Safeguarding Children and Vulnerable Adults Policy

This is a policy of The Prince’s Trust. The policy applied to all Trust staff, volunteers and seconded staff.

Please note: Delivery Partners will have their own policies in place. It is the responsibility of The Trust to check that these policies meet the standards of The Prince’s Trust.

<table>
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<th>Health and Safety Team, Andrew Griffiths</th>
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Changes from previous version

- Inclusion of FGM, Honour and hate crime.
- Expansion of definitions of safeguarding concern

Who does this policy apply to?

➡ All staff, volunteers or secondees working with young people

Delivery partners please note:

Delivery partners will use their own policies but should check that these at least meet the standards of The Prince’s Trust policies.

The Policy

➡ Trust staff, volunteers and secondees must report all safeguarding concerns
➡ All safeguarding concerns raised will be responded to sensitively and quickly and managed appropriately
➡ Trust staff, volunteers and secondees will receive appropriate training and instruction on safeguarding best practice
➡ Views of young people involved will be considered when making decisions that affect them as individuals
➡ All Trust staff, volunteers and secondees working with young people will be subject to The Trust’s Recruiting Safely processes

The Trust values and will respond promptly and constructively to all information presented by children, young people, or third parties regarding the safety and welfare of children, young people and
vulnerable adults. We believe that working in partnership with children, young people, their parents, carers and other agencies is key to promoting the welfare of young people.

**Changes since previous policy**
Addition of Information including changes in legislation, law and procedures covering:

- Definitions and indicators of abuse
- Prevent Duty
- Female Genital Mutilation
- Forced Marriage
- Child Sexual Exploitation
- Safeguarding Team contact details
- Professional boundaries
- Self Harm
### Safeguarding Policy Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Definitions</td>
<td>4</td>
</tr>
<tr>
<td>Children and young people who may be particularly vulnerable</td>
<td>4</td>
</tr>
<tr>
<td>Physical abuse</td>
<td>5</td>
</tr>
<tr>
<td>Emotional Abuse</td>
<td>5</td>
</tr>
<tr>
<td>Sexual abuse</td>
<td>6</td>
</tr>
<tr>
<td>Neglect</td>
<td>6</td>
</tr>
<tr>
<td>Financial Abuse</td>
<td>7</td>
</tr>
<tr>
<td>Child Sexual Exploitation</td>
<td>7</td>
</tr>
<tr>
<td>Age of Consent</td>
<td>9</td>
</tr>
<tr>
<td>Grooming 10</td>
<td>9</td>
</tr>
<tr>
<td>E-Safety</td>
<td>10</td>
</tr>
<tr>
<td>Responding to Safeguarding Concerns</td>
<td>11</td>
</tr>
<tr>
<td>Communications during Safeguarding Incidents</td>
<td>12</td>
</tr>
<tr>
<td>Dealing with disclosures / immediate action required</td>
<td>13</td>
</tr>
<tr>
<td>Allegations between young people on programme</td>
<td>13</td>
</tr>
<tr>
<td>Mixing of age groups on Trust programmes</td>
<td>14</td>
</tr>
<tr>
<td>Allegations involving Princes Trust staff &amp; volunteers</td>
<td>14</td>
</tr>
<tr>
<td>Recording Safeguarding Incidents</td>
<td>15</td>
</tr>
<tr>
<td>Following an allegation</td>
<td>15</td>
</tr>
<tr>
<td>Self-Harm</td>
<td>16</td>
</tr>
<tr>
<td>Professional Boundaries</td>
<td>16</td>
</tr>
<tr>
<td>Prevent and Anti-Radicalisation</td>
<td>17</td>
</tr>
<tr>
<td>Female Genital Mutilation</td>
<td>18</td>
</tr>
<tr>
<td>Forced Marriage and Honour Based Violence</td>
<td>19</td>
</tr>
<tr>
<td>Working with Partner Organisation</td>
<td>20</td>
</tr>
<tr>
<td>Liaison with Other Agencies and Information Sharing</td>
<td>20</td>
</tr>
<tr>
<td>Local Safeguarding Children’s Board and Local Safeguarding Adults Boards</td>
<td>21</td>
</tr>
<tr>
<td>Safeguarding and specific child protection training</td>
<td>21</td>
</tr>
<tr>
<td>Staff Supervision</td>
<td>22</td>
</tr>
<tr>
<td>Disclosure and Barring Services, PVG, Access NI and Recruiting Safety</td>
<td>22</td>
</tr>
<tr>
<td>Contact Details of Local and National Agencies/ Referral and Advice Agencies</td>
<td>23</td>
</tr>
<tr>
<td>Additional Princes Trust Policies and Guidance</td>
<td>24</td>
</tr>
</tbody>
</table>
Why we have this policy

The Prince’s Trust recognises that all children and young people have the right to freedom from abuse and to be in an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.

Through the implementation of this and associated policies The Trust will ensure that the welfare and safety of the child/young person is paramount and that we will constantly strive to provide an environment free from abuse. We extend this safeguarding commitment to our work supporting vulnerable adults.

This policy is influenced by the following legislation and legal requirements:

- The Children’s Act 2004 and 2007
- Working Together to Safeguard Children 2015
- The Charity Commission Safeguarding Children and Young People Guidance 2013
- The Care Act 2014
- Female Genital Mutilation Act 2003 as amended by the Serious Crime Act 2015
- Anti-Social Behaviour, Crime and Policing Act 2014 (Sexual Harm Prevention Orders, Sexual Risk Orders and forced Marriage)
- Sexual Offences Act 2003
- Sexual Offences Act Scotland 2009
- The Sexual Offences (Northern Ireland) Order 2008
- The Counter Terrorism and Security Act 2015 (Prevent Duty)
- Development of Safeguarding boards and Multi Agency Working
- Prevent duty guidance for England and Wales (HM Government DfE March 2015)
- Safeguarding Board (Northern Ireland) Act 2011
- The Adult Support and Protection (Scotland) Act 2007

Responsibilities

- All staff, volunteers and secondees must follow this policy, seek guidance where required from their Line Manager and Safeguarding Advisor or the Head of Safeguarding and report any safeguarding concerns raised
- Staff working directly with young people must communicate the main principles of this policy to young people and how to raise any concerns they may have
- Line Managers will ensure their staff are fully aware of the requirements of this policy and ensure all incidents are reported to the Head of Safeguarding and recorded correctly
- The Safeguarding Advisor or Head of Safeguarding will assist in the management of all safeguarding incidents, provide the main reference for advising and co-ordinating safeguarding cases and liaise with external bodies where required. They will also ensure that Designated Safeguarding Officers continue with Safeguarding training and awareness and will ensure the Safeguarding Policy is current and fit for purpose.
- Members of the Health and Safety Team are Designated Safeguarding Officers and will deal with safeguarding reports or concerns as necessary, escalating to the Head of Safeguarding as required
- The People and Learning Department will manage the Recruiting Safely process across The Trust apart from Northern Ireland where this process is carried out locally by Programme Support.
- The Director of Operations, has leadership responsibility for the organisation’s safeguarding arrangements
Definitions

Safeguarding and promoting the welfare of children is defined for the purposes of this policy and procedure as:

- protecting children from maltreatment
- preventing impairment of children’s health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm.

