




Current Date	January 2026
Next Review Date	January 2027
Author	Ryan Powell
Signed Chief Operating Officer	

SAFEGUARDING POLICY

This document is the Safeguarding policy framework for Inspire Youth Zone and should be used in conjunction with the safeguarding toolkit.

Who this policy applies to: This policy is relevant to everyone involved with Inspire Youth Zone, including employees at all levels, such as senior management and the board of trustees, as well as volunteers, sessional workers, and young people. It also applies to anyone acting on behalf of the organisation. To simplify terminology, the term "staff" will be used throughout this document to collectively refer to all these individuals.

Distribution: New Starter Safeguarding Training, Lunch time learning sessions, Annual refresher training programme

Other Related Policies:

- **Dignity at Work Policy (including Code of Conduct)**
- **Lone Working with Young People**
- **Recruitment & Selection Policy**
- **Social Media Policy**
- **Whistleblowing Policy**
- **Health & Safety**
- **Critical Incident Policy**

CONTENTS:

1. Introduction
2. Safeguarding policy statement & purpose
3. Term of reference and legal framework
4. Safeguarding culture
5. Definitions
6. What constitutes abuse and neglect
7. Types of abuse
8. Other types of abuse
9. What to do if you suspect abuse
10. Referring to children's social care
11. Recording information
12. Training & Induction
13. Confidentiality
14. The role of the Board
15. Monitoring & reviewing the policy
16. Useful contact numbers and resources
17. Network incident escalation

1. INTRODUCTION

Inspire Youth Zone is a charity determined to make sure all young people can thrive and reach their full potential. Inspire is dedicated to providing a safe, engaging, and inclusive environment for young people aged 8 to 19 (or up to 25 for those with additional needs).

The role of Inspire is to support young people by offering a wide range of recreational, educational, and developmental programmes designed to empower, discover potential, and support personal and social development. In all this, the safeguarding and welfare of children and adults at risk is paramount. This policy is applicable to all Inspire employees, volunteers and trustees and must be read, understood, and implemented.

2. SAFEGUARDING POLICY STATEMENT & PURPOSE

At Inspire Youth Zone, we believe that no child or young person should ever experience abuse or harm in any form. We are committed to safeguarding their welfare by fostering a culture and implementing practices that prioritise their safety and protection.

Our Commitments

We recognise that:

- **The welfare of children and young people is our top priority.**
- **Every child, irrespective of their age, disability, gender, racial or cultural background, religious beliefs, sexual orientation, or identity, has the right to be protected from harm and abuse.**
- **Collaborative partnerships with young people, parents, caregivers, and other organisations are vital in promoting the well-being of children and young people.**
- **All concerns or allegations of abuse must be taken seriously, investigated promptly, and addressed appropriately.**
- **Everyone working with children - including employees and volunteers is recruited with safeguarding in mind and is equipped with training and guidance in best practices and safeguarding procedures.**
- **Partnerships with parents, statutory bodies, and other voluntary organisations are essential to ensuring positive outcomes and protection for children accessing our services.**

Purpose of the Policy

The key objectives of this policy are:

- **To protect and safeguard the children and young people who engage with our services.**
- **To guide staff and volunteers on the appropriate actions to take if they suspect a child is at risk or experiencing harm.**

Our Approach to Safeguarding

We aim to protect children and young people by:

- **Listening to and valuing them, ensuring their voices are heard and respected.**
- **Implementing child protection procedures and establishing a clear code of conduct for all staff and volunteers.**
- **Ensuring safe recruitment practices, including conducting all necessary background checks for staff and volunteers.**

- Educating children, parents, staff, and volunteers about safeguarding policies and best practices.
- Sharing relevant concerns with appropriate agencies, involving parents and young people when it is safe and appropriate to do so.
- Providing ongoing support and training for staff and volunteers, along with effective supervision and management practices.
- Regularly reviewing this policy to ensure it remains effective and up to date.
- Adopting comprehensive quality assurance measures to maintain high safeguarding standards.
- By upholding these commitments, we aim to create a safe and supportive environment for all children and young people in our care.

3. TERMS OF REFERENCE AND LEGAL FRAMEWORK

The Children Act 1989 and 2004 make it clear that people who work with children have the responsibility to keep them safe. This is supported by the United Nations Convention on the Rights of the Child (to which the UK is a signatory) which sets out the rights of children to be free from abuse. The document 'Working Together to Safeguard Children' (2018 and 2023) sets out the arrangements for how all organisations must work together to safeguard and promote the welfare of children.

