



## For Children & Young People (4YP) Child and Adult Safeguarding Policy

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Key Safeguarding Personnel			
Role	Name	Telephone	Email
Chief Executive Office	Becky Warnock	07548 758086	rebekah.warnock@4yp.org.uk
Operations Manager	Natalie Coulson	01473 252607	natalie.coulson@4yp.org.uk
DSL (Central Services)	Lisa Bryceland	07935 713853	lisa.bryceland@4yp.org.uk
DSL (Schools)	Rachel Clarke	07546 696336	rachel.clarke@4yp.org.uk
DSL (Youth Work)	Simon Doling	07548 756383	simon.doling@4yp.org.uk
Chair of Trustees	Richard Lister	01473 252607	richardlister55@outlook.com
Lead Safeguarding Trustee	Dr Rosemary Gravell	01473 252607	r.gravell@sky.com
LADO		0300 1232044	
Customer First		0808 8004005	
MASH		03456061499	

Designated Safeguarding Leads (DSL) will deputise for one another in their absence.

## 1. Introduction and Legislation

This policy applies to 4YP and is reviewed and updated annually (as a minimum) and is available on the 4YP website.

4YP has a duty of care to keep children and young people safe. This duty is based on current law and guidance, which is listed in Appendix 1.

## 2. Policy Aim

This policy explains 4YP's commitment to safeguarding. Safeguarding is part of everything we do and applies to all services we provide. Safeguarding is everyone's responsibility and requires a consistent approach from all trustees, staff, volunteers, agency staff and anyone working on behalf of 4YP to ensure we meet our duty of care to prevent abuse, embed safeguarding in activities/practice and report/take appropriate action when concerns arise. Our aim is to promote and maintain a safe environment and culture, while respecting individual rights, dignity and confidentiality.

This policy should be read alongside the 4YP Safeguarding Manual of Practice.

This policy recognises that all involved with 4YP in any role have a right to be safe from inappropriate, discriminatory, offensive or harmful behaviour when using 4YP services/sites.

When considering safeguarding issues, regard should also be taken to linked 4YP policies and guidance including Anti-Bullying; Codes of Conduct; Online Safety Policy (including monitoring and filtering systems); Equal Opportunities; Health, Safety and Welfare; Prevent and Whistleblowing.

Everyone involved with 4YP has a responsibility to familiarise themselves with this policy and Manual of Practice.

## 3. Policy Statement

4YP recognises and accepts its responsibility to protect and support children and young people.

Safeguarding practice should always be sensible, proportionate and based on good judgement.

Our safeguarding approach is based on three key areas:

### Prevention

- Creating a positive and safe environment
- Offering support at an early stage

### Protection

- Following agreed procedures
- Making sure staff are trained and supported to respond properly to concerns

### Support

- Providing help to children and young people who may have experienced harm or abuse

## 4. Scope of the Policy

This policy applies to:

- All 4YP staff, volunteers and trustees
- All 4YP locations and services
- All activities delivered by or on behalf of 4YP

4YP's registered office and main hub are in Ipswich, Suffolk and although not restricted by its constitution to any geographical footprint, 4YP mainly supports children and young people within the county of Suffolk.

## 5. Safeguarding Definitions

The following terms are used in this policy and the Manual of Practice:

**Safeguarding** - Safeguarding means protecting an individual's health, wellbeing and human rights. It encompasses measures to prevent and respond to various forms of abuse, neglect and exploitation and is a collective responsibility, especially for vulnerable individuals.

**Safeguarding Children** includes:

- Acting early when concerns first appear
- Protecting children from harm inside and outside the home, including online
- Supporting children's physical and mental health
- Making sure children grow up in safe and caring environments
- Helping children achieve the best possible outcomes

**Child:** The United Nations Convention on the Rights of the Child (UNCRC) defines a child as everyone under 18 unless, "under the law applicable to the child, majority is attained earlier".

**Adult at Risk:** The term 'adult at risk' is detailed in the new Care Act 2014 and focuses on the situation causing the risk, rather than the characteristics of the adult concerned. Safeguarding duties apply to any adult (18 years and over) who meet the following criteria:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

**A safeguarding concern:** a concern relates to a potential risk to the safety or well-being of a service user or staff member, because of something that has been seen, heard or reported to 4YP.

