

# SAFEGUARDING CHILDREN, YOUNG PEOPLE & ADULTS AT RISK POLICY

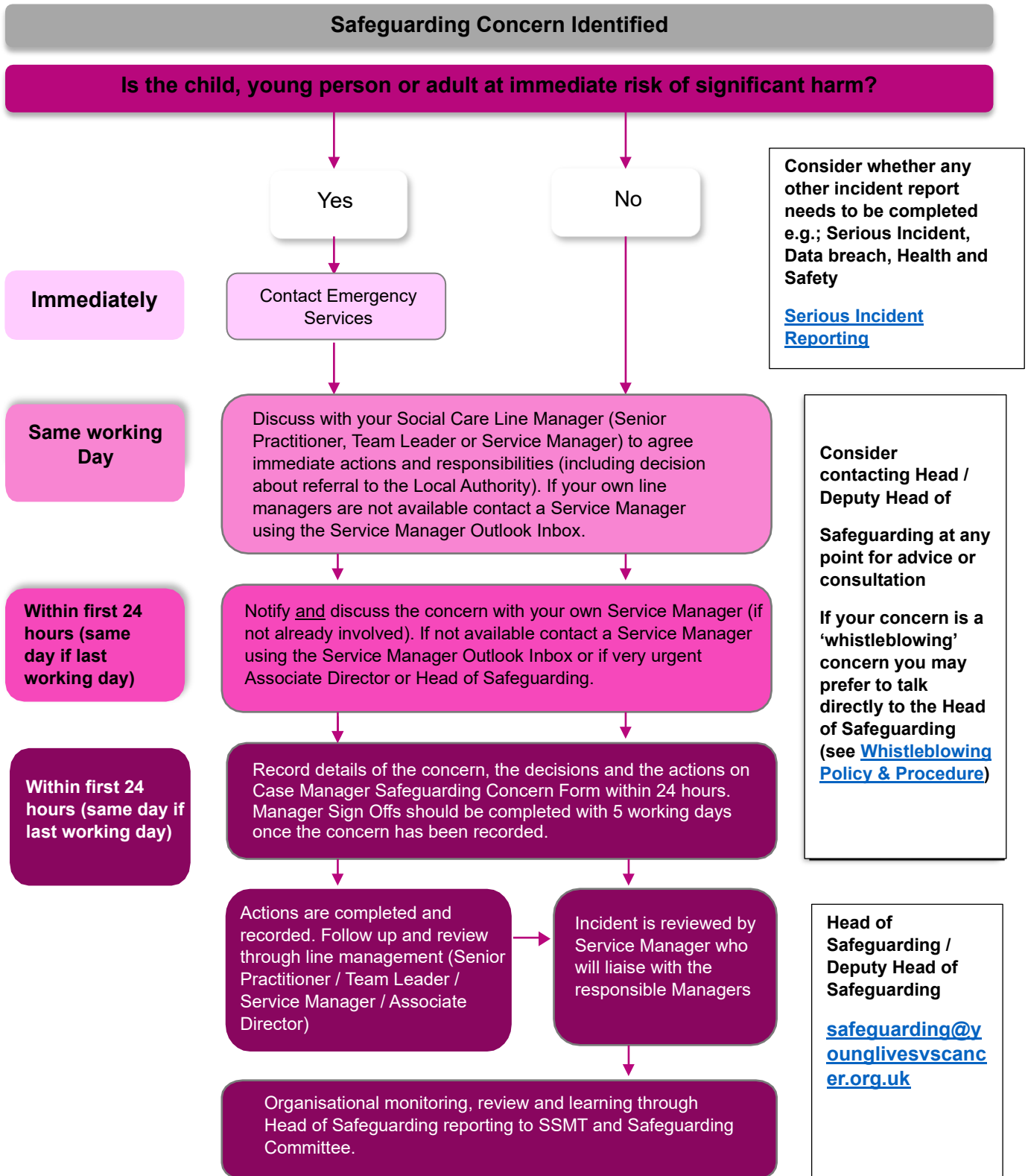


Document owner:	Head of Safeguarding and Professional Standards
Oversight committee(s):	Safeguarding Committee (minor reviews), Trustee Board (major reviews)
Approved by:	Major Review to be approved by Committee
Version History:	<p><b>Version 1</b> 01.04.19 Signed off by Board of Trustees 29.03.19 <b>Version 1.1</b> 24.04.19 Section 5 amended to include Nurse Educators Head of Safeguarding and Professional Standards and Designated Safeguarding Lead (DSL) <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. <b>Version 1.3</b> 18.03.20 Section 8 amended to refer to Fundraising Vulnerability Policy for Income and Engagement (December 2019) <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 <b>Version 1.8</b> 01.04.24 Reference to Signposting Document for non-social care staff and volunteers. Reference to Working Together to Safeguard Children 2023. Shazia Ellahi Version 1.9 1.12.25 Major Review, Combined Policy and Additional Information document. Updates to flowcharts, roles and responsibilities and other text.</p>
Latest version:	October 2025
Next Review Date:	Minor review: October 2026 Major review: October 2028
Review Frequency	Minor review: Annually Major review: Every 3 years
Related Documents:	See links in policy document