Legislative Framework

- Children Act 1989
- Coronavirus Act 2020
- Children Act 2004
- National Service Framework, Children, Young People and Maternity Services 2005
- Keeping Children Safe in Education 2020
- UN Convention on the Rights of the Child 1989
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002
- Education Act 2011

Policy and Guidance

- Working Together to Safeguard Children 2019 (A guide to inter-agency working to safeguard and promote the welfare of Children)
- Keeping Children Safe in Education 2019
- Counter-Terrorism and Security Act (2015)
- Equality Act 2010
- Prevent Duty
- Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents, and carers 2018

4. SAFEGAURDING CULTURE

Safe working culture

Inspire aims to be a safe and welcoming place for all young people, adults at risk, staff, and volunteers. A safe working culture is one where everyone is committed to ensuring that practice is undertaken in the best and most appropriate way to ensure children, young people and adults at risk are safe. Staff, trustees, and volunteers (referred to as 'staff &/or others' going forward) are supported, and know how to respond to concerns, regarding the behaviour or practice of others. Key procedures include:

- **Policies and procedures being used, regularly reviewed/updated, and named staff/roles being accountable for their use.**
- **Setting acceptable standards of behaviour for staff, volunteers, trustees, partner organisations and young people.**

An open culture with no secrets.

At Inspire Youth Zone, we are dedicated to fostering a safeguarding open culture where transparency and honesty are at the forefront of everything we do. Our commitment to having no secrets ensures that every member, staff, and volunteer operates in an environment where safety and well-being are prioritised. This culture of openness encourages open communication, builds trust, and guarantees that any concerns are promptly addressed, creating a secure and supportive space for all.

- **Safeguarding as an agenda item on all appraisal sessions.**
- **Have open discussions to talk about your safeguarding measures and establish if they are effective.**
- **Encourage professional challenge.**
- **Provide opportunities for all staff & others to share any worries and concerns in relation to safeguarding.**
- **Transparent, clear procedures that are actively promoted by the Senior Leadership Team and Trustee Board to encourage all staff & others to raise and escalate their concerns within their organisations through whistle blowing procedures.**
- **Support for staff & others when they raise concerns.**
- **Robust recording systems that are timely and accurate.**
- **Detect and identify inappropriate behaviour or abuse within the workplace at the earliest opportunity and respond appropriately.**
- **Strong inductions and the effective use of probationary periods. Having a consistent induction process will make sure everyone at Inspire fully understands and knows how to follow the safeguarding policies and procedures.**
- **Ongoing safeguarding training. Ensure everyone is kept up to date with any changes that are made to the safeguarding and child protection policies and procedures.**
- **Performance reviews to take account of any concerns regarding professional behaviours and conduct.**
- **A commitment from all who work at Inspire to safeguard and protect children, young people, and adults at risk and to maintain an ongoing culture of vigilance.**

Relationships and Professional Boundaries

All staff & others must ensure the boundaries of a professional caring relationship are always clearly understood. It is never appropriate for staff or others to socialise with young people they are working with; if staff or others sees someone in their own time, they must be careful to retain a professional boundary. This includes socialising over social media, for example it is not appropriate to accept a young person as a 'friend' on platforms such as Facebook, Snapchat, or Instagram. We do however recognise that, for example, through family connections, there may be extenuating circumstances where staff or others know

the young person in a social capacity. In these circumstances you would need to make it clear to the young person that whilst you are in work mode, they would have to interact with you as a professional in the same manner as other young people. You must also advise your line manager or other appropriate person of circumstances where you are working with young people that you know in a social capacity.

Clarification on any element of the Safeguarding Policy can be provided by line managers and/or the Inspire Youth Zone's Designated Safeguarding Lead, if required.

5. DEFINITIONS

The following outlines key definitions and indicators of notifiable incidents, including updates from Working Together to Safeguard Children 2019. This list is not exhaustive but highlights critical criteria for incidents requiring notification and consideration for further review.

Child:

"A child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout." (Working Together To Safeguard Children 2018 and 2023)

Adult at Risk:

"An adult at risk is a person who is 18 years or older and is... unable to take care of themselves or protect themselves against significant harm or exploitation." (Care Act 2014)

Definition of a Notifiable Incident

A notifiable incident involves the care of a child where:

- A child has died, including cases of suspected suicide, and there is evidence or suspicion of abuse or neglect.
- A child has been seriously harmed, and abuse or neglect is known or suspected.
- A looked-after child has died, even if abuse or neglect is not suspected.
- A child has died while in a regulated setting or service, regardless of whether abuse or neglect is a known or suspected factor.

Definition of Serious Harm

"Serious harm" encompasses a wide range of circumstances and outcomes resulting from abuse or neglect, including but not limited to:

- Potentially life-threatening injuries.
- Severe or long-term impairment of the child's physical health, mental health, or development (this includes intellectual, emotional, social, or behavioural development).

6. WHAT CONSTITUTES ABUSE AND NEGLECT

Abuse and neglect refer to forms of harm or maltreatment, where an individual either actively inflicts harm on a child or fails to take action to protect them from harm. These can occur in various contexts, including

within families, institutional settings, or community environments. Abuse may be perpetrated by adults, other children, or even strangers, including through online platforms.

Contexts of Abuse and Neglect

- Children and young people may experience abuse or neglect within family homes, schools, care institutions, or community spaces.
- Abuse can also occur at the hands of strangers, including via the internet or during situations such as being taken abroad for purposes like female genital mutilation (FGM).

