Safeguarding Policy

Policy	Date of Approval by Youth 2000 Board of Trustees	Date of policy review
Safeguarding Policy	11/08/2023	05/10/2026 (Allegra Mutanda, National Coordinator)
Name and contact details for Designated Safeguarding Officer: Allegra Mutanda safeguarding@youth2000.org 07393 738198		
Name and contact details for Board of Trustees Safeguarding Lead: Mary Downie (Safeguarding Lead Trustee) Hannah Hayward (Deputy Safeguarding Trustee) Robert Toone (Chair of Trustees) trustees@youth2000.org		Previous update: 01/04/2026 (Jade Boyle, National Director)

Youth 2000 will undertake a safeguarding review annually to reflect the organisation's commitment to prioritising safeguarding and as per the guidance of the Charities Commission.

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1. Youth 2000 Safeguarding Policy

1.1. Policy Statement

As Roman Catholics we believe that human life is sacred because from its beginning it involves the creative act of God and it remains forever in a special relationship with Him. Accordingly, we recognise that each human being, irrespective of age or circumstance, should be accorded the dignity and respect due to a child of God. The welfare, safety and well-being of all Youth 2000 event attendees is paramount, regardless of age, disability, gender, race, religion or belief, sex or sexual orientation - everyone has a right to equal protection from all types of harm or abuse. In particular we recognise the personal dignity and rights of children and / or vulnerable adults and organise our events to ensure their safety and well-being.

Our safeguarding policy has been developed to ensure the people that use our services are protected from harm. The policy reflects both the legal requirements for safeguarding in England and Wales as well as the 8 safeguarding standards that have been adopted by the Catholic Church to ensure a coherent response to safeguarding arrangements. Throughout all the policy documents that support our safeguarding policy we indicate how the relevant safeguarding standard for the Catholic Church is met.

1.2. Aim of safeguarding policy

The aim of this safeguarding policy is to communicate our commitment, principles underpinning our approach and arrangements for safeguarding all children, young people and vulnerable adults who come into contact with us through the services we provide.

1.3. The scope of this policy

Our Safeguarding Policy applies to attendees, staff and visitors, senior managers, trustees, volunteers, and associated personnel, and anyone else providing services on behalf of Youth 2000. Everyone involved in our events - attendees, staff and volunteers - has a duty of care to look after and look out for other attendees, staff and volunteers and to respond to those who may be at risk of or suffering harm and will comply with the code of conduct.

It should be noted that Youth 2000 will co-operate at all times with the relevant statutory authorities. The procedures contained herein do not preclude anyone in his/her capacity as a private citizen, from making a report to the Police and Social Services in relation to any suspicions or information they may have in relation to possible child abuse.

2. Definitions

2.1. Child - any person under the age of 18 (United Nations Convention on the Rights of the Child). This may not always be possible to verify. It is often difficult to know the true age of a person within the context in which we work. There are times when adults can present themselves as a minor and instances when minors present as adults. If in the opinion of a Youth 2000 volunteer/staff member a person presents as a minor but they have reason to believe that is not the case, proof of age may be required.

2.2. Adult at risk - Any person aged 18 or over who is or may be in need of care and support, (e.g., health, personal or social care), is experiencing or is at risk of abuse or neglect and as a result of this is unable to protect themselves from either the risk or experience of neglect or abuse. This will include anyone coming to an event who writes on their booking form that they have a mental health illness or disorder. Any beneficiary of our partner organisations who are reliant on the services provided would fall under into this category - Safeguarding Vulnerable Groups Act 2006, section 59

2.3. Child Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place online, either wholly, or by its use to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children - Working Together to Safeguard Children, 2018.

2.4. Safeguarding Children - means 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, and taking action to enable all children to have the best outcomes. Working Together Safeguard, Children 2018.

2.5. Safeguarding Adults – Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. There may be instances whereby the risk is so high that referrals for support need to be made without an adult's consent. - Care and Support Statutory Guidance, March 2020

3. Legal Framework

This policy adheres to the following legislation and statutory guidance underpinning safeguarding in the UK.

- Children Act 1989, 2004, and Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006,
- The Care Act 2014
- Data Protection Act
- Sexual Offences Act 2003
- Charity Commission Guidance.
- Canon Law is also referred to connecting state and church law.
- Care and Support statutory guidance 2018
- Working Together to Safeguard Children 2019

Further information and links to the legal framework and other policy documents supporting this safeguarding policy can be found in. (**Appendix 1)**

4. Principles underpinning safeguarding

In all responses to safeguarding we will be guided by the following principles:

- Prevent harm to all our service users. Youth 2000 will make every effort to prevent harm to any of its service users.
- The child's welfare will be given paramount consideration in all safeguarding decision making
- Children, young people and vulnerable adults will be treated with dignity and respect
- Work together with the Church and statutory safeguarding system to achieve the best outcomes for the children and vulnerable adults in our care.

5. Responsibilities for safeguarding

Youth 2000 has designated safeguarding individuals appointed at board and operational levels. At the operational level the Safeguarding Lead (SGL) responds to all safeguarding concerns reported by staff, volunteers or event attendees. All matters relating to the safeguarding of all attendees (and specifically vulnerable adults and children) should be dealt with through this person or his/her designate. The SGL is supervised and supported by the National Director. Youth 2000 also appoints safeguarding focal points for all retreats and events that are organised in the course of its work.

At the board level, Youth 2000's board of trustees has an allocated trustee who is responsible for strategic direction and for ensuring that safeguarding is maintained as a priority for the Charity. description of the role and responsibilities of the safeguarding leads can be found in **Appendix 2.**

6. Managing safeguarding concerns

Everyone who works at Youth 2000 needs to be aware of our reporting procedures. The following framework has been developed to facilitate this.

