

# SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY



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<b>Version 1.2</b>	16.09. 19	Section 6 (Policy) and Section 9 (Additional Information) updates about self-harm and suicide – parents, carers, partners and family members.	Paul Gathercole
<b>Version 1.3</b>	18.03.20	Section 8 amended to refer to Fundraising Vulnerability Policy for Income and Engagement (December 2019)	Paul Gathercole
<b>Version 1.4</b>	22.10.20	Quick View Flowchart for Social Care Staff updated for new management structure	Paul Gathercole
<b>Version 1.5</b>	06.04.21	Minor Review with updates to reflect charity restructure 20/21	Paul Gathercole
<b>Version 1.6</b>	06.01.22	Minor Review with updates to flowcharts to reflect changes to Social Care management roles	Paul Gathercole
<b>Version 1.7</b>	29.09.22	Major Review following Safeguarding Peer Review. Update to Section 1 (Introduction). Minor amendments to job titles and other text. Content added about 'Prevent' legislation responsibilities (Section 6)	Paul Gathercole

**Policy Review Dates:** Annual minor reviews. Major review August 2023.

**Young Lives vs Cancer Policy Owner:** Paul Gathercole (Head of Safeguarding and Professional Standards)

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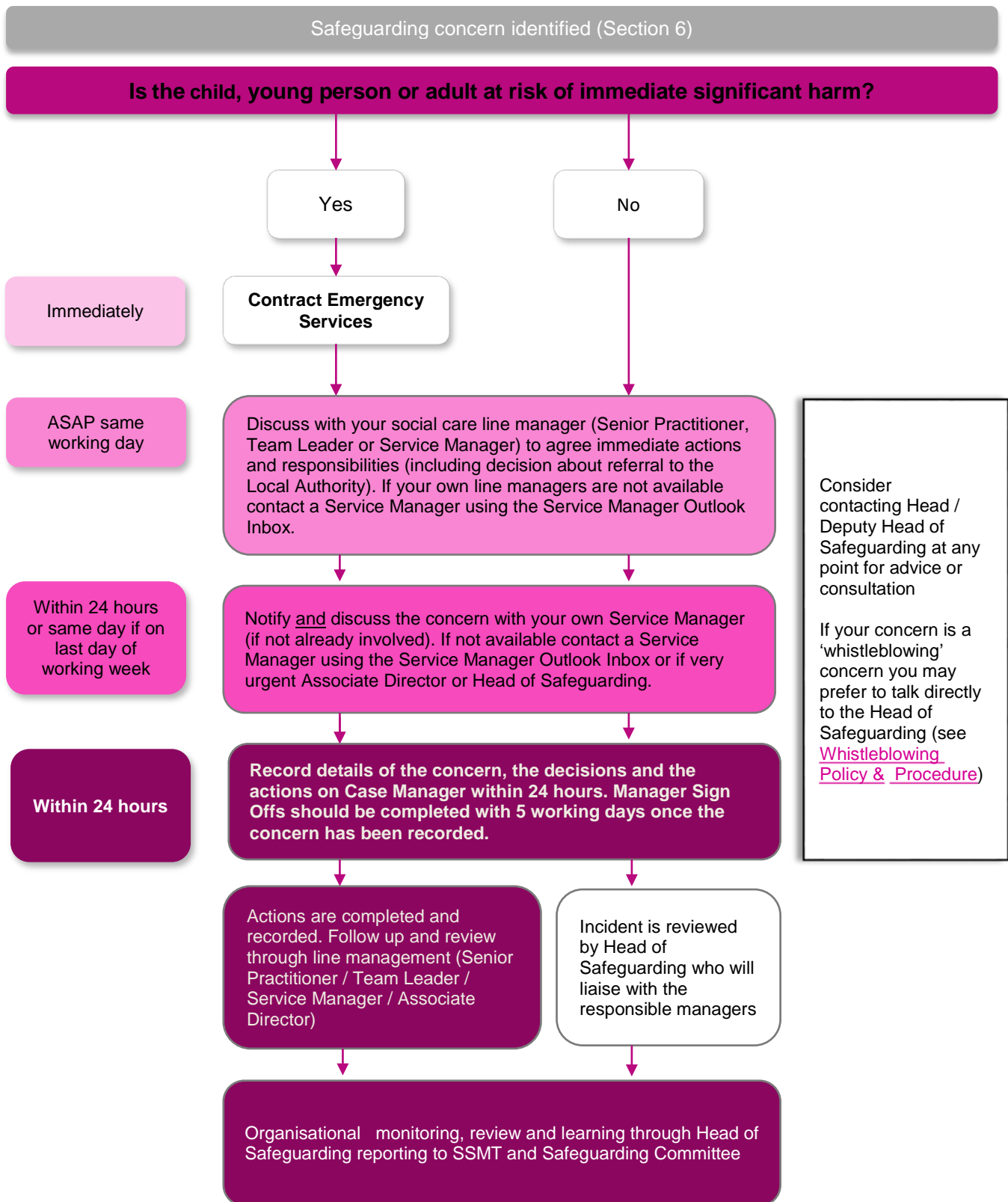
[younglivesvscancer.org.uk](http://younglivesvscancer.org.uk)