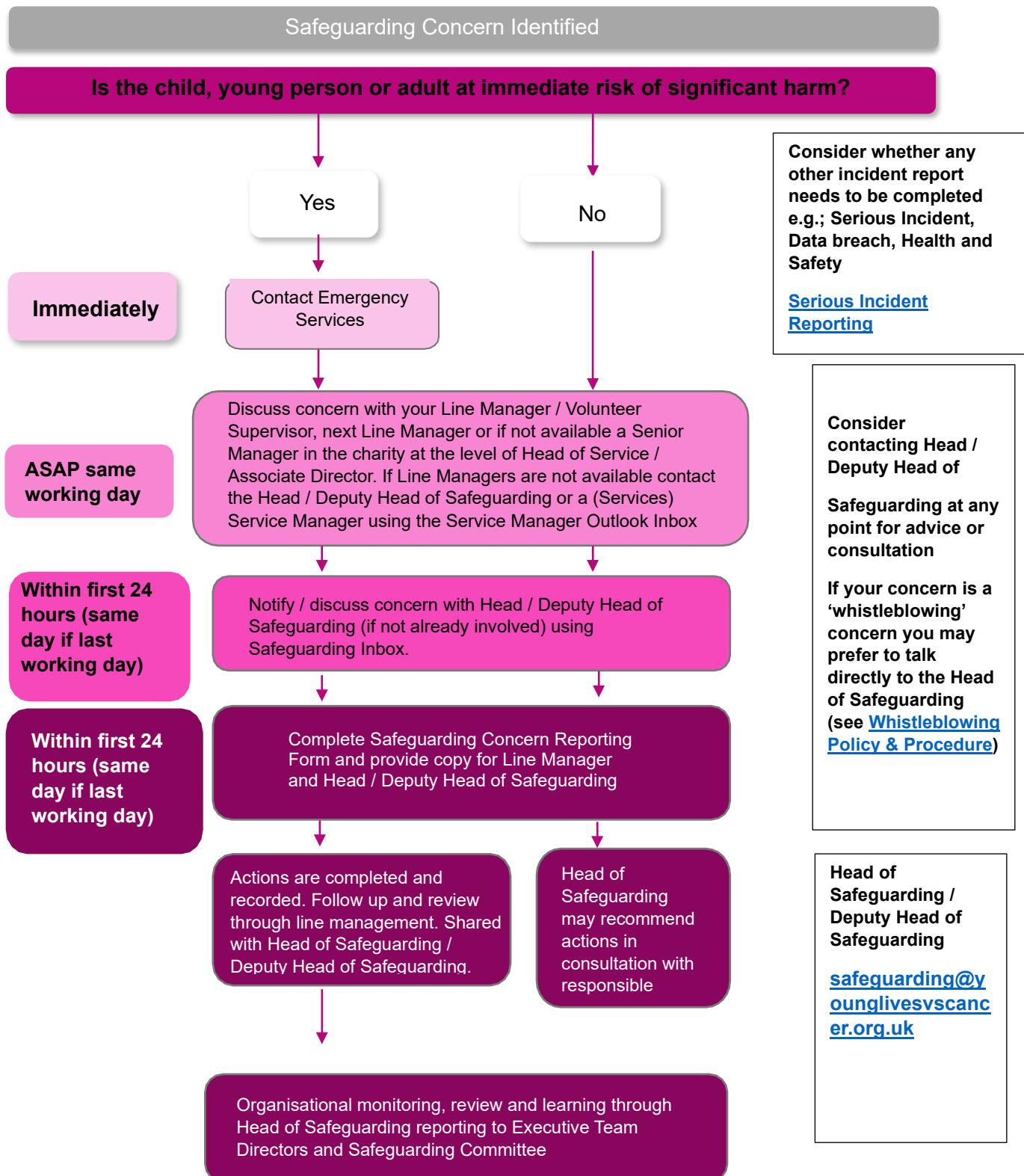
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# Safeguarding 'Quick View' Procedure for Social Care Staff



# Safeguarding Quick View – Non Services staff and Volunteers



# Section 1: Safeguarding Policy Statement

## Safeguarding Statement

At Young Lives vs Cancer, **safeguarding is at the heart of everything we do**. We are committed to creating a safe, inclusive, and empowering environment for children, young people, and adults at risk. Our safeguarding culture is built on openness, learning, and collaboration, ensuring that everyone—staff, volunteers, Trustees, and partners—understands their role in protecting those we support.

We believe that safeguarding is not just about preventing harm, but about **actively promoting wellbeing, listening to the voices of children and young people, and enabling them to thrive—not just survive**.

This policy is for us all – Trustees, employees and volunteers. We don't need everyone to be an expert. We just need everyone to do the simple things well, never be afraid to ask a question and talk to your Manager straight away if you are concerned about someone.

## Definition of Key Terms

**Safeguarding:** The proactive measures we take to promote welfare, wellbeing and to protect individuals from harm, abuse, neglect, exploitation, and discrimination.

For the purposes of Safeguarding the following definitions apply;

**Child/Young Person:** Anyone under the age of 18 (under 16 in Scotland).

**Adult at Risk:** A person aged 18 or over (16 in Scotland) who has care and support needs and is unable to protect themselves from harm or exploitation due to those needs.

