

**POSITIVE YOUTH
FOUNDATION**

Safeguarding Policy

May 2023

Guidelines on Safeguarding Young People and Children:

PYF Policies and Procedures

Please note, for staff members, these guidelines should be read in conjunction with PYF Safeguarding for Staff Policy Documents, as outlined in Induction Processes.

1. Introduction

2. General Duty of Care

3. Confidentiality

4. The Law and Good Practice

5. Multi Agency Child Protection Procedures

6. Positive Youth Foundation Procedures

7. Guidelines for the Implementation of the Procedures

8. Kinds of Abuse

9. Supporting the Child or Young Person

10. Reporting to a Third-Party

11. DBS Policy

12. Additional Policies

- **Missing Child/Young Persons Policy**
- **Legitimate Contact with Young People Policy**
- **Online Working Policy**
- **Lone Working Policy**
- **Whistleblowing Policy**
- **Photography & Videography**
- **Social Media Policy**
- **Vulnerable Adult Protection Policy**

13. Contact information, including Local Authority Designated Officer

14. Appendix:

- **PYF Welcome Guide**
- **Reporting Procedure Graphic & Key Contacts**

Guidelines on Safeguarding Young People and Children PYF Policies and Procedures

1.0 Introduction

Positive Youth Foundation takes seriously the welfare of all children and young people who come into its premises or who are involved in its activities.

Positive Youth Foundation aims to:

- Identify and respond to the needs of young people and wish to build effective working relationships with
- Young people based on respect and trust, but prevent any physical, sexual or emotional abuse of those young people.
- Take care in the selection of those who work with young people.
- Maintain it is the duty of all those employed by or involved in the organisation to prevent the abuse of all young people with whom they come into contact.
- Encourage the development of good practice.
- Protect those who work with children and young people from unfounded accusations or from behaving in ways that may be well intended but inadvisable.

Our Safeguarding Guiding Principles

The infographic consists of six panels, each with an icon, a title, and a description. The icons are: 1. A group of people icons for 'Contextual Approach'. 2. An exclamation mark in a circle for 'Trauma Informed'. 3. Two hands holding a heart for 'Universal Welfare'. 4. Interlocking puzzle pieces for 'Collaborative'. 5. A person icon with arrows pointing towards them for 'Youth-Centric'. 6. A lightning bolt and a checkmark for 'Responsive'.

Principle	Description
Contextual Approach	Recognising how harm outside the home may influence actions, outcomes & sustainable support for young people.
Trauma Informed	Taking a trauma informed approach with all young people, considering the impact of ACES (Adverse Childhood Experiences).
Universal Welfare	Ensuring the welfare of young people whilst supporting the staff team and being mindful of vicarious (secondary) trauma.
Collaborative	Utilising effective relationships with statutory & third sector professionals to find the most suitable support for everyone involved.
Youth-Centric	Appropriately engaging young people within the decision making process & actively listening to their thoughts & feelings.
Responsive	Being proactive, transparent, adaptable & accountable to young people, their families and supporting professionals.

positive youth foundation Beyond Engagement | INVOLVED | positive futures | CHANGING TRAX | RAP | HEALTHY FUTURES | CONNECT

2.0 General Duty of Care

Anyone employed to work with children and young people whether voluntarily or otherwise is under a legal duty of care which case law has interpreted has a duty to act as a careful parent would. This means that if a worker carries out his or her responsibilities negligently he or she or Positive Youth Foundation could be held liable under civil law and would have to compensate the young person with damages.

3.0 Confidentiality

Is an essential principle of Positive Youth Foundation's work with young people and in English law there is a general duty to maintain confidentiality where a relationship of confidence exists, such as a counselling or advisory relationship. It is vital that people working with Positive Youth Foundation or using its services understands that Positive Youth Foundation will generally treat what they say in confidence, sharing information only within Positive Youth Foundation. Personal information about Positive Youth Foundation staff, volunteers or clients will only be shared within Positive Youth Foundation when there is a professional need to know; with immediate colleagues - never in casual conversation or with family or friends. Personal records or information concerning staff, volunteers or clients will be kept in a secure place and only factual information will be stored. However, we will disclose information where that will prevent harm. Incidents & disclosures will, wherever possible, be dealt with by obtaining the person's written permission before talking to a third party. Breach of confidentiality will only take place in accordance with the guidance given below.