- **Recognise** when a child or vulnerable adult is being harmed at risk of harm.
- **Respond** appropriately if you have a concern or if a child or vulnerable adult tells you about what is happening to them or someone else
- **Report** your concern using Youth 2000 procedures. Don't keep it to yourself or deal with it on your own
- **Record** in writing your concern, actions taken and whom it has been reported to using the safeguarding report form where ever possible

6.1. Recognise

There are different ways in which staff and volunteers may identify a safeguarding concern. This could be through behaviours that children and young people or adults at risk may display, their demeanour, or you may see physical signs and indicators. A child, young person or adult at risk may tell you that they are experiencing abuse, or someone they know may share a concern, Youth 2000 safeguarding practice is guided by the definitions of harm towards children stated in Working Together to Safeguard Children 2020 and Adults at Risk definitions in the Care and Support Guidance 2018. The full list of all the different categories of child abuse, definitions and signs and indicators as

well abuse in different circumstances can be found in **Appendix 3.** Categories about adult abuse can be found in **Appendix 4.** All decisions about safeguarding concerns will be assessed against these definitions and guidelines to make judgments about suspicion of harm.

6.2. Respond

6.2.1. If a person verbally discloses their experience of harm the Youth 2000 worker must respond with compassion and listen carefully without making judgement and explain that this information cannot be kept between them that they will need to tell the designated safeguarding lead but that they will be supported through this.

6.2.2 It is important that everyone providing services in all settings on behalf of Youth 2000 is prepared to explain the limits of confidentiality, listen actively and as soon as possible write down what they have heard. Guidelines for responding to disclosures can be found in **Appendix 5.**

Safe Spaces

In England and Wales, you can also phone the national 'Safe Spaces' helpline on 0300 303 1056.

Safe Spaces is a joint Catholic and Anglican initiative which aims to provide emotional support, practical help, and advocacy to adults aged 18 or over who have been affected by abuse through their relationship with either the Church of England or the Catholic Church of England and Wales. It is a free and independent national support service independently run by the charity Victim Support.

For more information, please visit safespacesenglandandwales.org.uk
The Safe Spaces team can be contacted using a variety of methods:
Telephone: 0300 303 1056 (a voicemail facility is available outside of opening times)
Email: SafeSpaces@Firstlight.org.uk

6.3. Report

In the matter of allegations, disclosures or suspicions the role of Youth 2000 is to report, not to investigate. In all cases, reporting any suspicion (of abuse), disclosure or allegation should be made to the Youth 2000 Safeguarding Lead (SGL) who will take responsibility for determining what steps should be taken, and if necessary, which authorities should be informed. Guidelines on what to report can be found in **Appendix 6.**

6.4. Record

6.4.1. All concerns, allegations must be recorded as soon as possible and that record will form the basis for sharing information with the Safeguarding Lead and onward referral **Appendix 8.**

6.4.2. Records will be kept in line with Data Protection requirements and the 2019 GDPR and information will be shared observing GDPR requirements **Appendix 9.**

7. Allegations or suspicions against a worker for Youth 2000

7.1. Any allegation of abuse should be dealt with sensitively and according to the principles of natural justice. The primary goal is to protect the child/vulnerable adult whilst taking care to treat the volunteer fairly. In the event of suspicion or disclosure of abuse involving a volunteer, trustee, staff member or Youth 2000 associate, the designated SGL will assess the situation promptly and carefully, and where there are grounds for concern, will implement the appropriate actions specified in the Youth 2000 Safeguarding policy. - managing allegations against staff **Appendix 7.**

7.2 If the allegation is against the designated SGL report to the National Director or safeguarding trustee.

8. Whistleblowing

Youth 2000 encourages all workers, volunteers, trustees and others working on its behalf to raise concerns about wrongdoing, unsafe practice or failures in safeguarding. Concerns should be raised in accordance with Youth 2000's **Whistleblowing Policy** which can be found here.

9. Prevention

9.1. Youth 2000 aims to promote a culture of safeguarding by ensuring all people providing services and participants feel safe by following a code of conduct, receiving training and signing to agree to follow the guidance in the participant's booklet.

9.2. For any Youth 2000 activity it is essential to have a copy of the Safeguarding Policy of Youth 2000 (printed copy available from safeguarding@youth2000.org) and to implement this. This document will form the basic guidelines for dealing with allegations of abuse, as well as provide clear guidelines for adult volunteers with regard to appropriate behaviour in supervising all those aged under 18 and vulnerable adults.
Appendix 10 provides guidance on supporting a safe environment.

10. Online Safety and digital communications

Youth 2000 recognises that safeguarding extends to online activity and digital communications. All employees, volunteers, trustees, clergy/religious and others acting on behalf of Youth 2000 must follow the Youth 2000 Online Safety and Digital Communications Policy.

Any online safeguarding concern must be responded to, reported and recorded in accordance with this Safeguarding Policy.

For a copy of the **Online Safety Policy**, please click here**.**

Appendix 1. **Legislation and Guidance and Canon Law main points**

1. Children Act 1989

The current child protection system in England is grounded in the Children Act 1989
The Act establishes a number of key principles, including

- the paramount nature of the child's welfare
- protection and provision
- the concept of parental responsibility.
- that children are best looked after by their family unless intervention in family life is essential.

The Act places a general duty on local authorities to promote and safeguard the welfare of children in need in their area by providing a range of services appropriate to those children's needs. It additionally sets out what a local authority must do when it has reasonable cause to suspect that a child in its area is suffering, or is likely to suffer significant harm.

2. Children Act 2004

Places a duty on:

- local authorities in England to make arrangements to promote cooperation with key partners and local agencies, with a view to improving the well-being of children in the authority's area.
- a range of agencies, including local authorities, the police and health services, to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions.

3. Children and Social Work Act 2017

Amended the Children Act 2004 to replace LSCBs with new local arrangements for safeguarding and promoting the welfare of children.

Safeguarding partners

There are now three safeguarding partners - the local authority, NHS Clinical Commissioning Groups (CCGs), and police forces. They are responsible for determining how safeguarding arrangements should work in their area for them and relevant agencies. "Relevant agencies" is a term used for all bodies and groups within an area which play a crucial role in coordinating the safeguarding and welfare of children. Regulations specify the relevant agencies that safeguarding partners may choose to work with, these will include Faith based services, charities and voluntary groups, for Youth 2000 this will apply through the local diocese and the National CSSA.