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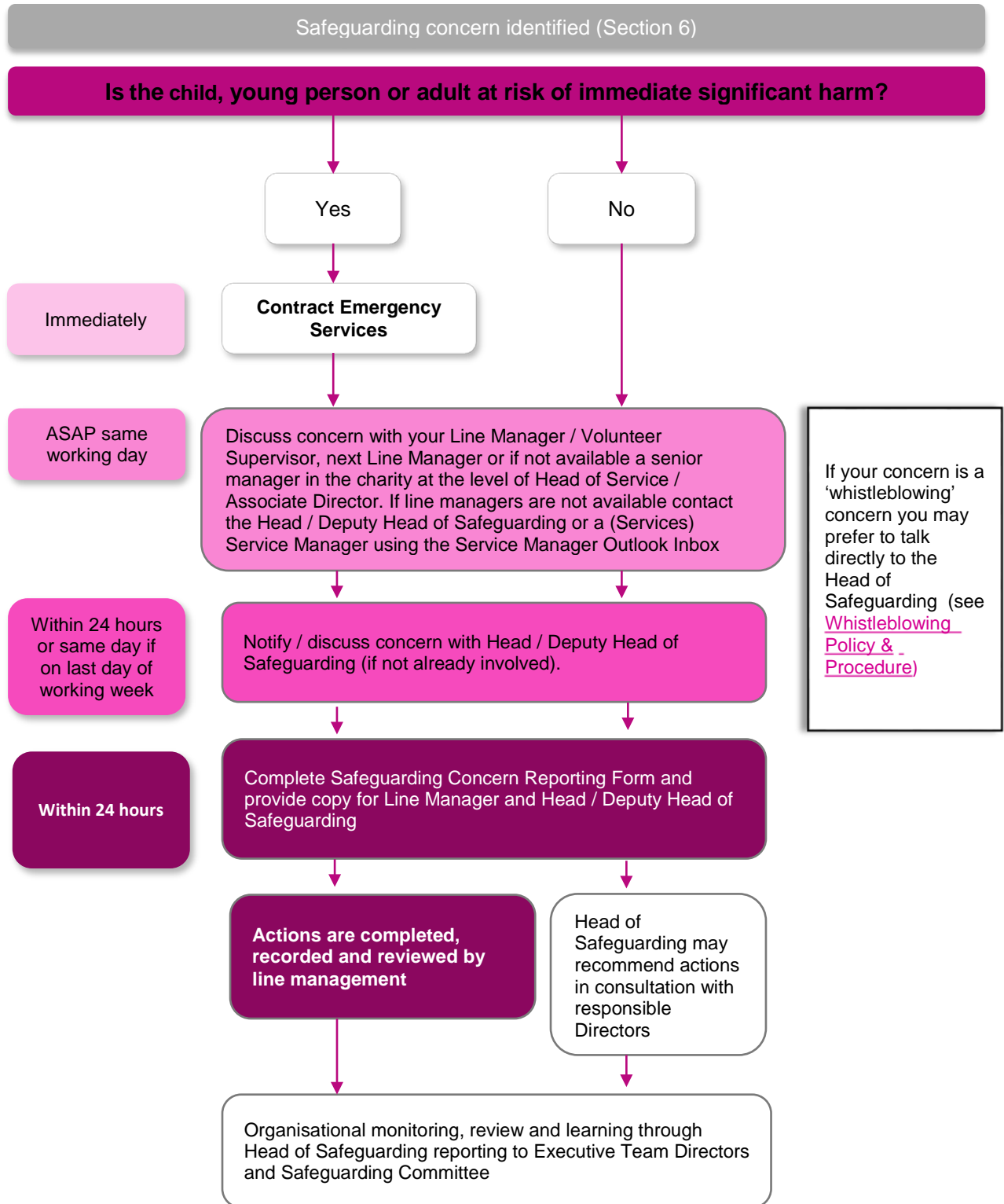
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## Safeguarding 'Quick View' Procedure for Social Care Staff



