

Grove Park Youth Club

Building Preservation Trust

Safeguarding Policy

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THIS SAFEGUARDING POLICY COVERS THE FOLLOWING AREAS:

1.0 Rationale & Aims

2.0 Roles and Responsibilities

3.0 Child Protection Procedures and Guidelines

- 3.1 Recognising Abuse
- 3.2 Indicators of Abuse
- 3.3 Taking Action
- 3.4 If you suspect a child is at risk of harm
- 3.5 If a child discloses information to you
- 3.6 Notifying parents/ guardians
- 3.7 Referral to Children's Social Care
- 3.8 Confidentiality and sharing information
- 3.9 Domestic Violence
- 3.10 Child Sexual Exploitation (CSE)
- 3.11 Child Criminal Exploitation (CCE)
- 3.12 County Lines
- 3.13 Peer on Peer abuse
- 3.14 Preventing Radicalisation
- 3.15 Serious Violent Crime

4.0 Safer Working Practices

- 4.1 Safer Recruitment
- 4.2 Volunteers
- 4.3 Contractors
- 4.4 General Visitors

5.0 Code of Conduct

- 5.1 Training
- 5.2 Safe Working Practices
- 5.3 Managing Allegations against Trust members
- 5.4 Reporting and Whistleblowing

6.0 General Safeguarding

- 6.1 Health and Safety
- 6.2 Children with Special Educational Needs and Disabilities
- 6.3 Separated Parents
- 6.4 Photography and Images
- 6.5 Mental Health/Self-Harm
- 6.6 Faith Based Abuse
- 6.7 Serious Youth Violence and Knife Crime
- 6.8 Contextual Safeguarding

This policy should be read alongside the following other Trust policies:

- **Code of Conduct**
- **Data Protection**
- **Health and Safety Policy**

Safeguarding Structure

Director in charge of Safeguarding and designated lead	Diana Monkhouse
Deputy Safeguarding Lead	Robert Clayton
Review Cycle	Annual
Trustee and Charity Ratification	Date – Oct 2025
Review Date	Date – Oct 2026
Legal Framework	We are a charitable trust – the responsibility of safeguarding is in partnership with various service provided.
Statutory Guidance	As Government website - https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees
Related Policies	Code of Conduct Data Protection Health and Safety – inc fire Risk Policy and Risk Register

This Safeguarding Policy applies to all directors, trustees and volunteers working with the GPYC BPT.



1.0 Rationale:

This policy has been developed in accordance with the principles established by the Government guidelines for Safeguarding and protecting people for charities and trustees.

All children and young adults deserve the opportunity to achieve their full potential; they have the right to be protected from harm and exploitation whatever their race, religion, first language or ethnicity, gender or sexuality, age, health or disability, political or immigration status.

These are main elements to the safeguarding policy:

UNDERSTANDING THE RISKS

RECOGNISE, RESPOND AND REPORT

ROLES AND RESPONSIBILITIES

CHOOSING STAFF, VOLUNTEERS AND TRUSTEES

Understand when to take checks and other recruitment steps that help keep people safe.

GETTING PEOPLE INVOLVED

Safeguarding works best when everyone is involved.

SAFEGUARDING DAY-TO-DAY

Aims:

1. To provide a caring environment in which children and young people feel safe, secure, valued and respected.
2. To instil confidence so that pupils can trust adults and know how to approach staff if they are in difficulty.
3. To raise awareness among all staff, both teaching and non-teaching, of the need to safeguard children through identification and prompt reporting of all possible cases of abuse.
4. To ensure that rigorous systems of identification, reporting and monitoring are in place to protect all children from harm.
5. To establish clear and effective channels of communication between staff, and to develop effective working relationships with all other agencies involved in safeguarding children including Children Social Care services, the police and health services.
6. To ensure that all adults have appropriate checks and **relevant safeguarding training** completed before working with children.

2.0 Roles and Responsibilities:

All adults working with children have a responsibility to protect children and whilst the main responsibilities, policies and procedures are passed to the Youth Service Provider delivery the youth provision.

The Trust has 3 individuals with specific duties under this policy.

