Young Carers Development Trust

Charity No 1150197

Policy Safeguarding Policy	Safeguarding Policy
Issue	No. 01
Accountable	CE
Responsible person	CE
Consulted Board of Trustees	Board of Trustees
Approved by Board of Trustees	Board of Trustees
Informed Staff and volunteers	Staff and volunteers
Date approved	27th January 2026 - Amended October 2026
Review timeframe	Annual

Document Description
The Charity Commission's annual return asks if charities have a Safeguarding Policy. The Trustees of the Young Carers Development Trust (YCDT) want to ensure that there are procedures in place for safeguarding children [and adults at risk].

Safeguarding Policy

Safeguarding children and adults at risk is everyone's responsibility; everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

This document outlines the responsibilities of YCDT.

1. Safeguarding Guidelines

YCDT will implement a set of guidelines which will provide guidance and outline the process in place in relation to safeguarding children and adults at risk.

The guidelines will be applicable to staff members and volunteers, including Trustees, of YCDT.

2. Designated Safeguarding Lead

The Board of Trustees will appoint a Designated Safeguarding Lead who is responsible for Safeguarding on behalf of YCDT.

The Designated Safeguarding Lead is responsible for providing training to members of staff of the YCDT and all volunteers recruited by YCDT, to equip them with the appropriate knowledge and skills for their role.

3. Recruitment

The safety of the child or adult at risk and other volunteers/ colleagues is vitally important.

We will assess the role requirements of all volunteers or staff members working with children and adults at risk. We follow our policy recruitment of volunteers including (but not limited to) identification checks, Disclosure and Baring Service (DBS) checks and references,

4. Contacts

Position	**Name**	**Email**
Designated Safeguarding Lead	Georgia Prentice	georgiap@ycdt.org.uk
Deputy Safeguarding Lead	Sarah Payton	sarahp@ycdt.org.uk
Deputy Safeguarding Lead	Karina Eccles	karinae@ycdt.org.uk
Designated Safeguarding Trustee	Amy Riley	amyr@ycdt.org.uk

5. Statement of Intent

It is the policy of YCDT to safeguard the welfare of all children and young people by protecting them from all forms of abuse including neglect, physical, emotional and sexual harm. The purpose of this policy and guidance is to:

- ✓ Create and embed a culture of safeguarding.
- ✓ Explain the procedures to follow where there are concerns about the welfare of a child or suspected abuse.
- ✓ To define the types and signs of child abuse.
- ✓ To assist staff, volunteers and Trustees to recognise and deal with child protection concerns.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of our programmes or activities. This policy sets out the values and principles underpinning safeguarding children. **The policy reflects the multi-agency policies and requirements of the areas in which YCDT operates.**

Safeguarding training will be provided to all YCDT staff, Trustees and volunteers to underpin this guidance; giving understanding of the safeguarding issues that impact on their work, how to recognise signs and symptoms of abuse and neglect and how to respond to concerns.

We will safeguard children and young people by:

- ✓ Adopting safeguarding and protection guidelines through a code of behaviour for staff, volunteers and Trustees.
- ✓ Sharing information about safeguarding, child protection and good practice with children, parents, staff, volunteers and Trustees.
- ✓ Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- ✓ Following carefully the procedures for safer recruitment in the selection of staff, volunteers and Trustees.
- ✓ Providing effective management oversight for staff, volunteers and Trustees through supervision, support and annual training.

6. Types of abuse

The four main types of abuse are; Neglect, Physical abuse, Sexual abuse and Emotional abuse. Staff and volunteers need to also be aware of the other types of abuse listed below, with further detail and guidance in the link.

Neglect	**Physical abuse**	**Sexual abuse**	**Emotional abuse**
Bullying and Cyber Bullying, Online abuse	Child Sexual Exploitation	Child Trafficking	Criminal Exploitation and Gangs
Domestic abuse	Grooming	Female Genital Mutilation	Non-recent abuse

NSPCC link for detail about the signs and how to spot potential abuse:
https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse

YCDT Safeguarding Procedures

You may become aware of abuse through:

- A direct disclosure.
- Contact with a child or children who you suspect may be victims or at risk of abuse and/or significant harm.
- Contact with a parent whose parenting or attitude towards their child(ren) gives cause for concern.
- Hearing from others about families who are causing concern.
- Awareness that a child has been left alone or is at risk.
- A disclosure from an adult who has experienced abuse where the abuser may present a risk to children now.

If I become aware of potential abuse, what should I do?