In the UK, the terms child or children refers to all young people under the age of 18. At the age of 16 a Young Person is allowed to leave home, consent to lawful sexual intercourse, get married or get a full time job, however, child protection extends to the age of 18yrs. In the case of care leavers, child protection can extend to the age of 21yrs.

This policy also extends to Vulnerable Adults. A vulnerable adult (a person aged 18 or over) is someone who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation. A vulnerable adult may need or be receiving one of more of the following services:

- Health care
- Relevant personal care
- Social care work
- Assistance in relation to general household matters by reason of age, illness or disability
- Relevant assistance in the conduct of their own affairs or
- Conveying (due to age, illness or disability in prescribed circumstances)

Child protection

Child protection means protecting a child from child abuse or neglect. Where there are concerns about harm, abuse or neglect, these must be shared with the relevant agencies. The agencies will work together to identify and decide together whether the harm is, or is likely to be, significant and the appropriate course of action.

If a member of staff or a volunteer has concerns that abuse or neglect could be taking place or a disclosure is made, there is a clear reporting process within The Princes Trust to ensure appropriate decisions are made and the relevant agencies are informed. This is outlined on the chart on page 10.

Children and young people who may be particularly vulnerable

Some children and young people can be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

Special consideration and attention should be given to children who are:

- disabled or have special educational needs
- Looked After Children (i.e. those in care)
• living in a known domestic abuse situation or chaotic or dysfunctional household
• affected by known parental substance misuse or parental criminality
• asylum seekers
• living away from home
• vulnerable to being bullied, or engaging in bullying
• living in temporary accommodation
• living transient lifestyles
• living in neglectful and unsupportive home situations
• vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion
• or sexuality
• involved directly or indirectly in prostitution or child trafficking
• do not have English as a first language.

Abuse and Neglect

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting, or by failing to act to prevent, significant harm to the individual. Children and vulnerable adults may be abused in a family or in an institutional setting by those known to them or, more rarely, by a stranger. Within this context abuse can take the form of physical, sexual, psychological, financial or material abuse, neglect or acts of omission, institutional abuse and discriminatory abuse.

The following definitions show some of the ways in which abuse may be experienced by a child or vulnerable adult but are not exhaustive, as the individual circumstances of abuse will vary from person to person.

Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Possible physical and behavioural indicators can include
• unexplained bruising, marks or injuries on any part of the body
• multiple bruises - in clusters, often on the upper arm or outside of the thigh
• cigarette burns
• human bite marks
• broken bones
• scalds, with upward splash marks
• multiple burns with a clearly demarcated edge
• fear of parents being approached for an explanation
• aggressive behaviour or severe temper outbursts
• flinching when approached or touched
• reluctance to get changed, for example in hot weather
• depression
• withdrawn behaviour
• running away from home

Emotional abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve
the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse. It can also occur in response to the exploitation or corruption of children.

Possible indicators of emotional abuse can include:

- over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

**Sexual abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Possible indicators of sexual abuse can include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy
- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults, young people or children

**Neglect**

Neglect 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. Neglect may occur during pregnancy as a result of maternal substance abuse or may involve a parent or carer failing to provide
adequate food, shelter and clothing (including exclusion from home or abandonment). It can involve failing to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It can include failing to ensure adequate supervision (including the use of inadequate care-givers) or failure to respond to a child’s basic emotional needs. Neglect may also result in the child being diagnosed as suffering from ‘non-organic failure to thrive’, where they have significantly failed to reach normal weight and growth where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Possible indicators of neglect can include:

• constant hunger, sometimes stealing food from others
• constantly dirty or ‘smelly’
• loss of weight, or being constantly underweight
• inappropriate clothing for the conditions.
• complaining of being tired all the time
• not requesting medical assistance and/or failing to attend appointments
• having few friends
• mentioning being left alone or unsupervised.
• persistent stealing of items such as food

Financial Abuse

Financial abuse is when a child or vulnerable adult is exploited for financial gain. It includes theft, fraud, exploitation, misuse of property or finance. Financial abuse is a criminal act and as such must be reported to the Police. As with all types of suspected abuse, staff should follow the process outlined in the Responding to Safeguarding Concerns procedure and discuss concerns with their line manager or a member of the Safeguarding Team.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they’re in a loving, consensual relationship, they might be invited to parties and given drugs and alcohol or they could also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation but sexual exploitation can also happen to young people in gangs.

Sexual exploitation is used in gangs to:

• Exert power and control over members
• Initiate young people into the gang
• Exchange sexual activity for status or protection
• Entrap rival gang members by exploiting girls and women
• Inflict sexual assault as a weapon in conflict

Sexual exploitation of children and young people involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive something e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money etc as a result of them performing, and/or another or others performing on them sexual activities. CSE can occur through the use of technology with a child or young person being persuaded to post sexual images on the internet or mobile phone without immediate payment or gain. In all cases, those exploiting the child / young person have power over them by virtue of their age, gender, intellect, emotional state, physical strength and / or economic or other resources. Violence, coercion and intimidation are common in exploitative relationships and the child / young person has very little choice as a result of their social / economic and / or emotional vulnerability.
The above list outlining the factors that can increase the risk of a person being abused can also contribute to a young person becoming the victim of sexual exploitation. Additional influences or contributory factors can include:

- Attending school or being friends with young people who are sexually exploited
- Being unsure about their sexual orientation or not being able to disclose sexual orientation to their families
- Lacking friends from the same age group
- History of abuse, risk of forced marriage, risk of honour based violence or history of physical and emotional abuse and neglect
- Being homeless, living in residential care, or a hostel, B&B accommodation or supported accommodation
- Low self esteem or self confidence
- Living in a gang neighbourhood

The following signs and behaviours are generally seen in young people who are being exploited and they may:

- Be involved in abusive relationships, intimidated and fearful of certain people or situations
- Hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- Associate with other young people involved in sexual exploitation
- Get involved in gangs, gang fights, gang membership
- Have older boyfriends or girlfriends
- Spend time at places of concern, such as hotels or known brothels
- Not know where they are, because they have been moved around the country
- Go missing from home, care or education.
- Have physical injuries
- Be involved in drug or alcohol misuse
- Have repeat sexually transmitted infections, pregnancy and terminations
- Have received gifts from unknown sources
- Have poor mental health, self harm or have thoughts of or attempts at suicide

Any child displaying several vulnerabilities from the above lists should be considered at high risk of sexual exploitation. Any young person considered at risk must be referred to the relevant agency who will investigate to determine the risk of CSE along with preventative and protective actions as required. The Trust works with a number of Police forces / services and MASH teams throughout the UK who refer young people to Trust programmes who are known to have been previously involved in CSE. It is imperative that if there is further concerns about the young person’s behaviour or the chance of further involvement with CSE, that this is fed back to the referring agency or one of the bodies involved in a multi agency approach without delay.

