

FTS YOUTH CIC

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

Document:	Safeguarding Procedures
Owner:	Lylas Flora, DSL , Kyra Palma D.DSL
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1. PURPOSE

These procedures provide clear, step-by-step guidance for all FTS Youth CIC staff and volunteers on how to recognise and respond to safeguarding concerns. They should be read alongside our Safeguarding and Child Protection Policy.

2. RECOGNISING ABUSE AND NEGLECT

2.1 Types of Abuse

Physical Abuse

Signs may include:

- Unexplained bruises, burns, or fractures
- Injuries in unusual places or patterns
- Flinching when approached or touched
- Wearing clothes to hide injuries
- Fearful behaviour or reluctance to go home

Emotional Abuse

Signs may include:

- Low self-esteem and lack of confidence
- Withdrawn or clingy behaviour
- Unable to play or have fun
- Fear of making mistakes
- Self-harm or eating disorders

Sexual Abuse

Signs may include:



- Sexually inappropriate behaviour or language
- Physical symptoms such as soreness or bleeding
- Regression to younger behaviour
- Unexplained gifts or money
- Self-harm, substance misuse, or running away

Neglect

Signs may include:

- Poor hygiene or inappropriate clothing
- Always hungry or hoarding food
- Frequent illnesses or untreated medical issues
- Poor attendance or punctuality
- Being left alone or unsupervised

2.2 Contextual Safeguarding Issues

Child Criminal Exploitation (CCE)

Warning signs:

- Going missing or being found in areas away from home
- Unexplained money, clothes, or phones
- Associating with older individuals or groups
- Sudden changes in behaviour or emotional state
- Unexplained injuries or deterioration in physical appearance
- Carrying weapons or drugs

Child Sexual Exploitation (CSE)

Warning signs:

- Older boyfriend/girlfriend or associating with older people
- Receiving unexplained gifts or money
- Sexually transmitted infections or pregnancy
- Secretive behaviour, especially about phones or online activity
- Inappropriate sexual behaviour or knowledge

Gang Violence and Serious Youth Violence

Warning signs:

- Wearing particular clothing colours or brands
- Using hand signals or specific language
- Unexplained injuries or fearful of certain areas
- Carrying weapons or discussing violence
- Posting concerning content on social media



3. RESPONDING TO CONCERNS

3.1 If You Have a Concern

1. **DO NOT DELAY** – safeguarding is always urgent
2. **Speak to the DSL immediately** (Lylas Flora) or Deputy DSL if unavailable
3. **If neither available**, contact children's social care directly
4. **Record your concerns** using the Safeguarding Concern Form
5. **Do not investigate** – that is the role of statutory agencies
6. **Maintain confidentiality** – share only on a need-to-know basis

3.2 If a Young Person Discloses Abuse

DO:

- Listen carefully and give your full attention
- Reassure them they have done the right thing
- Tell them it's not their fault
- Let them tell their story at their own pace
- Take what they say seriously
- Explain you need to share this to keep them safe
- Report to the DSL immediately after

DON'T:

- Promise confidentiality or that you won't tell
- Ask leading questions like 'Did they do X?'
- Put words in their mouth
- Interrupt or push for more information
- Show shock, disbelief, or judgement
- Contact the alleged abuser
- Investigate yourself

3.3 Recording Information

Complete a Safeguarding Concern Form including:

- Date, time, and location of concern
- Child's name, age, address if known
- Factual description of what you observed or heard
- Use the child's exact words where possible
- Distinguish between fact, opinion, and hearsay
- Action taken so far
- Your name and signature
- Pass immediately to the DSL



4. DSL ACTIONS

Upon receiving a concern, the DSL will:

7. **Assess the information** to determine the level of risk and appropriate action
8. **Gather additional information** if needed (without investigating)
9. **Decide on action:**

Option A: Immediate risk

- Call 999 if child is in immediate danger
- Make urgent referral to children's social care

Option B: Referral needed

- Contact children's social care within 24 hours
- Follow up in writing within 48 hours

Option C: Early help

- Discuss with family and young person
- Coordinate support services

Option D: Monitor

- Record concerns on safeguarding file
 - Agree monitoring plan with staff
10. **Inform parents/carers** (unless this would increase risk to child)
 11. **Record all actions** on the child's safeguarding record
 12. **Provide feedback** to the person who raised the concern
 13. **Arrange support** for the child and staff involved

5. MAKING REFERRALS

5.1 When to Refer

Refer to children's social care when:

- A child has suffered or is at risk of significant harm
- A child's needs are not being met by parents/carers
- There are concerns about abuse or neglect
- Early help has not improved the situation

5.2 How to Refer

14. Telephone children's social care (contact details in main policy)
15. Provide all relevant information about the child and family



16. Confirm the referral in writing within 48 hours
17. Chase for feedback if not received within 3 working days
18. If disagreeing with decision, use escalation procedures

6. INFORMATION SHARING

Key principles:

- Share information on a need-to-know basis
- The safety and wellbeing of the child overrides confidentiality
- Be transparent with families unless it increases risk
- Share with statutory agencies without delay
- Record what has been shared, when, and with whom
- Do not discuss concerns with colleagues unnecessarily

7. RECORD KEEPING

- All concerns must be recorded in writing
- Use factual, objective language
- Records are stored securely, accessible only to DSL and authorised staff
- Kept separate from general files
- Retained in line with legal requirements
- Transferred appropriately if young person moves

8. CONTACT INFORMATION

DSL	Lylas Flora - contact@ftsyouth.org
Children's Social Care	RBKC: 020 7361 3013 (weekdays 9-5) or (EDT) 020 7373 2227 (out of hours) Lambeth: 020 7926 3100 (weekdays 9-5) or (EDT) 020 7926 5555 (out of hours) Camden: 020 7974 3317 (9am-5pm) or (EDT) at 020 7974 4444 (out of hours)
Police	999 (emergency) / 101 (non-emergency)
NSPCC	0808 800 5000