Characteristics of Abuse and Neglect

- Abuse often involves more than one form of maltreatment, and children may face additional challenges in their lives alongside the abuse.
- It can happen as a one-off incident or persist over an extended period.
- Abuse can have severe, long-term effects on a child's physical and mental health, development, and overall well-being.

7. TYPES OF ABUSE

In relation to child protection there are four kinds of abuse defined in the main statutory guidance document, “Working Together”, they are:

Physical abuse

May involve hitting shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

It is a concern when a child is not taken for treatment if they are suffering pain, swelling or discolouration over a bone or joint. Although it may not always be possible to know whether a child has a fractured bone, it is difficult for a parent / carer to be unaware that the child has been hurt. It can be difficult to distinguish between a burn and scald that has been caused accidentally or non-accidentally. As with fractures, all burns and scalds should receive medical attention.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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, although it may occur on its own.

Neglect

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 or not accessing appropriate antenatal care. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving an elevated level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

8. OTHER TYPES OF ABUSE

Child Sexual Exploitation

The following signs and behaviour are generally seen in children who are already being sexually exploited:

- **Missing from home or care**
- **Becoming especially secretive and disengaging with their usual friends**
- **Personality and behaviour change (whilst mood swings are common to all adolescents, it is the severity of behaviour change that is most indicative)**
- **Physical injuries**
- **Drug or alcohol misuse**
- **Involvement in offending**
- **Repeat sexually-transmitted infections, pregnancy and terminations**
- **Absent from school**
- **Change in physical appearance**
- **Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites**
- **Estranged from their family**
- **Receipt of gifts from unknown source (which could include expensive which they could not normally afford, such as mobile phones or jewellery)**
- **Recruiting others into exploitative situations**
- **Poor mental health**
- **Self-harm**
- **Thoughts of or attempts at suicide**
- **They may receive odd calls and messages on their mobiles or social media pages from unknown, possibly much older associates from outside their normal social network**

Child Trafficking

Child trafficking is a serious issue which can have a devastating and lasting impact on its victims. Children can be trafficked into, within and out of the UK. 'Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery, or practices similar to slavery, servitude or the removal of organs.

Domestic violence

The cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- **Psychological**
- **Physical**
- **Sexual**
- **Financial**
- **Emotional**

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. Staff can also refer to the DfE guidance Domestic violence and abuse.

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. Staff can also refer to Safeguarding children in whom illness is fabricated or induced.

Faith abuse

Faith abuse includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or 'leading them astray' (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home. Staff should refer to Child abuse linked to faith or belief.

Female genital mutilation (FGM)

Comprises all procedures involving the partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM is also sometimes known as 'female genital cutting' or 'female circumcision'. However, circumcision is not an appropriate term. Communities tend to use local names for referring to this practice including 'sunna'. FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child. If you have concerns relating to young people possibly affected by FGM, this should be referred using the Child Protection procedures.

Forced marriage

Forced Marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence, and sexual violence) or emotional and psychological (for example, when someone is made to feel like they are bringing shame on their family). Financial abuse can also be a factor.

Child Criminal Exploitation: County Lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market, and seaside towns. Key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs.

Like other forms of abuse and exploitation, county lines exploitation:

- **Can affect any child or young person (male or female) under the age of 18 years;**
- **Can affect any vulnerable adult over the age of 18 years;**
- **Can still be exploitation even if the activity appears consensual;**
- **Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;**
- **Can be perpetrated by individuals or groups, males or females, and young people or adults; and**
- **Is typified by some form of power imbalance in favour of those perpetrating the exploitation.**
Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Crime Exploitation/Organised Crime

Crime Exploitation/Organised Crime is becoming a prevalent issue amongst many young people. Individuals, normally working with others, with the capacity to commit serious crime on a continuing basis, which includes elements of planning, control and coordination and benefits those involved will look to exploit young people who display common indicators of vulnerability, to participate in organised crime, whether that is drug dealing, minding weapons/drugs.

Radicalism and Involvement in Terrorism

At the time of writing the current threat from terrorism is considered to be "severe". Terrorism can involve the exploitation of young people and vulnerable adults.

Terrorism is defined by the Terrorism Act 2000 as: “An action that endangers or causes serious violence to a person/people; causes severe damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, or ideological cause.”

Extremism is defined in the national Counter-Terrorism Strategy (CONTEST) as: “A 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 the death of members of our armed forces, whether in this country or overseas.”

Radicalisation is defined in the CONTEST Strategy as: “The process by which a person comes to support terrorism and forms of extremism leading to terrorism.”

The following are examples of recognised offences in relation to terrorism, extremism, and radicalisation:

- **Murder or soliciting murder.**
- **Committing, preparing, or instigating acts of terrorism.**
- **Incitement to commit acts of terrorism overseas.**
- **Encouragement of terrorism.**
- **Inciting racial or religious hatred or hatred because of sexual orientation.**
- **Inviting support for a proscribed organisation.**
- **Terrorist financing offences.**
- **Dissemination of terrorist publications.**
- **Offences of encouragement and dissemination using the internet.**

The CONTEST strategy focuses on 4 strands: Pursue, Prevent, Protect and Prepare, it is the Prevent strategy that is of relevance in safeguarding young people and vulnerable adults. The Prevent strategy has three key objectives:

- **Ideology - Challenging the ideology that supports terrorism and those who promote it;**
- **Individuals – Protect vulnerable people from being drawn into terrorism and ensure they are given appropriate advice and support; and**
- **Institutions – Supporting sectors and institutions where there are risks of radicalisation.**

Challenging the ideology includes being proactive in promoting values such as: democracy, the rule of law, equality of opportunity, freedom of speech, and the universal right to freedom from persecution. There is a need for local communities and organisation to support this by focusing focus on those most susceptible to terrorist propaganda; it should not be assumed that Muslims are any more vulnerable to radicalisation than other faith or ethnic groups.

In terms of protecting individuals key points made are:

- **Radicalisation is a process not an event, and it is possible to intervene in this to prevent vulnerable people being radicalised**
- **There is a need to ensure that activities are proportionate, and focused upon people at risk.**
- **Activity needs to address all forms of terrorism. It is not just the responsibility of the police, but also local authorities and other partners.**
- **Programmes relating to this are comparatively new, and evidence of impact is limited. The Government is committed to research and evaluation to demonstrate what works and inform the development of best practice.**

Channel is a multi-agency process that evaluates referrals of individuals at risk of radicalisation and decides on the most appropriate action. It involves assessing the nature and the extent of the potential risk

and, where necessary, providing an appropriate support package tailored to the individual's needs. Supporting those most at risk of being radicalised is about diverting people away from potential risk at an early stage which prevents them from being drawn into criminal activity linked to terrorism not about prosecution. At Inspire we have a clear role in providing diversionary activities as well as targeted support services.

Self-injury and Self Harm

Self-injury can take many different forms but in general terms is the act of deliberately causing harm to oneself either by causing a physical injury or by putting oneself in dangerous situations and/or self-neglect. Self-injury is generally a coping mechanism; there can be many reasons why a person chooses to self-injury but it is important that staff consider the possibility of a link between self-injury and trauma/abuse.

When dealing with self-injury and self-harm staff should:

- **Show that they care about the person behind the self-injury**
- **Show concern for the injuries themselves and ensure any needed first aid is provided**
- **Make it clear it is OK to talk about**
- **Acknowledge how scary the thought of not self-harming may be**
- **Explore what are their support networks?**
- **Report to designated leads and seek further advice**

Private fostering

Under certain conditions, a child might be cared for, as part of a private arrangement, by someone who is not their parent or a 'close relative.' This constitutes private fostering when the following conditions are met:

- **a child is under 16 years of age – 18 if they have a disability**
- **the arrangement is for 28 days or longer**
- **the child's new carer does not have parental responsibility for the child and is not a close relative. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).**

By law parents and carers must notify the local authority of private fostering arrangements to safeguard and protect the child's welfare as well as ensuring the child, carer and parent are receiving appropriate support and help.

Online Abuse

Online abuse refers to any form of harm or mistreatment that takes place via the internet, including on social media platforms, through online gaming, or via mobile devices. Young people may encounter several types of abuse online, such as cyberbullying, grooming, sexual exploitation, emotional abuse, or inappropriate interactions. This abuse can come from individuals they know or complete strangers.

Online abuse might occur in conjunction with offline abuse (e.g., bullying or grooming) or be confined to the digital space (e.g., being coerced into sharing explicit images). The pervasive nature of online platforms means that children and young people may feel they cannot escape the abuse, as perpetrators can contact them at any time, even in places they consider safe, like their bedrooms. Additionally, images or videos can be stored and circulated without their control.

Online safety encompasses a wide range of issues, generally categorised into three areas of risk:

- Content: Exposure to illegal, harmful, or inappropriate material.
- Contact: Harmful interactions with others online.
- Conduct: Risky or harmful online behaviours by individuals themselves.

Grooming

Grooming occurs when an individual deliberately builds trust and an emotional connection with a child, intending to exploit them sexually or otherwise. This can happen through various online communication channels, including:

- Social media platforms (e.g., Facebook, Instagram, TikTok).
- Messaging apps (e.g., WhatsApp, Snapchat).
- Online chatrooms or gaming platforms.

In some cases, young people believe they are interacting with a peer or someone close to their age but are actually engaging with an adult who has a predatory interest in them. Groomers often position themselves as a trusted friend or supportive figure. They may pretend to be someone in distress or in need of help to lower the child's suspicions. Groomers typically encourage secrecy about their interactions and gradually introduce discussions about "true love," sexual topics, or requests for images and explicit conversations.

Cyberbullying

Cyberbullying involves using digital technology, such as mobile phones, social media, or messaging apps, to harass, threaten, or intimidate someone. Unlike traditional bullying, cyberbullying can occur at any time and in any location, often intruding into a victim's private life and safe spaces, such as their home.

Cyberbullying may include:

- Sending repeated, harmful messages via text or email.
- Posting humiliating or offensive content on social media.
- Creating or sharing embarrassing or demeaning images or videos.