4. Working Together to Safeguard Children 2020

Provides statutory guidance for all agencies working with children and young people. Statutory, voluntary, charity, social enterprise, faith-based organisations and private sectors play an important role in safeguarding children through the services they deliver. Some of these will work with particular communities, with different races and faith communities and deliver in health, adult social care, housing, prisons and probation services. They may as part of their work provide a wide range of

activities for children and have an important role in safeguarding children and supporting families and communities. Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. Many of these organisations and agencies as well as many schools, children's centres, early years and childcare organisations, will be subject to charity law and regulated either by the Charity Commission and/ or other "principal" regulators.

Charity trustees are responsible to ensure that reasonable steps are in place so that those benefiting from, or working with their charity, are not harmed in any way through contact with its services. see section 11 below)

All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer.

The guidance document can be downloaded here:
https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

5. Safeguarding Vulnerable Groups Act 2006

Provides the framework for the disclosure and barring service and influences safer recruitment. Also explains regulated activity provides guidance on levels of DBS checks needed for job roles.

6. Sexual Offences 2003

Makes provision about sexual offences, their prevention and the protection of children from harm from other sexual acts, and for connected purposes.

It introduces the concept of a Position of Trust- anyone in statutory services providing a service to a child or young person (under 18 years) is not to have a sexual relationship with them- this constitutes a breach of trust and is a criminal offence There are many roles which are not legally defined as being positions of trust, such as swimming coaches, faith group leaders or people running community activities for children. This means it's not currently against the law for people in these roles to have a sexual relationship with a 16- or 17-year-old in their care

7. Police, Crime, Sentencing and Courts Bill 2021

Is to be welcomed for its recognition that young people in sporting and religious situations are more than usually vulnerable to abuse. As a result, and as recommended by the Independent Inquiry into Child Sexual Abuse (IICSA) and various sporting bodies, the Government intends the ban on sexual relations with people aged 16 and 17 which currently pertains to adults in the teaching and caring professions be extended to include sports coaches and religious mentors

8 The Care Act 2014 – Applies to safeguarding adults at risk

An Act to make provision to reform the law relating to care and support for adults and the law relating to support for carers; to make provision about safeguarding adults from abuse or neglect; to make provision about care standards; to establish and make provision about Health Education

England; to establish and make provision about the Health Research Authority; to make provision about integrating care and support with health services; and for connected purposes.

Defines vulnerable adults and provides for children transitioning to adulthood who may be vulnerable

9 Data Protection Act 2018

The Data Protection Act 2018 brought the EU's General Data Protection Regulation (GDPR) into UK law. It governs personal data rights, including the way personal data is handled and the management of breaches to personal data.

It is under the GDP regulations that handling of sensitive personal information is managed- and allows for the sharing of information pertaining to safeguarding.

The principles to managing information:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

Three circumstances making disclosure of confidential information, without consent, lawful are:

- where the individual to whom the information relates has consented
- where Youth 2000 considers it may be necessary to safeguard the individual, or others, or is in the public interest
- where there is a legal duty to do so, for example a court order

10. Care and Support statutory guidance 2018 – Adults at Risk

Identifies adults at risk – those who are vulnerable and unable to protect themselves

It recognises that many adults are vulnerable but will be cared for the concept of adult at risk is noted when a person who is vulnerable cannot protect themselves

A person aged 18 or over whose ability to protect themselves from violence, abuse or neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress or otherwise; for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

The guidance document can be downloaded here:
https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance

11. Charity Commission Guidance

Requires all voluntary organisations to establish good safeguarding policies and procedures that all trustees, staff and volunteers follow, which fit with the policies and procedures of your local authority safeguarding partner or safeguarding adults board.

The guidance also states that arrangements are in place to make sure all staff and volunteers receive regular training on child protection or working with adults at risk.

The board must appoint a safeguarding lead to work with your local authority safeguarding boards and/or create a plan for responding to concerns overseas manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively, have clear policies on when DBS checks are required, and how you handle the information

The guidance document can be downloaded here:
https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

You must follow relevant legislation and guidance.
Identify the relevant local safeguarding children partnership and local authority safeguarding adults board through their webpage

12. Catholic Safeguarding Standards Agency (CSSA)

Is responsible for audit and review and quality assurance of Catholic church services, Communication with stakeholders, setting and monitoring compliance with standards, training, case consultation and case review. This will be the body that will advise on policy and procedure and will follow the footsteps of CSAS with providing One Church Guidance

https://www.catholicsafeguardingproject.org/catholic-safeguarding-standards-age

Appendix 2 Role and responsibilities of safeguarding leads.

Youth 2000 has nominated specific people at different levels of the structure in the organisation to have safeguarding responsibility.

1. Board Level

The board of trustees will have an allocated safeguarding trustee and a deputy safeguarding trustee. The role of the safeguarding trustee lead is:

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to Youth 2000 activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Be responsible for all safeguarding governance, management and performance as guided by the Chair of the Board.
- Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for organisational liability.

- To ensure that safeguarding is maintained as a priority for the board of trustees.
- To ensure that safeguarding is a standing agenda item and safeguarding activity is included in management reports to the board.
- To ensure that the National Director and Safeguarding lead implement Youth 2000 and safeguarding policy.
- Oversee safeguarding allegations against staff or volunteers, together with the National Director and designated safeguarding officer.
- To provide safeguarding supervision to the National Director.
- To ensure that a serious incident is reported, reflecting Youth 2000 protocol to appropriate accountable bodies such as the Charities Commission, donors and other relevant regulatory bodies.
- Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.
- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Make sure there is an annual review of safeguarding policies and procedures and that this is reported to the board of directors.

2. Role of National Director

- The National Director is the accountable officer for all safeguarding concerns and must be informed of complaints and allegations by the SGL
- To include safeguarding activity in reports to the board.
- To provide supervision and support to the designated safeguarding lead

3. Role of the Youth 2000 Safeguarding Lead (SGL)

The Safeguarding Leader is the title given to the designated person appointed within Youth 2000 to deal with safeguarding concerns reported by volunteers or young people.