**Abuse:** A form of maltreatment that can be physical, emotional, sexual, financial, or neglectful.

## Section 2: Legal and Regulatory Framework

This policy is informed by legislation and statutory guidance across all four UK nations, including:

England & Wales: Children Act 1989 & 2004, Care Act 2014, The Mental Capacity Act 2005, Working Together to Safeguard Children (2023)

Scotland: Children and Young People (Scotland) Act 2014, Adult Support and Protection (Scotland) Act 2007, National Guidance for Child Protection in Scotland

Northern Ireland: Children (Northern Ireland) Order 1995, Adult Safeguarding: Prevention and Protection in Partnership (2015)

UK-wide: Charity Commission guidance on safeguarding, Counter-Terrorism and Security Act 2015 (Prevent Duty), Mental Capacity Act 2005

Charity Commission Guidance.

We also follow best practice guidance from organisations such as the NSPCC, Ann Craft Trust, and National Safeguarding Panels.

## Section 3: Roles and Responsibilities

Safeguarding is most effective when everyone understands their role and feels empowered to act. At Young Lives vs Cancer, we foster a culture of shared responsibility, where safeguarding is not just a policy—it's a mindset embedded in our values of curiosity, courage and collaboration.

Role	Responsibilities
<b>All Staff, Volunteers, and Trustees</b>	<p><b>Everyone</b> at Young Lives vs Cancer has a responsibility to ensure that they:</p> <p>Understand the safeguarding policy and procedures.</p> <ul style="list-style-type: none"> <li>• Complete role-appropriate safeguarding training.</li> <li>• Report concerns promptly and appropriately.</li> <li>• Model respectful, safe, and inclusive behaviour.</li> </ul>
<b>Head of Safeguarding and Professional Standards)</b>	Designated Safeguarding Lead (DSL), responsible for leading safeguarding strategy, policy development, training, and oversight of all safeguarding concerns. The DSL ensures that effective arrangements are maintained for safeguarding training, reporting safeguarding concerns, quality assurance, audit and continuous improvement.
<b>Deputy Safeguarding Lead</b>	Appointed to support the Head of Safeguarding and ensure continuity of safeguarding leadership.
<b>Director of Services and Impact</b>	The Director of Services and Impact holds responsibility for approving significant changes to Safeguarding policies and processes, providing information to the Board of Trustees and Safeguarding Committee.
<b>Associate Director of Services and Impact</b>	Management of Head of Safeguarding and Professional Standards role. Responsibilities delegated by Director of Services and Impact.
<b>Service Managers (Services)</b>	Are responsible for operational oversight of services safeguarding concerns.
<b>Associate Directors, Service Managers and Heads of Department (all)</b>	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.
<b>Managers and Team Leaders</b>	Managers and Team Leaders are responsible for ensuring their teams are confident and competent in safeguarding practice. They must ensure Safeguarding concerns are reported and escalated promptly and in line with the Safeguarding Policy.
<b>Contractors and Commissioned Organisations</b>	<p>All third-party providers must comply with Young Lives vs Cancer's safeguarding standards.</p> <p>Managers must conduct Risk Assessments and due diligence before engaging external services including ensuring safeguarding expectations are appropriately addressed within contractual arrangements with external providers.</p>
<b>Safeguarding Champions</b>	Members of the Safeguarding Champions Group are responsible for promoting safeguarding compliance and awareness within their respective business areas. The Champions will work with the Head of Safeguarding to raise awareness and confidence in safeguarding across the organisation,

	identify training needs and promote a culture of courage, openness and learning.
<b>Executive Leadership</b>	The Chief Executive Officer and Executive Team are accountable for implementing safeguarding across the organisation. Directors of Strategy & Governance, Services, People & Learning, and Income & Engagement are members of the Safeguarding Committee.
<b>Safeguarding Committee</b>	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 support Young Lives vs Cancer Trustees, staff and volunteers to fulfil their statutory responsibilities for safeguarding'. The Board appoints Lead Trustee for Safeguarding.
<b>Lead Trustee for Safeguarding Trustees</b>	A Designated Safeguarding Trustee chairs the Safeguarding Committee and, ensuring trustee-level oversight and accountability
	Trustees are responsible for reporting serious safeguarding incidents to the Charity Commission and ensuring compliance with legal duties. This includes reporting breaches of policy or procedure which have put beneficiaries at risk.

## Section 4: Procedures for Responding to Concerns

At Young Lives vs Cancer, we believe that everyone has a role in identifying and responding to safeguarding concerns however no-one is expected to act alone. Whether you're a staff member, volunteer, Trustee, or Contractor, support is always available, and no concern is too small to report. Many Young Lives vs Cancer employees and volunteers will rarely come across a safeguarding concern in their work; however everyone must have the required knowledge to recognise a potential concern and the confidence to share a concern with their Manager.

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.

### 4.1 What is a Safeguarding Concern?

We recognise the 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'. Safeguarding is everything we do to promote the wellbeing of the children, young people and adults we work with.

#### **A safeguarding concern may arise from:**

- Something you've been told directly.
- Something you've seen or witnessed in person or online.
- Information from another source.
- A gut feeling or instinct.

If you're unsure, always speak up. It's better to raise a concern and be wrong than to stay silent and risk harm.

