



# Harborough Youth and Community Trust

## SAFEGUARDING POLICY

for work and activities carried out by  
The CUBE on Symingtons  
in and around Market Harborough

This policy is available online at [www.thecubeyouth.uk](http://www.thecubeyouth.uk)



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## Section 1 - Charity details

**Name of Charity:** Harborough Youth and Community Trust (HYACT)

**Address:** The CUBE on Symingtons  
St Marys Road  
MARKET HARBOROUGH  
LE16 7DS

**Telephone:** 01858 437650

**Email:** [admin@thecubeyouth.uk](mailto:admin@thecubeyouth.uk)

**Website:** [www.thecubeyouth.uk](http://www.thecubeyouth.uk)

**Charity Manager:** Ceriann Kelly

**Telephone:** 01858 437650

**Email:** [ceriann@thecubeyouth.uk](mailto:ceriann@thecubeyouth.uk)

**Designated Safeguarding Officer:** Ceriann Kelly (LEAD)

**Telephone:** 01858 437650

**Email:** [ceriann@thecubeyouth.uk](mailto:ceriann@thecubeyouth.uk)

**Designated Safeguarding Officer:** Melissa Watson (DEPUTY)

**Telephone:** 01858 437650

**Email:** [melissa@thecubeyouth.uk](mailto:melissa@thecubeyouth.uk)

**Charity Number:** 1110510

**Company Number:** 5484231

**Insurance Company:** Kingdom Bank

*The following is a brief description of our charity and the type of work we undertake with children and young people.*

The Harborough Youth and Community Trust (HYACT) is based on Symington Recreation Ground in Market Harborough. Its building is known as The CUBE and has been delivering youth work here since 2014. (This policy uses the terms 'young people' and 'young person' when referring to the 11-18s that the charity works with, but also applies to under 11s.)

The CUBE workers include a Charity Manager and Administrator, Youth Workers, Wellbeing Coordinator, counsellors, volunteers and a Board of Trustees. Together they run youth groups at The CUBE, meet young people in school during lunchtime and after school, provide specialist counselling and support for young people and fill holidays with fun activities.

The charity is funded through local donations from churches and individuals, grants and fund raising. We do not receive public funding.



## Section 2 – Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the HYACT Board of Trustees.

The HYACT Board of Trustees is appointed to have independent authority and legal responsibility for the charity and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

*“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)*

The Safeguarding Team are responsible at an operational level for good safeguarding across the charity. Their role is to carry out, assess, audit and oversee the safeguarding policy of the charity.

**Further reading: 002 Safeguarding Team – responsibilities and roles**

### Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand their legal obligations, the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

*“It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people” (Sexual Offences Act 2003).*

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

*“Those who lead do so by example,  
are committed to the safeguarding of all those that connect with the charity, and  
are safely recruited and trained for their roles.  
There are accountability structures with codes of conduct, open communication and the  
values of the charity are embedded in the day-to-day actions and behaviours of its workers.”*

The HYACT *Code of Conduct* for all workers provides further information on acceptable and unacceptable behaviour.

### Our commitment

HYACT Board of Trustees recognise the need to provide a safe and caring environment for children, young people and adults. We recognise that children, young people and adults can be the victims of



physical, sexual and emotional abuse and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

Harborough Youth and Community Trust has a moral and legal duty to prioritise safeguarding across the charity to enable it to safeguard and promote the wellbeing of Young People.

Throughout this policy, reference is made to ‘young people’ - this being the focus age group of the charity, which is 11 to 18yrs. If adults, including members of staff or volunteers were vulnerable then the procedures may be applied (with appropriate adaptations).

The Trustees are committed to ensuring that the organisation:

- Provides a safe environment for young people.
- Identifies young people who are suffering.
- Identifies young people who are at potential risk of harm.
- Takes appropriate action to see that such young people are kept safe from harm.

