communicated to the Child, Young Person and those involved in or responsible for their care.

3. LINKS TO OTHER POLICIES

Other internal policies that are relevant to this policy are:

<ul style="list-style-type: none"> Working with Young People Policy 	<ul style="list-style-type: none"> Joiners and Leavers Policy
<ul style="list-style-type: none"> Disciplinary Policy 	<ul style="list-style-type: none"> Whistleblowing Policy
<ul style="list-style-type: none"> Health & Safety Policy 	<ul style="list-style-type: none"> Social Media Policy
<ul style="list-style-type: none"> Data Protection Policy 	<ul style="list-style-type: none"> Volunteer Policy
<ul style="list-style-type: none"> Code of Conduct for Staff 	<ul style="list-style-type: none"> Whistleblowing Policy
<ul style="list-style-type: none"> Social Media Policy 	

4. KEY DEFINITIONS

The following definitions are used by The Trust in any documents relating to Children and Young People:

Child, Children	Means any person who has not yet reached their eighteenth birthday. Children have specific rights that are protected in legislation.
Young Person Young People	A collective term used by The Trust to describe its beneficiary group of Children and Young People. To ensure clarity, this Safeguarding Policy will use the term Children and Young People throughout. Young People will refer to any beneficiary aged 18 and over, up to the age of 30. Some Young People The Trust works with are also “Adults at Risk”. The term Young People is inclusive of this cohort.
Adult at Risk	Adult at Risk is a legal definition. It describes any person over the age of eighteen who: <ul style="list-style-type: none"> Has needs for care and support (whether or not their local authority is meeting any of those needs) and; Is experiencing, or is at risk of abuse, or neglect (including self-neglect); and; As a result of those care and support needs is unable to protect themselves from either the risk, or the experience of abuse or neglect.
Vulnerable	The term “vulnerable” describes a spectrum of issues, complexities and risks being faced by a Child or Young Person at any given time.

Programme or Activity	Means any event organised or delivered by The Trust or The Trust’s Delivery Partners to or for Children and/or Young People. Programmes and Activities can be face to face or online, in a group or as a 1 -2-1 session such as mentoring.
Safeguarding	Means the steps taken by The Trust to protect and promote the welfare of Children and Young People.
Abuse	Abuse is any action taken by another person that causes harm or distress. There are many types of abuse, and a Child or Young Person can experience more than one type of abuse at the same time. More detailed information about the different types of abuse, including harm and exploitation, can be found in the Safeguarding Resources hub.

5. KEY LEGISLATION, REGULATION AND GUIDANCE

Legislation, regulation and guidance for protecting Children, Young People and Adults at Risk is wide ranging and differs across the four nations of the UK.

The table below provides an overview but is not intended to be exhaustive. A full set of relevant legislation is held by the Safeguarding Team.

<ul style="list-style-type: none"> • The Children’s Act 1989 and 2004 	<ul style="list-style-type: none"> • The Care Act 2014
<ul style="list-style-type: none"> • The Mental Capacity Act 2005 	<ul style="list-style-type: none"> • Working Together to Safeguard Children 2018
<ul style="list-style-type: none"> • Keeping Children Safe in Education 2019 	<ul style="list-style-type: none"> • Safeguarding Vulnerable Groups Act 2006 (regulated activity)
<ul style="list-style-type: none"> • The CC’s Safeguarding and Protecting People guidance 	<ul style="list-style-type: none"> • Sexual Offences Act 2003
<ul style="list-style-type: none"> • Serious Crime Act 2015 	<ul style="list-style-type: none"> • The Counter Terrorism and Security Act 2015 (Prevent Duty)
<ul style="list-style-type: none"> • The UN Convention on the Rights of the Child 	<ul style="list-style-type: none"> • Modern Slavery Act 2015

6. KEY SAFEGUARDING PROCEDURES AND GUIDANCE This Policy is supported by the following procedures and guidance:

- Procedure for reporting Safeguarding Concerns, Incidents and Allegations
- “Start Safe” a Code of Behaviours for all members of staff, volunteers and representatives

of The Trust

- **Safeguarding Operating Procedures** which sets out how safeguarding concerns, incidents and allegations are responded to and case managed by the **Safeguarding Team**.

Information and resources to support Trust staff and volunteers can be found in the Safeguarding Resource Hub on The Loop.