## 4.2 What to do if you have a Safeguarding Concern

At Young Lives Vs Cancer, you will never be expected to manage a safeguarding concern alone. If you have a concern, follow the below process;

If anyone is at immediate risk of significant harm, **contact emergency services without delay.**

There are two clear pathways for reporting a Safeguarding Concern depending upon your directorate:

### **Social Care Staff**

1. Assess urgency: Is the person at immediate risk of significant harm?
2. If yes: Contact emergency services immediately.
3. If no: Proceed within 24 hours.
4. Discuss with your Line Manager (Senior Practitioner, Team Leader, or Service Manager) and agree who will contact Service Manager.
5. Notify and consult with your Service Manager or escalate to the Associate Director or Head of Safeguarding if needed.
6. Record the concern on Safeguarding Reporting Form on Case Manager within 24 hours; Manager sign-off within 5 working days.
7. Follow up and review through line management and safeguarding oversight.
8. All Services Safeguarding concerns will be signed off by a Service Manager.

### **All Other Staff and Volunteers**

1. Assess urgency: Is the person at immediate risk of significant harm?
2. If yes: Contact emergency services immediately.
3. If no: Proceed within 24 hours.
4. Discuss with your Line Manager or Supervisor, or escalate to a Senior Manager or the Head/Deputy Head of Safeguarding.
5. Complete the Safeguarding Concern Reporting Form and share with your Manager and the Safeguarding Team
6. Actions are reviewed and monitored by line management and the Head of Safeguarding  
All non-services Safeguarding concerns will be signed off by the Head of Safeguarding.

### **All records should include;**

- Who the concern is about.
- What has happened or what you're worried may happen.
- The views of the child, young person or adult involved.
- Any actions taken so far.
- Key people involved.
- Actions agreed with your Manager.

## Support and Advice

If unsure whether something meets the safeguarding threshold, seek guidance from your Line Manager or the Head of Safeguarding. It's always best to complete the form if in doubt.

In rare cases, a referral to a Local Authority or external agency may be needed. Your Manager or the Head of Safeguarding will support you through this process.

Refer to the **Quick View Flowcharts** on pages 2 and 3 for a visual summary of these procedures.

## 4.3 Radicalisation and Prevent Duty

At Young Lives vs Cancer, we are committed to safeguarding the welfare of children, young people, and families, including protecting them from the risk of radicalisation and extremism. In line with the Prevent Duty, we recognise our responsibility to identify and respond to concerns where individuals may be vulnerable to being drawn into terrorism or extremist activity. The Prevent Duty is part of the UK Government's wider counter-terrorism strategy, but for those working in the voluntary sector, it's simply about spotting when someone might be vulnerable and knowing how to respond.

### What You Need to Know

- **It's about early help** – just like with other safeguarding concerns, Prevent is about noticing when someone might be at risk and offering support before harm happens.
- **It's not about policing thoughts** – it's about protecting people from being exploited or groomed into harmful ideologies.

### Signs Someone Might Be at Risk of Radicalisation

- Look out for changes in behaviour or attitudes, such as:
- Expressing extreme views that go beyond strong opinions.
- Becoming isolated from friends or family.
- Showing a sudden interest in extremist groups or symbols.
- Talking about conspiracy theories or "us vs them" thinking.
- Being secretive about online activity.

### What to Do

- **Don't investigate** – just share your concern with your Line Manager and Safeguarding Lead.
- **Follow the safeguarding procedures** – Prevent is part of that.
- **Trust your instincts** – if something feels off, it's okay to raise it.
- All staff and volunteers are expected to remain alert to signs of radicalisation and report concerns via safeguarding procedures. We provide training to support recognition and appropriate response, prioritising the wellbeing and rights of young people and families. We work with statutory agencies to ensure a proportionate and effective approach.

**Additional Reading:** <https://www.gov.uk/government/collections/prevent-duty-guidance>

## 4.4 Confidentiality and Information Sharing

At Young Lives vs Cancer, we recognise the balance between ensuring our services are delivered on a confidential basis; whilst acknowledging there are times where it is necessary to share confidential information with others to protect the wellbeing and safety of individuals and to prevent serious harm. The message is very clear, **data protection legislation is no barrier to raising concerns**, or sharing information with others, when it is necessary to safeguard individuals at risk. No one is expected to make this decision alone. If you have a safeguarding concern speak to your Line Manager.

When sharing information for safeguarding purposes, due care will be taken to ensure that it is proportionate, limited to what is strictly necessary and, on a need, to know basis.

Where appropriate, Young Lives vs Cancer may share information with, or refer safeguarding concerns to:

- Local Authority Safeguarding Teams.
- Police and Law enforcement agencies.
- Other charities.
- Health Services.
- Education Services.
- Other statutory bodies depending on the nature of the concern.
- Any other individual or organisation where it is considered necessary.

At Young Lives vs Cancer, we do not investigate concerns ourselves, but we are responsible for taking timely and appropriate action, gathering information we hold and sharing it appropriately.

## Section 5: Digital Safeguarding

At Young Lives vs Cancer, safeguarding applies everywhere — in person and online. We take proactive steps to ensure every digital interaction is **safe, respectful and inclusive**.

### What We Mean by Digital

Digital refers to any activity or service accessed by devices such as computers, smartphones, tablets and smart technology (e.g. Alexa), and includes platforms like social media, messaging apps, email, websites, video platforms, chatrooms, forums, blogs, virtual and augmented reality, and AI tools. This definition evolves as technology advances. **Our Digital Safeguarding Principles:**

- **Safeguarding is built into every digital activity and service** - from design to delivery.
- **We follow the Children's Code** and Ofcom's Online Safety Act guidance to ensure our digital services are age-appropriate, transparent, and privacy-conscious.
- **We do not actively engage with anyone under 13 on social media**, and we are mindful of additional vulnerabilities when communicating with anyone aged 13–18.
- **We minimise data collection** - only asking for the essential information needed to access a service.
- **We never post images of anyone under 18 without written consent.**
- **We provide clear escalation routes** so children, young people and families can raise concerns about inappropriate contact, conduct or content.

