



4ALL Youth Provision Safeguarding Policy  
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## 4ALL Safeguarding Policy

In accordance with the relevant legislation (“The Children and Social Work Act” (2017), “The Children Act” (1989 & 2004) and “Working Together to Safeguard Children” (2018)), 4All has a duty of protective care for all young people (those under the age of 18, and under the age of 25 for those with severe SEND) who attend our services.

To ensure that this happens, we must ensure that all staff, volunteers, and trustees must have an Enhanced DBS (which may not be more than 3 years old), and they must receive the relevant Safeguarding Training to ensure that they are up to date with the current practice of youth work, and the prescient issues that could pose a risk to our young people and their families.

Our Safeguarding Policy must be open for all to see, including the young people and their parents/carers.

As an organisation, it is our job to be mindful of and to follow-up on even the suspicion of Abuse in any of its forms (Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect).

All disclosures are to be taken seriously and must be well-documented at the time of their disclosure, and this information will be updated on the “4All Safeguarding Log” (which must be shared amongst all Sessional Managers and the Designated Safeguarding Lead).

All disclosures must be kept confidential, and the information shared about specific young people may go only to:

- The staff within the service that the young person attends.
- The Sessional Managers of the other services within 4All.
- The Designated Safeguarding Lead (DSL), the Deputy Safeguarding Lead (DDSL), and the Safeguarding Trustee Lead (STL).

## Steps for Recording Safeguarding Disclosures

### STEP ONE

Take all complaints, allegations, or suspicions seriously.

Ensure the immediate safety of the person affected.

Stay calm and offer support and reassurance to the person making the disclosure.

Do not make any promises regarding confidentiality.

Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable).

Explain what you will do.

### STEP TWO

Record the concern or allegation immediately on whatever you have available.

Identify possible future harm to the Child.

Include any contextual factors that may complicate the matter.

(Include details of the referrer, any alleged victim, any alleged perpetrator/s, date and time, how received (phone, text, email, letter, in person))

Report your concern straight away to the appointed Designated Safeguarding Lead (DSL) or Deputy Safeguarding Lead (DDSL).

As soon as you are able, write up the incident using 4ALL safeguarding incident recording form.

### STEP THREE

The DSL will determine what immediate action to take.

Advice will be sought from the Safeguarding Trustee (ST) if necessary.

A referral will then be made to Lambeth Multi Agency Safeguarding Hub (MASH) if required or if the young person is at significant risk of immediate harm the police will be called.

### STEP FOUR

Either a referral is made, using the Lambeth Multi-Agency Referral Tool and a copy is retained; and the SL, will talk the referral through with a Duty Officer within Children's Social Care or the young person's own social worker (if a Child in Need or Looked After).

Or the decision is taken not to refer in which case the DSL record the reasons why a referral was not made and what, if any, action was taken, using the standard 4All form.

The DSL will advise staff on what further actions they may need to take.

### STEP FIVE

The DSL will ensure that all actions have been taken.

The DSL and ST will look at all reported incidents per quarter and prepare a summary report for Trustees.

## Types of Abuse Explained

### Physical Abuse

Physical abuse 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 or causes ill health to a child whom they are looking after. This situation is called Induced Fabrication Illness by a Carer (formerly known as Munchausen's by proxy).

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including sexual exploitation, whether the child is aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g., rape) or non-penetrative acts. They may include non-contact activities, such as involving children in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour in Internet chat rooms, involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Emotional Abuse

Emotional abuse is the emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Witnessing the harm of another person, such as in the case of domestic violence, is a form of emotional abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

### Neglect

Neglect is 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 because of maternal substance abuse during pregnancy. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter, and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate caregivers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other risks to the Young People

*Trafficking (County Lines and Sexual Exploitation):*

Children can be trafficked into, within and out of UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child who is recruited, transported, transferred, harboured, or received for exploitative reasons is a victim of trafficking, whether they have been forced or deceived. This is because it is not considered possible for children in this situation to give informed consent. Even when a child understands what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children are protected too.