The SGL will:

- Operate within the Youth 2000 Safeguarding Policy guidelines.
- Report suspicions and allegations of child abuse to the statutory authorities.
- Liaise between Youth 2000, volunteers, attendees and the statutory authorities where necessary
- Create and maintain links with the statutory authorities and other relevant agencies and resource groups
- Facilitate the provision of support to any victim or volunteer making a referral and also to the person against whom an allegation has been made (in the case of allegation against a Youth 2000 staff/ volunteer/trustee/contractor.
- Advise the National Director and, at his/her discretion, the allocated safeguarding trustee of a case or suspicion of abuse. In the case of serious incidents that is: *The incident involves the*

charity's funds, brand, people or an activity that it funds or is responsible for; the allocated safeguarding trustee must be informed of the details so as to follow the appropriate conduct with regard to reporting to the Charities Commission and to donors as appropriate. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf

- Advise on good safeguarding practice utilising guidance and resources from CSAS and government policy.
- Facilitate training on guidelines in Safeguarding to Volunteer Leaders.
- Maintain proper records on all cases referred to him/her in a secure and confidential manner
- Keep up to date on current developments regarding provision, practice, support services, legal obligations/requirements and policy. This will include attending mandatory safeguarding training.

The SGL should report to the National Director on a regular basis and keep him/her informed on any Safeguarding concerns which may arise.

4. Role of the designated safeguarding focal points (FP's)

Focal points will be appointed for events run by Youth 2000. Ideally this person should be the safeguarding rep or retreat leader who should also receive mandatory safeguarding training. The role of the focal point is:

- To be familiar with the Youth 2000 SG Policy
- To ensure that all adult leaders and volunteers helping on the retreat/events are aware of the safeguarding policy, and have signed the Code of Conduct
- To be the first point of contact for reporting any safeguarding concerns about children or adults at risk that have been identified or shared at events run by Youth 2000
- To consult with one core team member of Youth 2000 present at the event (or person of highest authority) to agree decisions in particular cases.
- To pass on any concerns within 24 hours to the Safeguarding Leader who will report as appropriate to the statutory bodies.

Staff

In addition to these roles, all new staff will undertake a DBS check and receive safeguarding training relevant to their role. They will sign a document to say they've read and understood the Safeguarding Policy and all other Youth 2000 policies.

Appendix 3. Child Abuse - Definitions, signs and indicators of abuse and neglect

Introduction

- Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect. Children may be abused by: family members; friends; people working or volunteering in organisational or community settings; people they know; strangers.
- Children experiencing abuse often experience more than one type of abuse over a period of time.
- Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs.

1. Child Abuse – Categories and Definitions

Below the four main categories of abuse and definitions

Category	Indicators
Physical abuse Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. This is known as fabricated or induced illness (FII).	•Bruising •Burns or scalds •Other signs of physical abuse include multiple injuries (such as bruising, fractures) •inflicted at different times.
Neglect Not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not: • providing adequate food, clothing or shelter • supervising a child or keeping them safe from harm or danger • making sure the child receives appropriate health and/or dental care • making sure the child receives a suitable education • meeting the child's basic emotional needs Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse. Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.	•Children who appear hungry - they may not have lunch money or even try to steal food • children who appear dirty or smelly • children whose clothes are inadequate for the weather conditions • children who are left alone or unsupervised for long periods or at a young age • children who have untreated injuries, health or dental problems • children with poor language, communication or social skills for their stage of development • children who live in an unsuitable home environment.

Emotional abuse • humiliating, putting down or regularly criticising a child • shouting at or threatening a child or calling them names • mocking a child or making them perform degrading acts • constantly blaming or scapegoating a child for things which are not their fault • trying to control a child's life and not recognising their individuality • not allowing a child to have friends or develop socially • pushing a child too hard or not recognising their limitations • manipulating a child • exposing a child to distressing events or interactions • persistently ignoring a child • being cold and emotionally unavailable during interactions with a child • not being positive or encouraging to a child or praising their achievements and successes.	being afraid of particular places or making excuses to avoid particular people • having angry outbursts or behaving aggressively towards others • becoming withdrawn or appearing anxious, clingy or depressed • self-harming or having thoughts about suicide • showing changes in eating habits or developing eating disorders • regularly experiencing nightmares or sleep problems • regularly wetting the bed or soiling their clothes • running away or regularly going missing from home or care
Sexual abuse Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. It includes: • sexual touching of any part of the body whether the child is wearing clothes or not • rape or penetration by putting an object or body part inside a child's mouth, vagina or anus • forcing or encouraging a child to take part in sexual activity • making a child take their clothes off or touch someone else's genitals. Non-contact abuse involves non-touching activities. It can happen online or in person and includes: • encouraging or forcing a child to watch or hear sexual acts • making a child masturbate while others watch • not taking proper measures to prevent a child being exposed to sexual activities by others • showing pornography to a child ● making, viewing or distributing child abuse images • allowing someone else to make, view or distribute child abuse images. • meeting a child following online sexual grooming with the intent of abusing them.	**Spotting the signs of sexual abuse** Changes in the child's mood or behaviour may cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age. For example: • they might become sexually active or pregnant at a young age. knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour

All the indicators in emotional abuse can apply to all forms of abuse.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following Youth 2000 safeguarding procedures.

2. Child abuse in specific circumstances

2.1. Abuse by peers

Young people, particularly those living away from home, are vulnerable to physical, sexual and emotional bullying and abuse by their peers. Such abuse should always be taken as seriously as abuse perpetrated by an adult. It is subject to the same safeguarding children procedures as apply in respect of any young person who is suffering or at risk of suffering significant harm from an adverse source. A significant proportion of sexual offences are committed by teenagers. Staff should not dismiss some abusive sexual behaviour as "normal" between young people.

2.2. Bullying and cyberbullying

Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable.

2.2.1. Bullying includes:

- verbal abuse, such as name calling
- non-verbal abuse, such as hand signs or glaring
- emotional abuse, such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls.