Trustees will approve and annually review policies and procedures with the aim of:

- Raising awareness of issues relating to the welfare of young people and the promotion of a safe environment for the young people
- Providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- The safe recruitment of staff and volunteers

**Further reading: 001 Policies and Procedures – Approval of changes**

Trustees understands and accept their responsibility for promoting a culture of safeguarding:

- Recognise that safeguarding is everyone’s responsibility.
- Is committed to supporting carers and families.
- Recognises the unique and individual worth of each child.
- Is committed to nurturing, protecting and safeguarding young people.
- Exercises care in the appointment of all those working with young people through the activities of The CUBE.
- Is committed to following statutory and specialist guidelines in working with young people.
- Seeks to support all those connected to its work who have been affected by abuse.
- Is committed to supporting, training and resourcing those who work with young people through the sessions and activities of HYACT.
- Will review its Safeguarding Policy annually.



If you have any concerns for a child or young person, or in relation to any safeguarding matter then please speak to the Charity Manager, the Lead Safeguarding Officer for the charity. Should HYACT Trustees have any safeguarding concerns they will seek the advice of *Thirtyone:eight* and if appropriate the statutory authorities and/or the Charity Commission.

**A Safeguarding Statement can be found at the end of this policy. This should be displayed in The CUBE main building, counselling room and the counselling caravan.**

## Section 3 – Prevention

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children, young people and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child, young person or adult.

To safeguard those who we are in contact with us through the work and activity of our charity we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5,

*“No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment”.*

### Definitions of abuse

Working together to safeguard children 2018 defines abuse as:

*“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.”*

There are four major types of abuse :

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect



**Further reading: 038 Safeguarding – Recognising Abuse and Vulnerability**

It is important for workers to be aware of particular safeguarding areas that may affect specific programmes and activities and should be included as part of risk assessments and training needs.

### Safer recruitment

There are many different roles to play in delivering quality services for young people and ensuring we encourage individuals that are suitable to work with young people is essential.

The Board of Trustees will ensure all staff, volunteers and counsellors are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- We will write a role profile which highlights the key responsibilities.
- We will draw up a person specification to define the skills and experience required for the role.
- We will be clear about the aims and philosophy of the charity in any advert/information.
- Those applying will have completed an application form and shared with the Trustee Board.
- Those short listed have been interviewed.
- Written references have been obtained and followed up where appropriate.
- We will emphasise the charities stance on safeguarding children and young people and equal opportunities.
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Original identification documents will be requested to confirm the identity of the applicant.
- Qualifications where relevant have been verified.
- A suitable training and induction programme is provided for the successful applicant.
- The applicant has completed a probationary period and review.

### Safeguarding training

Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our staff, counsellors and volunteers will receive induction training and undertake recognised safeguarding training on a regular basis.

#### Courses and roles

The following lists the roles in the charity and the minimum safeguarding training required. Apart from Gateway to Safeguarding, all training must be updated every three years and will be reviewed as part of staff Performance and Development reviews.

<b>Trustee Board</b>	Safeguarding for Trustees
<b>Trustee Oversight for Safeguarding</b>	Safeguarding Leads
<b>Charity Manager</b>	Gateway to Safeguarding Safeguarding Children and Young People Safeguarding Leads Safer Recruitment



	DBS Checks and Eligibility Webinar Multi Agency Referral framework (MARF)
<b>Charity Administrator</b>	Gateway to Safeguarding DBS Checks and Eligibility Webinar
<b>Wellbeing Coordinator</b>	Gateway to Safeguarding Safeguarding Children and Young People Safeguarding Leads Safer Recruitment
<b>Counsellors</b>	Gateway to Safeguarding Safeguarding Children and Young People
<b>Youth Worker</b>	Gateway to Safeguarding Safeguarding Children and Young People
<b>Youth Work Volunteer</b>	Gateway to Safeguarding

All staff, counsellors and volunteers will also ensure that children and young people with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Counsellors take responsibility for their own training but must notify the Wellbeing Coordinator of completion and three yearly updates.

(These courses are available from *Thirtyone:eight*. Free courses are available from Leicestershire and Rutland Safeguarding. Other equivalent courses are acceptable. Ensure when enrolling on a course you inform them you are a member of HYACT.)

### Practice Guidelines

As a charity working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We have a specific good practice guide for every activity we are involved in, and these should be followed for all sessions and activities.

For some activities you will need specific forms, such as consent forms, risk assessments, membership and registration. These forms can be found in the Policies and Procedures folder on-line.

