

Flip The Script YOUTH CIC

SAFEGUARDING AND CHILD PROTECTION POLICY

Policy Owner:	Lylas Flora, Designated Safeguarding Lead
Approved by:	Board of Directors
Date of Issue:	January 2026
Review Date:	January 2027 (Annual Review)

1. PURPOSE AND AIM

FTS Youth CIC is a Community Interest Company dedicated to supporting young people, with a particular focus on those at risk of, or affected by, gang violence, exploitation, and other forms of harm. Our mission is to provide safe, supportive environments where young people can thrive, develop resilience, and build positive futures.

This Safeguarding and Child Protection Policy sets out our commitment to protecting all children and young people who engage with our services. We recognise that safeguarding is everyone's responsibility and that all young people, regardless of their circumstances, have the right to be protected from abuse and harm.

The purpose of this policy is to:

- Establish clear expectations for safeguarding children and young people within FTS Youth CIC
- Ensure all staff, volunteers, and trustees understand their responsibilities
- Provide a framework for recognising and responding to safeguarding concerns
- Promote a culture of safety, transparency, and accountability
- Meet our legal and regulatory obligations

2. SCOPE

This policy applies to:

- **All children and young people under 18 years of age** who participate in FTS Youth CIC activities, programs, or services
- **Young adults aged 18-25** who may be vulnerable or at risk and engage with our extended support services
- **All staff members** (paid and sessional) who work for FTS Youth CIC
- **All volunteers** who support our activities
- **Board members and trustees** of FTS Youth CIC



- **Contractors, consultants, and partner organisations** who have contact with young people through our work
- **Anyone visiting our premises** or participating in our events

This policy covers all settings in which FTS Youth CIC operates, including physical premises, online spaces, outreach work, residential activities, and partnership delivery.

3. LEGISLATIVE AND POLICY CONTEXT

This policy has been developed in accordance with UK legislation and statutory guidance, including:

- The Children Act 1989 and 2004
- Working Together to Safeguard Children (DfE, 2023)
- Keeping Children Safe in Education (DfE, 2024)
- What to do if you're worried a child is being abused (DfE, 2015)
- The Protection of Freedoms Act 2012
- The Sexual Offences Act 2003
- The Serious Crime Act 2015
- Data Protection Act 2018 and UK GDPR
- The Equality Act 2010
- Counter-Terrorism and Security Act 2015 (Prevent duty)

This policy should be read alongside our detailed safeguarding procedures, which provide operational guidance on how to implement this policy in practice.

4. POLICY STATEMENT

4.1 Our Commitment

FTS Youth CIC believes that all children and young people have the right to be safe, respected, and protected from harm.

We are committed to:

- Creating and maintaining a safeguarding culture where the welfare of children and young people is paramount
- Treating every child and young person with dignity, respect, and compassion
- Listening to children and young people and taking their views seriously
- Providing safe environments, both physical and online, where young people can develop and thrive
- Recognising and responding to safeguarding concerns promptly and appropriately
- Working in partnership with children, families, and statutory agencies to protect young people
- Ensuring all adults working with children are suitable, properly trained, and supervised

4.2 Equality and Inclusion



FTS Youth CIC will give equal priority to keeping all children and young people safe, regardless of their age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, sexual orientation, or socio-economic background.

We recognise that some children and young people are additionally vulnerable due to:

- Previous experiences of abuse, trauma, or adverse childhood experiences
- Involvement or risk of involvement in gang activity, serious violence, or exploitation
- Mental health difficulties
- Learning disabilities or special educational needs
- Being d/Deaf or disabled
- Being LGBTQ+
- Being from Black, Asian, or minoritised ethnic communities
- Being care-experienced or in care
- Having communication difficulties
- Being at risk of criminal exploitation or modern slavery
- Homelessness or housing insecurity

We will actively work to identify and address barriers that may prevent vulnerable young people from accessing support or disclosing concerns. We will provide targeted support and make reasonable adjustments to ensure all young people can participate safely.

