



Rise in Unity CIC SAFEGUARDING CHILDREN POLICY & PROCEDURES

Policy Created: 27th January 2025

Review Date: 27th January 2026

Policy Aims:

Rise in Unity CIC has a duty of care to promote all children's well-being and safeguard them from harm. All children have a right to protection.

This policy sets out Rise in Unity CIC's roles and responsibilities in working with other professionals and agencies to ensure the safety and protection of all children involved in our activities.

All Rise in Unity CIC staff and volunteers are expected to understand their responsibilities to safeguard children and follow this policy and procedures.

Definitions

What is safeguarding children? It is useful to include a definition so everyone is clear about safeguarding. You will need to make sure you are using an up-to-date definition.

A child is a child before their birth (i.e. during pregnancy) and until their 18th Birthday.

Safeguarding children refers to the protection of children and young people from abuse or neglect. Abuse is 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.

Definition sourced from (Working Together to Safeguard Children 2018).

Public agencies are obligated under the Human Rights Act 1998 to intervene to protect citizens' rights. The Children's Act 1989 makes it clear that the welfare of the child is paramount, and everyone involved in the care of children has the responsibility to protect those children from harm.

The legislation sets out 4 categories of child abuse:

- 1) Physical Abuse**
- 2) Neglect**
- 3) Sexual Abuse**
- 4) Emotional Abuse (see Procedures for full definitions)**

You will need to be clear about who is expected to follow your safeguarding policy and procedures. For example, if you use a consultant or freelancer to deliver an activity, what are their responsibilities? You might also need to consider arrangements for any partner organisations you work with, if another organisation hosts you or you use their venue, etc.

Where this policy or the associated procedures refer to 'staff', this includes anyone employed by Rise in Unity CIC either through the payroll, on a freelance basis or as a volunteer, including committee members. It refers to anyone engaged in the planning and delivery of activities linked to children on behalf of Rise in Unity CIC

We will enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone at Rise in Unity CIC to have read, understood and adhered to our safeguarding procedures.

We will endeavour to safeguard children at risk by:

- Valuing them, listening to and respecting them;
- Adopting this policy and adhering to our associated procedures and code of conduct for staff.
- Ensuring we have a safer recruitment process for everyone recruited by RIU and that all applicable checks are made.
- Providing effective management of staff and volunteers through supervision, support and training.
- Ensuring organisations with which we contract, or partners, have appropriate safeguarding policies and procedures in place.
- Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties.
- Review this policy and procedures and update them as appropriate.

Consent, Confidentiality and Information Sharing

The Child Safeguarding Lead will be responsible for making decisions about sharing information with external agencies, including the police and local authority.

Rise in Unity CIC is committed to keeping accurate and factual records of all reported safeguarding concerns. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate, legible, and include a date, time, and signature.

It is important to have clear job descriptions and volunteer role descriptions – that way, it is easier to assess if the role requires a DBS. If you need help with safer recruitment, you can speak to TSL Kirklees, the Council DBS team and NACRO. It is important to remember that safer recruitment isn't just about criminal record checks but also about other safety measures such as character references, potential probationary periods, safeguarding training and supervision.

Safer Recruitment

Rise in Unity CIC aims to minimise the risk of involving unsuitable people in its work with children.

All staff and volunteers will have clear role descriptions, which will be assessed for regulated activity.

DBS checks will be undertaken for individuals involved in regulated activity with children as part of their role with Rise in Unity CIC DBS certificates will be updated every 1 year.

We will carry out safer recruitment practices for all volunteers and staff, including adverts that explicitly state the importance of child safeguarding to the organisation, an application form that also clearly states the importance, obtaining good-quality references, undertaking interviews, and probationary periods for any relevant positions.

Training

All staff and volunteers will undertake the Kirklees Safeguarding Children Partnership's (KSCP) Awareness of Child Abuse and Neglect e-learning course every 3 years – this is recommended as a minimum. Training will depend on the nature of your roles.

The safeguarding lead will undertake the Kirklees 'Working Together to Safeguard Children' Foundation Course and the refresher course every three years.

(Depending on your organisation and its services, there may be other training you want to stipulate. The KSCP website has an excellent list of available courses:

<https://www.kirkleessafeguardingchildren.co.uk/>

Reporting a Concern

If someone in Rise in Unity CIC believes a child to be in imminent danger, they must ring 999 immediately and ask for the Police.

Any safeguarding concern should be reported to the Safeguarding Lead (Chantelle McDade). If unavailable, report to second contact (Darren Fox) within one day, per our safeguarding procedures (see Appendix 1).

Any suspicion that a child has been abused by a member of staff or a volunteer must be reported to the Safeguarding Lead, who will take the necessary steps to ensure the safety of the child and any other child who may be at risk. The safeguarding procedures will be followed, including referring the allegation to Children's Social Care and the Local Authority Designated Officer (LADO), who may involve the police. If the Safeguarding Lead is the subject of the allegation, then the concern must be made directly to Children's Social Care and the LADO, whose responsibility it is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Assist suspension and referral to the Disclosure and Barring Service.

This may result in a criminal, safeguarding, disciplinary or misconduct investigation.

