



YMCA

**SAFEGUARDING
POLICY**

Effective from:
19 July 2022

APPLICATION OF THIS POLICY

The vision of YMCA St Paul's Group is of 'places where young people thrive and communities flourish'. To do that, we need to ensure that we safeguard the needs of all children, young people and adults particularly those most at risk. By Safeguarding, we mean protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

The Policy applies to all legal entities within the Group.

POLICY STATEMENT

We believe that:

- ▶ Children, young people and adults at risk (persons at risk) should be able to achieve their full potential, this means never experiencing harm, abuse or neglect of any kind;
- ▶ Communities should be places filled with opportunities, where people are safe (and feel safe), so we have a responsibility to promote the welfare of all persons at risk, to keep them safe and to practise in a way that protects them.

We recognise that:

- ▶ the welfare of persons at risk is paramount in all the work we do and in all the decisions we take;
- ▶ all persons at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm, abuse or neglect;
- ▶ some persons at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- ▶ working in partnership with persons at risk, their parents, carers and other agencies is essential in promoting their welfare.

OBJECTIVES

- ▶ To create an environment at the YMCA where everyone is able to achieve their potential, thriving and flourishing in life.
- ▶ To protect children, young people, and adults at risk, who receive or encounter YMCA St Paul's Group services. This includes the children of adults who use our services.
- ▶ To provide staff and volunteers with overarching principles and clear practice guidelines that ensure we safeguard against the potential of abuse.
- ▶ To ensure the Charity's Early Years and childcare settings are safe environments where children can learn and develop.
- ▶ To create a culture of vigilance where persons at risk's welfare is promoted, timely and appropriate safeguarding action is taken, and for those who need extra help or who may be suffering or likely to suffer harm are properly supported.

PRACTICALITIES

Appendix A sets out the flowchart for reporting a concern whereas Appendix B sets out the key contacts within and linked to our Charity.

This Policy Statement should be read alongside our organisational policies, procedures, guidance and other related documents including:

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- ▶ Safer Recruitment
- ▶ Induction, training, supervision and support
- ▶ Photography and sharing images guidance
- ▶ Prevent & British Values
- ▶ Dealing with disclosures and concerns about a person at risk
- ▶ Managing allegations against staff and volunteers
- ▶ Child and adult protection records retention and storage
- ▶ Recording concerns and information sharing
- ▶ Roles & responsibilities for the designated safeguarding leads
- ▶ Online Safety
- ▶ Behaviour codes for persons at risk
- ▶ Anti-bullying
- ▶ Managing complaints
- ▶ Whistleblowing
- ▶ Health & Safety
- ▶ Adult and child ratios

We will seek to keep Children, Young People and Adults at Risk safe by:

1. Creating a culture where thriving and flourishing is promoted.
2. Valuing, listening to and respecting them.
3. Appointing a nominated child/adult protection lead for persons at risk, a deputy and a lead trustee/board member for safeguarding.
4. Adopting child protection and safeguarding best practice through our policies, procedures, training and code of conduct for staff and volunteers.
5. Developing and implementing an effective online safety policy and related procedures.
6. Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
7. Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
8. Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
9. Sharing information about safeguarding and good practice with persons at risk and their families via leaflets, posters, group work and one-to-one discussions.
10. Making sure that children, young people, adults at risk and their families know where to go for help if they have a concern.
11. Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving persons at risk's families and carers appropriately.
12. Using our procedures to manage any safeguarding allegations against staff and volunteers appropriately.
13. Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
14. Ensuring that we have effective complaints and whistleblowing measures in place.
15. Ensuring that we provide a safe physical environment for our service users, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
16. Building a safeguarding culture where staff and volunteers, children, young people, adults at risk and their families, treat each other with respect and are comfortable about sharing concerns.

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Roles and Responsibilities

Chief Executive

It is the responsibility of the Chief Executive through the Designated Safeguarding Officers to ensure that this policy and related procedures are implemented. The Chief Executive will maintain at least two Designated Safeguarding Officers, providing continuity of cover during absence.