### Code of Conduct

HYACT is committed to supporting all staff, counsellors and volunteers and ensuring they receive support and supervision. All are issued with a code of conduct towards children and young people, and adults with care and support needs, and will be given clear expectations about what is expected of them. They will also receive further training as necessary.

The HYACT Code of Conduct is available in the Policies and Procedures folder on-line. This Code of Conduct explains in detail what is expected of all workers connected to the charity.





Further reading: 039 Code of Conduct

## Responsibilities of the Designated Safeguarding Officer

The Charity Manager and the trustee with oversight for safeguarding have a duty to take lead responsibility for raising awareness within the charity of issues relating to the welfare of young people, and the promotion of a safe environment for them.

They are responsible for ensuring that exempted questions are asked on relevant volunteer and employment application forms.

They have received appropriate training and will keep up to date with developments in Safeguarding issues. They will also have responsibility for making new staff and volunteers aware of HYACT Safeguarding Policy and practise.

They will be the main contact points for Safeguarding concerns and will have contact details for relevant organisations available for employees and volunteers. This list includes the contact details of relevant individuals and provisions such as the NSPCC Helpline 0800 800 5000, the Police Protection Unit and *Thirtyone:eight*.

Further reading: 030 Safeguarding Team – responsibilities and roles

## Section 4 - Responding to allegations of abuse

Further reading: 032 Safeguarding – Process for responding to a concern

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

### Identifying abuse

Concerns may arise because:

- a child or young person discloses abuse.
- a member of staff, student or third party (e.g. police) raises an allegation of abuse (this can be in relation to an individual, a group or an activity e.g. downloading indecent images of children)
- there are suspicions or indicators that a child/young person is being abused – the indicators of abuse can obviously be very difficult to recognise, and it is not your responsibility to decide whether a child has been abused, but only to raise concerns that you may have.
- there are observable changes in a child/young person's behaviour that maybe related to abuse.
- a child/young person may abuse another child/young person.
- the behaviour of a member of staff or volunteer towards a child/young person causes concern or there is suspicion that a staff member or volunteer is harming a child/young person.

The following may indicate that abuse is taking place (this list is not exhaustive):

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally.
- An injury for which the child/young person's explanation appears inconsistent.



- The child/young person describes an abusive act or situation.
- Unexplained changes in behaviour.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Apparent mistrust of others.
- The child/young person becomes increasingly dirty or shabby.

Further reading: [038 Safeguarding – Recognising abuse and vulnerability](#)

### Investigating and sharing concerns

- Suspicions must not be discussed with anyone other than the Designated Safeguarding officers. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Officer, the absence of a Designated Safeguarding Officer should not delay referral to Social Services, the Police or taking advice from *Thirtyone:eight*.
- The trustee with safeguarding oversight will support the Designated Safeguarding Officer in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from *Thirtyone:eight*, although the trustees hope that those connected with HYACT will use this procedure. If, however, the individual with the concern feels that the *Designated Safeguarding Officer* has not responded appropriately, or where they have a disagreement with the *Designated Safeguarding Officer(s)* as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustee Board demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the *Designated Safeguarding Officer* is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### Section 5 – Raising a **YELLOW** concern

To ensure that due consideration is given to potential/actual harm, any incident of concern regarding a young person will be reported and recorded as soon as possible to the time of awareness, by the worker raising or observing the concern.

The situation of concern should be reported immediately to the lead worker for the session or activity. This will be a member of staff. Where the person raising the concern is not the lead worker for the session or activity, the form may be completed by the lead worker.

**A YELLOW Notification of Concern Form must be completed before the end of the session or day on which the contact with the young person, or information regarding the young person, has occurred.**

(Blank forms must be available for completion at all times.)

These should be available in all buildings, counselling rooms and for off-site sessions or activities)



If the concern includes physical injuries a physical injury chart should be attached the **YELLOW** concern form. These charts are available with the concern forms.

Once completed, the **YELLOW** concern form must be counter signed by the lead worker for the session or activity. Any action by the lead worker or person reporting the incident must be recorded on the form also which will be stored securely in the locked office.