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Support Trustee/ Director
<p>To attend training and keep updated on specific legal requirements of Safeguarding for the Trust.</p> <p>Advise all trustees and volunteers of any updates and legal obligations – Check and keep record of member and volunteers DBS were available</p> <p>Deliver annual staff training in order to share and maintain the Trust Policy for Safeguarding</p> <p>Liaise with agencies on behalf of the Trust should any report be formally logged by Youth Service Providers</p> <p>To meet monthly with the Trust Chair and other Trust safeguarding representatives</p>	<p>To attend training as required</p> <p>To maintain good relations with the local community to ensure effective support and access to support.</p> <p>Work with Safeguarding lead to ensure trust compliance and good practice in safeguarding at all times</p>	<p>To access training as required</p> <p>Maintain overall Trust obligations as a Charity and ensure compliance</p> <p>Ensure safeguarding policy is reviewed annually.</p> <p>To oversee procedures relating to allegations made against any Trust members or volunteers</p>

The Designated Safeguarding Lead (DSL) will:

- As required the appropriate official training and obtain access to resources
- Ensure each member of the Trust has access to and understands the Trust's Safeguarding Policy and procedures, including staff and volunteers. The DSL should ensure the Trust's policies are known and used appropriately.
- Ensure the Safeguarding Policy is available as requested by the Charities commission and other official agencies as required.
- Be able to keep detailed, accurate and secure written records of all concerns and referrals if and as notified by the Youth Service Provider
- Be alert to the specific concerns as received from the Youth Service Provider and / or Trust members as advised
- Act as a source of support, advice and expertise to Trust members and volunteers on matters of safety and safeguarding.
- May need to participate / represent the Trust should a incident arise and a referral is suggested, action taken by the Youth provider service organisation
- Ensure the Safeguarding Policy is reviewed annually, and the procedures and implementation are updated and reviewed regularly.
- Ensure that safeguarding issues are regularly discussed with Youth Service Provider and the Trust members and volunteers.
- Check and keep record of DBS from Trust members and volunteers

3.0 Child Protection Procedures and Guidance:

As a Trust set up to provide Youth facilities, we fully recognise our responsibilities for child protection and strive to achieve an environment where children feel secure, supported and valued within and beyond the Youth Club site.

What is Child Protection?

Child Protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. Safeguarding, in addition to child protection, encompasses issues such as pupil health and safety, bullying/cyber-bullying, appropriate medical provision.

Responsibilities

The responsibility for child safeguarding falls on everybody who is involved with the Trust. All adults who work with the Trust are expected to support the Child Protection and Safeguarding Policy. All Trust members, including volunteers have a statutory obligation to report to the DSL if there is suspicion of abuse/neglect of a child or if a child discloses abuse or allegations of abuse.

3.1 Recognising abuse

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm.,

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. by Proxy, but is now more usually referred to as fabricated or induced illness).

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development.

Sexual abuse

Sexual abuse involves forcing or enticing a child person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 mental health and/or physical health or development.

[\(Definitions taken from Working Together to Safeguard Children\)](#)

Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress.

3.2 Indicators of abuse and what you might see

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'.

Remember, it is your responsibility to *report* your concerns. It is **not your responsibility** to *investigate* or decide whether a child has been harmed or abused.

3.3 Taking action

There are four key steps to follow to help Trust members and volunteers identify and respond appropriately to possible abuse and/or neglect.

1. Be alert
2. Question behaviours
3. Ask for help
4. Refer (via Youth Service Provider ONLY)

It may not always be appropriate to go through all four stages sequentially, if a child is in immediate danger or is at risk of harm, share any concerns in a timely manner to ensure children are safe.

When worried about the welfare of a child, members should always act in the interests of the child and report any concerns to the DSL and the Youth Service Provider as soon as possible.

Remember - it is the responsibility of the Youth Service Provider who will have the procedures to refer or deal with the issue directly.

3.4 If you suspect a child is at risk of harm

There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. Again this should be reported to the DSL and the Youth Service Provider as soon as possible, the Youth Service provider will follow their agreed procedures to deal with the issue.