Key characteristics of cyberbullying include:

- Power imbalance: For example, a group targeting an individual or a more confident person preying on someone less self-assured.
- Repetition: Persistent targeting of an individual over time.

Sexting

Sexting involves sending or sharing sexually explicit images, videos, or messages, often via mobile phones or social media platforms. Many young people share such content with trusted individuals, believing it will remain private. However, this content can be misused, leading to:

- Harassment: Threats to distribute explicit content.
- Outing: Publicly sharing explicit images.
- Impersonation: Pretending to be the individual and sharing their images inappropriately.

Young people often underestimate the legal implications of sexting. Possessing or distributing explicit images of anyone under 18, even if the individual depicted is the sender, can constitute a criminal offense

under child pornography laws. This can lead to severe consequences, including charges, even if the content was consensual at the time.

Cyberstalking

Cyberstalking refers to persistent, unwelcome contact via digital platforms. The stalker may be known to the victim, such as an ex-partner, or could be a stranger with malicious intentions. Cyberstalkers often use information available on social media to track their targets' activities, relationships, and plans.

Their behaviours may escalate to include hacking accounts, impersonating the victim online, or attempting to gain control of their social media presence. In some cases, cyberstalking is part of broader harassment or stalking activities that occur both online and offline.

Cyberstalking can have a profound emotional and psychological impact on victims, and it has been recognized as a specific criminal offense in England and Wales since 2012

Adults at Risk

The Care Acts 2014 makes it clear that specific adult safeguarding duties apply to any adult who:

- **Has care and support needs and**
- **Is experiencing, or is at risk of, abuse or neglect and**
- **Is unable to protect themselves because of their care and support needs.**

An adult with care and support needs may be:

- **A person with a physical disability, a learning difficulty, or a sensory impairment**
- **Someone with mental health needs, or a personality disorder**
- **A person with a long-term health condition**
- **Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.**

This is not an exhaustive list.

Types of abuse for adults at risk

Physical abuse

Including assault, hitting, slapping, pushing and misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence or abuse

This is an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse by someone who is, or has been, an intimate partner or family member.

Sexual abuse

Any form of sexual activity that the adult does not want and or have not considered. Including:

- **A sexual relationship instigated by those in a position of trust**
- **Rape**
- **Indecent exposure**
- **Sexual harassment**
- **Inappropriate looking or touching**
- **Sexual teasing or innuendo**

- **Sexual photography**
- **Subjection to pornography or witnessing sexual acts**
- **Indecent exposure and sexual assault**
- **Sexual acts to which the adult has not consented or was pressured into consenting.**

Psychological or emotional abuse

This abuse may involve the use of:

- **Intimidation**
- **Indifference**
- **Hostility**
- **Rejection**
- **Threats of harm or abandonment**
- **Humiliation**
- **Verbal abuse such as shouting, swearing or the use of discriminatory and or oppressive language.**
- **A deprivation of contact**
- **Blaming, controlling, coercion**
- **Harassment**
- **Cyber bullying**
- **Isolation**

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, or the misuse or misappropriation of property, possessions, or benefits**

Modern slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

Discriminatory abuse

Abuse can be experienced as harassment, insults, or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation.

Organisational or institutional abuse

Including neglect and poor care practice within an institution or specific care setting such as a residential 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 because of the structure, policies, processes and practices within an organisation.

This may include:

- **Ignoring medical, emotional, or physical care needs**

- **Failure to provide access to appropriate health, care and support or educational services**
- **The withholding of the necessities of life, such as medication and adequate nutrition**
- **Wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others**
- **Failure to use agreed risk management procedures**

Neglect, self-neglect and/or acts of omission

Including ignoring medical, emotional, or physical care needs, 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.

This covers a wide range of behaviour;

- **Neglecting to care for one's personal hygiene health or surroundings resulting in a risk that impacts on the adult's wellbeing.**
- **Hoarding**

9. WHAT TO DO IF YOU SUSPECT ABUSE

A child or adult at risk may choose to disclose concerning information to any employee, trustee, or volunteer, or may be observed carrying out concerning behaviour that raises concerns around possible abuse. It is not the duty of employees, trustees, or volunteers to investigate the issue themselves; however, it is their responsibility to gather as much information as possible. Where you suspect a child or adult at risk is being abused or there is potential for harm, you should discuss your concerns with the designated safeguarding lead (DSL) or your line manager as soon as possible, who will decide what action should be taken.

If for whatever reason the safeguarding lead or your line manager is unavailable, you should not delay reporting to the police if you view that there is an immediate risk of harm.

If there is significant concern the safeguarding lead will contact Children's Services/Adult Services and/or the Police. They will need your support in making the referral to ensure the details are recorded correctly.