- **All digital services undergo a documented, age-appropriate Digital Safeguarding Risk Assessment.**
- **All digital safeguarding concerns are recorded and shared with the Head of Safeguarding.**

### **Safe Online Behaviour**

Boundaries matter online just as much as offline. To protect young people and the charity's reputation:

- Must only use professional accounts and devices for work-related communication.
- Avoid private, one-to-one chats with young people on personal platforms.
- Don't store or share work-related images on personal devices.
- Be mindful that online behaviour can be misinterpreted.

If you're unsure, check the [Social Media Policy](#) and speak to your Line Manager.

### **Digital Risks to Be Aware Of**

Risks evolve with technology. Current concerns include:

- **Security threats:** phishing, malware, data breaches.
- **Online predators:** grooming, impersonation, scams.
- **Harmful content:** bullying, misinformation, inappropriate posts or images.

Digital safeguarding is a **shared responsibility**. If you're designing or delivering a digital service, complete a **Digital Safeguarding Risk Assessment** and consult the **Head of Safeguarding as set out in section 7 of this policy**.

Together, we're creating digital spaces that are **safe, empowering and inclusive** for every child, young person and family we support.

## **Section 6: Managing Allegations and Incidents**

At Young Lives vs Cancer, we take all allegations and safeguarding incidents seriously. We are committed to handling concerns with integrity, transparency, and fairness, ensuring the safety of those affected while protecting the rights of those involved. We consider all our employees and volunteers (including our Trustees) to be people in 'positions of trust'.

Any allegations or concern raised regarding an employee or volunteer will be managed in line with the Managing Allegations Policy for Staff and Volunteers. [LINK](#)

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. Never attempt to deal with an allegation or suspicion yourself, immediately report any concern to your Line Manager at the level of Associate Director or speak to the Head of Safeguarding.

### **6.1 Initial Response and Escalation**

Securing the immediate safety of the child, young person, or adult at risk is always the first priority, if anyone is at immediate risk call the emergency services before taking any other

action.

Report the concern immediately to your Line Manager and the Head of Safeguarding or Associate Director. For the avoidance of doubt, 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 if you prefer;

The Associate Director / Head of Safeguarding will inform the Director of People and Learning and Director of Services so that decisions can be made about next steps and whether there should be a formal referral to a Local Authority Designated Officer (LADO). The LADO is responsible for managing allegations against people who work with children.

Concerns should be recorded on the Safeguarding Concerns Form on the same day they arise, the form should be shared with the Head of Safeguarding within 24 hours. [LINK](#)

All investigations in relation to allegations will be conducted in line with:

- Managing Allegation Policy.
- Employment Law.
- Safeguarding procedures.
- Charity Commission guidance.

We ensure that investigations are timely, impartial, and confidential, with appropriate support for all parties.

## 6.2 Reporting to the Charity Commission

The Board of Trustees have a duty to report all serious safeguarding to the Charity Commission.

**This includes:**

- Harm to beneficiaries.
- Breaches of Safeguarding Policy.
- Reputational risks to the charity.

Incidents are reported in line with our [Serious Incident Reporting process](#).

## 6.3 Support for victims and Those Accused

We recognise the significant impact safeguarding incidents can have on everyone involved. There is lots of support available including;

- Access to counselling or wellbeing services.
- Clear communication and updates throughout the process.
- Fair treatment and protection from retaliation or stigma.

Our approach is guided by our values of courage, curiosity and collaboration, ensuring that safeguarding is not just about protection—but about care and compassion.

For more detail, please read the [Managing Allegations Policy](#)

## 6.4 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 your concern involves a Trustee, staff member, volunteer, or Contractor and you feel unable to report through usual channels, you may:

- Contact the Head of Safeguarding and Professional Standards directly.
- Refer to the Whistleblowing Policy & Procedure.

For concerns related to vulnerable donors or supporters, please consult the **Fundraising Vulnerability Policy for Income and Engagement**, which provides detailed guidance on your responsibilities.

[Whistleblowing Policy](#)

## Section 7: Risk Assessment and Prevention

Safeguarding is not just about responding to concerns - it's about preventing harm before it happens. At Young Lives vs Cancer, we take a proactive approach to identifying and managing risks across all areas of our work.

### 7.1 Safeguarding Risk Assessments

All activities, services, events, and digital engagements involving children, young people, or adults at risk **must** be subject to a Safeguarding Risk Assessment. This includes:

- Face-to-face services and support.
- Accommodation service events.
- Volunteer-led activities.
- Digital and online services.
- Commissioned or contracted services.

Risk Assessments must be age-appropriate, inclusive, and reviewed regularly.

The Data Protection Legislation outlines that children merit special consideration and protection when their personal data is being processed for various purposes. As such, a Data Protection Impact Assessment (DPIA) will likely be undertaken when new processing activities are planned involving children's personal data.