- If you suspect any type of abuse, you should discuss this with the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL), no matter how insignificant it may seem.
- If a disclosure is made to you by a child, you must follow the guidance on reporting a concern detailed in this policy.
- If additional advice is needed a call can be made to child social care for a 'no name consultation' where advice on the best approach will be provided. The DSL/DDSL will usually make this call.
- If a referral to Social Care is required, the parents' permission should be sought before discussing a referral about them with other agencies, unless permission-seeking may itself place the child at risk of significant harm. Consent will usually be obtained by the DSL/DDSL, but all volunteers, staff and Trustees must understand the requirements for consent.
- If you are unable to speak with the DSL/DDSL and if a child is at risk of significant harm or if a serious criminal action has taken place, please ring 999 immediately and inform the DSL/DDSL after reporting the alleged abuse.

1. Reporting a concern

It is everyone's responsibility to recognise, respond, report and record a concern.

All action is taken in line with the following legislation/guidance:

✓ Working Together to Safeguard Children 2024
✓ Keeping Children Safe in Education September 2024

If a disclosure is made to you, you should:

✓ Never guarantee absolute confidentiality, as safeguarding will always have precedence over any other issues.
✓ Listen to the child, rather than question them directly.

- ✓ Offer them reassurance without making promises and take what the child says seriously.
- ✓ Allow the child to speak without interruption.
- ✓ Accept what is said – it is not your role to investigate or question.
- ✓ Do not overreact.
- ✓ Alleviate feelings of guilt and isolation, while passing no judgement.
- ✓ Advise that you will try to offer support, but that you must pass the information on.
- ✓ Explain what you have to do and whom you have to tell.
- ✓ Record the discussion accurately, as soon as possible after the event,
- ✓ Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- ✓ Contact the DSL for advice / guidance.

In any case where an allegation is made, or someone at YCDT has concerns, a record should be made on the YCDT Safeguarding Report Form, ideally within 24 hours of the concern and should include the following information:

- ✓ Name of child or young person
- ✓ Age
- ✓ Home Address (if known)
- ✓ Date of Birth (if known)
- ✓ Name/s and Address of parent/s or person/s with parental responsibility
- ✓ Telephone numbers if available
- ✓ What has prompted the concerns? Is the person making the report expressing their own concerns, or passing on those of somebody else? *If so, record details*
- ✓ Include dates and times of any specific incidents.
- ✓ Has the child or young person been spoken to? *If so, what was said?*
- ✓ Has anybody been alleged to be the abuser? *If so, record details*
- ✓ Who has this been passed on to, in order that appropriate action is taken? E.g. school, designated officer, children's social care.
- ✓ Has anyone else been consulted?

DESIGNATED SAFEGUARDING LEAD (DSL)

The Designated Safeguarding Lead (DSL) is the Service Manager **Georgia Prentice**

The Deputy DSLs are Group Mentoring Lead **Sarah Payton** and

Charity Manager **Karina Eccles**

The DSL/DDSLs are your first point of contact for all concerns. If your concern is outside of office hours, staff and volunteers can use the 'Out of Hours' Google Chat – this will notify us outside of hours to ensure that someone in the Safeguarding Team can support you.

The DSL will, where needed will inform the appropriate service in the local authority where the young person lives. Local authorities can also be contacted for advice:

- BANES - Children and Families Duty and Assessment Team - 01225 396111 or 01225 477929. If outside of office hours, please call the Emergency Duty Team on 01454 615165
- Bristol - First Response Team - 01179 036444. If outside of office hours, please call the Emergency Duty Team on 01454 615165
- North Somerset - Child Protection Team - 01275 888808. If outside of office hours, please call the Emergency Duty Team on 01454 615165
- South Glos. - Access and Response Team - 01454 866000. If outside of office hours, please call the Emergency Duty Team on 01454 615165
- Wiltshire – Multi-Agency Safeguarding Hub (MASH) Team - 0300 456 0108. If outside of office hours, please call the Emergency Duty Team on 0300 456 0100
- Monmouthshire - Child Duty and Assessment Team - 01291 635669. If outside of office hours, please call the Emergency Duty Team on 0800 328 4432
- Newport (Gwent) - Social Service Duty Team - 01633 656656. If outside of office hours, please call the Emergency Duty Team on 0800 328 4432

Where the allegation involves FGM, staff and volunteers have a mandatory duty to report the crime to the police.
Confidentiality must be maintained and information relating to individual children and young people/families shared with staff on a strictly need to know basis.