The lead worker in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Designated Safeguarding Officer.

**Lead Designated Safeguarding Officer:** CERIANN KELLY

**Deputy Designated Safeguarding Officer:** MELISSA WATSON

The above are nominated by the trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the lead Designated Safeguarding Officer or, if the suspicions in any way involve the lead Designated Safeguarding Officer, then the report should be made to the deputy Designated Safeguarding Officer.

If the suspicions implicate both the Designated Safeguarding Officers, then the report should be made in the first instance to the trustee with oversight for safeguarding who will refer to Local Authority Designated Officer (LADO) and/or Police.

Contacts for advice and reporting concerns are at the end of this document.

- The Designated Safeguarding Officer may need to inform others depending on the circumstances and/or nature of the concern.
- The *Chair of Trustees* or the trustee with oversight for safeguarding may need to liaise with the insurance company or the Charity Commission to report a serious incident.
- Where an allegation concerns a worker or volunteer working with someone under 18 contact the Local Authority Designated Officer (LADO).

### Recording a Safeguarding concern

If anyone has concern about a child or young person's welfare or safety, it is vital all relevant details are recorded. This must be done regardless of whether the concerns are shared with the police or other agencies.

#### Keep an accurate record of:

- The date and time of the incident or disclosure.
- The date and time of the report.
- The name and role of the person to whom the concern was originally reported and their contact details.
- The name and role of the person making the report (if this is different to the above) and their contact details.
- The names of all parties who were involved in the incident, including any witnesses to an event.
- What was said or done and by whom.
- Any immediate action taken.



- Any follow up action to be taken (such as a referral being made).
- The reasons why the charity decided not to refer those concerns to a statutory agency.

The report must be factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such. The record should always be signed and dated by the person making the report.

Further reading: [040 Data Protection Policy](#)

Further reading: [041 Data protection – Confidentiality Policy](#)

## Section 6 – Procedure when concern is about a young person:

Further reading: [032 Safeguarding – Process for responding to a concern](#)

Further reading: [041 Data Protection – Confidentiality Policy](#)

### Allegations of physical injury, neglect or emotional abuse.

If a young person has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, a Designated Safeguarding Officer will:

- Contact Leicestershire First Response Duty Team (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Leicestershire First Response Duty Team.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm. Consider completing a Multi-Agency Referral.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact the Multi-Agency Referral service for advice.
- Seek and follow advice given by Leicestershire First Response Duty Team (or Thirtyone:eight) if unsure whether to refer a case.

Further Reading: [038 Safeguarding – Recognising Abuse and Vulnerability](#)

### Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Officer will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by *Thirtyone:eight* if for any reason they are unsure whether to contact Children's Social Services/Police. *Thirtyone:eight* will confirm its advice in writing for future reference.

### Allegation against a person working with young people

If an accusation is made against a worker (whether a volunteer, counsellor or paid member of staff) whilst following the procedure outlined above, the Designated Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with the Local Authority Designated officer regarding the suspension of the worker.



- Make a referral to a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

### **Pastoral Care and follow ups with young people**

Following a concern being raised that is not a safeguarding concern the lead Designated Safeguarding Officer and the worker reporting the concern will consider a follow-up plan to support the young person. This may include continued monitoring and should always include any necessary action required as a response to the young person.

The following include some of the actions that may be included on a follow up plan. Always include a date for the concern to be reviewed and when the concern has been completed.

- **Monitor the concern**  
Include when the situation will be reviewed.
- **Respond**  
Where a young person has made a disclosure that does not constitute a safeguarding concern, it will be appropriate for the worker to let them know the outcome (note: the Young person will have been told at the time that the disclosure would be shared)
- **Signpost**  
To external agencies, support websites, other activities
- **Counselling**  
It may be seen relevant to have a conversation with the young person and finding out about counselling.
- **Parents/carers**  
The young person may appreciate support to talk with parents/carers about their concerns.
- **One-to-ones**  
The young person may just need someone to get alongside them for a little while. It may be for just one meeting or more.

### **Supporting those affected by safeguarding**

The Board of Trustees is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by neglect and/or abuse who have contact with or are members of the charity.