## Safeguarding 'Quick View' Procedure for all Staff and Volunteers other than Social Care Staff



## 1. Introduction

**Safeguarding means everything we do to promote the safety and welfare of children, young people and adults and to protect them from harm.** This Safeguarding Policy tells you more about what safeguarding involves at Young Lives vs Cancer. The policy is for us all - trustees, employees and volunteers - safeguarding is everyone's responsibility. Many of us don't know too much about safeguarding, but that's ok, we don't need everyone to be an expert. You may feel anxious or uncertain, so what we do need is for everyone to do the simple things well, never be afraid to ask a question about safeguarding and talk to your manager straight away if you're concerned about someone.

There will always be safeguarding risks for organisations working with children, young people and families, so everyone needs to be aware about safeguarding and to play their part. Safeguarding isn't just about preventing abuse or neglect; it's about a culture where we put the voices, safety and wellbeing of children and young people first. That means balancing risks with opportunities so that children and young people with cancer can thrive, not just survive. Safeguarding will sometimes involve complex situations and difficult conversations inside the charity and in our contacts with external organisations; we will model a safeguarding culture of openness and learning which will help us to manage risks and to create a safe place for everyone.

There will sometimes be concerns about abuse, neglect or exploitation. The Safeguarding Policy explains what we expect you to do and how you will be supported if you are concerned that a child, a young person or adult is at risk or has been abused. It is not our responsibility at Young Lives vs Cancer to investigate concerns or allegations but we are all responsible for taking timely action to safeguard children and young people.

The Safeguarding Policy should be considered alongside complementary Young Lives vs Cancer policies which give direction and guidance about our responsibilities, how we behave and what we do. You will find further information and reading in the *Additional Information* document.

## 2. Laws and guidance

This document is consistent with the legal framework set out in The Children Act 1989 and subsequent legislation (which broadly apply to England and Wales) and all associated guidance, in particular [Working Together to Safeguard Children 2018](#). Key pieces of legislation concerning adults at risk include The Care Act 2014 and The Mental Capacity Act 2005. Safeguarding legislation and guidance may differ between the four UK nations but they are all based on similar principles. Statutory guidance for each nation explains what is expected in each nation to ensure the wellbeing and safety of children, young people and adults.

## 3. Implementing the Safeguarding Policy

Young Lives vs Cancer will only be a safe place if everyone understands what they need to do implement the Safeguarding Policy in their day to day work. This applies to everyone, but leaders and managers are responsible for ensuring that employees and volunteers understand what is expected of them in a culture where we put the voices, safety and wellbeing of children and young people at the heart of our work.

