



YMCA
GEORGE WILLIAMS
COLLEGE

Safeguarding Policy

Updated June 2022

1. Introduction

This policy explains how the YMCA George Williams College aims to keep people safe from harm and meet its safeguarding duties, especially in relation to work with children and adults at risk of harm.

This policy statement applies to anyone working on behalf of YMCA George Williams College, including staff, partners and consultants. All team members, partners and consultants must read and comply with the measures outlined in this policy.

The purpose of this policy statement is to:

- promote the wellbeing and protection from harm, abuse and mistreatment of any kind of people who benefit from our work, including team members and others we come into contact with; and
- to provide team members, partners, young people, parents and carers with the principles that guide our approach to safeguarding and our commitments about safeguarding.

In this policy, 'safeguarding' refers to the range of measures to protect the people who come into contact with the College from harm, abuse, neglect and mistreatment of any kind. It includes a wide range of issues relating to an individual's welfare and their health and safety.

There is a particular duty of care for organisations providing activities for those who may be experiencing, or at risk of, abuse or neglect. This includes:

- Children: We will seek to protect children from maltreatment; prevent impairment of their health or development; ensure they are growing up in circumstances consistent with the provision of safe and effective care; and take action to enable them to have the best outcomes.
- Adults at risk: We will protect the rights of adults to live in safety, free from abuse and neglect.

1.1. Definitions

Adult at Risk: anyone aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. As a result of those care and support needs, they may be unable to protect themselves.

Child: anyone under the age of 18 years.

Commissioning member of staff: the team member who contracts with consultants or partners delivering services to/with the College or on our behalf.

Team member: anyone engaged or acting on behalf of the College, including supported or directed activities: employees, volunteers (including trustees) and

consultants, agency staff and students.

2. Legal framework

We recognise and seek to meet all duties expected by our principal regulator, the Charity Commission for England and Wales, [for safeguarding and protecting people](#) and [protecting charities from abuse for extremist purposes](#).

In developing this policy and any associated procedures and guidance, the College has referred to key domestic legislation including [The Charities Acts 2006 & 2011](#), the [Children Act 1989 & 2004](#), the [Protection of Children Act 1999](#) and the [Safeguarding Vulnerable Groups Act 2006](#), the [Care Act 2014](#), the [Data Protection Act 2018](#), [Public Interest Disclosure Act 1998](#), and the [Equality Act 2010](#) and in light of the principles of the [Mental Capacity Act 2005](#) and the [Counter-Terrorism and Security Act 2015](#). Where we operate outside of England and Wales, the specific legal obligations and context for our safeguarding activity will vary according to the nation in which we are operating including [The Children \(Scotland\) Act 1995](#), [The Children and Young People \(Scotland\) Act 2014](#), [Plan 21-24 -The Promise \(Scotland, 2021\)](#) and [The Children First Act 2015 \(Ireland\)](#).

As a charity and limited company, the College recognises its particular duties to safeguard and promote the welfare of children and adults at risk of harm affected by its work. Where we engage in such work, we will consider relevant statutory guidance including [Keeping Children Safe in Education \(2020\)](#), [Working Together to Safeguard Children \(2020\)](#), [Care and Support Statutory Guidance \(2020\)](#) and [Prevent Duty Guidance for England & Wales \(2019\)](#). We shall consider this guidance proportionally in light of the organisation's unique nature and structure, and respecting the duties of statutory agencies to protect children and adults experiencing or at risk of harm.

