

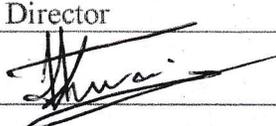
# Youth League (UK) Ltd

## Safeguarding Children

### Policy and Practice

#### Revision History:

Revision Frequency	This policy will be reviewed annually, or where necessary upon significant change to any applicable legislation or following a serious incident (whichever happens first).
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Signed on behalf of the organization	
Name	John Wainaina
Position	Director
Signature	
Date	3 <sup>rd</sup> February 2026

Health Care Services

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# 1. Introduction

The aim of this safeguarding policy is to show our understanding and commitment of our duty to protect our beneficiaries, staff and volunteers, and to assure them of a safe and secure environment.

This document sets out a comprehensive and informative policy and practice document on child protection and safeguarding for anyone working on behalf of Youth League UK.

## 2. Policy Statement

As an organization, we believe that no child or young person should experience abuse or harm and we are committed to the protection of children. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide in the approach to child protection and safeguarding. The policy is therefore intended to protect children and At-Risk Adults who receive any service from us. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone else working on behalf of Youth League UK

Youth League UK is committed to anti-discriminatory practice and recognizes the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

The Children Act 2004 places a duty on organizations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organizations are competent, confident and safe to do so. (Guidance for Working together to safeguard children July 2018)

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Taking action to enable all children to have the best life chances.

### **3. Safe practice guidance and procedures**

#### **Recruitment and Selection**

Staff should refer to Youth League UK guide to recruitment and selection for comprehensive guidance. This section will address some key points that are particularly relevant to safeguarding young people.

#### **Application Form**

Potential employees complete a written application form for all posts, including volunteers that list employment history (including the identification of gaps in work history), education, professional qualifications and experience. The application form comes with an enclosed self-declaration questionnaire that asks for any past convictions, cautions, reprimands and final warnings as well as any pending cases. Applicants are also asked if they have ever had any complaints of abuse against them.

#### **Face to Face Interviews**

All potential post holders will undergo face to face interviews conducted by a team of not less than 3 members, one being a young person and chaired by a senior staff or a trustee of the Board of Trustees. A transparent scoring system is used. The interview has a question-and-answer format and a practical session with children and young people.

#### **Vetting checks**

Applicants must provide two referees; proof of identification and eligibility to work in the UK; and original copies of any necessary qualifications, proof of residency, medical fitness before appointment.

Youth League UK obtains enhanced DBS checks for staff and volunteers who work with children, young people and At-Risk Adults. The enhanced DBS check also includes children's barred list information. It is Youth League UK's policy that until the receipt of an enhanced DBS staff/volunteers are not permitted to work alone with children or with Adults at Risk, under any circumstance.

#### **Induction and Training**

All new paid and unpaid workers will have an induction and will work for a trial period of 3 months before their appointment is confirmed. They will be given copies of this policy and receive training about it to ensure they understand all safeguarding issues covered in this policy.

# Creating a Safe Environment

## Principles

The overarching principle is always that the welfare of the child (and young person) is paramount (Children Act 1989). This means that activities/events sessions are planned with young people's concerns and welfare as the drivers.

## Duty of Care

All staff, whether paid or voluntary, full or part time, has a duty to keep young people safe and to protect them from physical and emotional harm. This means that no one should assume that someone else will take action or has noticed a cause for concern, or that someone else is responsible for dealing with it. Everyone has the responsibility to raise concerns and act within these guidelines.

## Professional Judgment

Youth workers will find themselves from time to time in situations where there is no specific guidance. It's impossible to list all the various combinations of problems that young people may bring to a youth worker or that a worker might observe in their dealings with young people. Youth workers must exercise their professional judgment to secure the best interests and welfare of the young person. This means that where no specific guidance exists staff should discuss their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.