3.5 If a child discloses information to you

It takes a lot of courage for a child to disclose that they are being neglected and or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that **you must** pass the information on – you are not allowed to keep secrets.

Remember - The Youth Service Provider will have the responsibility and procedures to deal with the issue directly.

3.6 Notifying parents/ guardians

This will be the responsibility of the Youth Service Provider, but you may be asked to be present and the DSL should be notified and may also be needed.

3.7 Referral to children's social care

As a Trust we do not make referrals of this nature – it is the subject to the policy and procedure requirements of the Youth Service Provider.

3.8 Confidentiality and sharing information

All Trust members and volunteers will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Members concerns should only discuss with the designated person, Safeguarding Director or Lead. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Remember - The Trust will not hold any personal details of the children or young people using the facility these or such records will be the responsibility of the service provider and their policies and procedures.

The Youth Service Provider must have a full policy on the secure protection of all children's data and a up to date Safeguarding policy to operate at the Youth Club.

3.9 Domestic Violence (DV)

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their

resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If suspected and a concern any reporting of this will be the responsibility of the Youth Service Provider, you may be asked to be present and the DSL should be notified and may also be needed.

Remember - The Youth Service Provider will have the responsibility and procedures to deal with the issue directly.

3.10 Children and young people witnessing domestic abuse

Witnessing domestic abuse is really distressing and scary for a child, and causes serious harm. Children living in a home where domestic abuse is happening are at risk of other types of abuse too. Children can experience domestic abuse or violence in lots of different ways.

Remember - If suspected and a concern any reporting of this will be the responsibility of the Youth Service Provider, you may be asked to be present and the DSL should be notified and may also be needed.

3.11 Child sexual exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation. This means that they are unlikely to report the abuse so police and partners must be alert to the signs of CSE and actively look for victims. CSE can also occur through the use of technology without the child's immediate recognition; for example being persuaded to post images on the internet/ mobile phones without immediate payment or gain.

Remember - If suspected and a concern any reporting of this will be the responsibility of the Youth Service Provider, you may be asked to be present and the DSL should be notified and may also be needed.

3.12 Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity:

- In exchange for something the victim needs or wants, and/or
- The financial or other advantage of the perpetrator or facilitator and/or
- Through violence or the threat of violence

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Remember - if suspected and a concern any reporting of this will be the responsibility of the Youth Service Provider, you may be asked to be present and the DSL should be notified and may also be needed.

3.13 County Lines

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of 'deal line'.

Remember - If suspected and a concern any reporting of this will be the responsibility of the Youth Service Provider, you may be asked to be present and the DSL should be notified and may also be needed.

3.14 Peer on Peer abuse including ‘sexting’, “upskirting” and children displaying Harmful Sexual Behaviours

Peer on peer abuse can take many forms including physical (including hitting, kicking, shaking, biting, hair pulling etc.), sexual (e.g. inappropriate touching) and emotional abuse (including bullying & cyberbullying).

3.15 Preventing Radicalisation

‘Channel’ and ‘Prevent’

Terrorism is defined in KCSIE 2020 as “an action that endangers or causes violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause”.

Remember - If suspected and a concern any reporting of this will be the responsibility of the Youth Service Provider, their polices and procedures but Trust members may be asked to be present and the DSL should be notified and may also be needed.

Safer Working Practice

4.1 Safer Recruitment

The Trust will do our upmost to prevent anyone from having to come into contact with people with the propensity to cause harm by thorough and rigorous scrutiny of all applications. We will:

- Verify applicant's identity
- Check applicants qualifications/experience/ employment/history
- Obtain professional and character references
- Check applicant's health and physical capacity to undertake the job
- Hold a face-to-face interview for all candidates with at least one member of the Trust who has experience in safer recruitment issues
- Ensure all adults in regulated activity with the children have been DBS checked.

Remember –that the Youth Service Provider in most cases is responsible for the recruitment of staff and this falls under their own polices to screen and verify all staff and volunteers.

4.2 Volunteers

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The Trust will ask to see evidence of their DBS should they have one and this should be confirmed and record kept by the DSL.