## Additional reading

[Our safeguarding principles](#) [Page 1-2]

[Implementing our Safeguarding Policy](#) [Page 2]

## 4. Definitions

A **'child' or 'young person'** is anyone up to the age of 18 years (16 years in Scotland).

An **'adult at risk'** is anyone aged over 18 years (16 years in Scotland) who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves. An adult at risk is more vulnerable to being harmed than other adults.

**References to adults in the policy should be taken to mean 'adults at risk'.**

## 5. Safeguarding responsibilities

Safeguarding is most effective when people share responsibility and work collaboratively and with curiosity rather than assuming that 'someone else' knows or is doing the right thing. Roles and responsibilities give us a framework but it is up to everyone to always act in the best interests of children, young people and adults and to take appropriate steps to ensure they are protected from harm or abuse.

### All trustees, employees and volunteers

Everyone is expected to behave collaboratively, transparently and honestly as one team to safeguard children and young people. Everyone who has contact with children and young people is responsible for their own actions and behaviour and should avoid any situation or conduct which would lead a reasonable person to question their motivation and intentions. Everyone must be aware of the safeguarding policy and how to report a safeguarding concern.

Young Lives vs Cancer people and volunteer managers are responsible for supporting employees and volunteers to be confident about what we mean by safeguarding and how to deal with a concern. Managers must ensure that employees and volunteers follow this policy and its related procedures and that they complete training which is consistent with their role and level of contact with children, young people and adults.

### Contractors and organisations commissioned by or on behalf of Young Lives vs Cancer

Young Lives vs Cancer has contracts and commissioning arrangements with many individuals and companies. All managers must be aware of safeguarding risks that may arise through these arrangements whether they are directly commissioned or commissioned on behalf of Young Lives vs Cancer. Managers are responsible for risk assessment and due diligence processes for any commissioned activity where there may be a safeguarding risk or risk to the reputation of the charity.

### Celebrities and donors / supporters

Since the Savile Enquiry (2015) charities have been alert to predatory individuals who may exploit charities to abuse children, young people or adults at risk. It's important to keep this in proportion; celebrities and major donors are great supporters, ambassadors and generous contributors to charities. Examples of abuse are rare but it's necessary to be aware and vigilant about safeguarding in this aspect of our work including our work with celebrities, donors and supporters. The welfare of

children, young people and young adults comes first in everything we do.

### **Additional reading**

[Managing safeguarding risks – contracted / commissioned services](#) [Page 3-4]

[Managing safeguarding risks – celebrities and major donors / supporters](#) [Page 4]

[Safeguarding statement for volunteers](#)

[Safeguarding statement for volunteer managers](#)

## **Specific safeguarding responsibilities**

### **Trustees**

Trustees have legal responsibilities for safeguarding and are required to report serious safeguarding incidents (safeguarding concerns about beneficiaries of the charity) to the Charity Commission. This includes reporting breaches of policy or procedure which have put beneficiaries at risk.

The Young Lives vs Cancer Board of Trustees has established a Safeguarding Committee of the Board with 'responsibility for ensuring that Young Lives vs Cancer protects and promotes the welfare of the children, young people and adults who are using services, receiving services or volunteering. The Safeguarding Committee will support Young Lives vs Cancer trustees, staff and volunteers to fulfil their statutory responsibilities for safeguarding'. The Board appoints a Designated Safeguarding Trustee to Chair the Safeguarding Committee. The Designated Safeguarding Trustee is also a member of the Board of Trustees Audit Committee.

### **Additional Information and reading**

[Charity Commission guidance for Trustees](#)

[Safeguarding Committee Terms of Reference](#) [Page 17]

The Board delegates the day to day responsibility for safeguarding to the Executive team in the roles described below.

### **Chief Executive Officer and Executive Team**

The Chief Executive Officer and Executive Team have responsibility for ensuring that the Safeguarding Policy and related procedures are implemented throughout the charity.

The Directors of Strategy and Governance, Services, People & Learning and Income & Engagement are members of the Safeguarding Committee.