## Risk assessments.

- Mitigating risks in advance

Risks should be assessed in advance and necessary precautions to prevent/minimize accidents are put in place. This should be done in advance to check what might cause harm to people and take reasonable steps to prevent harm from occurring. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

- Keep an up-to-date risk assessment of all venues and activities.

As part of managing the health and safety of work and to control the risks in the workplace and within our activities, regular risk assessments for all venues and activities should be undertaken (in and off site). A risk register is kept and updated regularly (at least once annually)

## **Ratio of children to adults.**

Adequate ratio of children to adults and balance of males/females should be maintained to ensure that children are always safely supervised. Considering that the age of children we work with are over 8 years, the following adult to child ratios is our guideline as the minimum numbers to help keep children safe:

- **8 - 12 years** - one adult to six children
- **13 - 18 years** - one adult to eight children

At any time, no worker should be left alone with a group of young people, there must be a **minimum of two workers** attending to the young people during all activities.

The ratio of girls/boys will determine the female/male to be present. If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

## **Confidentiality and Data protection**

Details of suspicion, allegations or disclosures should only be passed on to **named Safeguarding Lead**. If responding to an allegation from a young person you must not promise to keep the information, they disclose confidential. This information has to be passed on to the appropriate agency, usually social services. This should be done with the young person's knowledge even if they do not consent.

Staff are expected to treat information they have about a young person in a discreet and confidential manner. It is appropriate and necessary to share information about a young person in order that their needs can be properly addressed within Youth League International. It is not appropriate to gossip about young people's personal circumstances.

The storing and processing of information about young people is governed by the Data Protection Act 1998. The Act covers information kept on a computer or in a manual filing system.

The Act requires that personal information is obtained and processed lawfully and fairly. This means that you should not be seeking or keeping information about young people without their knowledge.

Information should be accurate and relevant and not stored for longer than necessary. All information about young people should be kept secure.

Information that Youth League UK staff holds about young people should only be passed on to other agencies or colleagues in order to promote the welfare of the young person. Normally this would be where there are child protection concerns and would always be done with the knowledge of the young person or as part of a child in need assessment only where permission has been given by the young person or parent with parental responsibility.

## **Professional Friend**

The nature of relationship developed by youth workers with young people is often described as the 'professional friend'. The work itself as 'informal education'. Workers need to be clear, and to make clear to others, that this informality does not imply a lack of boundaries. The boundaries around these relationships need to be carefully drawn because of their informal and intimate nature.

It is not appropriate to make sexual remarks to a young person (including email, text messages, phone or letter), discuss their own sexual relationships with, or in the presence of, young people, or to discuss young people's sexual relationships in inappropriate settings or contexts.

It is not appropriate to make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.

Youth workers should wear clothing which promotes a positive and professional image and is appropriate to their role. Youth workers should not wear clothing that is likely to be viewed as offensive, revealing or sexually provocative. This includes clothing with political or other contentious slogans.

Youth workers are aware that it is not uncommon for young people to be strongly attracted to them and/or develop a heterosexual or homosexual infatuation. All situations should be responded to sensitively to maintain the dignity of all concerned. A youth worker, who becomes aware that a young person may be infatuated with themselves or a colleague, should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken.

Youth Workers should also be aware that sexual relationships between themselves and young people are not appropriate. A youth worker is in a position of responsibility and has a duty of care to the young person. Young people being over the age of 16, does not remove the youth worker's responsibility towards that young person and the relationship is still inappropriate.

## **Physical Contact**

There are occasions when it is entirely appropriate and proper for youth workers to have physical contact with young people, but it is crucial that they only do so in ways appropriate to their professional role.

Youth workers should be aware that even well-intentioned physical contact may be misconstrued by the young person, an observer or by anyone to whom this action is described. Workers should never touch a young person in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Youth workers should never indulge in horseplay, tickling or fun fights.