4.3 Contractors

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised by a member of the Trust, if they will have contact with children/ young people.

All contractor and trades employed by the Trust from time to time are responsible under their own polices to screen and verify all staff and volunteers.

4.4 General Visitors to the Club

We will not request DBS checks, or ask to see DBS certificates, for general visitors, e.g. children's relatives attending events in the club, etc.

5.0 Staff Conduct

5.1 Training

All members of the Trust will need to acquaint themselves with this Safeguarding Policy, and as advised by the DSL may need to undergo safeguarding training.

5.2 Safer Working Practice

Trust members and volunteers should take care not to place themselves in a vulnerable position with a child/ young person. It is always advisable for adults working with individual children to do so in view of other adults. If they anticipate being in a situation that could be open to misinterpretation they should alert the Youth worker / Service provider present in advance.

Remember - No Trust member or volunteer should escort or use the main WC facilities when youth services are in session. The Assisted WC will be designated for attending Trust adults and the Youth Service Provider adults during such sessions.

5.3 Managing Allegations Against Trust members

We understand that children/ young persons attending the Youth club may make an allegation against a member of the Trust (including volunteers and visitors). If such an allegation is made:

The member receiving the allegation will immediately inform the DSL and Youth Service Provider at the time.

Remember – Recognise, respond and report

5.4 Reporting and Whistleblowing

The Trust will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

The trust will also accept complaints from external sources such as members of the public, partners and official bodies

6.0 General Safeguarding

6.1 Health and Safety

Our Health and Safety policy, set out in a separate document, is reviewed annually.

6.2 Attendance

Is recorded and controlled and the responsibility of the Youth Service Provider not the Trust.

6.3 Children with Special Educational Needs and Disabilities

The Youth Service Provider is fully responsible under their own policies covering these situations. Often these children will be required to be supervised and escorted at all times by their key care workers.

6.4 Photography and Images

The Trust advocates the appropriate use of photography taking into consideration the users and partners of the building. Imagery should be used to promote the activities and positive work of the Trust and Trust partners.

The Trust will seek this alignment of policy with individual provision partners so that the appropriate use of imagery can be undertaken without the undue burden of seeking additional permission.

We advocate that all partner programmes permit the appropriate and sensitive use of photography and video to promote the activities and Trust.

All users and parents/guardians have the right to opt out of inclusion in imagery if specifically requested.

6.5 Mental Health/Self-Harm

Mental health problems affect about 1 in 10 children and young people. They include depression, anxiety and conduct disorder, including self-harm, and are often a direct response to what is happening in their lives.

The [MindEd learning portal](#) provides free online training suitable for Trust members wishing to know more about a specific issue.

Remember - The Youth Service Provider will be responsible for their own policies relating to these matters, however if observing any of these warning signs should seek further advice from the DSL.

6.6 Faith Based Abuse

Faith abuse is abuse of a child, linked to faith or belief. It is not about challenging people's beliefs, but where these beliefs lead to abuse, this should never be tolerated.

Remember - Whilst it is the responsibility of the Youth Service provider to have their own policies and procedures in place with these matters if observing any concerns or warning signs which may occur you should seek further advice from the DSL.

6.7 Serious Youth Violence and Knife Crime

The Trust refers to such resources and findings and recommendations from a research project in London on knife crime in education and youth settings.

Remember – it is the responsibility of the Youth Service Provider and their policies and procedures to guard against any concerns and/or necessary screening they may wish to undertake.

6.8 Contextual Safeguarding

Youth Clubs are considered as a site in which young people can experience and/or be safeguarded from abuse and violence.

As a Trust we take contextual safeguarding very seriously. If members including volunteers have concerns or become aware of circumstances where young people are currently experiencing or are at risk of harm, please report to the DSL .

The Youth Service provider will have their own policies and procedures in such matters.

Policy Endorsed and Signed by:

Trust Director /Designated Safeguarding Lead

Date:



Diana Monkhouse

28/10/2025

Deputy Safeguarding Lead

Date:



28/10/25

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