Similarly, the referring agency should provide suitable and sufficient information on the young person’s referral documentation to ensure a thorough risk assessment can be completed for the young person. When the risk assessment is completed, additional factors should be considered such as having contractors on site e.g. working around any young people known to use sexualised behaviour to obtain items such as cigarettes or the mix of young people on programme or residential.

Further information on child sexual exploitation can be found at The Department for Education website at [www.education.gov.uk/tackling-child-sexual-exploitation](http://www.education.gov.uk/tackling-child-sexual-exploitation)
Age of Consent

In England and Wales the age of consent for any form of sexual activity is 16. The age of consent is the same regardless of the gender or sexual orientation of a person and whether the sexual activity is between people of the same or different gender.

It is an offence for anyone to have any sexual activity with a person under the age of 16. However, Home Office guidance would indicate that there is little intention to prosecute teenagers under the age of 16 where both mutually agree and where they are of a similar age.

The Sexual Offences Act 2003 provides specific legal protection for children aged 12 and under who cannot legally give their consent to any form of sexual activity. There is a maximum sentence of life imprisonment for rape, assault by penetration, and causing or inciting a child to engage in sexual activity.

Scotland

The age of consent to any form of sexual activity is 16 for both men and women, so that any sexual activity between an adult (in Scotland a person is considered to have full legal capacity at the age of 16) and someone under 16 is a criminal offence. The age of consent is the same regardless of gender or sexual orientation.

Sexual intercourse (vaginal, anal) and oral sex between young people aged 13–15 are also offences, even if both partners consent.

Guidance from the Scottish Government acknowledges that not every case of sexual activity in under-16s will have child protection concerns, but young people may still be in need of support in relation to their sexual development and relationships.

A range of specific offences protect children under 13, who cannot legally give their consent to any form of sexual activity. The maximum penalty could be life imprisonment for rape, sexual assault, sexual assault by penetration, or causing a young child to participate in sexual activity.

Northern Ireland

The age of consent to any form of sexual activity is 16 for both men and women. The age of consent is the same regardless of gender or sexual orientation.

The Sexual Offences (Northern Ireland) Order 2008 introduced a series of laws to protect children under 16 from abuse. However, the law is not intended to prosecute mutually agreed teenage sexual activity between two young people of a similar age, unless it involves abuse or exploitation. Specific laws protect children under 13, who cannot legally give their consent to any form of sexual activity.

The Sexual Offences (Northern Ireland) Order 2008 amended “relevant offences” for the Criminal Law Act (Northern Ireland) 1967 so there is no statutory duty under criminal law to report to the police cases of sexual activity involving children under the age of 16 where the other party is aged under 18. This exclusion does not apply to information about offences against children under 13. This should still be reported to The Trust’s Safeguarding Team through the Report a Concern process.

Grooming

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Grooming can take place either online or in the real world by either a stranger or someone the child / young person knows. Groomers can be either male or female. Many children and young people don’t realise they have been groomed or that what has happened is abuse. Grooming can involve having someone pretend to be someone they are not such as saying they are the same age online, buying gifts, giving attention, taking the young person on trips, outings or holidays.
Once groomers have established trust, they will exploit the relationship by trying to isolate the child or young person from friends and family making them dependent on them. This will progress by using any means of power or control to make the young person feel they have no choice but to do what the person wants. Groomers will use blackmail, guilt, shame or any other means to stop the child or young person telling anyone about the abuse.

Groomers no longer need to directly meet children or young people in real life to abuse them, increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity. They are often opportunists who don’t necessarily target one person, they may send something out to hundreds and wait to see who replies. However, they will often target those who may post public comments that suggest the young person has low self esteem or is vulnerable which a lot of Princes Trust young people may do. The groomer will then use information from the young person’s profile to befriend them and then build up a relationship.

If a young person discloses or you suspect that a child or young person is being groomed, you must report this to your line manager straight away and the reporting process followed. It is probable that disclosures of grooming will be reported externally and may also lead to police involvement.

**E-safety**

As outlined in the above Grooming section, Children and young people may expose themselves to danger, whether knowingly or unknowingly when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc including ‘cyber-bullying’. Young people who send naked or inappropriate photos of themselves or ‘sexting’ to other people are actually sending child images and therefore committing a criminal offence. Although a lot of young people may see sexting as harmless, taking, sharing or receiving images can have a long term lasting effect including blackmail, bullying, unwanted attention and emotional distress.

We have a duty to educate young people in the appropriate behaviours to enable them to remain both safe and legal when using the internet and related technologies. The Princes Trust has created a comprehensive guide to internet safety which can be found here and on the Safeguarding page on Trustnet:


Staff should not communicate with young people through the staff member’s personal/private mobile phones, private email accounts or social networking sites nor make contact outside of working hours without prior agreement with their line manager.
Responding to Safeguarding Concerns

The following flowchart outlines The Trust’s procedure for responding to a raised safeguarding concern. A copy should be available for staff to refer to in locations where direct delivery of a Trust Programme is ongoing.

If you are concerned about the safety of a child or vulnerable adult

- you see or suspect abuse
- an allegation of abuse is made
- a child reports abuse

Discuss your concerns with your Manager
If this is the person who is suspected of abuse, or if your manager is not contactable, contact the Safeguarding Advisor or Head of Safeguarding or a member of the safeguarding team.

- If you do not feel your line manager has provided relevant support or guidance, escalate to Senior Management
- Ensure the immediate safety of the child/ren, young person/people or vulnerable adult
- Do not promise confidentiality
- Reassure the person who has made the disclosure or raised the concern
- Avoid any action that could harm a subsequent investigation, including any legal investigation or action that may be taken

Focus discussion on:
- nature of concern
- risks to child/ren, young person/people or vulnerable adult
- action/next steps

Report concerns as soon as possible
This should normally be on the same working day. Do not delay in passing the information and seeking further advice on next steps.