7. OUR SAFEGUARDING COMMITMENT AT THE TRUST

Our safeguarding commitment to Children and Young People is built on the following principles:

- **That safeguarding is everyone's responsibility. We recognise our duty to promote and protect the safety and welfare of Children and Young People and we recognise that working in partnership with other organisations, Children and Young People and their parents and carers is essential to this**
- **That Children and Young People's safety and welfare is, and must always be, the paramount consideration**
- **That all Children and Young People have the right to be protected from abuse, exploitative or harm, regardless of their age, gender, disability, culture, language, racial origins, religious beliefs or sexual orientation**
- **That all safeguarding concerns and allegations of abuse must be taken seriously and responded to swiftly and appropriately.**

8. PUTTING OUR COMMITMENT INTO PRACTICE

8.1 ORGANISATIONAL RESPONSIBILITIES

Safeguarding Children and Young People is everyone's responsibility, and everyone has a role in ensuring that The Trust is a safe environment for Children and Young People.

To support this, The Trust will ensure that there are effective measures in place to create safe and inclusive environments for Children and Young People participating in Trust programmes and activities.

This will be achieved through:

- Safer recruitment and selection processes to assess the suitability of staff, volunteers and delivery partners to work safely with Children and Young People
- The provision of a mandatory safeguarding induction to all members of staff and volunteers and more in-depth safeguarding training for staff and volunteers with additional safeguarding responsibilities
- A clear, accessible reporting mechanism that supports all staff, volunteers, Children and Young People to safely report safeguarding concerns or allegations
- "Start Safe" a code of behaviour for all staff, volunteers and other representatives of The Trust that sets out clear guidance on the behaviour expected on any Programme and Activity with Children and Young People
- Appropriate safeguarding governance arrangements at every level of The Trust including

arrangements for evaluating and assessing any new product, service or event being designed or developed for Children and Young People.

8.2 YOUNG PERSONS COMMITTEE

Oversight of safeguarding arrangements and our commitment to safeguarding Children and Young People at The Trust, is led by the Young Persons Committee who meet quarterly with members of The Trust's Senior Leadership Team and the Head of Group Safeguarding. Safeguarding is a standing agenda item at every meeting.

Two members of the Young Persons Committee are appointed as Safeguarding Link Trustees and report into the Prince's Trust Council and the Chair of Trustees.

The Head of Group Safeguarding meets quarterly with the lead Safeguarding Link Trustee to discuss any specific concerns or issues relating to safeguarding at The Prince's Trust.

8.3 ROLE AND DEPARTMENT SPECIFIC RESPONSIBILITIES

The following departments, teams and roles have specific area of safeguarding responsibility:

- The CEO manages the Head of Group Safeguarding in matters relating to the strategic direction of safeguarding across The Trust and has leadership responsibility for The Trust's safeguarding arrangements
- The Head of Group Safeguarding is responsible for strategic development of The Trust's safeguarding arrangements and provides oversight of the Safeguarding Team's response to safeguarding concerns, incidents and allegations including leading on liaison with relevant statutory authorities
- People & Learning manages the process for recruiting safely across The Trust and monitoring and reporting on safeguarding training compliance for all members of staff
- Volunteering Development monitors and reports on safeguarding training compliance for all volunteers
- Line Managers ensure their staff and team are fully aware of the requirements of this Policy and the Start Safe code of behaviours, and provide appropriate supervision and support to their members of staff, and where relevant any Prince's Trust volunteers
- Volunteer Points of Contact ensure their volunteers are fully aware of the requirements of this Policy and the Start Safe code of behaviours and provide appropriate supervision and support to their volunteers.

8.4 YOUR RESPONSIBILITIES

To support The Trust in its commitment to create safe and inclusive environments for Children and Young People, all members of staff, volunteers and other representatives at Trust must play their role. This means:

- Supporting and following the internal procedures and processes in place at The Trust that protect Children and Young People from abuse, harm and exploitation
- Attending and participating in safeguarding training provided, including refresher training
- Acting in the best interests of Children and Young People at all times

- Reporting any concerns you may have involving a Child or Young Person, or the behaviour of a Prince's Trust member of staff or volunteer towards a Child or Young Person to the Safeguarding Team
- Ensuring your behaviour is consistent with the "Start Safe" code of behaviour in any online or face to face Programme or Activity with Children and Young People
- Seeking advice and guidance from the Safeguarding Team if in any doubt about what action to take, including sharing information about Children and Young People
- Staff and volunteers working directly with Children and Young People must communicate the main principles of this policy to Children and Young People including how to raise any concerns that they may have.

8.5 DELIVERY PARTNERS AND FUNDRAISING PARTNERS

The Trust works in partnership with a range of delivery partners and fundraising partners across the UK to deliver Trust Programmes, Activities and events.