Children are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft, trafficking drugs (particularly through County Lines) and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Drug trafficking can be done by children as young as 10, and so we as an organization must be ever-weary of the temptations, and offer proactive measures to reduce the risk of drug dealing and the youth violence associated with gangs as much as possible, through building a respected rapport with those who we suspect of involvement, running workshops, and promoting alternative means for the young people to earn an honest living to escape from socio-economic hardships.

*Forced Marriage*

A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children or adults at risk of physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Social Care. In the case of a young person at risk of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the young person.

*Female Genital Mutilation (FGM)*

Female genital mutilation is a collective term for procedures that include the removal of part or all the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 - 13 years but may be performed on newborn babies or on young women. FGM can result in death.

*Financial Issues*

Due to the socio-economic deprivation of our community in Peabody, we must be attentive to the financial strains faced by our young people and their families. We must always ensure that free, cooked meals are provided for at all our sessions, and we must always support families to ensure that their basic food needs are kept. We must also be aware of other signs of extreme poverty amongst our young people, and must always be wary of them mentioning a lack of basic necessities in their household, be that food, water, heating, adequate living conditions or other similar challenges.

### *Self-Harm*

Children and young people who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour may cause impairment of the child's health or development and in some circumstances, present significant harm, or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse. Young people must be supported in accordance with ALGEE (see below), and staff members must do their best to empathize and to understand the root causes of said Self-Harm within our young people, as well as to offer ways of reducing the harm that is done (e.g. elastic bands as an alternative to cutting).

## Procedure for Supporting a Safeguarding Investigation or Plan

At all times 4ALL's DSL should know whether any young person that attends the service is subject to a Child in Need or Child Protection Plan. 4ALL will continue to work with a child or young person subject to a safeguarding investigation or plan. 4ALL's DSL will continually monitor the situation and request regular updates from the section leader of the club that the young person attends.

### Parents/Carers

In the event of a disclosure, we believe in empowering the young people to contact parents about an issue that the young person is facing that falls outside of an issue within their family (i.e. Mental Health, Bullying by peers etc.), as going beyond the young person to liaise with parents/carers disempowers the young person and breaks the trust that the young people have with both staff and with the organization as a whole.

### Mental Health through ALGEE

Within our practice as professionals, we have and we will come in contact with a wide range of mental health issues with our young people, and so staff and volunteers ought to be aware of the 5 steps for how to deal with a mental health disclosure, known by the acronym "ALGEE":

Assess – the situation was assessed for any signs of suicide or harm.

Listen – listening played a huge part in this situation.

Give – information and reassurance to the individual.

Encourage – where to find appropriate professional help.

Encourage – support strategies and other methods of self-help.

### UN Rights of the Child

As an organisation, we at 4All will honour and uphold to the best of our abilities the "UN Convention on the Rights of the Child" (1990), with particular emphasis within our practice to Articles:

6 (life, survival, and development),

12 (respect for the views of the child),

13 (freedom of expression),

14 (freedom of thought, belief, and religion),

15 (freedom of association),

19 (protection from violence, abuse, and neglect)

31 (leisure, play and culture)

## Hiring Staff/Volunteers/Trustees

This section summarises 4ALL's Recruitment Procedures as they pertain to safeguarding. The procedures set out below apply to both paid staff and volunteers and Trustees.

Applicants for both paid and voluntary positions that involve access to children and young people, or their information, will complete an initial application form designed to extract information about their past career, and to disclose any criminal record or other matter that has a bearing on their suitability to work with children. Failure to disclose relevant information will result in disciplinary action and possible dismissal.

All Trustees, staff, and volunteers in direct contact with young people, and/or confidential information about them, will be subject to an enhanced DBS check on recruitment. We undertake our own checks and do not accept DBS checks undertaken by other agencies.

At least two references will be taken up in relation to trustees, staff, and volunteers, including, where possible, at least one concerning previous work with children.