All staff and volunteers should feel able to raise concerns about poor safeguarding practices, and concerns will be taken seriously by the committee/trustees/ board, etc.

Adult-to-Child Ratio

At Rise in Unity CIC, we are committed to maintaining appropriate supervision levels to ensure the safety, well-being, and effective engagement of all children participating in our activities. We adhere to the following recommended adult-to-child ratios based on guidance from safeguarding bodies and best practices in youth sports settings:

Age Group	Recommended Ratio (Adults: Children)
4 - 8 years	1:8
9 - 12 years	1:10
13 - 17 years	1:15

Key Considerations:

- Higher supervision is provided for children with SEND or additional needs.
- Minimum of two adults always present to prevent one-on-one situations.
- Volunteers and staff must have undergone safeguarding training and appropriate background checks (DBS).
- Emergency procedures are in place to ensure immediate response if required.

We review these ratios regularly and adjust based on risk assessments, activity type, and group needs, ensuring a safe and supportive environment for all children in our care.

Prevent

At Rise in Unity CIC, we are committed to safeguarding children and young people from all forms of harm, including the risks associated with radicalisation and extremism. We recognise our responsibility to support the Local Authority's Prevent Strategy, which protects individuals from being drawn into extremist ideologies, radicalisation, or terrorist activities.

- We achieve this by:
 - **Promoting Inclusivity & Critical Thinking-** Encouraging open discussions, respect for diversity, and awareness of different perspectives.
 - **Providing a Safe & Supportive Environment-** Ensuring that young people feel valued, heard, and engaged in positive activities reduces the risk of vulnerability to extremist influences.
 - **Staff Awareness & Training-** Our team is trained to recognise signs of radicalisation and understand how to respond appropriately.
 - **Partnership with Local Authorities-** We work closely with safeguarding agencies, schools, and the Prevent team to ensure that any concerns are handled sensitively and in accordance with safeguarding protocols.
 - **Clear Reporting Procedures-** Any concerns about a young person being at risk of radicalisation will be reported following our Safeguarding Policy and referred to the appropriate Local Authority Prevent Team.

Early Support

Safeguarding is also about prevention and recognising when a family may benefit from early support, providing interventions to build resilience amongst children, young people, and their families – particularly those who may be vulnerable. Where appropriate, we will support families to access support from Kirklees Council's Early Support Service as well as Early Support Partners such as Thriving Kirklees <https://www.thrivingkirklees.org.uk/>

Promoting the Wellbeing of Children

At Rise in Unity CIC, the well-being of children is at the heart of everything we do. We promote a safe, inclusive, supportive environment where children can grow, learn, and thrive. Through our Brazilian Jiu-Jitsu programs, we provide structured activities that encourage physical fitness, mental resilience, and personal growth. Our sessions instil confidence, discipline, and teamwork while fostering positive relationships and social skills.

We are committed to safeguarding and protecting every child we work with. All staff and volunteers are trained to understand and adhere to safeguarding policies and procedures. Additionally, we actively engage with parents and carers to ensure a holistic approach to promoting the well-being of children. By empowering children with these skills and values, we aim to contribute to their overall happiness, health, and future success.

E-Safety

Depending on your organisation and its interactions with children and young people, it may be necessary to insert a paragraph regarding e-safety. See below for further advice:

<https://learning.nspcc.org.uk/research-resources/templates/online-safety-policy-statement-and-agreement>

You may even need a separate policy. An example template is here:

https://www.bef.co.uk/repository/downloads/Esafety_policy_Version_1.0.pdf

Review of Policy

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Does your policy need to be approved by your Trustees, Committee members, etc.? If so, please include details below, including when the policy was approved and by whom.

APPENDIX 1

Rise in Unity CIC - Safeguarding Children Procedures

It is the responsibility of the **Rise in Unity CIC** (Designated Safeguarding Lead/ Safeguarding Officer/ Concerns Officer) to ensure that the safeguarding procedures are adhered to and to support staff/stakeholders/volunteers in upholding their professional conduct.

Safeguarding Procedures

- If a child or young person is in immediate danger, then you must ring the Police (and/or ambulance service) on 999. This is the only time you should act without needing to speak to the lead officer in your organisation first.
- The Safeguarding Lead (Chantelle McDade) for **Rise in Unity CIC**, and all concerns must be referred to this person. (This includes if you have had to telephone the Police because a child or young person was in immediate danger and you were unable to speak to the lead officer at the time).
- The Safeguarding Report Form (Appendix 3) should be used by Staff/Volunteers to report safeguarding concerns relating to children. All the information provided must be treated as confidential and reported to the Safeguarding Lead within one working day (or sooner if that is what you have decided).
- If Staff or volunteers are unable to contact the Safeguarding Lead, they should use the contact numbers at the end of the form.
- The form should be completed at the time or immediately following the concern coming to your attention or disclosure being made to you, but after all necessary emergency actions have been taken.

- Remember that staff and volunteers must make it clear to the child or young person that they cannot guarantee confidentiality.