**A safeguarding allegation:** an allegation is where a specific claim is made against an individual. This may relate to poor practice or a deliberate act.

Concerns and allegations can relate to people within 4YP (staff, volunteers, other service users) or external (contractors, home or school issues). The concern may be raised by the subject of the concern (victim) or by others.

**Child Abuse** is the term is applied to the mistreatment of children and young people under the age of 18 years (or 18 years old and still in full time education) by any person having permanent or temporary custody, care or charge of the child; or where that carer knowingly colludes with the mistreatment of the child. It can also be child on child.

Abuse can take place wholly online and technology may be used to facilitate offline abuse. Categories are listed in the manual of practice, but it is important to note that abuse will often fall into more than one of these.

## 6. Safeguarding Commitments

4YP has a zero-tolerance approach to any mistreatment or abuse. 4YP recognises that within safeguarding legislation and guidance there are identified key principles which will be embedded in our culture.

All staff, volunteers and trustees are expected to deliver services in a manner which respects the individuality of each person using the service and to treat them and members of the workforce with respect, with due consideration given to the legally protected characteristics of age, disability, sex, gender reassignment, sexual orientation, race, religion, marriage and civil partnership and pregnancy/maternity.

All staff; volunteers and trustees must challenge poor practice and must report any safeguarding concern in accordance with this policy/accompanying procedures.

4YP endorses the following six commitments:

- Promoting a safe and trusted environment and culture that prioritises safeguarding, by ensuring effective training, good communication, organisational learning, monitoring through quality assurance arrangements to check consistency and compliance and maintaining a policy of not offering incentives/rewards to service users.
- Safely recruiting and supporting people within 4YP. We will follow a rigorous selection/recruitment process in line with legislation/guidance and as set out in the Recruitment policy. The responsibility to follow good safeguarding practice will be included in all job descriptions. Appropriate training in safeguarding will be given at induction and at regular intervals depending on role. Training and development opportunities will be given to staff in response to concerns raised. Regular supervision and support will be provided to all staff, which will include safeguarding as a standing item. Poor practice will be managed in accordance with the Disciplinary and Capability policy. Checking procedures are laid down for the appointment of all staff, volunteers, staff employed by another organisation, contractors and Trustees.
- Responding promptly and appropriately to all safeguarding concerns/allegations, by ensuring the person at risk and/or their representative is involved from the start of the process, empowering people to make their own decisions around safeguarding. Our processes will aim for the person at risk to achieve resolution and recovery. All adults have a right to make their own decisions including the choice not to take action to protect themselves. Consideration will also be given to the Mental Capacity (Deprivation of Liberties) Policy in this respect. All staff and volunteers will cooperate fully with the statutory authorities in all cases.
- Treating the victims of abuse and other safeguarding concerns with respect, care and dignity. We will listen, be compassionate & respond in accordance with policy/procedures. Where appropriate this will be done in collaboration with relevant statutory authorities.
- Treating people who are the subject of concerns/allegations with respect, care and dignity. We will respect the rights under law of an accused person, making a presumption of innocence while protecting against potential risk to others. We will take reasonable steps to support those accused through the process and recognise their vulnerable position.
- Encouraging a culture of learning through the organisation by being open and transparent, robust compliance and quality assurance and sharing learning from situations/experiences.

## 7. Governance and Accountability: Roles and Responsibilities

(See Manual of Practice for detailed responsibilities)

4YP works in liaison with the Suffolk Safeguarding Partnership and its associated guidelines: Suffolk Safeguarding Partnership

**The Board of Trustees** - The safeguarding arrangements remain the responsibility of the Board of Trustees of 4YP. The board is responsible for ensuring that the policy is implemented and working effectively, by ensuring quality assurance, compliance and effective reporting processes. The board delegates some oversight to the General Purposes Committee.

The Board delegates the responsibility for day-to-day safeguarding to the CEO.

While the Board retains overall accountability, there is a Lead Trustee responsible for safeguarding whose expertise can inform decision making at a strategic level.