2.2.2. Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

3. Child abuse linked to belief in "spirit possession" or "witchcraft"

The belief in “possession” and “witchcraft” is widespread in some communities. It is not confined to particular countries, cultures or religions. The number of known cases of child abuse linked to accusations of “possession” or “witchcraft” is small, but young people involved can suffer damage to their physical and mental health, capacity to learn, ability to form relationships and self-esteem due to extreme physical and emotional abuse that may be wrongly justified on the basis of spirit possession or witchcraft. Children and vulnerable adults can also be subjected and abused by coercive control of their faith leaders.

4. Child abuse and social media

The internet has become a significant tool in the distribution of abusive images of children. Social media is used as a means of contacting young people with a view to grooming them for inappropriate or abusive relationships. Contacts made initially in a chat room can be carried on via email, instant messaging services, mobile phones or text messaging. Cyberbullying, including sexting (which is illegal), is now widespread and can be very harmful to young people. Further advice and guidance on this topic are on the websites of the NSPCC, CEOP, Internet Watch Foundation and the UK Safer Internet Centre.

Children and young people can be bullied, groomed and exploited on-line. This must be reported to CEOP (Child Exploitation on-line protection) if suspected. Children are at a higher risk of attempting suicide when subject to this form of abuse. Please see Youth 2000’s On-line Safeguarding Policy

5. Online sexual abuse

• persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
• persuading or forcing a child to take part in sexual activities via a webcam or smartphone
• having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.
Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.
https://www.ceop.police.uk/safety-centre/

6. Child sexual exploitation

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.
Children often are not aware that they have been victim to sexual exploitation and may refuse consent to sharing of this information. The child’s safety is the deciding factor for sharing information without consent.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser

or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.
Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.
Sexual exploitation can be very difficult to identify. Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships
- hang out with groups of older people
- be involved in gangs or anti-social groups
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones, which they aren't able to easily explain

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf

7. Harmful sexual behaviour

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.
HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards. HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults.

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

8. Child trafficking

Child trafficking is child abuse. This is where children are recruited, moved or transported and then exploited e.g. for the purpose of sexual exploitation or domestic servitude. They are often subject to multiple forms of abuse. Children may be trafficked into the UK from abroad but can also be trafficked from one part of the UK to another. **Advice can be sought from the Child Trafficking Advice Centre (CTAC) on: 0808 800 5000.**

The main indicator may be that they are not in the care of a person who holds legal responsibility for them.
This can be done by the adult providing details of their relationship with the child and signing a form to confirm their legal responsibility prior to treatment being agreed or provided. Checks need to be made for the validity of the information.
If the child is in the care of a person who does not have legal responsibility for them a referral must be made to Children's Social Care as this may constitute private fostering arrangements.

Responding to modern slavery and child trafficking is often reactive as the child has already been abused. A robust, pro-active approach to prevent abuse from happening in the first place.
The child will show signs of abuse and there will be concern regarding the person accompanying the child.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf

9. Disabled children

Disabled young people are three times more likely than non-disabled children to experience abuse due to a number of factors:

- have fewer outside contacts than other young people;
- may receive personal care, possibly from a number of carers, which may both increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries;
- have an impaired capacity to resist or avoid abuse;
- have communication difficulties that may make it difficult to tell others what is happening or to be believed;
- be inhibited about complaining because of a fear of losing services;
- Be especially vulnerable to bullying and intimidation and /or, abuse by their peers.

https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children

10. Domestic violence

Young people living in families where they are exposed to domestic violence have been shown to be at risk of behavioural, emotional, physical and long-term developmental problems. Everyone working with young people and families should be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of young people.
https://www.gov.uk/guidance/domestic-violence-and-abuse

11. Fabricated or Induced Illness

The fabrication or induction of illness in children is a relatively rare form of child abuse. Where concerns exist about fabricated or induced illness, it requires professionals to work together, evaluating all the available evidence, in order to reach an understanding of the reasons for the child's signs and symptoms of illness. The management of these cases requires a careful medical evaluation which considers a range of possible diagnoses. At all times professionals need to keep an open mind to ensure that they have not missed a vital piece of information**.**

https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced

12. Female genital mutilation (FGM) (Also known as 'female genital cutting' or 'female circumcision').

Communities tend to use local names for referring to this practice including "Sunna". Some FGM-practicing families do not see it as an act of abuse; however, FGM has significant physical and mental health consequences both in the short and long term and, therefore, must not be excused, condoned or accepted. FGM cannot be left to personal preference or cultural custom as it is an extremely harmful practice that violates basic human rights. Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. FGM is illegal in the UK and where it is suspected it must be referred onto children's social care. If you are informed that a child has been 'cut' it is reported to the police see guidance: Female Genital Mutilation and its management - https://www.rcog.org.uk/globalassets/documents/guidelines/gtg-53-fgm.pdf

In Wales, there is a published FGM Care Pathway and any queries should be directed through the health board FGM lead: www.wales.nhs.uk/sitesplus/888/page/67421/

https://www.gov.uk/government/publications/fact-sheet-on-mandatory-reporting-of-female-genital-mutilation

13. Forced marriage

A forced marriage is a marriage conducted without the full consent of both parties and where duress is a factor. It is entirely different from an arranged marriage, and the two should not be confused. In an arranged or assisted marriage, the families take a role in choosing and introducing the marriage partners but the marriage is entered into freely by both people, without pressure. In a forced marriage, this consent does not exist. If this form of harm is suspected, advice should be sought from the Forced Marriage Unit prior to any discussion with the young person or family on 0207 008 0151 or out of office hours contact: 0207 008 1500 (ask for Global Response Centre).
https://www.gov.uk/guidance/forced-marriage

14. Parental adversity

Parental drug misuse can and can cause harm from conception to adulthood, including physical and emotional abuse and neglect. Where drug misuse co-exists with domestic violence and mental illness the risk of harm to a child is even greater.

15. Race and racism

Children from black and minority ethnic groups may have experienced harassment, racial discrimination and institutional racism. The experience of racism is likely to affect the responses of the young person and parents/carers to other intervention in their lives. There is also a danger that people working with children and young people may not intervene soon enough for fear of being seen as racist and in so doing, offer the child less protection.

