



Safeguarding and Protection of Children policy - 2023

1.The purpose and scope of this policy statement

You Raise Me Up is a charity dedicated to supporting families who have suffered a bereavement of a young person 16-25 years old. We do this via telephone, face to face and online support. We hold and participate in a number of event's for both fund raising and support of our community. Our activities can directly involve children (those under 18 years of age) and can also indirectly involve them when supporting their families and friends.

The purpose of this policy statement is:

To protect children and young people who receive You Raise Me Up's services from harm. This includes the children of adults who use our services, attend our office, support hub, or events.

To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of You Raise Me Up, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff,] and students.

2.Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from: nspcc.org.uk/childprotection.

3.Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents.

4.We believe that:

Children and young people should never experience abuse of any kind. we have a responsibility to promote the welfare of all children and young people, to keep them safe, and to practice in a way that protects them.

5.We recognise that:

The welfare of children is paramount in all the work we do and in all the decisions we take working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues and extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse. Find out more about additional safeguarding please visit: [NSPCC](https://nspcc.org.uk) | [The UK children's charity](https://www.youraise.me.uk) | [NSPCC](https://nspcc.org.uk)

6. We will seek to keep children and young people safe by:

Valuing, listening to, and respecting them.

Appointing a nominated child protection lead for children and young people, a deputy, and a lead trustee/board member for safeguarding.

Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers.

Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.

Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.

Recording, storing and using information professionally and securely, in line with data protection legislation and guidance. Please refer to our Privacy and data handling policy.

Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work, and one-to-one discussions.

Making sure that children, young people, and their families know where to go for help if they have a concern.

Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately.

Using our procedures to manage any allegations against staff and volunteers appropriately.

Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise - please refer to our bullying-free workplace policy.

Ensuring that we have effective complaints and whistleblowing measures in place - please refer to complaints and whistle-blowing policies.

Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

7. Care of children at our office, support hub, and events

Any person under 16 must be accompanied by a responsible person aged over 18.

A person aged 16 or 17 may attend by themselves if they have soughtt parent/guardian consent prior, written evidence of consent must be shown.

All persons over the age of 18 are not considered children and therefore responsible for their own welfare, However, staff will embody a supportive and safe culture. They will still report concerns to safeguarding leads within the charity.

The above applies to all occasions other than during counselling. YRMU provide a bespoke and confidential counselling service. This does sometimes require children under 18 to be alone with a qualified counsellor during a 1-2-1 session. As a result the counsellor will become responsible for the welfare, care and discipline of the child. The counsellor must have means of immediate contact to the

parent/Guardian and they must also hold a valid, clear DBS. Counsellors must keep up to date CPD on safeguarding and must make themselves aware of this policy and other related policies. If there are any incidents of discipline during the session, the counsellor must stop the session immediately, contact the parent/ Guardian requesting they return to collect their child and a record of the incident must be kept. This should also be reported to a safeguarding lead.

8. Protection of children from harm of another child

Where one child's actions or behaviour are detrimental or harmful to one or more other children, this must be reported in the way that is stipulated in section 10 of this policy. You Raise Me Up Limited, may, following a report, consider denying access to some or all services and events held. If the decision to exclude any child is made, it must be recorded and parents/guardians must be informed. This decision should be made with the agreement of all child protection leads and Trustees. This should be a last resort once all other avenues are exhausted. Consideration must be made, as to if any incident of harm to one or more children by another child is required to be reported outside of our organisation.

Parents/Guardians must be made aware that they are responsible for the behaviour and discipline of their own children during events and services of YRMU.

9. Media of children during our services or events

No person will be permitted to take a photographic image still or moving of any person under 18, without written permission from the parent/guardian of the child. This permission must also dictate the use of the photo.

10. How to report a Safeguarding concern:

All staff, volunteers, and trustees must report concerns to either the Trustee Safeguarding and child protection lead, the nominated child protection lead, or the deputy child protection lead.

In any instance where any person is of risk of immediate significant harm, the concerned party must contact the emergency services via 999.

When a safeguarding concern requires the attention of outside agencies, they must be contacted at the earliest opportunity. Within East Sussex County Council, this agency is:

Single Point of Advice (SPoA) at East Sussex County Council on 01323 464222, or. email them at 0-19.SPOA@eastsussex.gov.uk.