Responding to the child or adult at risk when abuse is alleged, or signs and indicators are seen or heard: When responding to a disclosure of abuse from a child or adult at risk, employees and volunteers should:

- **Listen carefully to what is said and allow the child or adult at risk to talk at their own pace.**
- **Be careful not to compromise potential evidence.**
- **Stay calm and find an appropriate opportunity in the discussion to explain the likelihood that information will need to be shared with other responsible people. Do not promise to keep secrets.**
- **Only ask questions for clarification and do not ask leading questions (leading questions may elicit answers, which could compromise evidence).**
- **Reassure the child or adult at risk that they have done the right thing in telling you. Tell them what you will do next and who you will inform.**
- **As soon as possible after the discussions, make notes as a written record of what you have heard or seen.**

If you are not sure or have any concerns, speak to your line manager or safeguarding lead or deputies. Remember this is what they are there for, to deal with any concerns and offer advice and support.

The supplementary 'Safeguarding Toolkit,' to be used in conjunction with this policy, includes a Flowchart to follow if you suspect abuse and/or harm has occurred to a child and/or adult at risk.

Being Vigilant

The first step in safeguarding is being aware of the potential signs of abuse and neglect. Familiarise yourself with the indicators outlined in this policy and in relevant guidance, such as Working Together to Safeguard Children 2018. Understanding your organization's safeguarding policies and the procedures outlined in your local multi-agency safeguarding arrangements is essential. You should also assess your training needs and seek opportunities for professional development in safeguarding practices available in your area.

Designated Lead for Safeguarding:

The Inspire Designated Safeguarding Lead is Caitlin Blythe, Targeted Services Manager (07713438865/caitlin.blythe@inspireyouthzone.org). Chris Sinnott is the Trustee Lead responsible for Safeguarding on the Inspire Board (chris.sinnott@chorley.gov.uk). Any employee, trustee or volunteer who is concerned about a young person or adult at risk should inform their line manager or Designated Safeguarding Lead immediately.

The Designated Lead has a responsibility to:

- **Liaise with either or both the delivery partners or Youth Zone which the young person/adult at risk is connected to, the Children and Family Services/Adult Services, Police or other agencies in the geographical area where the young person lives;**
- **Act as the contact person within Inspire, providing advice and support, and ensuring that all staff (including temporary/freelance staff and volunteers) are aware of their role;**
- **Co-ordinate action within Inspire on safeguarding issues;**
- **Discuss individual cases with staff and other professionals on a "need to know basis" to protect the young person/adult at risk's right to confidentiality;**
- **Represent Inspire at safeguarding meetings and be a member of a 'Core Group' or strategy meeting if required;**
- **Ensure staff are familiar with this policy and any related procedures.**

Accountability and Designated Persons

The designated person(s) responsible for managing safeguarding concerns at Inspire Youth Zone are;

Safeguarding Lead & Designated Person – Caitlin Blythe

Tel: 01257 288888 Mobile: 07713438865

Email: Caitlin.blythe@Inspireyouthzone.org

Deputy Safeguarding Lead – Ryan Powell, Chief Operating Officer

Tel: 01257 228888 Mobile: 07725120934

Email: ryan.powell@Inspireyouthzone.org

Deputy Safeguarding Lead – Head of Services

Tel: 01257 228888 Mobile: 07513532046

Email: ilona.ramm@inspireyouthzone.org

Deputy Safeguarding Lead – Aimee Smith, Play Work Manager
Tel: 01257 228888 Mobile: 07724749527
Email: aimee.smith@inspireyouthzone.org

10. REFERRING TO CHILDREN'S SOCIAL CARE

If you suspect that a child may be in need or is experiencing or at risk of harm, you must act immediately. Inform your line manager, or if they are unavailable, contact the Designated Safeguarding Lead (DSL). If concerns persist or escalate, the DSL should be informed, and a referral should be made to the local authority's children's social care team. Any professional can make this referral if necessary.

It is crucial to report and refer again if you notice additional signs of abuse or neglect. This process should never result in delays in notifying children's social care. If accessing advice or support proves challenging, or if the matter is urgent, you must make the referral directly.

For cases involving child sexual exploitation (CSE), include relevant details and consider notifying the local CSE team.

Additional guidance, including safeguarding flowcharts, is provided in the safeguarding toolkit.

11. RECORDING INFORMATION

Accurate and detailed record-keeping is essential for all staff and volunteers involved with children, young people, and families. Records should include:

- The child's concerns or disclosures, documented in their exact words.
- The date, time, and any individuals mentioned during the disclosure.
- Actions taken and decisions made, including agencies contacted and timelines.
- Records must be completed within 24 hours of the occurrence and shared with your line manager promptly. Clear, factual, and concise language should be used, distinguishing between opinions, judgments, and facts.

Why Record-Keeping Matters

- Provides a comprehensive account of involvement with the child or family.
- Ensures continuity of care and support if workers change or are unavailable.
- Serves as a tool for managers to monitor actions and decisions.
- Assists with investigations, inquiries, and legal proceedings.

Key Steps for Recording Safeguarding Concerns

1. Write down the child's exact words when they disclose concerns or make allegations.
2. Note the date, time, and names of those involved or mentioned.

3. Notify your line manager or DSL immediately to decide on next steps (see flowcharts in toolkit)
4. Keep all records on the child's file, ensuring they include detailed actions, decisions, and outcomes.

Seeking Advice and Out-of-Hours Support

If you are unsure about the next steps, seek advice from your line manager or the DSL. If concerns arise outside office hours and Inspire Youth Zone personnel are unavailable, contact the Local Authority Emergency Duty Team on 0300 123 6722 or the NSPCC's 24-hour helpline: NSPCC – 0808 800 5000.

By maintaining thorough and timely records, you contribute to safeguarding children and young people and ensure transparency and accountability in all actions taken.

12. TRAINING & INDUCTION

All Inspire staff, volunteers and trustees will be required at induction and at least every three years thereafter to complete Safeguarding Children Level 2 (Basic Awareness) Safeguarding Course provided by Blackburn and Darwen (or other local authority as appropriate), as well as signing to acknowledge this policy has been read, understood and will be implemented. In addition to completing the Level 2 (Basic Awareness) Safeguarding Children Course, any staff and volunteers who are in roles which work with adults will also need to complete Level 1 Safeguarding Adults online training. The Inspire Trustee holding the portfolio for Safeguarding, will in addition to the Level Two training, complete Designated Safeguarding Lead training.

There are certain roles that require further Safeguarding Training to be undertaken in addition to the Level 2. The table below highlights all Inspire employee roles and identifies what Level of Safeguarding Training is required. Any new roles or changes in existing roles will be assessed for Safeguarding training requirements by the Designated Safeguarding Lead. The roles below marked with an asterisk require the postholder to read, understand and implement the Safeguarding Toolkit in addition to the Safeguarding Policy.

ROLE	LEVEL OF SAFEGUARDING TRAINING REQUIRED
Cadent Project Officer	*Level 2 Safeguarding Children & Level 3 for adults
Catering Assistant	Level 2 Safeguarding Children
Catering Supervisor	Level 2 Safeguarding Children
Chief Executive	*Level 2 Safeguarding Children & Level 1 for adults
Chief Operating Officer	*Minimum Level 3 Safeguarding Children & Adults
Cleaner	Level 2 Safeguarding Children
Content Creator	Level 2 Safeguarding Children
Corporate & Community Fundraiser	Level 2 Safeguarding Children
Facilities Manager	Level 2 Safeguarding Children & Level 1 for adults
Finance Assistant	Level 2 Safeguarding Children
Finance Manager	Level 2 Safeguarding Children
Grant & Trust Manager	Level 2 Safeguarding Children
Head of Communications	Level 2 Safeguarding Children & Level 1 for adults
Head of Partnerships	Level 2 Safeguarding Children

Head of People and Culture	Level 2 Safeguarding Children & Level 2 for adults
Head of Services	*Minimum Level 3 Safeguarding Children & Adults
Health & Wellbeing Coordinator	*Level 2 Safeguarding Children
Maker Zone Coordinator	Level 2 Safeguarding Children
Mentoring Coordinator	*Level 2 Safeguarding Children
Partnerships & Admin Impact Officer	Level 2 Safeguarding Children
Performing Arts Coordinator	*Level 2 Safeguarding Children
Play Worker	Level 2 Safeguarding Children
Play Work Manager	*Minimum Level 3 Safeguarding Children & Level 1 for adults
Rec Coordinator (Play)	*Level 2 Safeguarding Children
Rec Coordinator (Youth)	*Level 2 Safeguarding Children
Receptionist	Level 2 Safeguarding Children & Level 1 for adults
SEND Worker	Level 2 Safeguarding Children
Sports Coordinator	*Level 2 Safeguarding Children
Volunteer Coordinator	Level 2 Safeguarding Children & Level 2 for adults
Targeted Service Manager	*Minimum Level 3 Safeguarding Children & Adults
Youth Worker	Level 2 Safeguarding Children
Youth Work Apprentice	Level 2 Safeguarding Children
Youth Work Manager	*Minimum Level 3 Safeguarding Children & Level 1 for adults

*These roles are required to read, understand, and implement the toolkit.

13. CONFIDENTIALITY OF INFORMATION

Our children, adults at risk and their parents/carers have the right to expect all staff, volunteers, and trustees to deal sensitively and sympathetically with their situation. It is important that information is only available to those who need to know it. Parents/carers and, where appropriate, the child/adult at risk should be told that their right to confidentiality may be breached if information becomes known suggesting possible harm to other people.

Safeguarding issues relating to individual cases must not be subject to open discussion in the office or elsewhere. Should any information or correspondence related to specific safeguarding issues need to be sent via email or any other electronic means, Inspire's Safeguarding Lead must be contacted prior to transmission. As a minimum, any attached documents must be password protected for confidentiality of sensitive information.

Employees, trustees and volunteers should also remember to not promise children or adults at risk to keep 'secrets'.

Informing Parents

The Safeguarding Manager/Lead will inform the young person's family/carer that an incident has taken place and/or a referral is being made unless: that would either place the young person at greater risk,

place the member of staff or public at risk or impede the investigation. For example, sexual abuse or fabricated illness is suspected, or multiple abuse is suspected. In these cases, Lancashire County Council or the Police will decide whether or not to inform the parents. An inability to inform parents should not delay or prevent a referral being made.