16. Unaccompanied asylum-seeking children (UASC)

A UASC is an asylum-seeking child under the age of 18 who is not living with their parent, relative or guardian in the UK. They can be more vulnerable to abuse and exploitation because they lack the necessary support networks, protection and communication skills.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/656425/UASC_Safeguarding_Strategy_2017.pdf

17. Online abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.
Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people. (NSPCC)
https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/online-abuse/

18. Safeguarding adolescents

The nature of abuse and neglect for teenagers is different from that of younger children. Behaviours by parents/adults that might be deemed abusive or neglectful for a very young child may be considered appropriate for teenagers. Additionally, they may face a wider range of risks due to the relationships they have, social media that they use, lifestyles that they lead and with their increasing independence. Risk taking and experimentation is a normal part of growing up but also can place young people in harm's way.

19. Young people whose behaviour indicates a lack of parental control

When young people are brought to the attention of the police or wider community because of their behaviour, this may be an indication of vulnerability, poor supervision, abuse or neglect in its wider sense. It is important to consider whether these are young people in need of protection and/or support services and not to view them as only an offender as they may well be also victims themselves.

20. Young people and gang activity

Overall, young people can be particularly vulnerable to suffering harm in the gang context are those who are:

- not involved in gangs, but living in an area where gangs are active, which can have a negative impact on their ability to be safe;
- not involved in gangs, but at risk of becoming victims of gangs;
- not involved in gangs but at risk of becoming drawn in, for example,

Siblings or children of known gang members; *or*

- Gang-involved and at risk of harm through their gang-related activities e.g. drug supply, weapon use, sexual exploitation and risk of attack from own or rival gang members.

Gang violence and associated criminal activity has devastating effects on young people. It can involve illicit drug use, sexual exploitation, intimate relationship violence and risk of suicide. There is a high level of mental health problems in members and those exploited by gang members. A health service is most likely to be the first service to be required by young people involved in gangs.
https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/

21. Young carers

A young carer is a person under 18 who provides or intends to provide care for another person (of any age with the exception of where that care is provided for payment or as voluntary work). Young carers may require support services either for them or for the person they care for in order to ensure that their health and welfare does not suffer. In some instances, young carers may also be in need of protection due to the adverse circumstances they may be experiencing or where the behaviour of the person that they are caring for is abusive.

A child who is a young carer is deemed to be a child in need and therefore may benefit form an assessment of their needs by Children's Social Care

22. Radicalisation and violent extremism

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Extremism is defined by the Government in the 2011 Prevent Strategy as: *Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs*. It also includes calls for death of members of the armed forces, whether in this country or overseas.

There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Children or adults may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals. Indicators of vulnerability include:

- *Identity crisis* – the young person is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- *Personal crisis* – the young person may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- *Personal circumstances* – migration; local community tensions; and events affecting the student's country or region of origin may contribute to a sense of grievance that is

triggered by personal experience of racism or discrimination or aspects of Government policy;
- *Unmet aspirations* – the young person may have perceptions of injustice; a feeling of failure; rejection of civic life;
- *Experiences of criminality* – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
- *Special educational needs* – the young person may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
- *Extreme right-wing attitudes, racism and discriminatory attitudes to black and minority ethnic groups, people with different LGBTGs.*

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
Indicators of radicalisation and violent extremism may include:

- showing sympathy for extremist causes
- contact with extremist recruiters;
- justifying the use of violence to solve societal issues;
- joining or seeking to join extremist organisations;
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies
- possessing illegal or extremist literature
- advocating messages similar to illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes
- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views

Children or adults who are showing signs of radicalisation and violent extremism will need to be considered as at risk of harm to themselves or others and therefore such concerns should be acted upon by following safeguarding procedures.
https://www.gov.uk/government/publications/prevent-duty-guidance

Appendix 4. Categories and Definitions of Abuse - Adult at risk

Vulnerable adults mainly will be cared for and about by people close to them. Sometimes a vulnerable person may be exploited or abused and due to their current state of vulnerability and be unable to protect themselves or make the best decisions for their well-being and considered to be an adult at risk. At these times anyone working to this policy framework will have a responsibility to support and protect the adult at risk by sharing information and concerns. Vulnerable adults may be at risk from the same abuses as children and further abuses. **The Care and support statutory guidance** identify ten types of abuse, these are:

Physical abuse including: ● assault ● hitting ● slapping ● pushing ● misuse of medication ● restraint ● inappropriate physical sanction	**Domestic violence including:** ● psychological ● physical ● sexual ● financial ● emotional abuse ● so called 'honour' based violence
Financial or material abuse including: ● theft ● fraud ● internet scamming ● coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions ● the misuse or misappropriation of property, possessions or benefits	**Modern slavery encompasses:** ● slavery ● human trafficking ● forced labour and domestic servitude. ● traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
Sexual abuse including: ● rape ● indecent exposure ● sexual harassment ● inappropriate looking or touching ● sexual teasing or innuendo ● sexual photography ● subjection to pornography or witnessing sexual acts ● indecent exposure ● sexual assault ● sexual acts to which the adult has not consented or was pressured into consenting	**Psychological abuse including:** ● emotional abuse ● threats of harm or abandonment ● deprivation of contact ● humiliation ● blaming ● controlling ● intimidation ● coercion ● harassment ● verbal abuse ● cyber bullying ● isolation ● unreasonable and unjustified withdrawal of services or supportive networks
Organisational abuse: Including neglect and poor care practice within an institution or specific care setting such as a	**Neglect and acts of omission including:** ● ignoring medical emotional or physical care needs

hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.	• failure to provide access to appropriate health, care and support or educational services • the withholding of the necessities of life, such as medication, adequate nutrition and heating
Discriminatory abuse including forms of: • harassment • slurs or similar treatment: - because of race - gender and gender identity - age - disability - sexual orientation - religion	**Self-neglect:** This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

HM Govt (2017): Care and Support Statutory Guidance. Chapter 14: Safeguarding London DoH

Spiritual Abuse

Another form of abuse of both adults and children could be referred to as spiritual abuse. "This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision-making, the requirement of secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, the requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism."
(Breaking the Silence on Spiritual Abuse Lisa Oakley & Kathryn Kinmond 2013)

Appendix 5. Responding to people who disclose abuse

At the start and at other appropriate junctions of our events (small groups, prayer ministry, etc.) Youth 2000 leaders will make an announcement about safeguarding:

It is Youth 2000's top priority to look after the people in our care. At the retreat anything that is said to Youth 2000 Staff or volunteers which you want to remain confidential will be kept confidential. The exception is our legal duty to report information disclosed by anyone which suggests that you or another person may be at risk of harm.