Note: Volunteers must ensure that they refer any concerns to their volunteer contact as a priority

Make a record
Ensure detailed records are made of all events (with dates and times) and include what the child/young person/vulnerable adult has said (where this applies).

Your manager will:
Contact the Safeguarding Advisor / Head of Safeguarding or a member of the safeguarding team to decide the appropriate course of action and decide which of the following should be informed if required:

- the local authority / Local Authority Designated Officer (LADO)
- the police and/or children’s social care
- parents and/or referral agents
- Other appropriate support / referral agency

Implement agreed actions

NOTE: In an emergency and where there is immediate risk to a child or young person ACT!
It is essential to avoid delay as inaction may place the child or young person at further risk.
Inform your Manager as soon as possible, who will in turn contact the Safeguarding Team.

If contact cannot be made appropriate action should be undertaken e.g. contact police.
Communication during safeguarding incidents

The following internal and external communication routes should be observed when responding to a safeguarding concern.

**Internal Communications**

- **Staff / Volunteer**
- **Line manager**
- **Safeguarding Advisor / Head of Safeguarding or a member of the Safeguarding Team**
- **Regional and Country Directors**

**External Communications**

- **Head of Safeguarding / Safeguarding Advisor / Managers (as directed by the Safeguarding Team)**
- **External Agencies**

**Safeguarding Team Contacts**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Number</th>
</tr>
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<tbody>
<tr>
<td>Safeguarding Lead / Head of Safeguarding</td>
<td>Angela Forster</td>
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<td>Safeguarding Advisor - first point of contact for concerns / disclosures</td>
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<td>DSO / National Health and Safety Manager</td>
<td>Bob Lyons</td>
<td>07984188810 / 01217729233</td>
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<tr>
<td>DSO / Senior Head of Health and Safety</td>
<td>Andy Griffiths</td>
<td>02075431209 / 07904837540</td>
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<tr>
<td>DSO / National Health and Safety Manager</td>
<td>Steve Kerr</td>
<td>07957 863718</td>
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*DSO – Designated Safeguarding Officer

Local and National Incident Management Numbers should be on your PT First Response Card if needed.

**Dealing with disclosures**

1. **STAY CALM AND BE SYMPATHETIC.**
2. LISTEN to what you are told without displaying shock or disbelief.
3. Be observant and attentive without being judgmental.
4. Do not probe or put words into the persons mouth – accept what is said.
5. If you can, take notes but if this will stop the person talking of stops you dealing with the person appropriately, take notes as soon as possible afterwards and be as accurate as you can. Do not ‘fill
in blanks’ or add your own words or thoughts. Use the student’s own words even if they use colloquial language or swear.

→ REASSURE the person, but **DO NOT** make promises that you may not be able to keep e.g. ‘everything will be alright’ or ‘I won’t tell anyone’, **DO NOT** promise confidentiality
→ RESPOND calmly and openly
  - Do not ask leading questions or interrogate. Ask open questions which will encourage the person to talk openly.
  - It is not your job to investigate, this can only be done by the relevant agencies such as the police or social care. You should only ask enough to establish to nature of the disclosure
  - Do not criticise the perpetrator or be judgmental
  - Do not touch the person to comfort or reassure them
  - Do not ask the person to repeat it all for another member of staff
  - Explain what you have to do next and who you have to talk to but ask the person what they would like to happen and encourage them to accept the steps that have to be taken next

**Immediate action required following a concern, disclosure or allegation.**

Staff should follow the process outlined in the Responding to Safeguarding Concerns procedure and:

→ As well as establishing initial facts ensure that both the victim and alleged abuser are kept apart if applicable
→ In a residential setting give consideration to returning one or both of the individuals to their home if the police are not to be immediately involved. Under-16s must be accompanied and this may mean bringing the whole group home or the accompanied return of one or both individuals. Ensure that procedures are in place to provide for this eventuality
→ If unprotected sex has occurred there may be an immediate need to seek emergency contraception, and medical treatment for sexually transmitted infections. Where this is sought will depend on the circumstances, however Staff planning must include access to appropriate agencies e.g. Brook Advisory Centres, for use in such circumstances.
→ The safeguarding team will provide guidance on any external agencies that may need to be contacted such as the Local Safeguarding Board, Social Services, MASH Teams, referral agencies etc.

**Action to be taken for allegations made against a participant by another young person, where both are participants on Prince’s Trust programmes**

→ Follow the process outlined in the Responding to Safeguarding Concerns procedure.
→ Where both the alleged perpetrator and victim are involved in the programme The Trust will not automatically cease working with either but will consider the most appropriate way of managing future involvement and support of each individual. This may include referring either party or both on to other organisations

**Action to be taken where consensual sex has taken place where one or both young people are under age and participants on a Prince’s Trust course or session**

Follow the process outlined in the Responding to Safeguarding Concerns procedure.

→ Where either young person is below the age of legal consent it is important to try to ensure there has been no exploitation or coercion involved. Where the relationship is clearly mutual and consensual with both individuals it will still be necessary to take into account the legal age of consent and the law around protection of minors. It may be appropriate to encourage the young people to inform their parents/guardian or referral agency or it may be necessary for The Trust to contact external parties depending on any possible vulnerabilities of the young person / people involved.
→ Speak to the individuals about the appropriateness and possible consequences of their relationship and provide ongoing support.
Consider there may be a need to seek emergency contraception, and medical treatment for sexually transmitted infections.

Where one young person is over 16, one or both parties could be deemed vulnerable, there is any concern or doubt about the relationship being abusive the Reporting Safeguarding Concern procedure must be followed. Each situation will be considered individually, however it may be necessary to refer the case externally taking into account the legal age of consent.

Consider further aspects of the programme such as any residential elements.

PT Note: See ‘Sexual Health and Intimate Relationships Policy and Relationships between Clients’.

Mixing of age groups on Trust programmes

- The mixing of under 16’s and over 16’s on programmes should only be done where specified in the relevant programme toolkit.

- Individual risk assessments should be carried out to identify any potential safeguarding risks presented by any of the participants. The planning, staffing and supervision of sessions on programmes should reflect any action points identified in these risk assessments.

- On Trust premises, staff must ensure where it is possible for under 16’s and over 16’s to mix, that young people are supervised at all times.

- Staff must inform their line manager if they become aware of any exclusive relationships forming between under 16’s and over 16’s while engaged on a Trust programme.