Training for Trustees occurs at the point of induction and on a regular basis for them to monitor the effective safeguarding practices in the Charity.

**The CEO** has appointed Simon Doling, Lisa Bryceland and Rachel Clarke as Designated Safeguarding Leads (DSLs) who act as the link with the Local Authority and Trustees in matters relating to safeguarding issues.

**Designated Safeguarding Leads** are appointed by 4YP to be the central contacts for reporting, embedding policy/practice and ensuring compliance.

Reports will be made to the DSLs in line with the Manual of practice except in the following situations:

The CEO automatically assumes the role of DSL in cases where staff are the subject of a concern or an allegation.

- If the CEO is the subject of a concern or an allegation, the Chair of Trustees will take on responsibility for this allegation.
- If the Chair of Trustees is the subject of a concern or an allegation, the Lead Safeguarding Trustee will take on responsibility for this allegation.
- If a Trustee is the subject of a concern or allegation, the Chair of Trustees will be responsible.

The role of the DSL is outlined in the DSL job description. The DSLs are also responsible for Prevent and online safety concerns. There are 3 DSLs, but if it is not possible to contact any in a timely manner, reports should be made to the CEO.

It is also possible to contact Customer First or the LADO directly.

**DSL Training:** The DSLs and deputies will ensure that they attend regular training courses relevant to their roles at least every two years, or at such shorter intervals as required by the Suffolk Safeguarding Partnership. Training is in line with Suffolk Safeguarding Partnership Arrangements and matches the description given in Keeping Children Safe in Education (KCSIE) Annex C.

Training records are monitored by the Operations Manager who is responsible for ensuring compliance.

**All staff and volunteers** hold safeguarding responsibilities and are required to report any concerns in a timely manner in line with good practice. They are expected to attend training as required, recognise/report concerns and follow the relevant code of conduct/policies.

Training for staff, to continue to provide them with relevant skills and knowledge to safeguard children effectively, will be given on induction and on a regular basis with updates at least annually in line with Suffolk SSP. All safeguarding policies and reading

materials are readily available for staff to read and understand. This training will include the Prevent duty and on-line safety.

## 8. Dissemination, Implementation and Training

This policy will be made available to all staff/volunteers/relevant people at induction. All will be expected to sign to confirm they have read and understood the policy and can request further information or clarification. A log will be maintained by the Operations Manager.

Level 1 e-training will be provided to all staff/volunteers at induction covering safeguarding fundamentals and core responsibilities, in addition to 4YP specific policy/practice training. This will be completed by all staff every 2 years.

Level 2 training will be provided dependent upon role/responsibilities and completed annually if in direct contact with service users or at a minimum of every 3 years.

Level 3 training will be provided to DSLs, team leaders, service managers and senior management team members every 2 years.

A record of all safeguarding training will be maintained by the Operations Manager.

Board meetings, Team meetings and supervisions will include safeguarding as a standing item on the agenda.

## 9. Safeguarding Confidentiality/GDPR

Subject to the primary need to keep children safe, all documentation relating to safeguarding concerns/allegations will be kept and treated confidentially in accordance with the Data protection Act 2018. Information will be shared on a need-to-know basis but may need to be shared within the charity and with external agencies. GDPR allows sharing of information for safeguarding purposes including information which is sensitive and personal and should be treated as special category personal data. This includes allowing practitioners to share information without consent if it is not possible to gain consent, if it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child or individual at risk.

## 1. Whistleblowing

4YP acknowledges that reporting a concern or making an allegation can be difficult, especially if relating to the organisation or people within the organisation. It can also be difficult if an individual feels that appropriate safeguarding actions have not been taken by the organisation. In the first instance people are encouraged to discuss concerns with their line manager or a DSL, as anonymous concerns are more difficult to follow up, but the 4YP Whistleblowing policy allows allegations to be made anonymously or concerns to be followed up with external agencies.

Where a staff member feels unable to raise an issue with the relevant management, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- Customer First; Contact adult social care (Customer First) - Suffolk County Council
- The NSPCC's what you can do to report abuse dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection, failures internally or have concerns about the way a concern is being handled by 4YP. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## 2. Health and Safety

Health and Safety policy overlaps with safeguarding, so staff and volunteers should also be aware of this.