If a person tells you that they have been or are being abused you must:

1. Individual disclosure

- Listen carefully to their story
- Reassure them that you will take what they say seriously
- Tell them that you cannot keep this secret as you have a duty to protect them from harm
- Tell them who you will share the information with the safeguarding lead
- If they are over 18 years ask them if you can share their name – if they refuse explain that you will need to share the name of the person who has abused them
- Offer to support them in speaking to police or social care
- Write down what was said as soon as you can

2. Disclosure in a group session

2.1. When a young person shares about abuse in small groups or at a testimony session, the discussion should be sensitively stopped and the young person taken aside and should be informed that any information given may need to be shared with the appropriate authority e.g. local Social Care.

2.2. The person should be actively encouraged not to say any more but to speak instead with the appropriate person at the event. Sensitivity must be shown. It is important to give reassurance that he / she has done the right thing in speaking up. No questions should be asked of the young person, they should be allowed to share only what they choose to share and should not be encouraged in any way to share more.

2.3. If an adult discloses abuse their name will be shared only with consent, if they do not acquire consent the following applies. They can maintain their own privacy but the name of the alleged perpetrator must be shared. In a situation where the alleged perpetrators name has not been shared a written record of the conversation will be held by SGL.

2.4. If the person alleging abuse is under 18, or if the account of abuse suggests that any young person under 18 is still at risk, there is a legal duty upon Youth 2000 to share this with social services / and or police within 24hrs.

2.5. In all cases, please ensure you report the incident and discussion to the designated Safeguarding Lead as a matter of urgency

Appendix 6. Reporting

1. What to report

Allegations, suspicions and disclosures may be about a range of harmful experiences which have been included in Appendix 3. Any reasonable suspicion of abuse or disclosure of abuse by a child must be responded to, even where there has not been a specific disclosure or allegation by the individual (including allegations about persons or events not directly linked to Youth 2000). The following examples would constitute reasonable grounds for concern:

- Specific indications from the child that he/she was abused;
- An account by a person who saw the child being abused;
- Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused another way;
- Consistent indication over a period of time that a child is suffering from emotional or physical neglect

Where there is uncertainty whether the concern constitutes a matter for reporting it should be discussed formally with the Youth 2000 SGL. Under no circumstances should a child be left in a dangerous situation, pending discussion with social services.

2. Inappropriate behaviour of participants

It is important to remember that sometimes challenging/ inappropriate behaviours could be an indication or experience of harm or distress and, if this is evident, the worker should offer to listen to the young person or offer someone to provide pastoral care. If the behaviour is a risk to other young people in the event it must be managed out of the event but attention paid to the continuing needs of the young person and referral to statutory services may be required.

In all cases, please ensure you report any of the above to the designated Safeguarding Lead as a matter of urgency Appendix 11 Handbook for participants

3. Retrospective Disclosure by adults

When an adult makes a retrospective disclosure of abuse which took place during his/her childhood it is essential to consider the current risk to any child who may have contact with the alleged offender. If the alleged offender has contact with children then the person making the disclosure should be encouraged and empowered to make a report. Please report any such disclosure immediately to the Youth 2000 SGL.

Appendix 7. Allegations against staff - Guidelines for good practice

1. Any allegation of abuse should be dealt with sensitively and according to the principles of natural justice. The primary goal is to protect the child while taking care to treat the staff/trustee, volunteer/event attendee fairly. In the event of suspicion or disclosure of abuse involving a staff, trustee, volunteer/event attendee the following procedures will be followed:
2. The person who becomes aware of the suspicion or allegation will notify the Safeguarding Leader (or Designated Safeguarding rep) who will assess the situation promptly and carefully.

3. If there is an allegation made against the SGL the referral should be made to the National Director or the Safeguarding Trustee.

Where there are grounds for concern the Safeguarding Leader will:

Report to the Police and Social Services and seek support and advice from CSAS, before meeting with the accused and giving them any details about the allegation; this is to avoid jeopardising any investigation by the statutory authorities. If a meeting with the accused goes ahead, two Youth 2000 leaders (ideally including the SGL or des SG Rep) should meet privately with the accused individual to inform them of the following:

- The fact that an allegation has been made

- The nature of the allegation

- The fact that he/she cannot have direct contact with children or vulnerable adults while an investigation is being carried out

This meeting should be recorded and a copy of the minutes kept with the record of action for the incident.

The accused person will be offered emotional support and encouragement pending an investigation, based on an understanding of their right to natural justice and fair treatment.

In all cases of suspicions/allegations against a staff member, trustee, volunteer/event attendee of Youth 2000 the National Director/ Allocated safeguarding Trustee/ CSAS should also be informed for the organisation to manage and report accordingly. (e.g. Charities Commission and other regulatory bodies)

Youth 2000 will seek professional advice from relevant agencies (e.g. the police) if it is necessary to address the media.

Appendix 8 **Recording Form** request printed copies from**: safeguarding@youth2000.org**

3. Procedure for reporting alleged abuse to competent authority

This is to be undertaken by the Leader or the person designated by the Leader to do so.

a. Contact the Safeguarding Coordinator for the diocese
Date…….. Time……..
Description……
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b. Contact the local Social Services Department speak to the Duty Social Worker
Date…….. Time……..
Description……
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c. Contact the police (unless Social Services agree to action)
Date…….. Time……..
Description……
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d. Contact the parents / guardian of the young person, if appropriate
Date…….. Time……..
Description……
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4. Summary of action
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Record of concern for referral

Information received at (time)……. On (date)…….