### 7.2 Digital Safeguarding Risk Assessment

Together, we're building digital spaces that are safe, empowering and inclusive — for every child, young person and family we support. Within all aspects of our digital work we ensure:

- Digital safeguarding principles are embedded in all online projects.
- Risk Assessments are completed for digital platforms and tools.

- Staff and volunteers (proportionate to role) are trained in online safety, including recognising grooming, cyberbullying, and inappropriate content.

All Digital Safeguarding Risk Assessments are signed off by a Service Manager, Head of or Assistant Director.

[Digital Safeguarding Risk Assessment](#)

## 7.3 Lone Working and Physical Contact

We have clear policies on:

**Lone Working:** Staff and volunteers must follow procedures to ensure safety when working alone or in isolated settings.

**Physical Contact:** Any physical interaction must be appropriate, necessary, and respectful. Staff must avoid situations that could be misinterpreted or lead to discomfort.

These policies are designed to protect both the people we support and those delivering services.

[Lone Worker Dynamic Risk Assessment](#)

[Services Risk Assessment](#)

## Section 8: Record Keeping and Confidentiality

At Young Lives vs Cancer, safeguarding records are handled with the same care and compliance as all personal data. Records are only kept when lawful and necessary, in line with data protection legislation and our Data Protection and Information Security Policies.

### 8.1 Key Principles

Safeguarding records may contain sensitive personal data (e.g. health, risk, abuse disclosures) and must be:

- **Accurately recorded.**
- **Stored securely.**
- **Accessed only by authorised personnel.**
- **Retained only as long as necessary.**
- **Disposed of securely when no longer needed.**

Sharing safeguarding data is permitted when **necessary and** proportionate and does **not breach** data protection rules.

### 8.2 Storage and Retention

- **Services safeguarding forms** are stored on **Case Manager**.
- **Non-services forms** are stored via a **secure Microsoft Form**.

- Records are retained until the child or young person reaches **age 21**, or for **six years after service ends**—whichever is longer.
- Records must be **anonymised or securely destroyed** when no longer required.

### 8.3 Access and Oversight

Access is restricted to:

- The **Head of Safeguarding**.
- **Designated safeguarding staff**.
- **Relevant Senior Managers** (on a need-to-know basis).
- **Allocated Social Workers**.

Information may be shared with external agencies (e.g. Police, Local Authorities, Regulators) when necessary to protect individuals.

For full guidance, refer to the **Data Protection Policy** and **Information Security Policy**.

[Technology and Data Security Policy](#)

[Data Protection Policy](#)

## Section 9: Contracted and Commissioned Services

Safeguarding is integral to how Young Lives vs Cancer commissions and works with external providers. Commissioning Managers must proactively identify, assess, and manage safeguarding risks, ensuring our values — courage, collaboration, curiosity, creativity, and change-making — are upheld.

### 9.1 When Safeguarding Risks May Arise

Safeguarding risks should be considered when contractors:

- Have direct contact with children, young people, or families (e.g. in Homes from Home).
- Access personal or confidential data (e.g. Researchers, MIS Contractors).
- Represent the charity publicly (e.g. fundraising activities like door-to-door collections).

These examples are not exhaustive. Managers must complete proportionate risk assessments tailored to the nature and level of risk.

### 9.2 Due Diligence and Safeguarding Requirements

- Contractors must provide evidence of appropriate employment checks, Safeguarding Policies, procedures, and training.
- Safeguarding expectations must be clearly stated in contracts where relevant.
- Formal checks (e.g. Enhanced DBS) apply only to regulated roles; where not applicable, other measures (e.g. verified references) may be more appropriate.

- The Head of Safeguarding can support review of Contractor safeguarding documentation if needed.

### 9.3 Oversight and Escalation

- Risk Assessments should include how Young Lives vs Cancer will oversee or supervise Contractors, especially where direct contact with children or adults at risk is involved.
- Any uncertainty or concern must be escalated to the Associate Director and/or Head of Safeguarding.

Safeguarding must be a lived practice across all partnerships — not just a policy.

## Section 10. Celebrities, Major Donors and Supporters

At Young Lives vs Cancer, safeguarding is non-negotiable. We only work with individuals, companies or organisations that share our commitment to protecting children, young people and adults at risk. If this assurance cannot be met, we will not proceed with the relationship.

### Due Diligence

We apply best practice safeguarding checks, including:

- **Due diligence on donations of £5,000+** and significant engagement relationships to identify safeguarding or reputational risks.
- **Review of flagged concerns** by the Head of Safeguarding and senior colleagues.
- **Clear safeguarding expectations** for all public figures, donors and partners.

### Managing Contact with Young People

- All interactions involving celebrities, major donors or public figures must be **planned and supervised** to ensure a safe, positive experience.
- **Face-to-face meetings** must include a parent, Social Worker, and a member of the Philanthropy & Partnerships or Brand, Marketing & Communications Team.
- **Respectful guidance** is provided to public figures to help avoid situations—online or in person—that could raise safeguarding concerns.

### Reporting Concerns

Any safeguarding concerns arising from informal or unplanned contact must be reported to:

- The **Associate Director of Philanthropy & Partnerships**.
- The **Associate Director of Media & Engagement**.
- The **Head of Safeguarding**.

We are committed to building relationships that reflect our values of courage, collaboration, curiosity, creativity and change-making—with safeguarding at the heart of every interaction.