HYACT offer access to The CUBE Counselling Service, school lunchtime and afterschool groups, one-to-one and group mentoring and signpost to external support agencies.

The CUBE website provides details of how to access these services [www.thecubeyouth.uk](http://www.thecubeyouth.uk) .

### **Request for Social Care Services or Early Help**

A Multi-Agency Referral Form (MARF) can be raised if a young person and/or their family require support but there it is not a safeguarding matter.



You should use the MARF if you have consent form the young person's parent/carer to do so and are:

- working with a young person who you have assessed to have additional needs and there is permission from a parent to request Early Help services.
- working with a young person who you have assessed to have complex needs which now requires a social work assessment to understand how these needs can be met and you have discussed this with the parent.

## Section 7 – Procedure when concern is about a vulnerable adult

### Suspicious or allegations of abuse or harm

Including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Designated Safeguarding Officer will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively *Thirtyone:eight* can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Designated Safeguarding Officer will:

- Identify support services for the victim i.e., counselling or other pastoral support.
- Contact *Thirtyone:eight* and in discussion with them will consider appropriate action with regards to the scale of the concern.

### Allegation against a person working with vulnerable adults

The Designated Safeguarding Officer will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the charity.

## Section 8 - Partnership working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults.

This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.



## Working in schools

Where we are carrying out youthwork activities on a partners premises, such as schools, the safeguarding agreement must include the safeguarding process that will be followed in the case of a concern being raised. HYACT expect our workers to follow the HYACT Safeguarding Policy wherever the work is taking place. We also expect that when working in schools any concerns will be referred to the school safeguarding lead for further action. Where it is felt continued monitoring is required during HYACT activities this should be included when recording on the **YELLOW** card.

Further reading: [034 Lone Working Policy](#)

## Counsellors

Whilst recognising that our approved counsellors will have their own safeguarding procedures in place, HYACT expect counsellors to work to the charity's safeguarding policy when working with young people from The CUBE's counselling Service.

This will include raising **YELLOW** forms, consulting and agreeing next steps with the Designated Safeguarding Officer and agreeing any actions required from HYACT. It is expected that most actions will be carried out by the counsellor, but The CUBE may be actioned to provide further support or advice such as referrals to internal or external activities and services.

Further reading: [034 Lone Working Policy](#)

## Hirings

It is our expectation that any organisation using our premises, as part of the hiring agreement will have their own policy that meets the *Thirtyone:eight* safeguarding standards. Where this is not available the hiring will not be authorised, or the organisation can agree to adopt the HYACT Safeguarding Policy.

Private hirings will be assessed by HYACT staff before any contract is agreed to ensure that any activities are safe for children, young people. Advice may be offered to support hirers to address unacceptable risks, but it is within the rights of the charity to refuse such a booking.

## Section 9 – False or malicious allegations

An allegation may be classified as false or malicious. Care should be taken in dealing with such an outcome, as some facts may not be wholly untrue. Some parts of an allegation may have been fabricated or exaggerated but elements may be based on truth.

Where a preliminary enquiry or investigation was undertaken and the allegations were deemed to be false or malicious, a record should be made stating that:

- An allegation has been made (but not what the allegation was)
- Date the allegation was made.
- The allegation was fully investigated.
- The outcome was that it was found to be malicious or unsubstantiated and that no further action was taken.



## Adoption of the Safeguarding Policy

As a Board of Trustees we have adopted the safeguarding policy set out in this document in accordance with statutory guidance and are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy was agreed by the Board of Trustees and will be reviewed annually on: 01/11/2024.

Signed by:

Date:

Position: Chair of Trustees

Signed by:

Date:

Position: Trustee with Safeguarding Oversight

Signed by:

Date:

Position: Trustee

Signed by:

Date:

Position: Charity Manager





## Other relevant safeguarding practice guidelines

The following documents should be read alongside this safeguarding policy document.