By (Name)……

(Role)…….. (Contact Number)…….

Information received (delete as necessary) by telephone / by letter / in person / by email

Any related documentation should be retained securely and forwarded to the relevant Diocesan Safeguarding Coordinator with this form as soon as possible.

Nature of Complaint…….
……
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Name and age of complainant……

Name and age of victim……..

Names and ages of witnesses……
……
……

Allegation against (full name, age and description) ……
……
……

INCIDENT DETAILS

Nature of incident/ concern: physical / sexual / emotional / neglect

Time……..

Date……..

Place……

Please record all details of complaint/ concern as given by complainant/ witness

Signature of complainant…….

Signature of witness…….

Signature of person receiving a complaint……...

Time and date of completion of this form……..

Please attach any written statements / evidence

Form for Recording Action Taken by the Safeguarding Leader/ Des SG Rep

RECORD OF ACTION TAKEN BY SGL

1. Allegation assessment

Brief description of how the allegation came to light……

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2. Risk assessment - Is alleged abuse current or historic (please provide explanation)?

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NB. If the person alleging abuse is under 18, or if the account of abuse suggests that any young person under 18 is still at risk, there is a legal duty to share this information with the social services / and or police within 24hours (The Children Act 1989). The young person must be made aware of this duty, but ultimately, social services and/or police MUST be told.

3. Procedure for reporting alleged abuse to competent authority

This is to be undertaken by the Leader or the person designated by the Leader to do so.

a. Contact the Safeguarding Coordinator for the diocese

Date…….. Time…….

Description……
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b. Contact the local Social Services Department speak to the Duty Social Worker

Date…….. Time…….

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c. Contact the police (unless Social Services agree to action)

Date…….. Time…….

Description……
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d. Contact the parents / guardian of the young person, if appropriate

Date…….. Time…….

Description……
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4. Summary of action

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Signed……..……**Dated**……
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Appendix 9. Data Protection and Information sharing

Everyone responsible for using personal data has to follow strict rules called 'data protection principles. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

When sharing sensitive information, it is important to uphold these principles.

When sharing the information for safeguarding you must consider if you have consent.

Information can be shared legally without consent, if you are unable to, if it cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.

And relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf#:~:text=Information%20sharing%20is%20essential%20for%20effective%20safeguarding%20and,action%20that%20keeps%20children%20and%20young%20people%20safe.

https://www.scie.org.uk/safeguarding/adults/practice/sharing-information

Appendix 10 Environmental safety

1. Introduction

To ensure this retreat is a joyful and happy experience for everyone we need to keep the site safe. The following guidelines are to ensure this happens and so must be adhered to at all times.

Youth 2000 reserves the right to ask people to leave and to ask parents / guardians of minors to collect them to take them home if it is deemed that behaviour has contravened these guidelines or is considered inappropriate in any way. We are grateful for your co-operation.

2. The Absolutely No Ways

No Alcohol – any found on site will be confiscated.
No Drugs – anyone using, dealing or possessing drugs will be immediately reported to the Police.
Couples – please observe modesty in dress and in relating to one another, including public displays of affection
No foul language – including taking the Lord's name in vain.
No entry – to opposite sex accommodation or sleeping areas.

3. Safety

3.1. Every person must register

3.2. Under 18's must wear wrist bands of the correct colour at all times.

3.3. No smoking in the building or on site of any event

3.4. Be streetwise – do not go off with or accept lifts from people you do not know. If you are under 16 you may only leave the site with your Guardian., or offer any care while off site.

3.5. Guardians must be aware of the whereabouts of the young people in their care at all times and are responsible for their conduct. We do not encourage 16/17 year olds to leave the site as we are not able to monitor your exit and return

3.6. Emergencies - report to a member of the stewarding team or site manager.

3.7. Medical Emergency – report to a member of the stewarding team or the site manager and call an ambulance if necessary.

3.8. If you feel concerned for the safety or wellbeing of a young person, or for your own safety or wellbeing, at any time during the retreat please speak to the site manager or retreat leader. Should you require any assistance during the retreat please see your small group leader through the day or the stewards through the night.

3.9. Please observe great reverence and respect before the Blessed Sacrament in the Church / main marquee when you enter and leave.

3.10. Please dress modestly at all times.

3.11. No noise in accommodation areas after 11pm.

3.12. No pets on site (except for guide dogs).

3.13. Help keep the place tidy – use the bins provided and respect that we are in a building belonging to someone else.

4. Entry and Accommodation Requirements

UNDER 16'S

- Separate Male & Female Accommodation for under 16's accompanied by 2 guardians appointed by their parents.
- Parental/Medical Consent Form for each person.
- If you are a parent/guardian and are bringing under 16s to the retreat please note that all under 16's must be accompanied by a responsible guardian, at a ratio of 2 adults to every 5 children.
- If you are bringing a group of under 16s with both boys and girls and you are staying overnight: the group must be accompanied by the correct number of male and female guardians who must sleep in the respective accommodation areas.
- Minors cannot be left unsupervised at any time and must be accompanied by a parent/guardian on site.
- All under 16's should be identified by an orange wristband.
- All registered participants MUST have a wristband given to them at registration and it must be worn at all times onsite for the duration of the retreat.

AGE 16 – 17

- Separate Male & Female Accommodation.
- Parental/Medical Consent Form for each person
- 16- and 17-year-olds may attend the retreat without an adult guardian. However, a completed Parental/Medical consent form is essential.
- All 16- and 17-year-olds should be identified by a red wristband.
- All registered participants MUST have a wristband given to them at registration and it must be worn at all times onsite for the duration of the retreat

BETWEEN AGE 18 & AGE 35

- Separate Male & Female Accommodation.
- Documentation that needs to be filled in: Booking Registration Form with Emergency Contact and Gift Aid form for donation (if taxpayer).
- Youth 2000 can only offer accommodation on site to adults between 18- and 35-years olds and parents/guardians or volunteers.

- All registered participants MUST have a wristband given to them at registration & it must be worn at all times onsite for the duration of the retreat.

If you have any questions please contact the Youth 2000 Office on: 07393738198