4.3 Contextual Safeguarding

FTS Youth CIC recognises that young people can be vulnerable to abuse and exploitation in contexts outside their family home. We understand that safeguarding incidents can occur in peer groups, within educational settings, in neighbourhoods, and increasingly online. Our approach to safeguarding considers:

- The relationships, spaces, and places where harm may occur
- Gang-related activity and serious youth violence
- Child criminal exploitation (including county lines)
- Child sexual exploitation
- Online safety and digital exploitation
- Peer-on-peer abuse and harmful sexual behaviour



5. HOW WE WILL KEEP CHILDREN AND YOUNG PEOPLE SAFE

FTS Youth CIC will keep children and young people safe by:

5.1 Leadership and Management

- Appointing a Designated Safeguarding Lead (DSL) with overall responsibility for safeguarding and child protection
- Appointing a Deputy DSL to act in the absence of the DSL
- Ensuring a Board member has lead responsibility for safeguarding at governance level
- Providing sufficient resources, time, and training for the DSL to fulfil their role
- Regularly reviewing and updating our safeguarding policies and procedures

5.2 Safe Recruitment

- Implementing robust safer recruitment practices for all staff and volunteers
- Conducting enhanced DBS checks for all roles involving contact with children
- Taking up references and verifying employment history
- Conducting face-to-face interviews that explore candidates' understanding of safeguarding
- Maintaining a Single Central Record of all pre-employment checks

5.3 Training and Development

- Providing comprehensive safeguarding induction training for all new staff and volunteers
- Ensuring all staff complete annual safeguarding training updates
- Providing specialist training relevant to our work (e.g., gang violence, exploitation, trauma-informed practice)
- Ensuring the DSL receives advanced safeguarding training, updated every two years
- Making safeguarding a regular agenda item at team meetings and supervision sessions

5.4 Clear Policies and Procedures

We have detailed procedures that explain:

- How to recognise signs of abuse and neglect
- How to respond to disclosures and concerns
- How to make referrals to children's social care and other agencies
- How to manage allegations against staff or volunteers
- How to handle concerns about peer-on-peer abuse
- How to keep children safe online
- How to conduct safe activities and events
- How to store and share information safely

5.5 Codes of Conduct



- Establishing clear behaviour codes for staff, volunteers, and young people
- Setting appropriate boundaries in relationships with young people
- Promoting positive, respectful, and professional conduct at all times
- Taking swift action when codes of conduct are breached

5.6 Listening to Children and Young People

- Creating opportunities for young people to share their views and concerns
- Ensuring young people know how to raise concerns and who to speak to
- Building trusting relationships based on respect and understanding
- Empowering young people to understand their rights and how to keep themselves safe
- Involving young people in developing and reviewing our safeguarding practices

5.7 Partnership Working

- Working collaboratively with local safeguarding partnerships
- Building strong relationships with children's social care, police, education, and health services
- Sharing information appropriately and lawfully when necessary to protect children
- Contributing to multi-agency safeguarding arrangements and child protection conferences
- Engaging families and parents/carers in safeguarding discussions where appropriate

5.8 Safe Environments

- Conducting risk assessments for all activities and venues
- Maintaining appropriate supervision ratios
- Ensuring premises are safe and secure
- Implementing safe transport arrangements
- Managing photographs, videos, and online presence safely

6. RESPONDING TO SAFEGUARDING CONCERNS

All staff, volunteers, and trustees have a responsibility to recognise and respond to safeguarding concerns.

6.1 What to Do If You Have a Concern

If you are worried about a child or young person:

- **Act immediately** – safeguarding concerns are always urgent
- **Speak to the Designated Safeguarding Lead or Deputy DSL**
- **Record your concerns** in writing using our safeguarding concern form
- **Do not investigate** – leave this to the appropriate authorities
- **Maintain confidentiality** – only share information with those who need to know

6.2 If a Young Person Discloses Abuse

- **Listen** carefully without interrupting



- **Reassure** them that they have done the right thing in telling you
- **Do not promise confidentiality** – explain you need to share the information to keep them safe
- **Do not ask leading questions** – let them tell their story in their own words
- **Make it clear that abuse is never the child's fault**
- **Report immediately** to the DSL

6.3 The Role of the Designated Safeguarding Lead

Upon receiving a safeguarding concern, the DSL will:

- Assess the information and determine the appropriate course of action
- Make referrals to children's social care or police where necessary
- Liaise with relevant agencies and attend meetings as required
- Keep accurate, secure records of all safeguarding concerns and actions taken
- Provide support to the child or young person and staff involved
- Monitor ongoing situations and review support plans

7. RECOGNISING ABUSE AND NEGLECT

Staff and volunteers must be alert to all forms of abuse and neglect. Abuse can take many forms:

7.1 Physical Abuse

Physical abuse involves causing physical harm to a child, including hitting, shaking, throwing, burning, or otherwise causing physical injury.