### **Director of Strategy and Governance**

The Director of Strategy and Governance is the lead Director for the Safeguarding Committee and responsible for oversight of the work of the Head of Safeguarding and overall implementation of Safeguarding Policy and Procedures.

### **Head of Safeguarding**

The Head of Safeguarding and Professional Standards is the Young Lives vs Cancer Designated Safeguarding Lead (DSL). The DSL is responsible for developing and improving safeguarding policy, procedure and practices across the charity. The DSL ensures that effective arrangements are maintained for safeguarding training, reporting safeguarding concerns, quality assurance and continuous improvement. The DSL is responsible for final sign-off of all safeguarding concerns from



any directorate.

### **Associate Directors and Service Managers (Services)**

Services Associate Directors and Service Managers have oversight of any safeguarding concerns raised through our on-call arrangements, ensuring that they are managed and escalated in accordance with the Young Lives vs Cancer policy and procedure.

### **Associate Directors, Service Managers and Heads of Department (all)**

Are responsible for implementing safeguarding policy and procedures in their teams and for leading and supporting a culture where safeguarding is everyone's responsibility. These responsibilities are for employees and volunteers and include recruitment arrangements, induction, mandatory safeguarding training and confidence about how to report a safeguarding concern.

## **6. What is a safeguarding concern?**

Many Young Lives vs Cancer employees and volunteers will rarely (if ever) come across a safeguarding concern in their work. The challenge for the charity is to ensure that everyone has enough knowledge to recognise a potential concern and the confidence to share a concern with their manager without feeling deskilled or 'frozen'. Public enquiries are littered with examples of people who thought someone else would pass on information that would have protected a child or young person.

We now recognise many different ways that children, young people and family members may experience harm – this range of concerns is far wider than historic and narrow definitions of 'child protection'. For example, we now recognise the risk of harm from exposure to domestic violence, female genital mutilation, online grooming / abuse, bullying, self-harm and suicide. We also have to understand and comply with specific legislation, for example, the duty to respond to evidence of terrorist threat or extremist ideologies associated with terrorism (*Prevent*)<sup>1</sup>.

You may never encounter these concerns in your work with Young Lives vs Cancer but you must be aware of the range of safeguarding concerns and open to the possibility that a child, young person or adult is at risk of harm. You will find basic definitions in the Additional Information document (see below).

The clear message in this Safeguarding Policy is that everyone must maintain their awareness and responsibility for safeguarding without feeling the need to be an expert.

### **Additional Information and reading**

[Definitions of safeguarding concerns](#) [Page 10]

## **7. What to do if you have a concern (Young Lives vs Cancer Safeguarding Procedure)**

Remember that a safeguarding concern may arise from something you have been told directly, something you have witnessed, information from other sources or just an instinct or intuition that something may not be right. Never keep a potential concern to yourself.

Nobody in Young Lives vs Cancer should make decisions about what to do with a safeguarding

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<sup>1</sup> The Counter-Terrorism and Security Act 2015



concern on their own.

All staff, volunteers and people working on behalf of Young Lives vs Cancer must follow the Young Lives vs Cancer procedures for reporting and recording safeguarding concerns. There are separate procedures for a) social care teams and b) all others.

These procedures are summarised in the Quick View Flowcharts above on Pages 2 and 3.

### **Additional Information and reading**

[Responding to concerns or disclosures by children / young people / adults at risk](#) [Page 2-3]

[Additional guidance about safeguarding procedures](#) [Page 3]

## **8. Allegations or concerns about a trustee, employee, volunteer, contracted service provider, celebrity or donor / supporter**

Never keep a safeguarding concern about someone associated with Young Lives vs Cancer to yourself - the welfare of children, young people and vulnerable adults comes first, always. You might be concerned about something you have seen or heard or it might just be your instinct that something is wrong. Serious Case Reviews and Enquiries frequently refer to children and young people who could have been protected if people had acted on their suspicions.