## **Trips and Residentials**

Youth League UK Staff will work within the Venturing Safely Guidelines to ensure that all trips and residential are planned with young people's wellbeing in mind. Youth workers should also work within Youth League UK guidelines for trips and residential in particular guidelines about organizing safe and appropriate sleeping arrangements and ensuring that there is sufficient staff of appropriate gender to supervise sleeping arrangements.

## **Private conversations**

It is often common during work with young people for youth workers to have private conversations with them. Young people may wish to discuss personal issues or get advice about a problem. Youth workers should take the following precautions to ensure these situations are as open and transparent as possible.

Youth workers should always use designated rooms with glass door panels or windows when working with a young person on a private one-to-one basis. Wherever possible, the door should be left ajar. The priority is that no one should be able to overhear the conversation not to physically isolate the worker and young person.

Discussions that happen spontaneously, for example, finding a young person distressed in the toilets, should be moved to a more appropriate location if possible, and noted as below. Wherever practicable, workers should request help from another worker in doing this and/or alert another worker about what is going on.

One to one discussion should be carefully noted with the young person and a copy given to them before they leave, wherever possible.

## **Photography and Media**

Many youth activities involve recording images. These may be undertaken as part of the project, for publicity, monitoring or to celebrate achievement. No photos/videos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact Youth League UK staff immediately.

Using images of young people for publicity purposes will require the age-appropriate consent of the individual concerned and their legal guardians. Images should not be displayed on websites, in publications or in a public place without such consent.

The following guidelines should be followed when using photographs or videos:

- Avoid using the person's full name.
- Avoid using details that would reveal the young person's location, for example Joshua Thomas of 27 Treetop Road, Barking

On occasion young people and their guardians are happy for their young people to be named in press articles along with their photographs. This is perfectly acceptable as long as you have their signed agreement for this purpose.

## **Information-sharing**

Timely information sharing is key to safeguarding and promoting the welfare of children. People working with children, whether in a paid or voluntary role, may need to share information about the children and families they are involved with for a number of reasons. These include:

- making a referral to arrange additional support for someone in the family.
- someone from another agency has asked for information about a child or family.
- someone in the family has asked to be referred for further help.
- a statutory duty or court order requires information to be shared.
- you are concerned that a child or a member of their family may be at risk of significant harm.
- You think a serious crime may have been committed or is about to be committed which involves someone in the family.

You must always have a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family. You should also make sure you are not putting a child's safety and wellbeing at risk by sharing information about them.

Always seek consent to share information about a child and their family. However, if consent isn't given, you can still share information with relevant professionals under certain circumstances, for example if you are preventing a child from significant harm.

You need to decide what specific information is appropriate to share and who to share it with by prioritizing the safety and wellbeing of the child and anyone else who may be affected by the situation.

## **Internet**

Under no circumstances should staff in Youth League UK premises or working with young people access inappropriate images. Accessing child pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people.

Using Youth League UK equipment to access inappropriate or indecent material, including adult pornography, is similarly likely to result in being barred from work with children and young people.

## Child Protection

Child protection is a part of safeguarding. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. All concerned should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Youth League UK is committed to providing a safe environment for children and young people. The child protection procedures ensure that all concerns about the care and protection of children and young people are effectively managed. It shall be the responsibility of a person who is 16 or over and who has care and control of a child under 16, to do what is reasonable to safeguard the child's health, development and welfare".

Children who are deaf, or disabled children with speech, language and communication or special education needs face extra barriers. We recognize their increased vulnerability to abuse and neglect and recognize they may require particular help, intervention and support. We work alongside each child's parents and any relevant professionals to share information, identify needs and help the child and their family access the support they need.

All children and young people who access our services are allocated a trained peer buddy. These members of staff have a pivotal role in identifying the signs and symptoms of abuse because they build a relationship with each child/young person and get to know them well. They are therefore very well placed to identify changes in behavior and report to member of staff.