Posts will be subject to satisfactory clearance, and consent will be obtained from applicants to carry out Disclosures through the DBS, or a check through the DBS online portal. Please note, individuals registered on the DBS portal as volunteers, must undergo a new DBS check if they are moving into a paid role. This will help to establish whether applicants have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children. A new DBS will be completed – or online check carried out – every three-years.

Any staff member or volunteer can commence their direct work with young people until their DBS check clears, however this member of staff will not be left unsupervised with any young person at any time.

The DSL ensures a record is kept of all staff and volunteers, clearly showing who requires a DBS check and that every such individual has a satisfactory check. Confirmation that this is the case is provided quarterly to Trustees in their safeguarding report. An electronic copy of this can be accessed on 4ALL's drive, and a paper copy will also be retained.

Where a prospective employee, volunteer or trustee does have a criminal record that does not prevent them from working with young people or acting in their particular role, their prospective line manager will have a discussion with them, and a risk assessment will be carried out to ascertain their suitability for the position for which they are applying. This assessment must be signed off by the lead safeguarding trustee and chair of trustees.

We recognise that the absence of any relevant Disclosure does not guarantee that the individual is safe to work with children. In line with the Data Protection Act 1998, all information received in relation to applicants will be kept secure and treated with strict confidentiality.

The Trustees recognises that we could take all reasonable steps to assess the suitability of a potential employee or volunteer to work with children, but that these do not guarantee that an individual is safe to work with children and young people. Therefore, the Trustees will ensure that appropriate management, supervision, and support systems are in place to reduce any risk to vulnerable people. 4ALL will risk assess any employee/volunteer who may need additional support.



After appointment, all staff, volunteers and trustees will be inducted and trained in local safeguarding procedures and 4ALL policies, and their performance, and their training and development needs will be reviewed regularly by supervising managers.

The DSL ensures a record is kept of all staff and volunteers, clearly showing who has received what training and when. This information is provided quarterly to Trustees in their safeguarding report.

## Registration Forms and First Aid

At 4ALL, all young people under the age of 18 must receive Registration Forms to give to their parents to fill out. These Registration Forms contain contact details, proof of address, demographic information about the young person, whether they have a SEND (Autism, ADHD, SEMH etc.), as well as medical information pertaining to any conditions that the young person may have (be it regarding allergies and/or medical conditions).

This is to help to keep the young person safe whilst in our care, and to ensure that staff members are aware of the needs of our young people. These needs also extend to dietary requirements (e.g. halal or vegetarian), and it is imperative that we adhere to these requirements to the best of our ability when buying food for our young people.

We also require parental consent for administering First Aid on their child in the event of a minor injury, and in the event of a major injury or illness, we require parental consent to take their child to A&E. In both events, parents must be notified at the earliest possible time.

## Trips and Residentials

At 4ALL, our children's services must ensure that we have a full record of the above-mentioned contact details, especially when we take our young people on trips and residentials. Individual day trips do not require separate forms, but parents must be notified about the location and expected return time, and be kept updated at the earliest possible time in the event of the trip either being cancelled, or if the return time changes at all.

For Residentials where we take the young people away for several days and nights, separate forms must be produced and distributed to the parents of the intended attendees to ensure that they give their full consent prior to their child attending the residential.

Boys and girls are to be housed in separate dormitories, and the staff team should have at least one member of each gender to ensure a gender balance. The ratio of Staff to Young People must be 8:1, with at least 2 staff members present.

## Roles and Responsibilities and Safeguarding contact details

This section describes the general roles and responsibilities held by different positions in the organisation with regard specifically to safeguarding. It does not describe all their roles and responsibilities, which are in their job descriptions.