East Sussex Safeguarding Adults Board. Phone: 0345 60 80 191

Health and Social Care Connect: Secure Portal Form: Safeguarding Concern information page. Email: HSCC@eastsussex.gov.uk. Telephone: 0345 60801911.

East Sussex Council. Phone: 01273 295 555 - For children, phone 01403 229900

All reports of safeguarding concerns will be handled with care and information will only be distributed where necessary to protect the reporter, the reported, and the young person or persons concerned.

All reports of concerns must be recorded, and a record of this report kept, along with any actions taken. This record must be kept indefinitely, in compliance with GDPR.

All reports must be made as soon as possible, this may mean sometimes it must be done verbally. However, at the earliest opportunity, the person raising the concern must complete form ANNEX A (located at the bottom of this policy). The Annex A form will then be used to record all actions taken regarding this report of concern.

11.Disclosure and barring

Some of our activities may require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

Any person acting as a counsellor for YRMU may need to be alone with a child to complete a 1-2-1 counselling session, to best safeguard the child due diligence must be completed, as a result, all counsellors must hold a valid and clear DBS certificate, a record of this must be kept by YRMU. This must be done prior to the counsellor providing YRMU any services.

All other occasions a parent/guardian will be present and responsible for their child. However, YRMU will endeavour to complete DBS basic checks on all employees, volunteers and Trustee's prior to them commencing work with YRMU, Where it is not possible to do this before they join, it must be done at the earliest opportunity, and within three months.

12. Training for safeguarding

YRMU provide a safe and secure environment that embodies trust and professionalism. Therefore, all staff will undertake safeguarding training annually. The training will include signs of abuse, neglect, and danger; how to listen when a child discloses information; how to report concerns; and initial actions when identifying a safeguarding concern.

Safeguarding training is to be a key part of inducting new members to our team, this must be completed within three months or before the staff members role involves any persons under 18 years of age.

13.Contact details

Nominated child protection lead

Name: Amanda Rock

Phone/email: Amanda@youraisemeup.co.uk 01323 482772/07883329658

Deputy child protection lead(s)

Name(s): Lauren Carvalho

Phone/email: Laurencarvalho@gmail.com 07880662341

Trustee/Senior lead for safeguarding and child protection

Name: William Scott - Trustee

Phone/email: Trsutee@youraisemeup.co.uk 07446883116

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:12/12/2023.....(date)

Signed:*William Scott*.....

Date:12/12/2023.....

ANNEX A – Report a safeguarding concern or incident form. YRMU.

Name of person completing form:

Location of incident (support hub, office or event):

Date and time of report:

Details of child, young person or adult at risk:

Name:

Date of Birth:

Gender:

Address:

Contact number:

Details of parent/guardian of person at risk:

Name:

Relation:

Contact number:

Address:

Email address:

Have they been contacted? (Delete as appropriate)

If yes, please provide details:

Details of reportee:

Name:

Role:

Contact number:

Email Address:

Are you reporting your own concerns or concerns another person has told you they are having?

Incident Details:

Date:

Time:

Location:

Please describe your concerns or the incident, please include any previous knowledge, include what happened, who was involved, who witnessed and whether the information fact, hearsay, or opinion (use continuation paper where required)

Attach any previous safeguarding reports or concerns here:

Child, young person or adults' statement of events.

This is to be writing in the words of the person at risk, they must not be influenced by another when describing their own version of events. Where the child is unable to write their own statement, an adult may transcribe their words. Use continuation paper where required.

Statement of witness.

Please include your name, role, contact details, your involvement, what you saw, could hear and any actions you have taken or seen others take.

Actions taken by reportee:

Please state any actions you have taken, include any attendance or communications with other or emergency agencies, any use of First Aid, anything you did, saw others do or asked others to do. Please be detailed.

Record of reporting:

Designated safeguarding lead, deputy or nominated persons confirmation of receipt.

Date:

Time:

Name:

Role:

Signature:

Designated safeguarding lead, deputy or nominated persons confirmation of receipt.

Date:

Time:

Name:

Role:

Signature:

Designated safeguarding lead, deputy or nominated persons confirmation of receipt.

Date:

Time:

Name:

Role:

Signature:

Reported to outside agency:

Date:

Time:

Name of person reporting within YRMU:

Name of agency:

Name of person reported to in agency:

Role:

Signature or person who made report:

Record of any meetings and decisions made regarding this report:

Date of meeting:

Time of meeting:

Location:

Persons present:

Minutes of meeting, state in details any decisions and reasoning: