



Safeguarding Policy Framework

Part of the BYO Safeguarding and Protection Policy Suite

Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

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Introduction

This Safeguarding Policy Framework serves as the umbrella document for the Britannia Youth Organisation (BYO) comprehensive safeguarding framework. It establishes the overarching principles and structure that connects all our safeguarding policies and procedures.

At BYO, our mission is to empower young people by providing essential support and resources that enhance both their mental and physical well-being. We deliver a diverse range of high-impact programmes designed to address the mental health, emotional resilience, and physical well-being of young people. As an organisation embedded in and committed to the local community and its needs, we will from time to time deliver a range of services to the wider community including older people. We recognise that through our young people's services which may include over 18's, and occasional projects to the wider community, we have a duty to consider our safeguarding responsibilities to both children and adults at risk of abuse.

All **staff** and **volunteers** should familiarise themselves with this policy framework and all related procedures. Failure to follow this policy could result in disciplinary proceedings and dismissal.

1. Purpose & Application

BYO are committed to fostering a safe, inclusive, and nurturing environment where the welfare of children and adults at risk is promoted at all times. We believe that any form of abuse to children or adults is unacceptable. We take our responsibility to safeguard children and adults seriously and our safeguarding framework is designed to help us integrate safeguarding into how we safeguard those we come into contact with effectively by how we:

- Plan and deliver our services
- Recruit, induct, train and set expectations of our **staff** and **volunteers**
- Ensure that service users, parents, our partners and members of the public know how to tell us if they have concerns
- Recognise abuse; respond to and manage any safeguarding concerns or allegations
- Keep listening - to our service users, **staff** and **volunteers**, our partners and wider community so we can learn how to improve

The purpose of this framework is therefore to ensure that all **staff** and **volunteers** at BYO, including **Directors**, recognise the importance of safeguarding; know what their specific responsibilities are in contributing to a safe culture and are supported to understand how to keep people safe. We want the young people and adults we work with to feel safe and know who to tell if they have concerns, being confident that they will be listened to, taken seriously and that appropriate action will be taken. This framework sets out for everyone in a transparent way, our safeguarding responsibilities, how we will meet them and the principles that underpin how we work.

This policy applies to all our **staff** and **volunteers** (including contractors, student placements, temporary or agency **staff**), and visitors.

2. Legislation and Keeping the Policy Up to Date

This framework reflects current legislation and best practice including the Children Act 1989, Children Act 2004, Care Act 2014, Protection of Freedoms Act 2012, Equality Act 2010, Human Rights Act 1998, Mental Capacity Act 2005, Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children 2024, and relevant statutory guidance.

Our Safeguarding Policy Framework is reviewed annually to ensure it is in line with current legislation. We may also review and update the framework from time to time in response to incidents, material changes in law or our operations.

3. Master Definitions Glossary

The following definitions apply consistently across all BYO safeguarding policies and procedures:

Children

A **child** is anyone under the age of 18.

Article 19 of the UN Convention on the Rights of the Child states that “every child should be protected from abuse”.

Working Together to Safeguard Children 2024 states that everyone who comes into contact with children and families has a role to play. It describes safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Adults at Risk

An “**adult at risk**” is someone who is aged 18 or over who:

- Has care and support needs and
- Is experiencing, or is at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

The Care Act 2014 states that “adult **safeguarding** is working with adults with care and support needs to keep them safe from abuse or neglect.” Where adults may lack the mental capacity to make specific decisions about their safety or welfare, we will follow the principles and requirements of the Mental Capacity Act 2005, ensuring that any decisions made are in their best interests and involve them as much as possible.

Key Personnel Definitions

- **Staff:** All employed personnel including full-time, part-time, contractors, student placements, temporary or agency workers
- **Volunteers:** All unpaid personnel who provide services to BYO including regular and occasional volunteers
- **Directors:** Senior leadership team responsible for operational oversight
- **Governor:** Strategic leader with overall organisational responsibility
- **DSL: Designated Safeguarding Lead** - person with primary responsibility for safeguarding matters
- **DDSL: Deputy Designated Safeguarding Lead** - designated alternative to the **DSL**

Safeguarding

Safeguarding means protecting people’s health, well-being and human rights, and enabling them to live free from harm, abuse and neglect. This includes both proactive measures to prevent harm and reactive responses to concerns or incidents.

4. Responsibilities

BYO is a Community Interest Company and is not regulated by the Charity Commission for England and Wales (Charity Commission). However, for the purpose of adopting best practice, BYO is guided by Charity Commission expectations in relation to safeguarding.

Governor

The **Governor**, as strategic leader of BYO, has overall responsibility for safeguarding and will ensure it is central to BYO's culture, strategy and delivery.

The **Governor** will ensure that BYO:

- Establish safeguarding policies and procedures which fit with those of the local authority and which all BYO **staff** and **volunteers** follow
- Make sure all **staff** and **volunteers** receive regular training on safeguarding
- Manage concerns, complaints, whistleblowing and allegations effectively
- Have clear policies as to when DBS checks are required, assessing the level of check needed and how the sensitive information is handled in accordance with the Safeguarding Vulnerable Groups Act 2006
- Issues are reported to external bodies, where appropriate such as DBS, police, local authority

Director

Directors are responsible for operational matters. They will:

- Work with the **Governor** to maintain this framework through planning, implementing, measuring and reviewing performance on a corporate level
- Oversee the effective implementation of the framework
- Ensure **staff** and **volunteers** understand their responsibilities in creating a safe culture
- Lead on developing and maintaining a culture of openness, where everyone feels able to speak up and voice concerns
- Ensure that any concerns or allegations are promptly investigated and reported
- Undertake regular safeguarding training

Managers

Those **staff** with line management responsibility are accountable for ensuring the framework is implemented in the areas that they oversee. They should:

- Ensure the framework is communicated in a way that is understood
- Check that **staff** and **volunteers** are clear about their safeguarding responsibilities
- As a role model, promote a safe culture at all times, informing, instructing and supervising staff and volunteers
- Ensure all **staff** and **volunteers** are recruited, inducted and trained in line with this framework
- Undertake relevant safeguarding training for themselves at least every 3 years
- Ensure all incidents relating to safeguarding are reported to a **Designated Safeguarding Lead (DSL)**
- Report safeguarding issues which they cannot resolve to the **Directors**
- Ensure that any concerns or allegations are promptly investigated and reported

All Staff and Volunteers

Safeguarding is everyone's responsibility. All **staff** and **volunteers** should:

- Conduct themselves in line with the Code of Conduct at all times
- Follow the safeguarding arrangements set out in this framework and related policies
- Report all safeguarding issues to the **DSL** without delay
- Report concerns about the behaviour of **staff** or **volunteers** to the **DSL** without delay. Where the concern relates to the conduct of the **DSL**, it should be reported to **DDSL**

See also: [Whistleblowing Policy] - If you feel unable to report concerns directly through normal channels, alternative reporting options are available.

Designated Safeguarding Lead (DSL)

The **DSL** has overall responsibility for safeguarding matters in BYO. They will:

- Provide safeguarding advice to BYO
- Promote a safe culture and challenge behaviour that undermines safeguarding
- Receive concerns from staff, volunteers and others
- Make referrals, as appropriate to the local authority and ensure other external reporting takes place, where appropriate
- Ensure that any concerns or allegations are promptly investigated and actions taken
- Keep records of concerns, allegations and other safeguarding related issues securely
- Monitor how effectively this framework is being implemented, raising any issues with the Board
- Note any issues that present a risk to the organisation and report these to the Board
- Ensure DBS checks and training for all staff and volunteers is up to date and that up to date records are held centrally
- Complete appropriate safeguarding training at least every 2 years

5. Safeguarding Commitments

BYO recognises that a significant part of effective **safeguarding** is to have in place preventative measures. Whilst we can never fully eradicate the risk of abuse and harm, we should do what we can to reduce its likelihood or reduce its escalation by acting fast. BYO therefore makes the following commitments in order to support the full and effective implementation of **safeguarding**.

Recruitment

We practice safer recruitment to ensure that we recruit people who are safe to work with **children** and **adults at risk**. These measures include:

- Applying more robust measures to roles that involve contact with **children** or **adults at risk**
- Seeking the highest level of DBS check for the role, subject to legal eligibility under the Safeguarding Vulnerable Groups Act 2006
- Seeking a renewed DBS check at least every 3 years. A renewed check will also be triggered where someone changes role; is the subject of a safeguarding related investigation or where the **DSL** reasonably believes it is appropriate
- Ensuring a full induction proportionate to the role
- Ensuring ongoing supervision and line management

See also: *[Recruitment, Selection and Onboarding Policy]* and *[Vetting and DBS Policy]* for detailed procedures.

Training

- Ensure safeguarding training appropriate to the role is completed within 3 months of starting the role
- Training is refreshed at least every 3 years, or sooner depending on risks and level of responsibility

Conflict of Interest

As a community-based organisation with people who may hold multiple roles, BYO recognises the importance of managing potential conflicts of interest. We address this through:

- Clear role definitions and accountability structures to ensure safeguarding responsibilities are transparent
- Appropriate oversight and supervision arrangements where individuals hold multiple roles
- Clear protocols for managing situations where **staff** or **volunteers** have personal relationships with service users
- Regular review of governance arrangements to ensure independence in safeguarding decision-making
- Clear escalation routes that bypass potential conflicts of interest where necessary

6. Risk Assessment and Diversity

BYO believe that everyone should be safeguarded from abuse or harm and should never be discriminated against on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, as protected under the Equality Act 2010. We recognise that everyone has fundamental human rights as enshrined in the Human Rights Act 1998, including the right to life, liberty and security of person.

BYO celebrates diversity and promotes equality through its Equality, Diversity and Inclusion Policy. We recognise that some individuals and communities may be more at risk of harm. We deliver services in an area of high deprivation which can increase the risk of some harms. For example, many **children** and young people we work with may be affected by neglect, domestic violence, or discrimination on the basis of race. Local statistics indicate that school attendance rates are below the national average and **children** experience exclusion due to anti-social behaviour. We are mindful of the issues facing the **children** and young people and adults we work with and carry out risk assessments for all our activities to ensure we address both generic and specifically known risks.

See also: *[Equality, Diversity and Inclusion Policy]* and *[Health and Safety Policy]* for comprehensive risk assessment procedures.

7. Data, Consent and Information Sharing

All information is processed and managed in line with data protection legislation and our Data Protection Policy. This includes ensuring we have a privacy statement when requesting personal and/or sensitive information; obtaining parental consent for activities, taking and using of images and ensuring that information is held securely.

BYO recognises that data protection is not a barrier to **safeguarding children** and adults and we will share information appropriately where it is for the purpose of keeping people safe. We understand that working in partnership with other agencies is essential to keeping people safe. Wherever possible, we will seek consent before so doing, unless it would place people at greater risk.

See also: *[Data Protection Policy]* for detailed information handling procedures.

8. Digital Safeguarding

BYO recognises the importance of keeping people safe in digital environments. Our approach includes:

Use of Mobile Phones and Devices:

- **Staff** are issued with work mobile phones for contact with parents and other adults during working hours
- **Volunteers** using personal phones must only use them for communication between **staff/volunteers**, not directly with parents/**children**, unless covered by a clear written agreement
- All digital communication must be professional and appropriate

Communication with Children:

- Direct email or phone contact with **children** under 16 should be avoided
- Any necessary email contact should be directed to parents/carers or copy them in
- Clear protocols exist for responding to unexpected contact from **children**

Record Keeping:

- All texts, emails, and calls with parents/adults or **children** are recorded appropriately
- Digital communication logs are maintained securely

Social Media and Online Platforms:

- **Staff** and **volunteers** must not post images or information about BYO work on personal social media
- Friend requests or social media connections with service users are not permitted
- All social media use follows our Social Media Policy

See also: *[Digital Safeguarding Policy]* for comprehensive digital safety procedures.

9. Joint Working

BYO works jointly with other organisations through venue partnerships, collaborative events, and shared programmes. Before entering into any joint enterprise we will carry out due diligence checks to ensure that the organisation or individual does not pose a reputational or **safeguarding** risk.

Joint working arrangements will always be recorded in writing and signed by relevant parties. It will include key details including **safeguarding** protocols and who will lead on **safeguarding** matters. Regardless of which organisation takes the lead role for **safeguarding**, BYO will also retain the right to refer matters to the local authority where they believe it is appropriate and where the lead organisation fails to do so.

10. Reporting Concerns and Alternative Pathways

All safeguarding concerns should be reported immediately to the DSL. However, we recognise that there may be circumstances where individuals feel unable to report concerns through normal channels.

Alternative reporting options include:

- Reporting to the DDSL if concerns relate to the DSL
- Using our Whistleblowing Policy procedures for serious concerns about organisational practices
- Accessing our Complaints Policy for service-related concerns
- Direct contact with external authorities where immediate risk is present

See also: *[Whistleblowing Policy]* and *[Complaints Policy]* for detailed alternative reporting procedures.

11. Key Contacts

Designated Safeguarding Lead: Joshua William Hall

Mobile: 07925 328 728

Email: safeguarding@britanniayo.com

Deputy Designated Safeguarding Lead: Hassan Alexander Kingsley

Mobile: 07597 874 222

Email: safeguarding@britanniayo.com

Emergency Contacts:

- **Police:** 999
- **Children's Services:** [Insert local authority contact]
- **Adult Social Services:** [Insert local authority contact]
- **NSPCC Helpline:** 0808 800 5000

This framework should be read as the foundation document alongside all other BYO safeguarding policies and procedures. For any queries about this framework, please contact the Designated Safeguarding Lead.

This policy has been approved by Hassan Kingsley, the Governor, and will be reviewed annually or following any significant incident or change in legislation.

Reviewed by:



Hassan Kingsley

Governor

Date: 11/06/2025

Next Review Date: 11/06/2026

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