There are four recognized types of abuse (appendix 1), namely: Physical Abuse; Sexual Abuse; Emotional Abuse and Neglect. It is important to know what they are and how to recognize them. Most types of child abuse can take one or several forms, for example bullying and domestic violence are often both physical and emotional forms of abuse.

Forms of abuse include bullying (including cyber bullying), child exploitation, domestic abuse, child trafficking, gender-based violence/sexual assaults and sexting, grooming, fabricated or inducted illness, abuse linked to spirit possessions, gang activity, peer on peer abuse and forced marriage.

Signs that a child is suffering from abuse include, but are not limited to:

- significant changes in behavior
- deterioration in general well-being
- comments which may give cause for concern, or the things they say (direct or indirect disclosure)
- changes in appearance, behavior, or their play
- unexplained bruising, marks or signs of possible abuse or neglect
- any reason to suspect neglect or abuse outside our services.

## Identifying concerns

Staff and volunteers including peer buddies are well placed to recognize changes in behavior that could indicate a young person is being abused and to support that young person through the process of disclosure and getting help. Youth workers should be also alert to signs of abuse in order to recognize them in young people.

People might raise concerns in different ways, for example, situations when:

- A child may disclose something that has upset or harmed them.
- Someone else might report something that a child has told them, or that they believe that a child has been or is being harmed.
- A child might show signs of physical injury for which there appears to be no explanation.
- A child's behavior may suggest he or she is being abused.
- The behavior or attitude of one of the workers towards a child may cause concern.
- A child demonstrates worrying behavior towards other children.

Where we have emerging concerns about a child we will find out as much as possible about the needs of the child and any support the child or family may need; We do this by:

- liaising with the child's parents
- observing each child's development and monitoring such observations regularly
- making a referral to local social services- following laid procedures
- seeking specialist help or support, as required
- researching relevant publications/sources of help
- reading any reports that have been prepared.
- attending any assessment or review meetings with the local authority/professional
- ensuring MARFs clearly identify a child is disabled or has special education needs when making a safeguarding referral.

We follow the guidance provided in the Safeguarding Disabled Children Practice Guidance when working with disabled children:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/190544/00374-2009DOMEN.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190544/00374-2009DOMEN.pdf).

Early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help may apply to children who:

- are disabled and has specific additional needs.
- have special educational needs.
- are young carers.
- show signs of engaging in anti-social or criminal behavior
- are in family circumstances that present challenges for the child, such as substance abuse, adult mental health problems and domestic violence.
- have returned home to their family from care.

- are showing early signs of abuse and/or neglect.

We will follow child protection procedures where we identify that a child may benefit from early help and work with local agencies.

## **Designated safeguarding Lead**

Frank Ambei is the current designated safeguarding lead officer who is appointed to take the lead responsibility for safeguarding and child protection within Youth League UK and is referred to as the Safeguarding Lead.

The designated lead officer undertakes regular training and keeps updated on Safeguarding Children issues and is the main point of contact for advice and support if a Safeguarding issue arises. This person guides on reporting procedures for incidents should they occur. Their contact details are included on the last page of this policy.

## **Responding procedures**

All Youth League UK staff, trustees and volunteers should know what steps to take if there are allegations made or if there is a suspicion of an issue. This section provides clear directions on what to do.

### **a) Responding to uncertainties**

There may be occasions when concerns about a child, which do not appear to justify a referral of suspected child abuse, but nonetheless may leave staff feeling uncomfortable. In these circumstances, following consultation with the Designated Safeguarding Lead, we will contact the Initial Response Team and will talk through concerns and ask for advice.

The child's name is not needed at this point, although it may be helpful to ascertain if there is a previous social services history. The Duty Social Worker will advise whether or not the concerns justify making a child protection referral.

The Social Worker may consider the child to be 'a child in need' rather than 'a child at risk of significant harm'. In this case, a referral to Children's Social Care will be made but only with the parent's agreement.