7.2 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child, causing severe and persistent adverse effects on their emotional development. This includes conveying to children that they are worthless, unloved, or inadequate.

7.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. This includes physical contact and non-contact activities such as viewing or producing indecent images.

7.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in serious impairment of health or development.

7.5 Specific Safeguarding Issues

Given the nature of our work with vulnerable young people, FTS Youth CIC staff must be particularly alert to:



- **Gang violence and serious youth violence**
- **Child criminal exploitation (CCE), including county lines**
- **Child sexual exploitation (CSE)**
- **Modern slavery and trafficking**
- **Online safety and harmful content**
- **Peer-on-peer abuse and harmful sexual behaviour**
- **Domestic abuse**
- **Mental health concerns and self-harm**
- **Substance misuse**
- **Radicalisation and extremism**
- **So-called 'honour-based' abuse**
- **Female genital mutilation (FGM)**

Detailed guidance on recognising signs and responding to these issues is available in our Safeguarding Procedures document.



8. ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

FTS Youth CIC takes all allegations against staff, volunteers, and trustees seriously. We recognise that children can be vulnerable to abuse by those in positions of trust.

All allegations will be managed in accordance with statutory guidance and local procedures. We will:

- Report allegations immediately to the Local Authority Designated Officer (LADO)
- Follow fair and thorough investigation processes
- Provide support to all parties involved
- Take appropriate action, which may include suspension, disciplinary measures, or referral to regulatory bodies
- Refer individuals to the Disclosure and Barring Service (DBS) where appropriate

9. WHISTLEBLOWING

All staff and volunteers have a professional duty to raise concerns about the conduct or practice of colleagues where there is a safeguarding issue. FTS Youth CIC operates a transparent culture where concerns can be raised without fear of reprisal.

If you are concerned about a colleague's behaviour or safeguarding practice, you should:

- Report your concerns to the DSL or a senior manager
- If your concern is about the DSL, report to the Board Safeguarding Lead
- Alternatively, contact the NSPCC Whistleblowing Helpline: 0800 028 0285

We will treat all whistleblowing reports seriously and investigate them appropriately. Staff who raise genuine concerns will be protected from victimisation or disciplinary action.

10. CONFIDENTIALITY AND INFORMATION SHARING

We recognise the importance of confidentiality in building trust with young people. However, safeguarding children and young people is paramount.

We cannot promise absolute confidentiality if a child or young person tells us something that means they or another child may be at risk of harm.

Information will be shared:

- On a 'need to know' basis to protect children
- In accordance with data protection legislation
- With statutory agencies where there are safeguarding concerns
- With parental consent where appropriate (unless this would place a child at increased risk)



Records of safeguarding concerns will be stored securely and retained in accordance with legal requirements. Access to safeguarding records is restricted to the DSL and authorised personnel.

11. KEY CONTACTS

Designated Safeguarding Lead	Lylas Flora Email: contact@ftsyouth.org Phone: +447798549923
Deputy DSL	Kyra Palma
Board Safeguarding Lead	Lylas Flora and Kyra Palma (Directors)

External Agencies

Local Children's Social Care* *Based on our current drop-ins/hubs	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 (Non-Emergency)	101
Police (Emergency)	999
NSPCC Helpline	0808 800 5000 Email: help@nspcc.org.uk
Childline	0800 1111 www.childline.org.uk

12. SUPPORTING POLICIES AND PROCEDURES

This policy is supported by the following detailed procedures:

- Safeguarding and Child Protection Procedures
- Safer Recruitment Policy
- Code of Conduct for Staff and Volunteers
- Code of Conduct for Young People
- Managing Allegations Against Staff Procedure
- Peer-on-Peer Abuse Policy



- Online Safety Policy
- Photography and Social Media Policy
- Data Protection and Confidentiality Policy
- Whistleblowing Policy
- Risk Assessment Procedures
- Complaints Procedure
- Health and Safety Policy

13. POLICY REVIEW

This policy will be reviewed annually or sooner if:

- There are changes in legislation or statutory guidance
- There is a serious safeguarding incident
- Learning from case reviews indicates the need for changes
- Feedback from staff, young people, or partners suggests improvements

The Board of Directors has ultimate responsibility for ensuring this policy is implemented effectively and kept up to date.

	
Lylas Flora Designated Safeguarding Lead	Date: January 2026

This policy demonstrates FTS Youth CIC's commitment to safeguarding and protecting all children and young people we work with. Every member of our team has a role to play in keeping young people safe.