It is the Chief Executive's responsibility to ensure that there is a reporting and escalation structure in place with clear lines of responsibility and accountability for all staff and volunteers.

Executive Safeguarding Lead

It is the role of the Executive Safeguarding Lead to work closely with the Designated Safeguarding Officers and the Board Safeguarding Champion to ensure that the Charity acts at all times in keeping with legislation, statutory guidance and the Charity's Safeguarding Policy & Procedures.

They will do so by using the Charity's governance structure to ensure that safeguarding issues are considered and addressed at the appropriate level.

It is the Executive Safeguarding Lead's responsibility to produce quarterly & annual safeguarding reports for the Board Safeguarding Champion & Board.

The Executive Safeguarding Lead is also responsible for ensuring that the Charity responds appropriately to changes in relevant legislation.

Designated Safeguarding Officers

The Designated Safeguarding Officers are appointed from within the organisation and are responsible for overseeing the Safeguarding Policy and the way it is put into practice.

There are two Designated Safeguarding Officers, one for Children and Young People and one for Adults at Risk. They ensure that issues are reported to the relevant authorities and for maintaining a proper record of any safeguarding referral, complaint or concern.

Designated Safeguarding Officers are senior members of staff with appropriate experience and training in safeguarding procedures and in working with persons at risk.

The Designated Safeguarding Officers have a key duty to take lead responsibility for raising awareness with the staff on issues relating to the welfare of persons at risk and the promotion of a safe environment for all service users within the Organisation.

The Chief Executive will be responsible for appointing the Designated Safeguarding Officer(s) and for ensuring that such appointments are well publicised within the Charity.

The Designated Safeguarding Officers are accountable to the Chief Executive & the Senior Executive Team. They will be trained in child protection and adult safeguarding issues and inter-agency working and will be required to keep up to date with developments in child protection and safeguarding issues.

The Designated Safeguarding Officers shall ensure that their contact details are displayed in all appropriate operational sites of the Organisation.

Safeguarding Leads

There are also Safeguarding Leads who deputise for the Designated Safeguarding Officers. The Designated Safeguarding Officers are responsible for appointing at least one suitably trained Safeguarding Lead for their area of responsibility.

The Safeguarding Leads are expected to ensure that everyone within their area of responsibility, including service users, staff and volunteers, is aware of this policy and related procedures.

It is the Safeguarding Leads' responsibility to make referrals to statutory agencies and liaise with them to help them work through the safeguarding concern.

It is important to recognise that it is not the job of the Safeguarding Leads to decide whether abuse has taken place or not but to act as an appointed person for people to report their concerns to and then pass these concerns onto the relevant parties.

A vital responsibility of the Safeguarding Leads is to ensure that accurate safeguarding records are kept by the Charity.

All staff and volunteers

All staff and volunteers are given appropriate training to ensure that this policy operates effectively.

It is the responsibility of line managers to ensure that all new staff and volunteers are trained on this policy and related procedures either during their induction or during the annual cycle of Safeguarding training.

Staff and volunteers working with children, young people and adults at risk will be required to attend refreshers every three years, or as often as significant changes to the systems require.

Staff working with children and young people in Ofsted registered Early Years settings are required to attend refreshers at least annually.

It is the responsibility of all staff and volunteers to report incidents or concerns to the Designated Safeguarding Officers or Safeguarding Leads. It is their responsibility to ensure that cases of abuse are reported to the appropriate authorities.

It is the responsibility of all staff members and volunteers to be alert and to adhere to this policy and related procedures.

Board Safeguarding Champion

The Board Safeguarding Champion, which must be an active trustee, is appointed by the Board to work closely with the Designated Safeguarding Officers, the Executive Safeguarding Lead and the Chief Executive to ensure that the Charity acts at all times in keeping with safeguarding legislation, statutory guidance and the Charity's Safeguarding Policy & Procedures.