If the family concerned is reluctant for Children's Social Care to be contacted and following a discussion with the Designated Safeguarding Lead. We may ask the parents' permission to contact another relevant agency on their behalf such as the Health Visitor.

## **b) Responding to suspicions and allegations of abuse**

Members of staff (paid and unpaid) have a duty to report any suspicious behavior or allegations of abuse to the named child safeguarding lead. However, the first step is to reassure the child/young person concerned and to provide protection from any further potential risk. During the reporting process the young person should be protected from further contact with the individual involved in the allegation.

If worried about a child staff should share their concerns with the Safeguarding Lead. Members of staff (paid and unpaid) should not attempt to investigate the situation any further or interview the child or young person regarding the situation. Their role is to observe, record and take action by following the Youth League UK Reporting procedure guidelines (appendix 2)

Example if:

- A child/young person has alleged that they are being abused (disclosure)
- You see or suspect abuse
- The organization has received a third-party report that a child/young person is being abused/neglected.
- There are signs and indicators which could point to abuse/neglect.

If a child is in immediate danger or is at risk of harm, a referral should be made to the children's social care and/or the police immediately.

## **c) Responding to Disclosures**

If a child discloses information to you, you must follow the following procedure:

When a child/young person has alleged that they are being abused a full written record of the disclosure or concern must be recorded on a Safeguarding Recording Form or a MARF where appropriate within 24 hours, but preferably on the same day. All records must provide a factual, evidence-based account and accurately record what the child said, and actions taken.

Take notes if possible or write up your conversation immediately or as soon as possible afterwards. It is essential the following details are recorded:

- A factual and verbatim record of what the child or young person has said and any non-verbal behaviour.
- Record the exact words spoken by the child, and the adult present if relevant.
- If recording bruising/injuries indicate position, colour, size, shape and time on a body map.
- Date and time.
- Place and location.
- Name of staff recording the disclosure and name of the child

All staff must follow guidance below on how to respond to a person disclosing abuse (It is important the wording is not changed or corrected in any way; it must be as closely quoted as possible). These records are to be signed and dated by staff.

**DO:**

- Do always treat any allegations seriously and act towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do tell the child what you are doing, when, and who you have to tell, and keep them up to date with what is happening.
- Do write down everything said and what was done.
- Do take further action – tell the nominated safeguarding lead immediately.

**DONT:**

- Don't make promises you can't keep.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to police officers or social workers, who have experience in this.
- Don't cast doubt on what the child has told you, don't interrupt them or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing – make sure you tell your nominated Safeguarding Children person immediately – they will know how to follow this up and where to contact for further advice.
- Do not ask leading questions (e.g. did he/she touch your private parts?), ask open questions such as 'anything else to tell me?'
- Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care services.

#### **d) Responding to allegation against a member of staff or volunteer**

This part of the policy is about managing cases of allegations that might indicate a person will pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that any member of staff (including volunteers) has:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Allegations against a member of staff or volunteer who is no longer working for Youth League UK will be referred to the police. Historical allegations of abuse will also be referred to the police.

As an employer, Youth League UK has a duty of care to its employees and volunteers. We will ensure there is effective support for anyone facing an allegation and provide them with a named contact if they are suspended. It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

#### **Initial considerations**

Our procedures for dealing with allegations are applied with common sense and judgement. Many cases may well either not meet the criteria set out above or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, we will follow our procedures to resolve cases without delay.

The following definitions will be used (by a team appointed by the board of trustees) when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Where an allegation is substantiated, we will follow the following procedure in line with guidance in section 4 of Keeping Children Safe in Education, September 2016.

1. Any allegation against a member of staff must be immediately reported to the Designated Safeguarding Lead.
2. The Designated Safeguarding Lead will contact the LADO within 1 working day. Where the Designated Safeguarding Officer may be implicated, Youth League UK chair of the trustee board will assume this responsibility.