4.0 The Law & Good Practice

This document should be used in the context of and in conjunction with The Children's Act (1989) which affects children, their parents and those working with children either as paid workers or volunteers. In order to protect children and young people it is important for both paid workers and volunteers to be aware of the rights and protections for children and young people created by the Act.

"Safe from Harm", was prepared by the Home Office (1993) as a code of practice for safeguarding the welfare of children and young people (up to the age of 16) in voluntary organisations in England and Wales. It supports and reinforces "The Children's Act (1989)". It is applicable to all workers; both staff and volunteers.

Complete guidance can be found at: <https://www.gov.uk/guidance/charities-howtoprotect-vulnerable-groups-including-children>

5.0 Multi Agency Child Protection Procedures

We will follow all guidance issued by our local authority and maintain working relationships with the Social Care Services.

6.0 Positive Youth Foundation's Procedures

To plan work so as to minimise situations where the abuse of young people or children may occur.

To provide a system whereby young people or children may talk to an independent person.

To refer young people and children to specialist agencies where necessary.

To give all staff and volunteers clear roles & responsibilities.

To provide appropriate supervision for staff and volunteers

All applicants for voluntary and paid posts will complete an application form and their experience of working or having contact with children and young people will be explored before appointment.

Guidelines will be issued to all Positive Youth Foundation workers, volunteers & visitors on how to deal with abuse and training on the use of these guidelines will be provided.

These guidelines and training will include:

- A reminder of the worker's duty, both to prevent abuse and to report any abuse discovered or suspected.
- Guidance on what constitutes abuse and how to recognise it.
- Specific instructions on who to inform if abuse is disclosed or discovered.
- Where identified, the name and address/number of the independent contact person in case it should be suspected that the abuser is someone holding a position of responsibility within Positive Youth Foundation.
- Some indication of what might happen if the abuse is reported.
- Guidance on how to support the abused child or young person.

Our Welcome Guide outlines the responsibilities of staff, volunteers and visitors to the organisation and can be found [here](#) and within the appendix of this document.



7.0 Guidelines for the Implementation of the Procedures

7.1 Planning Work

- Arrange that, as far as possible, an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others.
- This may mean groups working within the same large room or working in an adjoining room with the door left open.
- Wherever possible ensure that all children and young people's workers do not meet a child or young person off Positive Youth Foundation premises without another adult being present.
- Always have at least two adults present with a group, particularly when it is the only activity taking place on Positive Youth Foundation premises.
- Do not work with a ratio of staff/volunteer to clients greater than 1:10 (The particular needs of your group may mean that you need to work with smaller ratio than this; check with your line manager what has been agreed for your team)
- Never take a group off the premises with fewer than two appropriate adults.
- Where children and young people have to be transported by car or minibus, arrange as far as possible, to have more than one passenger in the vehicle.

7.2 Roles & Responsibilities

Abuse of children and young people is most easily concealed where there is confusion amongst adults about roles and responsibilities.

Positive Youth Foundation staff and volunteers must recognise their responsibilities for the protection of children and young people. The whole PYF staff and volunteer team should have a clear idea of what is expected of them, as outlined in their role description.

Leaders **MUST** ensure that their team knows who to contact in the local child protection team if they suspect that abuse and/or neglect may be taking place.

PYF's DSL/DDSL and Senior Leadership team are familiar with statutory processes in reporting disclosures and/or concerns to Coventry Children's Safeguarding Partnership, including making referrals into MASH and issuing concerns to the LADO.

Key Contacts



Designated Safeguarding Lead (DSL)

Katie Davis
E: katie@positiveyouthfoundation.org
T: 07487 793 668
Working Days - Mon-Thurs

Deputy Safeguarding Lead (DDSL)

Obayed Hussain
E: obayed@positiveyouthfoundation.org
T: 07903 001 890
Working Days - Mon-Fri

Health and Safety Lead

Obayed Hussain
E: obayed@positiveyouthfoundation.org
T: 07903 001 890
Working Days - Mon-Fri

Director of Operations

Krishan Singh
E: krishan@positiveyouthfoundation.org
T: 07946 766 183
Working Days - Mon-Fri

Emergency Calls

999

Non Emergency Calls

101



7.3 Supervision

Regular opportunities should be made for workers and volunteers (where appropriate) to meet together to review and plan their work, to share their experiences, to receive training and to talk about their relationships with the children and young people.

Special attention should be paid to any situation in which a child or young person is being either highly favoured or harshly treated, as these could be signs of abuse.