In order that the Trustee Board is in a position to fulfil its legal responsibilities in relation to safeguarding, and retain of oversight of safeguarding issues, trends, incidents and practice, it is important that safeguarding information and data is up-to-date, accurate, reliable and presented for scrutiny, challenge and discussion in a timely way. It is a key responsibility of the Board Safeguarding Champion to help

seek, build and maintain board assurance on behalf of the Board and to provide them with information on issues, trends, and progress against key areas of work, including risks and challenges.

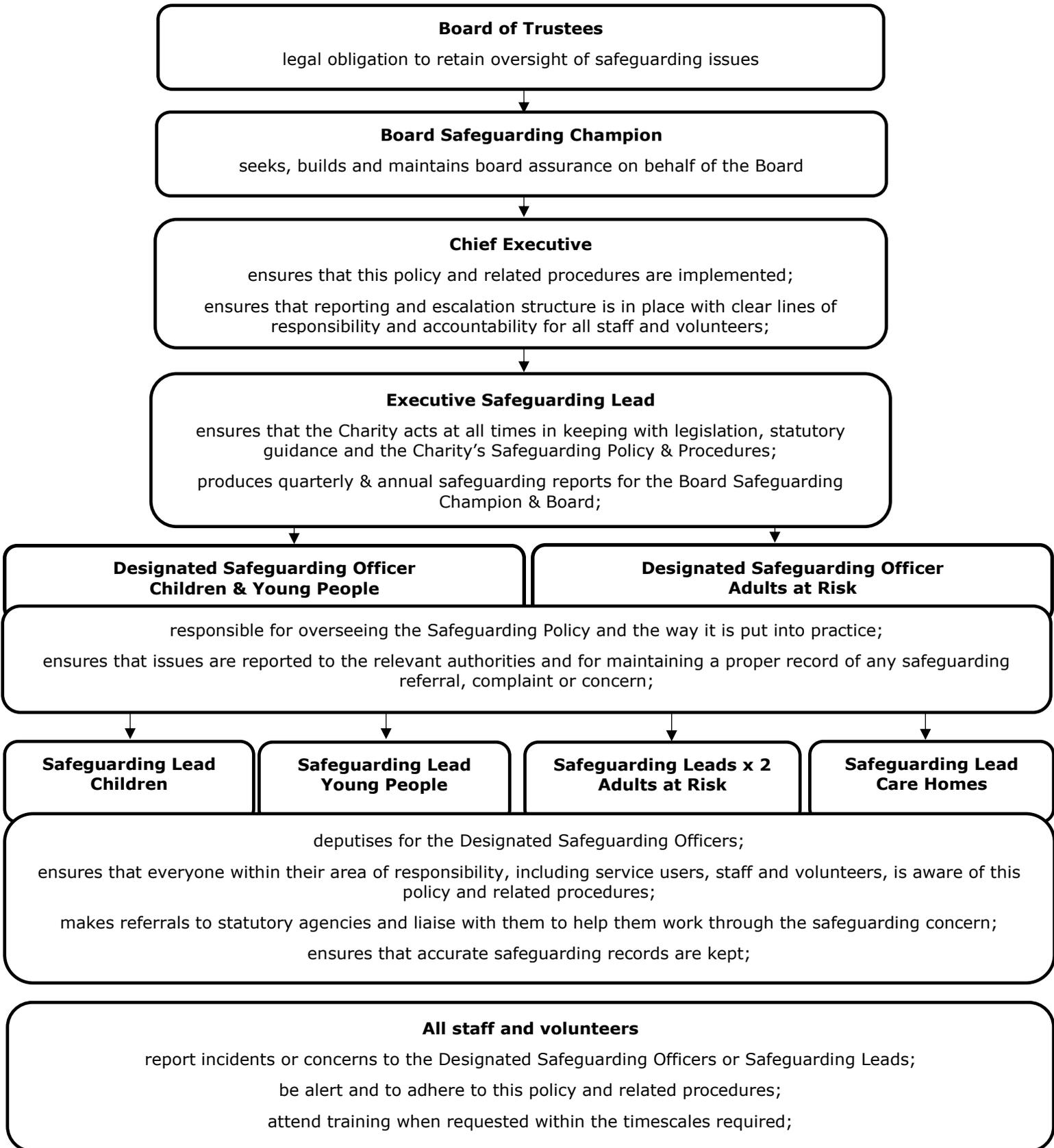
Care Homes

The Charity operates two CQC registered Care Homes which are being managed on behalf of the Charity by Surrey County Council.

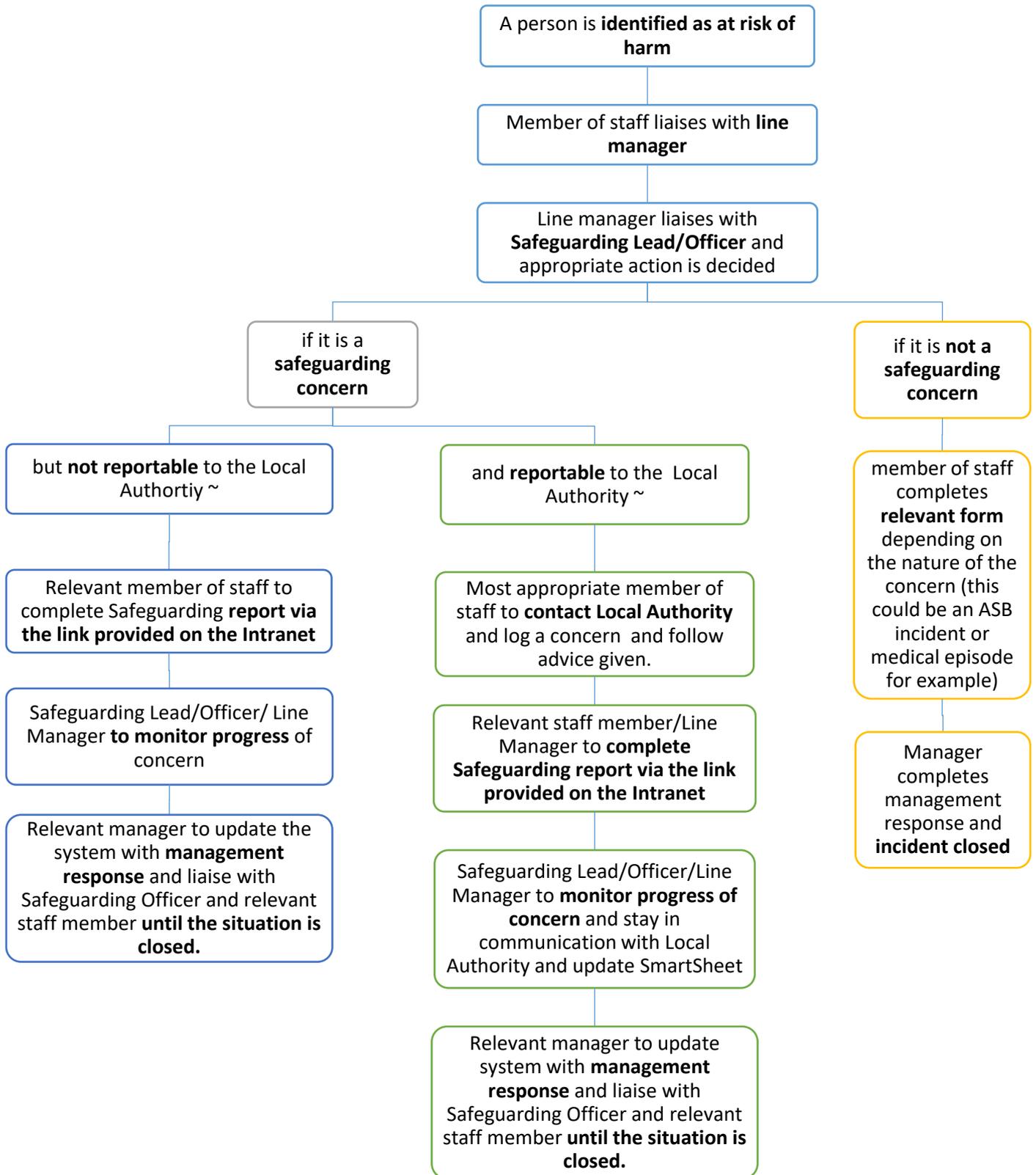
Whilst this policy also applies to the Care Homes, staff are asked to follow Surrey County Council's (SCC) Safeguarding Policy and Procedure when dealing with concerns in relation to the Care Homes. Compliance with this is monitored through regular meetings between the designated Safeguarding Lead (see below) at the charity and the respective lead at SCC.