You must:

- ✓ **Call the police and/ or an ambulance if the child / young person is in immediate danger.**
- ✓ **Listen carefully to what you are being told and reassure the child that you are taking what they say seriously**
- ✓ **Tell your manager what has happened**

You must not:

- × **Touch or clear away evidence**
- × **Interrupt the child/young person or ask “leading questions”**
- × **Make assumptions.**
- × **Promise absolute confidentiality. Or agree to keep it a secret**
- × **Attempt to investigate the allegation yourself.**
- × **Contact the alleged abuser**
- × **Discuss the allegation with other staff/volunteers**

Please note:

It is your duty to report concerns or disclosures of abuse.

It is not your responsibility to decide whether a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.

Rise in Unity CIC is not a statutory agency and has no right to undertake investigations into concerns regarding Child Protection. Referrals should be directed to the appropriate local Children's Social Care Contact Centres.

Review of Procedure

This procedure will be reviewed periodically and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Details of safeguarding contacts in Kirklees

In an event where the Safeguarding Lead is unavailable and you have a concern that a child in Kirklees is being abused or mistreated, or you have concerns about a child's well-being, you should call and speak to someone on one of the following numbers:

Kirklees Front Door to Children's Services

01484 414960

NSPCC Helpline: 0808 800 5000

NSPCC email: help@nspcc.org.uk

APPENDIX 2

DEFINITIONS (Taken from [‘Working Together to Safeguard Children 2018’](#))

Children

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or is in custody in the secure estate, does not change their status or entitlements to services or protection.

Safeguarding and promoting the welfare of children

Defined for the purposes of this guidance as:

- a. protecting children from maltreatment
- b. preventing impairment of children's health or development
- c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- d. taking action to enable all children to have the best outcomes

Child Protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse

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

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child causes severe and persistent adverse effects on the 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 include not giving the child opportunities to express their views, deliberately silencing them, or inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

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. Once a child is born, neglect may involve a parent or carer failing to:

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. protect a child from physical and emotional harm or danger
- c. ensure adequate supervision (including the use of inadequate caregivers)
- d. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism/ Prevent

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities based on race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

The Kirklees Prevent Strategy tackles all forms of extremism, and the Kirklees Prevent Hub is the main point of contact for concerns across Kirklees.

Local Authority Designated Officer (LADO)

County-level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities should, in addition, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to be able to fulfil this role effectively, for example, qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Crime Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Female Genital Mutilation

Female Genital Mutilation (FGM) is the collective term for all procedures involving partial or total removal of the external genitalia or other injury to the female genital organs for non-medical reasons. FGM is a form of child abuse and is illegal in the UK.

Signs of Abuse

- Unexplained or suspicious injuries such as bruising, cuts, or burns, particularly if situated on a part of the body not normally prone to such injuries, or the explanation of the cause of the injury is ill-fitting.
- A disclosure of abuse, or description of what appears to be an abusive act by a child or adult at risk.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour, such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of a particular individual, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends
- Eating disorders, depression, self-harm or suicide attempts.
- Deterioration in health or appearance, including loss of weight.
- Unexplained loss of money or material goods (financial abuse)
- Unexplained possession of money or goods such as mobile phones (child sexual exploitation)
- Fear or anxiety

This is not an exhaustive list of possible indicators of abuse.

Further resources, training and guidance can be found at:

Kirklees Safeguarding Partnership website – lots of good resources and training available, which is free to the third sector (please make sure you attend any training that you have booked onto).

<https://www.kirkleessafeguardingchildren.co.uk/>

NCVO – national guidance tools and tips for the third sector on safeguarding:

<https://knowhow.ncvo.org.uk/safeguarding/>

Government guidance on handling a safeguarding allegation within a charity:

<https://safeguarding.culture.gov.uk/>

Disclosure and Barring Service (including eligibility tool):

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

<https://www.nacro.org.uk/resettlement-advice-service/support-for-employers/>

When you create your version, you should ensure that Appendix 3 starts on a new page so that it can be printed out separately.

Appendix 3

Safeguarding Report Form

This form should be used to report safeguarding concerns relating to Children. In an emergency, please contact the Police / Ambulance on 999. All the information provided must be treated as confidential and reported to Chantelle McDade within one working day.

If you are unable to contact the Safeguarding Lead, use the contact numbers at the end of the form.

The form should be completed at the time or immediately following the concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1) YOUR DETAILS – THE PERSON COMPLETING THE FORM

Your Name:

Your position:

Your telephone number:

Your email address:

Date form completed:

Time form completed:

2) THE DETAILS OF THE PERSON AFFECTED

Name:

Date of Birth:

Address:

Telephone number:

Email address:

Details of the incident (please describe in detail using only facts):

3) OTHER PRESENT OR POTENTIAL WITNESS

Name:

Address:

Telephone number:

Email address

Additional Relevant Information (please detail anything else that you believe to be helpful / important)

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I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

PRINT NAME	
SIGNATURE	

To be completed by Safeguarding Lead:

Record action taken:	
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USEFUL NUMBERS

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

- **Kirklees Duty and Advice Team**
01484 414960
- **NSPCC Helpline:** 0808 800 5000

NSPCC email: help@nspcc.org.uk