3. The Designated Safeguarding Lead will follow the LADO's advice where available and determine the following:
  - whether the member of staff should be suspended,
  - steps that should be considered to safeguard the child and staff member.
  - what to tell the parents
  - what to tell the member of staff.
4. If advised, a Multi-Agency Referral Form (**MARF**) will be completed and sent to the **LADO**.
5. A referral will be made to the Disclosure and Barring Service if a member of staff on has been dismissed or removed due to safeguarding concerns, or would have been, had they not resigned.

The London Safeguarding Children's Board full procedures for allegations against staff and volunteers who work with children can be found on the following link:  
[http://www.londoncp.co.uk/chapters/alleg\\_staff.html#manage](http://www.londoncp.co.uk/chapters/alleg_staff.html#manage)

### **Confidentiality**

Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person (where this would not place the child at further risk) up to date with progress of the case, information will be restricted to those who have a need to know in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

### **DBS Notification**

The Safeguarding Vulnerable Groups Act 2006 places a legal duty on providers to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the organisation first) because they have harmed a child or put a child at risk of harm. We will follow the guidance in the link below from the Disclosure & Barring and Service when making a referral:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#legal-duty-to-refer-the-two-conditions-that-mustbe-met>

## **Allegations of abuse against another child**

There are many ways that a child may be abusive towards others. A child who is displaying abusive behaviour may not realize they are doing so. When a child abuses another child, it is sometimes called 'peer on peer abuse' or 'peer abuse' (Department for Education, 2018; Department of Health, 2017).

Allegations may involve : bullying or cyber bullying ;emotional abuse ;online abuse; physical abuse; sexting; harmful sexual behaviour ;sexual abuse.

Youth League UK have procedures about how to respond to allegations of abuse made against a child and concerns that a child or young person may pose a risk of abuse to others. In both cases one should.

- provide the child or young person who may have carried out the abuse with the appropriate help.
- ensure the child who may have been abused by another child or young person are protected and supported.

If allegations have been made against a child staff should speak to the nominated child protection lead, who will advise on the best way to proceed. If you confront the child about the allegations before taking advice, it may make the situation worse.

Sometimes you may have noticed a child behaving inappropriately and you may need to talk to them about this immediately, in order to manage the behavior. Remember that they may not realise their behavior is unacceptable. Talk to them calmly and explain why their behavior is unsuitable and what they can do to improve it. It's helpful to refer to the children code behavior conduct which all children and young people have agreed to.

Be aware that a child who displays challenging behavior may be doing so because they have experienced abuse or neglect. If you think this may be the case, follow the Youth League child protection reporting procedures.

## Identifying and addressing bullying

It is important to recognise that in some cases of abuse it may not always be an adult abusing a child. Sometimes the abuser may be a child. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Anyone can be the target of bullying although victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being a new member of a club, living in a different area to where the club is situated, being overweight, physically small, having a disability or belonging to a different race, faith or culture. Girls and boys can be bullies.

Bullying often takes place in schools, although research shows it can and does occur anywhere there is inadequate supervision. As an example, the competitive nature of sport makes it an ideal environment for the bully.

Bullies come from all walks of life and will bully for a variety of different reasons. Typically, bullies may have been abused themselves, can have low self esteem, be excitable, aggressive and jealous. Crucially they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

Bullying can include

- Physical – hitting, kicking and theft
- Verbal – name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional – tormenting, ridiculing, humiliating and ignoring
- Sexual – unwanted physical contact or abusive comments

The damage inflicted by bullying can frequently be underestimated and can cause considerable distress to children and vulnerable adults; to the extent that it affects their health and development or, at the extreme, causes significant harm (including self-harm). There are a number of signs that may indicate that a child or disabled adult is being bullied:

- Behaviour changes such as reduced concentration and /or becoming withdrawn, ‘clingy’, depressed, tearful, emotionally up and down, reluctant to go to school or training or to your club.
- A drop off in performance at your club or at school
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, or damaged clothes and bingeing, for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

## Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services.
- Working together to safeguard children (2017)

## Useful Phone Numbers

### Youth League UK

#### **Designated Lead in Safeguarding**

Frank Ambei – 020 8593 3222 / 07830385976

Email: frank@youthleagueuk.org

#### **Trustee in charge of Safeguarding**

Noah Gari - 020 8593 3222 / 07846760008

### Useful Phone Numbers - Children's Services

Intake & Access Team (Barking & Dagenham)  
Social services organisation

020 8227 2915

Barking & Dagenham Family Information Service

020 8227 5395

### Other useful Phone Numbers

Refuge 24-hour Domestic Violence Help- Line 0808 2000 247

Victim Support 020 3910 9040

South Essex Rape & Incest Crisis Centre 01375 380609

Childline 0800 1111

National Child Protection Help-line (NSPCC) 0808 800 5000

## **Related Documents**

This Policy must be read in conjunction with the following policies regarding the safety and welfare of children. These together make up the suite of policies to safeguard and promote the welfare of children:

- Drug and Substance Misuse
- Anti-Bullying
- Data Protection
- Health and Safety
- Staff Handbook
- Whistleblowing
- Equality, Diversity

# Appendix 1

## Definitions of abuse

There are four recognized types of abuse. It is important to know what they are and how to recognize them. Your procedures should contain this information. Most types of child abuse can take one or several of these forms, for example bullying and domestic violence are often both physical and emotional forms of abuse.

**Physical Abuse:** This is when a child is hurt or injured by a child or an adult. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It also includes giving a child harmful drugs or alcohol. Female genital mutilation is a form of physical abuse which is illegal in the UK. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after. A person might do this because they enjoy or need the attention, they get through having a sick child.

**Emotional Abuse:** This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth. 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. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a child to look at pornographic magazines or videos is also sexual abuse. Bullying, racism and other types of discrimination are forms of child abuse. Like other kinds of abuse, they can harm a child physically and emotionally. Sexual abuse includes sexual exploitation, such as forcing or enticing a child or young person to take part in sexual activities, including prostitution. Boys and girls can be sexually abused by males and/or females, by adults and by other young people.

**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 health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision (including the use of inadequate care givers) or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 2

### Youth League UK

#### Child Protection Reporting Procedure guidelines

##### a) To protect a child in immediate danger

If a child is in immediate danger or is at risk of harm, a referral should be made to the children's social care services duty officer (DO) and/or the police immediately. If a verbal referral is made to local children's services, a follow up written referral should be made as soon as possible, ideally within 24 hours.

In an emergency, anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed as soon as possible that a referral has been made.

##### b) To protect a child not in immediate danger

#### Step 1: Record Information

Staff (safeguarding officer) should record details of any report of allegation/disclosure made by a young person or other individuals have said (where this applies).

Above and beyond the facts, any opinions or personal interpretations of the facts presented can be recorded but it should be clear they are opinions, rather than facts. Records should be signed/dated and stored in a secure place.

#### Step 2: Contact Safeguarding Lead

**Discuss and seek directions from the named Safeguarding Lead as soon as possible.** If the allegation is about the **named Safeguarding Lead** contact another person in a leadership role such as the Youth League UK chair of trustee's board or **Contact the NSPCC Helpline** on 0808 800 5000 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk) where trained professionals will talk through your concerns with you and give you expert advice.

**Discussions should focus on:** Nature of concerns; Risks to the child or young person; Action and next steps to be taken.

#### Step 3: Refer to appropriate agency.

The **named Safeguarding Lead** should contact the Social services and/or the Police and ask to speak to the Duty Officer. If the report is received during an evening, then the Social services department Emergency Duty team and/or the Police should be contacted. Any further action should only be taken in line with the advice given by the Social services. This includes whether the parent or carer of the young person should be informed of the child protection concerns.

# Appendix A

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