## Section 11. Safeguarding and Vulnerability

There may be occasions where a person is in vulnerable circumstances due to factors such as age, disability or illness. It is important to recognise that vulnerability does not always indicate a safeguarding concern. Vulnerability becomes a safeguarding risk if there is a risk of significant harm. An adult at risk of harm is someone who has care and support needs and is experiencing or at risk of abuse or neglect, making them unable to protect themselves. “Adult Safeguarding” involves working with adults who have care and support needs to keep them safe from abuse or neglect. It is a crucial part of what many public services do and a key responsibility of local authorities, as outlined in the Care Act 2014. All organisations have a duty to ensure the welfare of all adults. Safeguarding duties apply to an adult at risk of harm who:

- Has needs for care and support (whether or not the Local Authority is meeting any of those needs); and
- Is experiencing, or is at risk of, abuse or neglect; and
- Is unable to protect themselves from the abuse or neglect due to their care and support needs.

Not all vulnerable individuals are experiencing safeguarding concerns. However, if a person appears unable to protect themselves from harm or exploitation, this may escalate into a safeguarding concern. Staff should seek advice from their Line Manager or Head of Safeguarding if unsure.

Additional Reading: [Fundraising and Responding to Vulnerable Circumstances Policy](#)

## Section 12: Inclusion and Accessibility and DEIB in Safeguarding

At Young Lives vs Cancer, safeguarding is grounded in our commitment to diversity, equity, inclusion and belonging (DEIB). We foster a culture where everyone feels seen, heard and valued, and our safeguarding practice is inclusive, anti-oppressive, trauma-informed and culturally sensitive. We recognise that experiences and risks are shaped by factors such as disability, neurodiversity, language, culture, ethnicity, religion, gender identity, sexual orientation, socioeconomic background, mental health and trauma. Our approach is non-discriminatory and tailored to individual needs, with a focus on removing barriers to reporting and accessing support—especially for minoritised communities.

We ensure accessible communication through visual aids, translation services, and staff training to address communication challenges. Our safeguarding practices are shaped by consultation with service users, staff and volunteers, promoting voice, choice and control. We are committed to ongoing learning through supervision, training and open dialogue. Recognising the trauma and uncertainty of a cancer diagnosis, we respond to concerns with respect, honesty and restorative practice—focusing on relationships, resolution and repair.

Safeguarding is everyone’s responsibility. Together, we are part of the change.

Additional reading: [DEIB Strategy](#)

## Section 13: Safer Recruitment, Training and Conduct

Creating a safe environment starts with the people we bring into our organisation. At Young Lives vs Cancer, we are committed to safer recruitment and ongoing safeguarding learning to ensure that everyone working with us is equipped to protect children, young people, and adults at risk.

### 13.1 Safer Recruitment

We follow robust recruitment procedures to ensure that all staff, volunteers, and Contractors are suitable to work with children and adults at risk. This includes:

- Enhanced Criminal Record Checks (or equivalent checks in Scotland, Wales, and Northern Ireland) for roles involving regulated activity (i.e. Social Care) and in high-risk environments involving direct contact with service users (i.e. Accommodation Service, Voice)
- Basic Criminal Record Checks for high level roles or roles involving risk and sensitive data (i.e. Finance, IT).
- References from previous employers or relevant contacts covering 3 or 5 years, depending on the level of the role.
- Structured interviews that explore safeguarding values and attitudes in line with role responsibility.
- Risk Assessments for any disclosures or concerns arising during recruitment.
- Right to Work Checks to prove eligibility to work in the UK, for volunteer roles within the low risk category a declaration is sought.

All recruitment decisions are made in line with our Diversity Equity, Inclusion and Belonging (DEIB) commitments and safeguarding responsibilities, captured in [our Recruitment Policy \(May 2024\).docx](#)

### 13.2 Induction

All new starters—whether staff, volunteers, or trustees—receive a mandatory safeguarding induction that includes:

- An introduction to our Safeguarding Policy and Procedures.
- How to recognise and report concerns.
- Expectations for professional behaviour and boundaries.
- Ongoing Learning and Development.
- Digital Safety.

### 13.3 Safeguarding Training

Safeguarding is not a one-off training—it's a continuous journey. Safeguarding training is tailored to the role and responsibilities; it is proportionated to the risks we manage; it is regularly reviewed and is inclusive and accessible. Training is developed and monitored in partnership between the People Development Team and the Head of Safeguarding, with compliance tracked across the organisation.

## Training Levels

We use three practical levels of safeguarding training:

- **Level 1 (eLearning)**  
Mandatory for all new staff and volunteers. Covers core safeguarding principles and must be refreshed every 2 years (unless completing Level 3).
- **Level 2**  
Tailored for staff with direct contact (face-to-face or online) with children, families, volunteers or supporters. Builds on Level 1 with role-specific scenarios and risks.
- **Level 3**  
Mandatory for social care staff working directly with children and families. Delivered every 2 years and supplemented with specialist training and reflective practice.

## Additional Training

- **Trustees** complete safeguarding eLearning on appointment and renewal, supported by annual workshops focused on governance and risk.
- **Volunteers** receive role-specific safeguarding guidance. Volunteer Managers ensure basic awareness and act as first points of contact.
- **Learning Hours** offer open-access sessions on emerging safeguarding themes.
- **Safeguarding Weeks and Events** provide opportunities to refresh knowledge and strengthen our safeguarding culture.