Access and membership

Inspire operates a membership system for young people. To become a member all young people must complete a membership form which includes the following basic information:

- Full Name and home address
- A photo of the young person (stored electronically on Salesforce)
- Basic medical information including any medical conditions
- Parental consent to membership if young person is under 16*
- Parental consent for young person to leave the session independently (Junior's only)
- That they have understood and agree to Inspire's behaviour agreement
- It is acceptable to ask for young people to prove their age during the membership process if there is a concern that a young person is too young or old for membership.

*Parents may choose to consent by phone for a young person, taking emergency contact details and consent for the young person to attend.

14. THE ROLE OF BOARD

Safeguarding is a key governance priority for the Inspire Board. The Trustee responsible for safeguarding must be notified by the Designated Safeguarding Lead (or other member of staff who is acting in this capacity) of any safeguarding issues involving Inspire staff or volunteers.

A safeguarding report will be received at each Board Meeting to include the following:

- **any changes in the safeguarding policy or procedures;**
- **an update on safeguarding training delivered;**
- **a summary of the number of Level 3 & Level 4 safeguarding incidents (withholding any sensitive data) and the level to which they were escalated**
- **any Charity Commission Notifications**

15. MONITORING & REVIEWING

Inspire Youth Zone is committed to reviewing the safeguarding policy on an annual basis, to ensure its ongoing relevance and effectiveness. This policy will be reviewed by the Safeguarding Manager and Trustee responsible for safeguarding. The policy will also be reviewed in response to any changes in legislation or to Inspire Youth Zone's working practices.

16. USEFUL CONTACT NUMBERS & RESOURCES

Lancashire's Local Authority Designated Officer (LADO): Tel: 01772 536694

Secure email: tim.booth@lancashire.gov.uk when personal or confidential information including names of individuals) needs to be sent to the Designated Officer Non-secure email: tim.booth@lancashire.gov.uk when no confidential information is being sent / general enquiries

Children's Social Care Referrals (MASH): 0300 123 6720 or (8pm - 8am) Outside of the above hours the Emergency Duty Team (EDT) can be contacted on 0300 123 6722

Lancashire's Adult Social Care: Tel: 0300 123 6721

<https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/safeguarding-adults/>

Supporting Agencies

We are dedicated to equipping children with the knowledge and skills necessary to protect themselves, particularly in the digital age where online safety, exploitation, and radicalisation are growing concerns. Our commitment is to empower children to make informed decisions and seek help when needed.

Online Safety

We understand the significance of digital literacy and online safety in today's world. We provide age-appropriate education to children, teaching them about responsible internet use, privacy protection, recognising online risks, and seeking help if they encounter any concerning content or situations.

ThinkuKnow - <https://www.thinkuknow.co.uk/parents/>

Child Exploitation and Online Protection

We actively educate children about the risks of exploitation, emphasising the importance of setting personal boundaries and recognising manipulative behaviour. We encourage children to share any concerns they may have with trusted adults.

Lancashire Police CSE - <https://www.lancashire.police.uk/CSEdeterteam@lancashire.pnn.police.uk>

Anyone with concerns about child sexual exploitation can contact police on 101. In an emergency always dial 999.

Radicalisation Awareness

Our guidance includes age-appropriate discussions on radicalisation and extremist ideologies. We encourage open dialogue to help young people develop critical thinking skills, understand different perspectives, and recognise the signs of radicalisation.

PREVENT - concern@lancashire.police.uk

Call our Prevent team on the number for advice or support: **01772 413398** Or The police non-emergency number **101** or **Anti-terrorism hotline 0800 789 321**

17. ONSIDE NETWORK - INCIDENT ESCALATION POLICY

In addition to Inspire's Safeguarding Policy - Inspire has agreed to escalate any incidents that have the potential to negatively impact the Onside Network, to Onside.

This reflects the collaborative nature of our Network and ensures that any incidents or concerns that pose a potential risk to the reputation of Inspire, Onside or the Onside Network are reported promptly to facilitate appropriate mitigative action. This includes Safeguarding concerns that have the potential for reputational risk.

This approach complements Inspire's Safeguarding policies and procedures. In such cases, while details of the individual(s) involved will remain confidential, the nature of the concern and the potential for risk (if known) will be shared to facilitate appropriate action.

Types of Situations Requiring Escalation to Onside

- Criminal Allegations Involving Staff, Volunteers, or Leaders
- Serious Incidents Occurring Onsite or During Activities
- Allegations Against High-Profile Individuals
- Breaches of Trust or Duty of Care
- Legal Proceedings or Investigations
- Critical Media Coverage or Leaks

In all instances, any escalation to the Onside Network would be managed by the CEO, COO or relevant Trustee.

Due to the nature of risks likely to be escalated (reputational), risks will be escalated to the Onside Director of Communications and Brand and/ or The Onside Chief Executive/ Network Director.

By escalating these situations to Onside, the Network can take timely and proactive steps to mitigate reputational risks while ensuring confidentiality and adherence to safeguarding best practices.