We believe that:

- Everyone has the right to be safe. Protecting people and meeting our safeguarding responsibilities is a governance priority for the College. It is a fundamental part of operating as a charity for the public benefit;
- Everyone in contact with the charity should be treated with dignity and respect, and feel that they are in a safe and supportive environment;
- Everyone has an equal right to be protected from all types of harm or abuse. Inequalities in society mean that not all groups are treated equally, fairly and with dignity or have the same protection from abuse, harm or neglect. We have a particular responsibility to safeguard groups most at risk of harm, such as children and adults at risk, and remove the barriers that exclude marginalised and minority groups from equal protection;
- The best interests of those we work with should be at the heart of everything we do. In responding to a safeguarding concern, the primary consideration will always be the best interests of those at risk of or experiencing harm;

- We are accountable for our safeguarding duties. We aim to be open as to how we demonstrate integrity and personal conduct at all times. We will seek to continually learn from our experience of safeguarding; and
- Working in partnership with children, young people, their parents, carers and other agencies is essential for effective safeguarding. We recognise and are committed to our responsibility to work with other professionals and agencies in line with statutory guidance. We will support statutory agencies in investigation and assessment processes as required and proactively support police or prosecutors to fulfil their duties.

3. How we manage safeguarding

This section outlines the measures in place to build a culture of safeguarding for all in our organisation.

3.1. Accountability for implementation

- The Board of Trustees has ultimate responsibility for safeguarding. They have a duty to ensure all reasonable steps are taken to prevent harm and ensure all safeguarding concerns are managed effectively. Safeguarding is included in the organisation's risk register.
- The Lead Trustee will provide strategic leadership for safeguarding, support the Board to meet its responsibilities and support the Designated Safeguarding Lead (DSL) to fulfil their duties.
- The CEO will ensure that a DSL and deputy are named, appropriately trained and have the time and focus to fulfil their duties effectively.
- We will appoint a DSL and deputy to champion and lead the implementation of safeguarding in our activities.

3.2. Responsibility in joint working and working with others

- Team members who are responsible for the relationship with partners will help the partners to be aware of and understand our safeguarding policies and other related policies.
- We will be mindful of our safeguarding responsibilities when undertaking due diligence of partners. Partners should have their own equivalent policies in place. In any joint activities or initiatives with others, the College and the partner organisation will agree and record in writing who has responsibility for safeguarding (i.e., the "safeguarding lead organisation") and which policies and procedures will be followed for the joint initiative. Breaches of this policy or these agreements can lead to the termination of contractual agreements.

3.3. Ensuring safer recruitment practices

As reflected in our Safer Recruitment Policy, we will undertake key steps to ensure all staff members are safe to work with children, young people and vulnerable adults. Key steps include:

- Assessing all roles, taking into account the working environment, determining if they are eligible for a DBS check and if so, at what level;
- Logging dates of DBS checks in our DBS register and whether they are from the Disclosure and Barring Service (England and Wales), Disclosure Scotland, or Garda Vetting (Ireland);
- Ensuring all necessary checks (including enhanced DBS where eligible and required) are made and managing risks to ensure they are suitable for their role;
- A full chronological curriculum vitae is received and any gaps in service are accounted for;
- Full reference checks are conducted; and
- We will advise all team members working with children and adults at risk of harm to disclose any reason that may affect their suitability to undertake this work in line with legal requirements and best practice.

3.4. Supporting team members to fulfil their responsibilities

- We will share information about the right to be safe and safeguarding best practice to all team members, including by providing structured induction and training.
- Any new team member will, as a minimum, be provided with this policy and associated procedures and have an induction with the DSL (or deputy) within one month of starting work. The line manager or commissioning member of staff should discuss any role specific safeguarding requirements with the team member; including the application of the relevant Code of Conduct.
- When a team member is working with children and adults at risk of harm, their line manager or commissioning member of staff, in consultation with the DSL, will review the nature of the work and decide if specialist training will be provided.
- The DSL will ensure that all team members receive refresher training appropriate and proportionate to their role. This will be recorded in our safeguarding training log.