Allegations involving Prince’s Trust staff and volunteers

- Concerns about staff and volunteers must be treated with the same rigour as other Safeguarding concerns. If a concern or allegation of abuse or inappropriate conduct is made against a member of staff or a person in a position of trust, or there is suspicion regarding a member of staff or volunteers conduct with regard to children or young people contact your line manager immediately.

- If the allegation or suspicion concerns your line manager then contact the Head of Safeguarding.

- Where suspicions concern The Head of Safeguarding and/or a member of the Safeguarding team, The Senior Head of Health and Safety or the relevant Director should be contacted. The same procedure as outlined above must be followed.

- Where the allegations are particularly serious or there is no doubt that an offence has been committed the police and/or children’s social care will be informed immediately. A strategy for further action will then be agreed before a decision is taken as to notifying the staff member/volunteer. There will be country variations on this.

- In England and Wales, as it is an offence for a person aged 18 or over to have any sexual activity with a person under the age of 18 if the older person holds a position of trust (for example a teacher or social worker) the sexual activity is considered an abuse of the position of trust. The Local Designated Officer (LADO) will be contacted at this point.

- In the case of a LADO being contacted, the LADO will consider all of the facts and concerns regarding the adult and the child/ren including any previous history. They will decide on the next course of action either straight away or after consulting others such as the Safeguarding Lead or HR Dept.

- In Scotland the relevant Adult Protection Committee may need to be consulted.

- In Northern Ireland any concerns for the young person will be reported to the relevant Gateway Teams in Children’s Social Services. Any suspected criminal activity will be reported to PSNI.

- If the complaint or allegation is such that it is clear that investigations by police and/or enquiries by children’s social care are not necessary (or these bodies advise that this is the case) a decision will need to be made as to whether further action is still necessary, in particular whether action is required in line with The Trust’s Disciplinary Procedure. The Head of Safeguarding will liaise with HR and the Regional Country Director to advise on next steps to take.
If further actions are required, the Head of Safeguarding will liaise with HR and the Regional or Country Director. Together they will coordinate decisions and any actions to be taken, including any referral to children’s social care services/police and any subsequent actions by The Trust.

The staff member/volunteer will be informed of the allegation and given an opportunity to respond.

The staff member/volunteer may be removed from duties that have direct contact with young people or required to take special leave with pay without prejudice.

If the person is a member of a union or professional association s/he should be advised to seek support from that organisation at the outset.

External support for the staff member/volunteer will be considered and the staff member will be issued with details of the Employers Assistance Programme.

Where there are clear grounds to believe that the allegations are malicious, an internal investigation will be held within three days and referred back to the Regional or Country Director and Head of Safeguarding for any further action. If the allegation was made by a child/young person, children’s social care may be notified to assess whether the individual is in need of services and/or have been abused by someone else. If the allegations were from another party, disciplinary action may be taken. In serious cases (e.g. where it is believed the allegations were deliberately invented), the police may need to be notified.

Recording Safeguarding Incidents

All safeguarding concerns, allegations, and action taken must be recorded in line with The Trust’s Accident Incident and Near miss Reporting procedure and a Record of Concern form completed and forwarded to the Health and Safety Inbox. The relevant form to be completed can be found on the Safeguarding Page on Trustnet here. Alternatively staff who have access should record it directly onto the AMS system. Any concerns requiring immediate action or guidance should involve the Trust’s Safeguarding Advisor or a member of the Safeguarding Team being contacted by telephone. All contact details are on page 11 of this document.

Staff and volunteers must keep notes of all events (e.g. phone calls made, content of conversations, emails, etc) as they take place and in particular to keep a record of any decision or actions agreed, including; who made them, when, and on what basis.

If it’s not possible to take notes at the time, do so immediately afterwards. Keep any notes taken at the time recording what you can verbatim. A full record of what is being said; heard and seen will need to be made as soon as possible, using The Trust’s reporting system.

Following an allegation

Whilst a safeguarding concern is being investigated, there are likely to be strong feelings among staff, clients, parents and possibly among the wider community, which will need to be addressed. The line manager, in conjunction with the Head of Safeguarding, HR and the appropriate Director will give careful thought to the provision of appropriate support to staff and volunteers who might be affected.

If an allegation is substantiated and the staff member/volunteer is dismissed (or otherwise barred from working for and with The Trust), the Head of Safeguarding will consult with the Local Authority Designated Officer or country specific equivalent and decide whether a referral to the Disclosure and Barring Services, PVG or Access NI is required. If a referral is appropriate the report will be made within one month. For serious incidents it may also be necessary to notify the Charity Commission.
**Self-Harm**

The phrase ‘self-harm’ is used to describe a wide range of behaviours and is often understood to be a physical response to an emotional pain of some kind. Self-harm often happens during times of anger, distress, fear, worry, depression, low self-esteem or trying to handle or control negative feelings. It can include many forms of the person injuring themselves such as:

- cutting
- pinching
- burning
- poisoning
- biting
- hair pulling
- Getting into fights where the person knows they will get hurt

Self-harm can be very addictive and become a way for a young person to cope with their problems when they feel they have no other option. Often dealing with the fundamental issue instead of the act of self-harm is found to be more helpful. If a young person self-harms during their time on programme, this may require first aid and should be dealt with accordingly. There are alternative means of provoking a similar release to self-harming which can include:

- Having an elastic band on the wrist
- Holding ice
- Hold a hand under running cold water
- Hit cushions
- Rip magazines / newspapers
- Run / exercise
- Break sticks
- Scream into a cushion
- Dance / sing to loud music

None of the above actions will replace the need to have the fundamental cause of distress to be dealt with and it is therefore crucial that the appropriate support is sourced. That may involve just letting the young person talk about what is troubling them or may involve sign posting or referring to outside support. If a young person does self-harm on programme, it should be reported through The Trust’s Accident Management system process and an Accident, Incident, Near Miss form completed and forwarded to the Health and Safety Inbox. If the young person discloses the cause of their distress is safeguarding related, the Report a Concern process should be followed.

If a young person is engaged on programme who is known to self-harm, this should be discussed with your line manager to identify if a risk assessment is required to be completed or if any particular actions or support is needed. If there is a residential element to the programme, thought should be given to the likelihood of self-harm occurring and how it could be managed. Consideration should also be given to other young people on programme, accessing external support, trigger points and the form the self-harm usually takes.