When possible, leaders of groups should take opportunities to observe those for whom they are responsible as they work with children and young people.

Staff welfare is considered within the team with a consideration of how vicarious trauma may impact on staff members well being.

7.4 Recruitment

All applicants must complete an application form and provide referees.

Positive Youth Foundation will explore applicant's experience of working or having contact with children and young people before appointment. These may be through previous work in the industry, through family contacts, through work with a voluntary organisation or in other ways. If there is any doubt about the suitability of the applicant this should be explored further through searching questions.

References will be sought, in writing, for all workers. It will be made clear that they will be working with children and young people and that views on their suitability for this type of work are being invited. If replies are vague or ambiguous it may be necessary for them to be followed up in person or by telephone.

All situations that involve children and young people are exempt from the Rehabilitation of Offenders Act 1974. This means that all convictions that relate to children and young people, however old, must be declared. Information about other criminal convictions must also be given, as these may be relevant to the suitability of the person.

A determined, convicted abuser may well tell a lie. It is for this reason that a reference should be obtained. If the volunteer has moved frequently from one (voluntary) job/organisation to another it would be advisable to find out why.

DBS checks must always be carried out on all who work with children or young people. Leaders will actively develop working relationships with key local agencies e.g. Police, Social Care, IYSS etc in order to facilitate communication with these agencies.

Safer Recruitment

Positive Youth Foundation staff members within the Senior Leadership team are safer recruitment trained in order to support the employment of suitable staff members & volunteers within the organisation.

Safer recruitment is a set of practices to help make sure your staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. - NSPCC

7.5 Records

It is very important that adequate records are kept of any accidents, altered behaviour or injury of children. Proper record keeping ensures that there is evidence if a child abuse case is suspected or if a damages claim is brought. The police may be entitled to see information that has been given in confidence, but this is a very complex area and legal advice should be sought. Confidential information given to voluntary organisations or individuals with counselling role is generally exempted from the general power of the police to search for "relevant evidence" to help in the detection of crime. The police would have to apply to a judge to gain access to such material and consent is unlikely to be given.

Courts have power to require disclosure of confidential information in proceedings involving children. Some information is subject to "privilege" however, which is a legal term covering things like the correspondence between a client and his or her lawyer.

Legal advisers will tell you whether you can claim that certain information is privileged. Courts do not generally order the disclosure of confidential information insensitively.

Can children & young people gain access to confidential information held on them?

Children and young people have the right of access to records held by Positive Youth Foundation Third party information held by Positive Youth Foundation remains the property of that party and as such Positive Youth Foundation does not have the right to disclose this information to the child or young person.

Although disclosure may be refused if the child's physical, mental or emotional health would be seriously prejudiced. Children are also able to make applications to the Data Protection Registrar under the Data Protection Act for access to certain computerised information.

8.0 Types of Abuse

- Physical
- Sexual
- Emotional
- Neglect

The following may be signs of abuse:

- Allegations made by the child or young person
- Injuries that have received no medical attention
- Severe sleep disturbances with fears & phobias
- Signs of neglect: looking uncared for
- Inappropriate relationships with peers/adults
- Pre-occupation with sexual matters
- Inappropriate sexual activity through words, play or drawings
- Suicidal Ideation
- Self harm
- Hidden injuries
- Nervousness
- Sudden under-achievement
- Attention-seeking
- Running away
- Stealing or Lying
- Unexplained injuries.

N.B. This list is not exhaustive and every person is different. Any one person may display some, all, or none of these symptoms and may or may not have suffered abuse. They should make us stop and think, but not necessarily jump to conclusions.

Themes taken from our Safeguarding Statistics which informs internal and external specialist training opportunities include:

- Mental Health (inclusive of PTSD, Self Harm & Suicidal Ideation)
- Displacement
- Bereavement
- Harmful Sexual Behaviour
- Risk to Physical Well Being (including violence & threats) Challenges within the Family Home
- Missing Episodes
- Challenges within Friendships & Relationships

9.0 Supporting the Young Person

If a young person wants to make a disclosure:

- Keep calm; accept what the child or young person says.
- Let the child or young person know what you are going to do next and that you will let them know what happens.
- Reassure the child or young person that they were right to tell you.
- Even when a child or young person has broken a rule they are not to blame for the abuse.
- Let them know if you need to tell someone else, and make every effort to gain their permission to tell someone else, but do not promise confidentiality.
- Be aware that the child or young person may have been threatened.
- Never push for information.