3.5. Providing safe and secure programmes, environments, and activities; including online

- We recognise that people can be harmed as a result of poorly designed programmes and projects, and related activities. Those responsible for programme or project design and implementation must ensure that safeguarding is accounted for at all programme/project cycle stages. Risk assessments of potential hazards should be undertaken at the planning phase to allow programmes and activities to be designed with safeguarding in mind, and regularly reviewed as part of monitoring activities.
- All team members should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm occurring; especially concerning children and adults at risk. They will seek to protect those at risk of being harmed and respond well to those who have experienced harm.
- We will take technical solutions to reduce access to inappropriate content on devices owned or used by the College. We will review and update our information systems' security regularly, ensuring that appropriate filtering and monitoring systems are in place when team members or those we work with are accessing any systems or internet provision.
- Where we are using digital platforms to engage with children and young people and adults at risk, we will ensure that we adhere to best practice in digital safeguarding relevant to their age or context.
- We will examine and risk assess any social media platforms and new technologies before they are used within the organisation; especially when applied for use with children and adults at risk. We recognise that where we use third-party platforms/apps and social media, we are bound by their terms and conditions, but we will take reasonable steps to help mitigate risks and escalate and report any concerns.

3.6. Adopting safer working practices

- We have relevant codes of conduct for all our team members. All team members must read and sign the Code of Conduct upon joining the organisation.
- Where team members are in contact with children or adults at risk, they must follow those specific established standards of conduct.
- Where appropriate, we will be clear about our behaviour expectations of those engaged in our work and how we will respond if they are not met.
- We advise staff to follow our Lone Working Policy.
- We will ensure the information on our website and in our activities about the right to be safe and how to raise a safeguarding concern.

3.7. Receiving and responding to safeguarding disclosures, concerns and allegations

- Our team members will always respond to safeguarding disclosure, concern or allegation

promptly and appropriately following the relevant procedure. Failure to report safeguarding concerns will be considered a serious breach of our safeguarding procedures and may result in disciplinary action.

- We recognise that those in positions of responsibility may abuse their power and exploit or harm others. We will be proactive in dealing with any abuse and challenge any abuse of power, especially by anyone in a position of trust or responsibility.
- If we become aware of abuse, neglect or harm, we will provide support and make sure that our response takes the needs of the person experiencing harm, any bystanders and our organisation as a whole into account.
- An outline procedure is included in Annex A.

3.8. Supporting, supervising and managing our team

- We will provide effective management for team members through supervision, support and quality assurance measures.
- Any team member who believes that they are not receiving the support necessary to meet their safeguarding duties should raise this with their line manager or commissioning member of staff as appropriate without fear of penalty or victimisation. They can always contact the DSL or Lead Trustee.
- Line managers or commissioning members of staff should ensure that team members are aware of their right to whistle blow in the public interest in the Whistleblowing Policy & Procedures.

3.9. Managing and processing data appropriately

- We will record all safeguarding concerns, discussions and decisions (and justifications for those decisions) promptly and appropriately in writing, recording and storing information professionally and securely and in line with established procedures.
- We will keep any information confidential and proactively share concerns and relevant information appropriately with agencies who need to know; especially concerning children, adults at risk, parents, families and carers.
- We will conduct an annual review using the NSPCC Safeguarding and Child Protection Self-Audit Tool and the results and actions arising will be recorded.

4. Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- YMCA George Williams College Staff Handbook
- Data Protection policy
- Dignity at Work policy
- Capability and Disciplinary Policy
- Acceptable use of IT policy
- Risk register
- Whistleblowing Policy & Procedure

Contact details

Lead Trustee

Kevin Franks

Designated Safeguarding Lead

Professor Kaz Stuart, Director of and Learning

kaz.stuart@youthimpact.uk

07950 039206

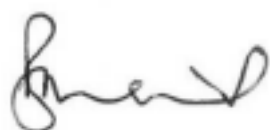
In the DSLs absence, issues will be reported to:

Bethia McNeil, CEO

Bethia.mcneil@youthimpact.uk

07825078176

We are committed to reviewing our policy and good practice **annually**. This policy was last reviewed on: 21st June 2022



Signed: Bethia McNeil, CEO

Date: 21 June 2022

Annex A: Summary of Incident Reporting Process