**Professional Boundaries**

Staff and Volunteers must maintain professional boundaries at all times. Avoid placing yourself into situations where your actions may be misinterpreted. Young people should not be transported alone in vehicles unless another member of staff is present. Volunteers shouldn’t spend excessive amounts of
time alone with young people, take young people alone on car journeys, or undertake any home visits alone. Staff should only undertake home visits with another member of staff and with the authorisation of their line manager following the completion of a risk assessment. A volunteer is classed as being in a position of trust with the young people they work with, therefore any sexual relationships between a volunteer and a young person they are working with (under 18yrs) could be a criminal act and will need to be reported and escalated as appropriate. It is foreseeable that young people accessing programmes and staff delivering them may live and interact in the same location. However, staff and volunteers should never intentionally let a young person know where they live. Personal mobile numbers should not be given out and befriending young people on social media should be completely avoided. If you suspect that a young person may be or has developed a crush on you, discuss this with your line manager. Staff should not socialise with young people outside of working hours and the provision of possible gifts from a young person should be discouraged. If you are concerned that a member of staff is acting in an unprofessional manner with a young person(s) please raise this with the relevant line manager or refer to the whistle blowing policy.

Prevent and Anti-Radicalisation

The Princes Trust has a statutory duty under The Counter-Terrorism and Security Act 2015 and the statutory Prevent Guidance 2015 to have due regard to the need to prevent people from being drawn into terrorism.

Radicalisation is a process by which an individual or group adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine contemporary ideas and expressions of freedom of choice. Radicalism can be both violent and nonviolent but more focus is on radicalisation turning into violent extremism.

Radicalisation can originate from opposing progressive changes in society or being against the British Values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Actively promoting British Values means challenging opinions or behaviours which are contrary to those fundamental values.

The more common focuses of radicalisation and extremism are towards ISIL, Al-Qa’ida, the far right, neo-Nazi, white supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist animal rights (which is not an exhaustive list).

There are many pathways to radicalisation, which can be independent but are usually mutually reinforcing. The use of social media and the internet as tools to radicalise young people cannot be underestimated. Often those who are already vulnerable in some way are targeted by others seeking to recruit people to follow extremist ideology and that exposure to extreme views can make young people vulnerable to further manipulation and exploitation.

The list on page 4 which covers existing issues which makes young people more vulnerable to abuse or exploitation is often present in young people found to have been drawn into radicalisation or extremism.

Indicators for possible radicalisation can include:

- Spending increasing time in the company of other suspected extremists
- Changing their style of dress and appearance in accordance with the group or culture
- Their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- Possession of material or symbols associated with the extremist cause (e.g. the swastika for far right groups)
- Attempts to recruit others to the group/cause/ideology
- Communications with others that suggest identification with a group/cause/ideology
- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- Using insulting or derogatory names or labels for another group
- Speaking about the imminence of harm from the other group and the importance of action now
- Expressing attitudes that justify offending on behalf of the group, cause or ideology
- Condoning or supporting violence or harm towards others
- Plotting or conspiring with others.

The Prevent strategy under Counter Terrorism law is designed to help stop people moving from extremist groups or from extremism into terrorist activity and has 3 specific strategic objectives:

- Respond to the ideological challenge of terrorism and the threat faced from those who promote it
- Prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with sectors and institutions where there is a risk of radicalisation that needs to be addressed

Under The Channel Duty, every local authority in England and Wales has a Channel Panel. These work in a similar way as a Safeguarding Board but deal specifically with radicalisation and extremism. Members of a Channel Panel will be made up of Police, Social Workers, Probation, YOTs, NHS, LA Safeguarding Managers, Border Force, Housing, Home Office Immigration and Children’s Services.

Channel Panels will deal with people vulnerable to radicalisation and identify and implement support processes such as providing or dealing with:

- Constructive activities
- Cognitive behaviour / therapy
- Drug and alcohol abuse
- Family support
- Housing support

In Northern Ireland, it is recognised that the higher threat is of domestic terrorism. However radicalisation and extremism of any type must be responded to. All laws and guidance around extremism are the devolved responsibility of Northern Ireland Assembly and dealt with by PSNI.

A member of staff who has a concern about a young person being radicalised should report this immediately to their line manager, Head Of / Senior Head Of and directly to the Head of Safeguarding who will advise how to escalate and who to report to. If there is concern of immediate danger, contact should be made with the Police or the Local Authority Channel Panel and then the Record of Concern process followed immediately. The Local or National Princes Trust Incident Management Numbers should also be contacted without delay if there is immediate concern.

**FGM**

Female Genital Mutilation (FGM) includes procedures that intentionally alter or injure female genital organs for nonmedical reasons. FGM is internationally recognised as a violation of the human rights of girls and women and is illegal in the UK and Europe. It is estimated that 130 million girls and women alive today have been cut in the 29 countries in Africa and the Middle East where FGM is concentrated.
UK communities that are most at risk of FGM include but are not exclusive to Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.

FGM is carried out on children between the ages of 0–15, depending on the community in which they live. It is extremely harmful and has short and long term effects on physical and psychological health. The procedure is often carried out in non sterile environments without anaesthetic where the girl is the pinned down and the procedure is carried out.

Suspicion may arise in a number of ways that a child or young girl is being prepared for FGM to take place abroad. These include knowing that the family belongs to a community in which FGM is practised, there is knowledge that an older sibling or the mother has undergone FGM, the family are making preparations for the child to take a holiday, arranging vaccinations or planning absence from school/college or programme. The child may also talk about a 'special procedure/ceremony' that is going to take place or talks about being prepared for marriage.

Indicators that FGM may already have occurred include prolonged absence from school or programme, noticeable behaviour change on return and long periods away from classes or other normal activities, finding it difficult to sit still and appears to be experiencing discomfort or pain and possibly have bladder or menstrual problems and talk about pain between their legs.

If you have concerns that a girl or young women may be taken overseas for FGM or even being prepared for the procedure to happen in the UK despite it being against the law, you must escalate this immediately following the report a concern procedure. If time is critical and the young person is leaving programme with no indication of returning, you must raise this with the relevant authority i.e. Police or Children’s Social Care as a priority. Where possible try to speak to a line manager / Head of / Senior Head of or a member of the safeguarding team beforehand and fill the relevant Record a Concern Form in as soon as possible afterwards.

If time is pressing but not at the critical point, a member of the Safeguarding Team will make appropriate and timely referrals to Children’s Social Care if FGM is suspected. In either case, parents will not be informed before seeking advice. The case will still be referred to Children’s Social Care even if it is against the young person’s wishes.

**Forced Marriage and Honour Based Violence**

Forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they’re bringing shame on their family). Financial abuse (e.g. taking someone’s wages and not giving any money back) can also be a factor.