## Ongoing Learning and Accountability

Safeguarding is not a one-off event—it's a continuous journey. We ensure:

- Role-specific training is completed and refreshed regularly
- Annual updates reflect emerging risks and legal changes
- Specialist training is available for designated safeguarding roles
- A continuous dialogue across the organisation embeds safeguarding in our culture

We're building a safeguarding culture rooted in **curiosity, courage, collaboration, creativity and change-making**—where everyone feels confident to act, speak up and protect.

## 13.4 Code of Conduct

The employee Code of Conduct underpins safeguarding by setting clear expectations for professional behaviour, helping to protect vulnerable individuals and promote a safe, respectful environment

All employees and volunteers working for on behalf of Young Lives vs Cancer must follow our Code of Conduct, which sets out expectations for:

- Professional boundaries.
- Respectful behaviour.
- Safe communication (including online).
- Avoiding situations that could lead to misunderstandings or harm.

The Code of Conduct is part of our induction and training and is reinforced through supervision and performance management. [Code of Conduct](#)

## Section 14: Policy Review and Governance

Safeguarding is a dynamic area of practice. At Young Lives vs Cancer, we are committed to regularly reviewing and improving our safeguarding policy, procedures, and culture to ensure they remain effective, legally compliant, and aligned with our values.

### 14.1 Review Cycle

- **Minor Review:** Conducted **annually** to reflect operational updates, lessons learned, and changes in legislation or guidance.
- **Major Review:** Conducted **every three years** or following a significant safeguarding incident, peer review, or regulatory change.

This Policy may also be reviewed at any time to reflect changes in practice, business need or legislation.

### 14.2 Governance and Oversight

- The **Safeguarding Committee** oversees the review and implementation of safeguarding policy and practice.
- The **Board of Trustees** approves major policy changes and receives regular safeguarding reports.
- The **Designated Safeguarding Trustee** ensures trustee-level scrutiny and accountability.

### 14.3 Monitoring and Evaluation

Safeguarding concerns, training compliance, and incident trends are monitored by the **Head of Safeguarding** and reported to:

- The **Executive Team**.
- The **Safeguarding Committee**.
- Relevant directorates and leadership teams.

Safeguarding performance is evaluated through:

- Internal audits.
- Peer Reviews.
- Feedback from staff, volunteers, and service users.

### 14.4 Learning and Continuous Improvement

- Lessons learned from safeguarding incidents are used to improve policy, training, and practice.
- We are a member of the Third Sector Safeguarding Network.
- We promote a culture of openness and learning, encouraging staff and volunteers to reflect, share, and improve safeguarding together.

## Section 15: External Guidance and Support

Safeguarding is a shared responsibility across society aligned with our systems approach. At **Young Lives vs Cancer**, we encourage staff, volunteers, and trustees to seek support, advice, and training from **external safeguarding bodies** to strengthen their knowledge and confidence.

### Key External Organisations:

We recommend the following trusted sources for safeguarding guidance, training, and support:

- **NSPCC** – National Society for the Prevention of Cruelty to Children  
[www.nspcc.org.uk](http://www.nspcc.org.uk)
- **Ann Craft Trust** – Safeguarding adults and young people at risk  
[www.anncrafttrust.org](http://www.anncrafttrust.org)
- **Local Safeguarding Partnerships/Boards** – England, Wales, Scotland, and Northern Ireland (Search your local authority website for contact details)
- **Childline** – Support for children and young people  
[www.childline.org.uk](http://www.childline.org.uk)
- **Stop It Now!** – Preventing child sexual abuse  
[www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- **Prevent Duty** - <http://www.elearning.prevent.homeoffice.gov.uk/>

### Emergency Contacts:

If someone is at **immediate risk of harm**, contact:

- **Police:** 999 (emergency) or 101 (non-emergency).
- **Local Authority Safeguarding Teams:** Refer to your local council's website.
- Safeguarding: [safeguarding@younglivesvscancer.org.uk](mailto:safeguarding@younglivesvscancer.org.uk)
- **Young Lives vs Cancer Head of Safeguarding:**  
[becky.lowes@younglivesvscancer.org.uk](mailto:becky.lowes@younglivesvscancer.org.uk)
- **Young Lives vs Cancer Deputy Head of Safeguarding**  
[louise.dolphin@younglivesvscancer.org.uk](mailto:louise.dolphin@younglivesvscancer.org.uk)
- **Safeguarding Training and Resources**

Staff and volunteers are encouraged to explore:

- Online safeguarding courses via NSPCC Learning.
- Webinars and toolkits from the Ann Craft Trust.
- Local authority training offers.
- Internal training via the **People Development Team**.

# Appendix:

## Key Documents:

[Safeguarding Statement for Volunteers](#)

[Safeguarding Statement for Volunteer Managers](#)

[Charity Commission Guidance for Trustees](#)

[Digital Safeguarding Risk Assessment](#)

[Recruitment Policy \(May 2024\).docx](#)

[DEIB Strategy](#)

[Fundraising and Responding to Vulnerable Circumstances Policy](#)

[Technology and Data Security Policy](#)

[Data Protection Policy Services Risk Assessment](#)

[Lone Worker Dynamic Risk Assessment](#)

[Serious Incident Reporting process](#)

[Recruitment Policy \(May 2024\).docx](#)

[Whistleblowing Policy](#)