ALLEGED ABUSE BY STAFF, VOLUNTEERS OR TRUSTEES

When an allegation is made against any of the above, then the allegation must be passed to the DSL (the Service Manager) or the DDSLs (Group Mentoring Lead or Charity Manager), or, if the allegation concerns them both, direct to the Chair of the Trustees.

The DSL should contact the Chair of the Trustees (where the allegation has not already been escalated to them) and the Local Authority safeguarding team local to where and to whom the alleged abuse took place.

Staff and volunteers

As an organisation which offers support and guidance to children and young people, it is imperative that all Staff, volunteers and Trustees are aware of their responsibilities under the Child Protection legislation and have a working knowledge of our procedures.

Each member of staff, volunteer and Trustee will receive robust Safeguarding training when entering the organisation, regular training that will support safeguarding practices and will receive updated internal training in safeguarding every year and external safeguarding training every three years.

Staff, volunteers and Trustees must at all times show respect and understanding for an individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of YCDT.

They are committed to:

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying.
- Valuing each child and young person.
- Recognising the unique contribution each individual can make.
- Encouraging and praising each child or young person.

They will:

- Provide an example which we would wish others to follow.
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.
- Respect a young person's right to privacy.

When involved in one to one contact, they will:

- Not spend excessive amounts of time alone with children, away from others and should try to always be visible to others in their contact with children.
- In the event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible, following 'see and be seen' guidance.
- If privacy is needed, ensure that others are informed of the meeting.

Staff, volunteers and Trustees should never:

- Engage in sexually provocative or rough physical games.
- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, they should seek assistance from person of the same gender as the young person to deal with such an incident.
- Allow, or engage in, inappropriate touching of any kind.

Staff, volunteers and Trustees should:

- Be aware that someone might misinterpret their actions no matter how well intentioned.
- Never draw any conclusions about others without checking the facts.
- Never allow themselves to be drawn into inappropriate attention seeking situations such as tantrums or crushes.
- Never exaggerate or trivialise child abuse issues.
- Never make suggestive remarks or gestures about, or to a child or young person, even in fun.

Relationships

Staff, volunteers and Trustees who are involved in relationships with members of staff, volunteers or Trustees should ensure that their personal relationships do not affect their role within YCDT.

Sharing information

Good communication is essential in any organisation. In YCDT every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. YCDT will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties. When sharing information, staff, volunteers and Trustees will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

Parents

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- Publicising information on all our Young Carer support work
- Publishing the named Designated Safeguarding Lead and how to make a complaint.
- Publishing a full copy of the Safeguarding Policy on our website.

Record-keeping

All records, information and confidential notes will be kept secure and in compliance with GDPR. Only the designated Persons will have access to these files.

Training

The DSL and their deputy must receive training every 2 years in Child Protection to a level appropriate to their role. Each member of staff, volunteer and Trustee will receive extensive Safeguarding training when entering the organisation, annual updates and training that supports ongoing safeguarding practice and updated extensive training in Safeguarding every three years.

Outcome of referral

The referrer will be advised on the outcome of the referral. If you are still concerned following the outcome of the referral, the safety of children is paramount, and YCDT are committed to challenging decisions if we feel there is a professional disagreement with a particular decision. The DSL/DDSL are responsible for following Safeguarding Escalation Procedures.

Vulnerable groups

YCDT recognises that young carers, children with disabilities / additional needs and a child's mental and emotional well-being, may impact on vulnerability for these children. YCDT takes an individual and needs based approach, to ensure specific needs are addressed and supported inline with this policy.

Safeguarding young adult carers and adults

If you are concerned about a young adult carer, aged 18 years or above, or any adult, please speak to the DSL/DDSL. It is important for all staff and volunteers to be familiar with the Adult Safeguarding policy and procedure.

Further information

For further information about what to do if you are worried a child is being abused, see the following websites (depending on the locality of the child in question)

BANES: https://www.bathnes.gov.uk/report-concern-about-child

North Somerset: https://nsscp.co.uk/worried-about-child

Bristol: https://www.bristol.gov.uk/council/policies-plans-and-strategies/social-care-and-health/keeping-children-safe

South Glos: https://sites.southglos.gov.uk/safeguarding/

Wiltshire: https://www.wiltshiresvpp.org.uk/p/children/about-safeguarding-children

Monmouthshire: https://www.monmouthshire.gov.uk/social-care/adult-services/safeguarding/

Newport: https://www.gwentsafeguarding.org.uk/