Never attempt to assess or deal with allegations or suspicions yourself, immediately report any concern to a line manager at the level of Associate Director or speak to the Head of Safeguarding if you prefer. If your concern is about *your own* line manager, report your concerns to another manager at the level of Associate Director or above or speak to the Head of Safeguarding.

### **Additional Information and reading**

The Young Lives vs Cancer [Fundraising Vulnerability Policy for Income and Engagement](#) includes detailed guidance about your responsibilities for donors and supporters who may be vulnerable or at risk.

[Procedures for reporting allegations or concerns about a trustee, employee, volunteer, contracted service provider, celebrity or donor / supporter](#) [Page 5]

## **Whistleblowing**

Whistleblowing is a law that encourages people to speak out if they believe that there is malpractice or wrongdoing in an organisation. The whistleblower is protected if the matter they raise is in the public interest. This protection applies in situations where the whistleblower makes a legitimate disclosure or 'blows the whistle' about harm or the risk of harm to children or young people. In these situations the whistle blower is protected by whistleblowing law and by the Young Lives vs Cancer Whistleblowing Policy and Guidelines. These set out how advice, support and 'protection' are provided for the whistle blower.

If you have a safeguarding concern about a trustee, employee, volunteer or contracted services provider you may prefer to talk directly to the Young Lives vs Cancer Head of Safeguarding. The Head of Safeguarding will take advice from the Young Lives vs Cancer Designated Whistleblowing Officer about how the matter should be progressed.

### **Additional Information and reading**

[Young Lives vs Cancer Whistleblowing Policy & Procedure](#)

## 9. Bullying

At Young Lives vs Cancer we have a specific policy and procedure about bullying and harassment in the workplace. Bullying in our Safeguarding policy is different; it's about bullying of children or young people. Bullying is included in our Safeguarding Policy because it is hurtful, it is always unacceptable and it may cause long term harm to children and young people. Children and young people with cancer may be especially vulnerable if they have experienced bullying in their lives because of their illness.

Whilst there is no legal definition of bullying there is some law and guidance. Some incidents of bullying may be considered to be a safeguarding issue if there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. If somebody physically hurts, verbally or emotionally abuses another child or young person, it is bullying.

Everyone has a responsibility to be aware of bullying and how to manage bullying concerns.

### **Additional Information and reading**

[How children and young people may be bullied](#) [Page 5]

[Managing concerns about bullying at Young Lives vs Cancer](#) [Page 6]

## 10. Digital Safeguarding

Safeguarding is everything we do to promote the safety and welfare of children, young people and adults at risk including all of our digital activities and services. The development of digital / online activities and services brings with it the challenge and responsibility for digital safeguarding - proactive and measured steps to protect children and young people from risks associated with digital services. This means balancing risks with the imperative to develop digital services that children and young people want and need. Digital services are growing in importance at Young Lives vs Cancer as we develop new ways to reach and support children, families and young people. Everyone at Young Lives vs Cancer needs to be aware that there are safeguarding risks for children and young people using services which are accessed through these technologies.

All digital projects and digital service developments engaging with children, young people or families in any way must have a documented, age-appropriate risk assessment using the template risk assessment (see Additional Reading).

### **Additional reading**

[Digital safeguarding risks and digital safeguarding principles](#) [Page 7]

[Digital Safeguarding Risk Assessment](#)

## 11. Safeguarding Learning & Development

As part of your induction your manager will guide you about the safeguarding learning and development required for your role. This may change over time if you take on a new job or your responsibilities change. Everyone has a responsibility to ensure they have completed safeguarding training to the level that their role requires.

Safeguarding training priorities and content will be agreed between the People Development Team and the Head of Safeguarding. Safeguarding training is commissioned and arranged by the People Development Team. The Head of Safeguarding is responsible for monitoring and reporting compliance

with organisational safeguarding training in collaboration with the People Development Team.

**Additional reading**

[Summary of Young Lives vs Cancer safeguarding training framework](#) [Page 9]