It is important that staff are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. At the same time they must be clear that child abuse cannot be condoned for religious or cultural reasons, therefore forced marriage must be responded to as a protection and safeguarding issue. In cases of forced marriage, discussion with the family or any involvement of the family or local community members will often place the child or young person at greater risk of harm. Families should not be approached if forced marriage is suspected.
There is no specific offence of ‘forcing someone to marry’; criminal offences may nevertheless be committed. Perpetrators, usually parents or family members, could be prosecuted for offences including threatening behaviour, assault, kidnap, abduction, threats to kill, imprisonment and murder. Sexual intercourse without consent is rape, regardless of whether this occurs within a marriage or not.

Forced marriage is automatically handled as a safeguarding issue and staff should share information quickly when a child or young person is at risk. Staff should follow the process outlined in the Responding to Safeguarding Concerns procedure and cases will be referred to the Home Office based Forced Marriage Unit. In the event of needing to get assistance for someone dealing with possible forced marriage and there is no time to go through the normal escalation channels, contact the Police or the Forced Marriage Unit on:

Telephone: +44 (0) 20 7008 0151   Email: fmu@fco.gov.uk

The responding to safeguarding concerns process should then be followed as soon as possible

Working with Partner Organisations

- The Prince’s Trust is committed to working in partnership with Local Authorities and other agencies. When this involves an agreement for another organisation to provide services on its behalf, The Trust will ensure that the partner organisation has appropriate safeguarding policies in place which will include safeguarding policies and procedures, sound recruitment and selection practices and formal complaints procedures for users.

- Where The Trust is working in partnership with other organisations, agreement must be reached with regard to the responsibilities procedures and practices contained in this document. The written contract, agreement or protocol detailing the services to be provided should include the procedure to be followed in the event of concerns about child abuse. The purpose of this is to ensure clarity as to which organisation is responsible for taking action in specific circumstances. Failure to reach agreement, or a situation arising that causes concern with regard to the partner organisations practice, may lead to cessation of that partnership.

- Where the delivery partner is responsible for taking action, any agreement should stipulate that the Prince’s Trust must be informed of all incidents.

- If a staff member/volunteer becomes aware of allegations of abuse relating to a partner organisation, this should be discussed in the first instance with The Trust’s Safeguarding team.

Liaison with Other Agencies and Information Sharing

The Princes Trust regularly works with external referral agencies and agencies within the statutory sector. In line with Working Together to Safeguard Children 2015, The Trust will work to develop effective links with relevant services to promote the safety and welfare of all young people particularly where an action plan, child protection plan or a referral has been made from a support service such as Children’s Social Care, Adult Social Care or police has been made.

The Trust will:

- Co-operate as required, with key agencies in their enquiries regarding child protection matters including when requested to attend child protection conferences / MASH Meetings.

- Notify the relevant School or Children’s Social Care Unit immediately if we have to exclude a young person attending programme if that young person is attending programme instead of school.

- There is an unexplained absence of a pupil who is subject to a Child Protection Plan.

- There is any change in circumstances to a pupil who is subject to a Child Protection Plan.

- Keep clear, detailed, accurate, written records of concerns about the young person (noting the date, event and action taken).

- All information sharing will be done in line with Data Protection and The Princes Trust Data Protection Policy. The Data Protection Act does not prevent schools from sharing information with
relevant agencies where that information may help to protect a child so therefore The Trust will receive sensitive information which will need to be stored and shared internally, this requires Data Protection be fully adhered to.

- If staff are in doubt about confidentiality, they will consult their line manager or the Deputy Director of Risk and Assurance within The Trust who is the Data Protection Lead.
- Ensure information about a young person is only shared on a ‘need to know’ basis and shared with sensitivity and respect for confidentiality.
- Only communicate with parents where appropriate and on the advice of the relevant statutory agency in the case of under 16 yr olds.
- In the event that information is requested by the Police in relation to a young person and there is no immediate danger to an individual, the request must be submitted on a Section 29 form of The Data Protection Act. This must be signed by an Inspector or above and the release of the information must be authorised within The Trust by the Deputy Director of Risk and in his absence, the Head of Safeguarding.

**LSCB and LSABs**

Under the requirements of Working Together to Safeguard Children 2015, all local authorities must have a Local Safeguarding Children’s Board (LSCB). Each local authority must also have a Local Safeguarding Adults Board (LASB) as well as a Channel Panel to comply with Prevent requirements. The relevant contact details for each of these services within your local authority should be obtained and recorded on the contacts table at the end of this document.

The LSCB is made up of a combination of services involved in the promotion of the welfare of children or adults in that area such as education, police, social care, YOT / probation, NHS etc. The Chair coordinates what is done by each person or body represented on the board to secure the welfare of the child/ren and to ensure the effectiveness of what is done by each person or body. The LSCBs are responsible for developing policies and procedures for safeguarding in relation to recruiting, training and supervising staff to work with children, investigating allegations concerning persons working with children as well as the action to be taken where there are concerns about a child’s safety or welfare including thresholds for intervention. LSCB’s carry out serious case reviews advising on lessons learnt and they monitor and evaluate the effectiveness of what is being done by the authority and its Board Partners to safeguard and promote the welfare of children and advising on ways to improve.

It is recommended for Programme Managers / Heads / Senior Heads where a programme is operating with young people who have been referred from or are involved in a multi agency approach that they get contact details for their LSCB in case guidance is required in connection with individual cases.

Local Authorities contact details can be located on the below website which then normally links to the Safeguarding Boards

https://www.gov.uk/find-your-local-council

**Safeguarding and specific child protection training**

- All Trust staff and volunteers will receive the appropriate level of ongoing safeguarding and specific child protection awareness / training, to ensure the organisation has proper awareness and understanding of child abuse and neglect of children and young people
- All Trust staff are required to complete The Trust’s online safeguarding training and assessment programme as part of the “New Joiner” induction process
- All staff who work directly with young people must attend mandatory trainer led safeguarding training. This is a full day of training and dates can be found on the Learning and Development page
on Trustnet. Training will be appropriate to roles and be accompanied by written material that can serve as a reference, where appropriate

Staff Supervision

It is recognised that dealing with safeguarding disclosures or supervision can be very emotional for the individual(s) involved. Staff involved with a safeguarding case should work closely with their line manager to ensure appropriate support is received and they have the chance to debrief about what has or is occurring. In the event that staff want to speak to someone impartial and feel they need more than a general discussion, they can contact the Employers Assistance Programme. Further details can be found on the HR pages of Trustnet under ‘Wellbeing’.

Disclosure and Barring Services, PVG, Access NI and Recruiting Safety

Disclosure checks are not applicable to all staff and staff should refer to the Recruiting Safely policy which outlines which type of disclosure, if any, is necessary. This Policy should be consulted along with the DBS Policy and Toolkit. These documents are owned by HR.