As The Trust's commitment to creating safe and inclusive environments for Children and Young People extends to all other settings where Trust Programmes, Activities and events are run or hosted we will ensure that:

- Contractual agreements clearly set out safeguarding responsibilities and arrangements including mechanisms for reporting specific safeguarding concerns, incidents and allegations back to The Trust
- There is a process of due diligence which assesses the suitability of delivery partners to work with Children and Young People. This will include, but not be limited to, questions relating to the adequacy of their safer recruitment procedures, the level of safeguarding training provide to staff and volunteers, and their processes for reporting and escalating safeguarding concerns and allegations
- That The Trust actively communicates and cooperates with delivery partners and fundraising partners on The Trust's approach to protecting and promoting the safety and wellbeing of Children and Young People.

9. RESPONDING TO SAFEGUARDING CONCERNS, DISCLOSURES AND ALLEGATIONS

The process for reporting safeguarding concerns, disclosures and allegations is clearly set out in our safeguarding induction training and “Start Safe”, our code of behaviour.

Our response to safeguarding concerns, disclosures and allegations is led by The Trust’s Safeguarding Team working, where necessary, in conjunction with People & Learning and Volunteering Development and relevant regional and country leadership teams.

Our processes for managing the response to concerns, disclosures and allegations is set out in our Safeguarding Operating Procedures. This includes processes relating to onward referral to the relevant statutory agencies and supporting, where necessary, Children and Young People involved in this process.

Where a safeguarding concern, disclosure or allegation meets, or may meet, the threshold for reporting to the Charity Commission, the Head of Group Safeguarding will communicate this to the General Counsel and, where appropriate, the relevant regional or country Director. The General Counsel will then inform ExCo, the Safeguarding Link Trustees and Chair of Trustees.

The General Counsel’s office is responsible for submitting Serious Incident Reports to the Charity Commission.

The Trust is clear that our response extends to allegations about non-recent abuse and allegations made against individuals who no longer work or volunteer for The Trust, or who are deceased.

10. DEALING WITH BREACHES OF THIS POLICY AND THE START SAFE CODE OF BEHAVIOUR

10.1 Staff and Volunteers

Where The Trust feels it is necessary, failure by members of staff or volunteers to meet the obligations set out in this Policy and the Start Safe code of behaviour, will lead to disciplinary proceedings for members of staff or suspension from volunteering duties for volunteers. The decision to undertake this action will be informed by any recommendations or relevant information provided by the Safeguarding Team.

In some cases, breaches of this Policy and Start Safe may require a referral to the relevant statutory authorities including the police. This will be led and managed by the Safeguarding Team. Appropriate support to Children and Young People involved in any breaches of this Policy or Start Safe will also be led and managed by the Safeguarding Team.

10.2 Delivery Partners and Fundraising Partners

Where concerns are raised that a Prince’s Trust delivery partner or fundraising partner is not meeting the safeguarding requirements set out in contractual agreements, or its safeguarding practice is considered to be unsafe, it is the responsibility of the relevant Trust region or country to report this to the Safeguarding Team.

The Safeguarding Team will work with the region or country to assess the concerns and share these with the Director of Operations and the National Senior Head of Operations. The outcome of this assessment and any advice, recommendations or relevant information provided by the

Safeguarding Team will inform the decision on whether or not to continue working with a delivery partner or fundraising partner. This decision is made by the Director of Operations and is communicated to the General Counsel in the event that it meets, or may meet, the threshold for requiring a Serious Incident Report to the Charity Commission. This decision will be shared with ExCo and members of the Young Persons Committee.

Where there is a perceived or potential conflict of interest for the Director of Operations in the decision-making process, the decision will be delegated to the National Senior Head of Operations.

11. EVALUATION AND REVIEW OF THIS POLICY

We will regularly assess the implementation and effectiveness of this Policy which will be reviewed annually, or whenever there are changes in legislation, key functions or persons within The Trust, following new or revised government or statutory guidance, or after dealing with a significant safeguarding concern or allegation.

The most current version of this Policy will be always be available to view or download from The Trust's intranet. Our Safeguarding Commitment will be placed on our website.

CONTACTS

The Safeguarding Policy is owned by the Safeguarding Team. Any queries about the policy should be sent to the following email address: safeguarding@princes-trust.org.uk

Author	Jennifer Kelly – Head of Group Safeguarding
Date approved by ExCo/Council	November 2020
Next review date	This policy will be reviewed to incorporate and include specific recommendations and guidance set by the safeguarding audit in October 2020.