The Surrey County Council's Safeguarding Policy and Procedure document can be found [here](#).

Safeguarding Responsibilities Flowchart



APPENDIX A: FLOWCHART FOR REPORTING A CONCERN (NON-CARE*):





SAFEGUARDING POLICY

* for Care Homes please see separate document [here](#)

~ the decision whether the concern is reportable to the Local Authority or not will be made when the staff member liaises with their line manager and the Designated Safeguarding Officer/ Lead

The decision whether the concern should be escalated to the Board is made by the Chief Executive and Executive Lead for Safeguarding.

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APPENDIX B – KEY CONTACTS

If you think a child, young person or adult at risk is in immediate danger call 999	
Board Member Responsibility	Graham Beech Trustee & Performance Committee member
Executive Team responsibility	Jessica Laryea Group Director of Operations
Designated Safeguarding Officer – Children and Young people	Kristina Lastowecky Head of Children, Youth and Family Work
Designated Safeguarding Officer - Adults at risk	Harry McKeown Head of Housing, Care & Support
Safeguarding Lead – Children	Sharon Pickerill Early Years and Childcare Manager
Safeguarding Lead – Young People	Charlotte Bawden Youth Development Manager
Safeguarding Lead – Adults at Risk	Relevant Regional Housing Manager Ayoku Ademoye Heather Barrow
Safeguarding Lead – Care Homes	Matt Penn Peripatetic Housing, Care and Support Specialist
Kingston Safeguarding contact	Safeguarding Children - click here Adult Safeguarding - click here
Richmond Safeguarding contact	Safeguarding Children - click here Adult Safeguarding - click here
Merton Safeguarding contact	Safeguarding Children - click here Adult Safeguarding - click here
Sutton Safeguarding contact	Safeguarding Children - click here Adult Safeguarding - click here

Waltham Forest Safeguarding contact	Safeguarding Children - click here Adult Safeguarding - click here
Newham Safeguarding contact	Safeguarding Children - click here Adult Safeguarding - click here
Redbridge Safeguarding contact	Safeguarding Children - click here Adult Safeguarding - click here
Harrow Safeguarding Contact	Safeguarding Children - click here Adult Safeguarding - click here
Hillingdon Safeguarding Contact	Safeguarding Children - click here Adult Safeguarding - click here
Hounslow Safeguarding contacts	Safeguarding Children - click here Adult Safeguarding - click here
Ealing Safeguarding contacts	Safeguarding Children - click here Adult Safeguarding - click here
Slough Safeguarding Contacts	Safeguarding Children - click here Adult Safeguarding - click here
Elmbridge Safeguarding Contacts	Adult and Child Safeguarding - click here
Surrey Safeguarding Contacts	Safeguarding Children - click here Adult Safeguarding - click here
The NSPCC (National Society for the Prevention of Cruelty to Children)	FREE Helpline: 0808 800 5000 or help@nspcc.org.uk
Prevent Duty	Any concerns regarding radicalisation and extremism should be raised via the above contacts for the relevant council