- 030 Safeguarding Team – Roles and responsibilities
- 031 Safeguarding Policy (this document)
- 032 Safeguarding - Process for responding to a concern
- 033 Safeguarding - Concern form
- 034 Safeguarding – Lone Working
- 035 Whistle blowing
- 036 Safeguarding – Anti Bullying
- Data protection – Confidentiality
- Data Protection
- 038 Safeguarding – Recognising Abuse and Vulnerability
- 001 Code of conduct



Contacts for advice and reporting concerns

<b>Trustee with Oversight for Safeguarding:</b>	Dawn O'Connell
<b>Designated Safeguarding Officer:</b>	Ceriann Kelly / Melissa Watson 01858 437650
<b>Thirtyone:eight:</b>	0303 003 1111 PO Box 133, Swanley, Kent, BR8 7UQ.
<b>Name of local authority:</b>	Leicestershire County Council
<b>First Response Children's Duty Team</b>	0116 305 0005 (24-hour phone line) <a href="mailto:childrensduty@leics.gov.uk">childrensduty@leics.gov.uk</a> (general info only)
<b>Advice and Guidance Line</b>	0116 305 5500 (available 9pm - 4pm Mon to Fri). Leicestershire First Response Duty Team
<b>Local Authority Designated Officer</b>	0116 305 4141 (8.30am-5pm Mon-Thurs, 8.30am-4.30pm Fri) 0116 305 005 (out of hours) <a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a>
<b>Child Abuse Investigation Unit (CAIU)</b>	Referral Desk ring 101 and ask for the Referral Desk or Child Abuse Investigation Unit Email: <a href="mailto:caiu referrals@leicestershire.pnn.police.uk">caiu referrals@leicestershire.pnn.police.uk</a>
<b>Adult Social Services</b>	0116 305 0004 0116 255 1606 (Out of hours)
<b>Police Protection Team:</b>	0116 222 2222 (10am-4pm Monday – Friday) 999 (Out of hours)
<b>Multi Agency Referrals</b>	<a href="#">Multi-Agency Referral Form</a>
<b>PREVENT Coordinator</b>	07403 727727 William Baldet <a href="mailto:will.baldet@stphilipscentre.co.uk">will.baldet@stphilipscentre.co.uk</a> prevent.team@leicestershire.pnn.police.uk (reporting information relating to Extremism)
<b>Child Sexual Exploitation (CSE) Team</b>	0116 305 9521 or 101 <a href="mailto:CFS.CSETeam@leics.org.uk">CFS.CSETeam@leics.org.uk</a>
<b>Domestic Abuse</b>	0808 802 0028 (Leics. Helpline) or 0116 2550004 (Professionals Helpline) (Harassment, Stalking, Honour Based Violence)
<b>Drug &amp; Alcohol Support for young people</b>	Turning Point for Leicestershire Referrals <a href="mailto:Lreferrals@turning-point.co.uk">Lreferrals@turning-point.co.uk</a>



## **HYACT Safeguarding Statement**

(to be displayed in all buildings, including The CUBE building, counselling room and counselling caravan)

PROTECTION OF CHILDREN, YOUNG PEOPLE AND ADULTS POLICY STATEMENT

HARBOROUGH YOUTH AND COMMUNITY TRUST :

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The following statement was agreed by the Board of Trustees on **01<sup>st</sup> November 2023**

- HYACT is committed to the safeguarding of children and young people, and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse to children and young people, and adults with care and support needs in all their recognised forms.
- We recognise the personal dignity and rights of adults, young people and children and will ensure all our policies and procedures will reflect this.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and young people, and adults with care and support needs.
- We believe every child, young person and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that as a charity all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014. (Please amend this list for appropriate legislation in N. Ireland and Scotland)
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by HYACT.
- Supporting all those affected by abuse.



We recognise:

- Children’s Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

**We will review this statement and our policy annually.**

If you have any concerns for a child or young person or adult, then speak to one of the following who have been approved as the lead and deputy Designated Safeguarding Officers for HYACT.

CERIANN KELLY \_\_\_\_\_ Designated Safeguarding Officer (Lead)

MELISSA WATSON \_\_\_\_\_ Designated Safeguarding Officer (Deputy)

A copy of HYACT’s Safeguarding policy can be found on The CUBE website [www.thecubeyouth.uk](http://www.thecubeyouth.uk)

Signed by Lead Trustee for Safeguarding

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_