## 3. Serious Incident Reporting

4YP is legally and contractually responsible for reporting serious adverse incidents to the Charity Commission and relevant funders. A serious incident is defined as an adverse event, whether actual or alleged, that results in or risks significant:

- Harm to your charity's beneficiaries, staff, volunteers or others who encounter your charity through its work (who are collectively referred to throughout this guidance as people who encounter your charity through its work)
- Loss of your charity's money or assets.
- Damage to your charity's property.
- Harm to your charity's work or reputation.

For the purpose of this guidance, "significant" means significant in the context of your charity, taking account of its staff, operations, finances and/or reputation.

Safeguarding is considered by the Charity Commission of England to fall within this definition. Therefore, any safeguarding allegations made against staff or volunteers of 4YP must be reported to the Lead Safeguarding Trustee for consideration to report this matter as a serious incident.

## 4. Safeguarding Policy Review

This policy will be reviewed annually or following any relevant legislative changes. The review will consider any learning from safeguarding inquiries, serious case reviews, child management reviews and any internal issues.

### Appendix 1 – Legislation

- The Children Act (1989)
- The Education Acts of 1996 and 2002
- 'Keeping Children Safe in Education' KCSIE (Department for Education [DFE], July 2025)
- KCSIE Disqualification under the Childcare Act 2006 (March 2015, revised August 2018)
- KCSIE What to do if you're worried a child is being abused (March 2015)
- Working Together to Safeguard Children' (HM Government, July 2018, updated December 2023)
- Prevent Duty Guidance: For England and Wales (March 2015 - updated March 2024)
- Multi Agency Guidance on FGM (July 2020)
- Children's Social Care National Framework (July 2025)
- Out-of-school settings: safeguarding guidance for providers (May 2025)
- Prevent is supplemented by non-statutory advice and a briefing note:

- Prevent Duty Guidance (for England and Wales)
- <https://www.gov.uk/government/publications/prevent-duty-guidance> (Sept 2023; Last updated March 2024)

## Change Log

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Owner:	Operations Manager
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Document Control			
Date	Version	Action	Amendments
11/11/2021	1.0	Drafted by Nancy Merfeld (DSL) based on Suffolk Safeguarding Partnership guidance	New policy to supersede separate child protection and vulnerable adult policies
12/11/2021	1.1	Reviewed by Management Team (individually)	Incorporated initial feedback
16/11/2021	1.2	Reviewed by Management Team (corporate)	Incorporated feedback
22/11/2021	1.3	Reviewed by CEO	Minor additions and amends
23/11/2021	1.4	Final review by Management Team	Clarification of policy to procedures
26/11/2021	1.5	Reviewed by Trustees	Improvements applied
20/01/2022	1.6	Reviewed by Trustees	Minor grammatic update
21/01/2022	1.7	Reviewed by Suffolk Community Foundation	DSL phone contacts added
27/01/2022	1.8	Deputy DSL reassigned as 'Alternate' SL	Change of terminology where applicable
23/11/2022	2.0	Revised by external consultant as part of a safeguarding review	New policy created
4/7/23	2.1	Addition of Named Personnel and minor amendments.	Addition of Key Safeguarding Personnel Table and pluralisation of DSL throughout document in line with new arrangements in place
29/9/23	2.2	Change of Lead Trustee	Details updated
19/10/23	2.3	Minor addition	Reference to compliance with relevant Suffolk Safeguarding policies in 1 and Appendix 1. Addition of rewards/incentives clause to 3.1
07/11/23	2.4	Reviewed by New Lead Safeguarding Trustee	Minor amendments made.
08/11/24	2.5	Reviewed by CEO	Minor amendments made.
11/11/24	2.6	Reviewed by Lead Safeguarding Trustee	Minor amendments made.
15/01/24	2.7	Clarified LADO reporting	Updated Section 3.
03/02/25	2.8	References to EU revised to UK	Updated Section 8.
12/01/26	2.9	Reviewed by Safeguarding Lead	Policy re-write after review with Safeguarding Lead. Name change for Operations Manager.