### Trustees

- Uphold the safeguarding ethos and purpose of the organisation
- Have a trustee with lead responsibility for safeguarding
- Agree safeguarding policies and procedures and review these annually
- Satisfy themselves that policies and procedures are carried out
- Include safeguarding as a standing item at full board meetings
- Actively involve the designated manager to set the safeguarding procedure in train when becoming personally aware of a safeguarding issue during their work for 4ALL

The safeguarding trustee lead for 4ALL Youth provision is Nick Wilkie

Designated Safeguarding Lead (DSL)

Act as the 4ALL Designated Safeguarding Lead for all safeguarding actions and decisions, which come from:

- Making referrals to the local authority
- Supporting a safeguarding investigation or plan
- Report any allegation or concern about the safeguarding practice of any staff member to the trustee responsible for youth services, who will then be responsible for any resulting disciplinary action.
- Keep accurate records of staff and their DBS status
- Provide training 2x per year for every member of staff, volunteer, or trustee. This can be internal or external training.

The Designated Safeguarding Lead (DSL) for 4ALL Youth Provision is Kwame Graves-Okokon

The Deputy Safeguarding Lead for 4ALL Youth Provision is Denise Crawford:

Staff/Volunteers working with young people

- Act upon concerns and allegations involving service users and safeguarding
- Report concerns and allegations according to these procedures to the 4ALL Designated Safeguarding Lead and agree what 4ALL will do

This policy will be reviewed and updated annually.

Next review date: December 2024

## Appendix- Safeguarding- Incident Report Form

Please use the following to template to record and report an incident or disclosure, this form should be completed as soon as possible after the incident/disclosure.

Please send it to the Designated Safeguarding Lead, see details below.

<b>Safeguarding Incident Recording Form</b>	
<b>Your Details:</b>	
● <b>Name</b>	
● <b>Role</b>	
● <b>Date</b>	
● <b>Phone and e-mail</b>	
<b>Details of Incident / disclosure</b>	
● <b>Date of initial raising of concern / incident</b>	
● <b>Who raised the concern?</b> <ul style="list-style-type: none"><li>○ <b>Name</b></li><li>○ <b>Contact details</b></li></ul>	
● <b>Who is the young person / child?</b> <ul style="list-style-type: none"><li>○ <b>Name</b></li><li>○ <b>Age / Date of Birth</b></li><li>○ <b>Contact details</b></li><li>○ <b>Parents contact details</b></li></ul>	
● <b>Where did the incident occur?</b>	

<ul style="list-style-type: none"> <li>● <b>When did the incident occur?</b> <ul style="list-style-type: none"> <li>○ <b>Date and time</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>What happened?</b></li> </ul> <p>Please provide as much detail as possible. We need to know exactly what happened and what was said. Continue separate pages if needed.</p>	
<ul style="list-style-type: none"> <li>● <b>Were there witnesses?</b> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Age (if applicable in the case of Under 18s)</b></li> <li>○ <b>Contact details</b></li> </ul> </li> </ul>	
<p><b>After the incident/ disclosure</b></p>	
<ul style="list-style-type: none"> <li>● <b>Were there any witnesses to the referral?</b> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Contact details</b></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Who have you discussed this incident with?</b> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Contact details</b></li> </ul> </li> </ul>	
<p><b>Please provide a copy of this report to:</b></p> <p><b>Kwame Graves-Okokon- Designated Safeguarding Lead</b></p>	

## Appendix – Safeguarding Referral Report

<b>Safeguarding Referral Report</b>	
<b>To be completed by the Designated Safeguarding Lead</b>	
<b>Your Details:</b>	
<ul style="list-style-type: none"> <li>• Name</li> </ul>	
<ul style="list-style-type: none"> <li>• Job Role</li> </ul>	
<ul style="list-style-type: none"> <li>• Date</li> </ul>	
<ul style="list-style-type: none"> <li>• Phone and e-mail</li> </ul>	
<b>Details of Incident / disclosure</b>	
<ul style="list-style-type: none"> <li>• Name of young person / child</li> <li>• Date of incident</li> </ul>	
<b>Notes on discussion with Lambeth MASH</b>	
<ul style="list-style-type: none"> <li>• What was discussed</li> <li>• Agreed outcomes</li> <li>• Further action                             <ul style="list-style-type: none"> <li>○ By whom?</li> </ul> </li> </ul>	
<b>To be kept securely and filed</b>	
<b>Signature</b>	<b>Date</b>