- When appointing staff or volunteers to a post which requires an enhanced DBS, PVG or Access NI check this should be sought as soon as possible after recruitment and prior to them commencing their role

- If a staff member or volunteer starts in their role prior to the receipt of a satisfactory disclosure from the DBS (or equivalent) the individual must be supervised at all times by a member of staff with a satisfactory disclosure in place, until their own satisfactory disclosure is received

- If a member of staff is suspected as being unsuitable to work with children or vulnerable adults, a referral must be made to the DBS (or equivalent) explaining the nature of the concerns and stating any investigations or disciplinary hearing a staff member has been involved with if it is based on safeguarding concerns. This referral should only be made by the Head of Safeguarding after full consultation with The Director of People and Learning and the relevant Regional / Country Director.

This is only applicable to Prince’s Trust staff, volunteers and secondees and does not extend to Delivery Partners who should be following their own procedures based on DBS / PVG or Access NI requirements.
Contact Details of Local and National Agencies

It is important that teams add their local contacts for different services to this list and keep them up to date. Staff should also have copies of, and make reference to, any local safeguarding policies and procedures used by Local Safeguarding Boards.

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of H&amp;S and Safeguarding (Princes Trust)</td>
<td>07887724098</td>
</tr>
<tr>
<td>Local Safeguarding Children Board</td>
<td>to be completed regionally</td>
</tr>
<tr>
<td>Local Chanel Panel Contact</td>
<td>to be completed regionally</td>
</tr>
<tr>
<td>Local Duty Team for Children &amp; Adults/Emergency Children’s Team</td>
<td>to be completed regionally</td>
</tr>
<tr>
<td>Police Child Protection Team/Unit</td>
<td>to be completed regionally</td>
</tr>
<tr>
<td>The Child Exploitation and Online Protection (CEOP)</td>
<td><a href="http://www.ceop.police.uk/">http://www.ceop.police.uk/</a></td>
</tr>
<tr>
<td>Forreld Marriage Unit</td>
<td></td>
</tr>
<tr>
<td>NSPCC Helpline</td>
<td>0808 800 5000</td>
</tr>
<tr>
<td>NSPCC Helpline for Welsh Speakers</td>
<td>0808 100 2524</td>
</tr>
<tr>
<td>Child Sexual Exploitation Assessment Service SERAF (Wales)</td>
<td>02920 491743</td>
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Referral / Advice Agencies

Assault / Abuse

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>NSPCC</td>
<td>0808 800 5000</td>
</tr>
<tr>
<td>NSPCC Wales</td>
<td>0808 100 2524</td>
</tr>
<tr>
<td>NSPCC Asian helpline (Mon-Fri 11-7)</td>
<td>0800 096 7719</td>
</tr>
<tr>
<td>Childline</td>
<td>0800 1111</td>
</tr>
<tr>
<td>Northern Ireland Health and Social Care (HSC)</td>
<td>02890507000</td>
</tr>
<tr>
<td>Services for Children’s Social Work</td>
<td><a href="http://www.belfasttrust.hscni.net/">http://www.belfasttrust.hscni.net/</a></td>
</tr>
<tr>
<td>Co-operating to safeguard children. Safeguarding</td>
<td><a href="http://www.dhsspsni.gov.uk/co-">http://www.dhsspsni.gov.uk/co-</a></td>
</tr>
<tr>
<td>guide for working with young people in Northern</td>
<td>operating_to_safeguard_children_may_2003</td>
</tr>
<tr>
<td>Ireland</td>
<td>pdf</td>
</tr>
<tr>
<td>Churches Child Protection Advisory Service</td>
<td>0845 120 4552</td>
</tr>
<tr>
<td>Rape Crisis</td>
<td>0808802 9999</td>
</tr>
<tr>
<td>Refuge-Domestic Abuse</td>
<td>0808 200 247</td>
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</tbody>
</table>

Mental Health

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>MIND</td>
<td>0845 766 0165 <a href="http://www.mind.org.uk">www.mind.org.uk</a></td>
</tr>
<tr>
<td>Relate</td>
<td><a href="http://www.relate.org.uk">www.relate.org.uk</a></td>
</tr>
<tr>
<td>Parentline Plus (Helpline) Confidential and</td>
<td>020 7284 5500</td>
</tr>
<tr>
<td>anonymous helpline for parents on any parenting</td>
<td>0808 800 2222</td>
</tr>
<tr>
<td>issue</td>
<td></td>
</tr>
<tr>
<td>SANE</td>
<td>0845 767 8000 (12 noon – 2a.m)</td>
</tr>
<tr>
<td><a href="http://www.sane.org.uk">www.sane.org.uk</a></td>
<td></td>
</tr>
<tr>
<td>Samaritans</td>
<td>08457 90 90 90</td>
</tr>
<tr>
<td>Bereavement Advice and Support</td>
<td><a href="http://www.survivingsuicide.com">www.survivingsuicide.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.crucestbereavementcare.org">www.crucestbereavementcare.org</a></td>
</tr>
</tbody>
</table>

Sexually Transmitted Infections

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>National AIDS/HIV helpline</td>
<td>0800 567 123</td>
</tr>
<tr>
<td>Jewish AIDS Trust</td>
<td>0181 200 0369</td>
</tr>
<tr>
<td>Terence Higgins Trust</td>
<td>0845 1221 200 <a href="http://www.tht.org.uk">www.tht.org.uk</a></td>
</tr>
</tbody>
</table>

Sexuality

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>London Lesbian and Gay Switchboard</td>
<td>0171 837 7324 <a href="http://www.ligs.org.uk">www.ligs.org.uk</a></td>
</tr>
<tr>
<td>Bisexual helpline</td>
<td>0181 569 7500</td>
</tr>
<tr>
<td>Stonewall</td>
<td><a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a> (information bank)</td>
</tr>
</tbody>
</table>
Additional Princes Trust Policies and Guidance

The Trust has developed policies, procedures and guidance across the scope of its work many of which support this policy’s aims in safeguarding children, young people, and vulnerable adults. They include:

- Recruiting Safely Policy
- Sexual Health and Intimate Relationships Policy
- Working with Offenders Policy
- Diversity and Inclusion Policy
- Diversity and Equality Statement
- Sexually Harmful Behaviour Policy
- Personal Safety Policy
- Working with Challenging Behaviour Policy
- Social Media Policy
- Whistle-blowing Policy
- Confidentiality Policy
- Weapons Policy
- Anti–Bullying Policy
- Working with Young People with Mental Health Needs

Guidance notes

- Safeguarding Children and Vulnerable Adults
- Establishing a Safe Learning Environment
- Challenging behaviour
- Sexual Exploitation
- Internet Safety