Make notes as soon as possible, writing down exactly what was said and when he/she said it. Record dates and times of these events and keep the hand-written record.

Independent Person

Arrange for a person to be available for children and young people to talk to if they feel that they have been abused in any way. The person should be totally independent of the activities of the children and young people but should be someone to whom they could relate. It may be that this person is from another team within or it may be necessary or appropriate to ask someone from a different organisation to undertake this role.

If this is done the appointed person must be given clear, preferably written guidelines as to what action to take to stop any abuse disclosed by a child or young person, otherwise they may unwittingly permit the abuse to continue. It is strongly recommended that contacts should be by telephone rather than one-to-one. Consider ways of letting the children and young people know that such a person is available for them to talk to.

Display their telephone number where children and young people will see it, along with an unthreatening message e.g. "Want someone to talk to? Ring..." Warn the person that there may be calls that have nothing at all to do with abuse. This is not a commitment to be taken lightly, but may be of great benefit in the general pastoral care of children and young people.

Alternatively, display the number of Childline or a similar organisation on a notice board which is regularly seen by children and young people. To make sure that all adults working with children and young people know the name of a suitable person with whom they could put the child or young person in contact, or to whom they could turn for help.

Consider the need also to provide opportunities for workers to talk to independent people about any difficulties or anxieties in relation to their work.

PYF's Reporting Guidance

The full PYF Safeguarding Reporting guide can be found [here](#). The guide is also displayed in both PYF's Main Office and in the office of our Delivery Centre. For the full guide, please see the Appendix of this document



10.0 Reporting to a Third Party

In cases of suspected child abuse there is a clear moral duty to tell the local authority. However, it is vital that decisions are well informed and considered.

Leaders **MUST** ensure that they know who to contact in the local child protection team if they suspect that abuse may be happening.

Volunteers **MUST** also be clear who they need to approach within Positive Youth Foundation. In general there is no obligation to tell parents that advice has been sought or what advice has been given. In the case of a child without the required level of understanding, a worker may feel that disclosure to parents is appropriate and if in doubt should seek further advice from the child protection team.

If:

Past or present abuse has been disclosed and intervention is required.

or The life of a third party is at risk or threatened

or The person has put her/himself at grave risk and in your opinion is not in control of her/his own safety, i.e. involved in an accident or experiencing a drugs/alcohol overdose and is at further risk if not made safe

or There is a threat of violence

or Another young person has been mentioned who you feel is at risk or 'serious harm'

or The emotional or mental state of the young person is such that it may put him or herself or a third party at risk of 'serious harm' Then do not delay.

Consult with your line-manager, the independent person appointed within the Positive Youth Foundation, or another appropriate person.

If a member of staff/volunteer has observed a situation or received information, which indicates that the young person themselves, a third party or another Positive Youth Foundation worker is in immediate risk of 'serious harm', the senior person present should inform an appropriate agency, (e.g. social services, police, health services) immediately. In this event the manager should be informed immediately.

Contact the statutory services responsible for child protection in your area, i.e. Social Services or the Police. Be aware that in every area there are procedures for investigating cases where a child is at risk. The Social Services Department has the main responsibility and will normally set up a Case Conference carried out by social workers and police. You may be asked to attend, either to give information or to support the parent/family. It is important to clarify in what capacity you have been invited and how you want to be seen by the family, i.e. as a member of the Conference or as a support.

DBS Policy

1 It is Positive Youth Foundation policy that no staff working for the organisation (including trustees, volunteers and sessional workers) should take up their post until Positive Youth Foundation has received an enhanced level DBS disclosure about them.

Responsibilities

2 It is the Programme/Project Manager's responsibility to make sure that no employee or volunteer takes up their post until Positive Youth Foundation has received an enhanced level DBS disclosure and to ensure that the DBS Disclosure Policy and Procedure is adhered to.

Procedure

3 All contracts of employment for new employees will have a condition that the employee must not start work until Positive Youth Foundation has received a satisfactory enhanced DBS disclosure in line with DBS disclosure policy.

4 Where possible, all candidates invited to interview will be asked to complete and bring with them a completed DBS form and the related evidence in order that the manager can process the DBS application of the successful candidate as swiftly as possible. Where this is not possible, the line manager must ensure that a completed DBS application form is sent to the relevant team for processing as soon as possible after the employee has provisionally accepted the offer of the post.

5 The relevant officer will write to the employee and the line manager to confirm the start date for the employee, only after the management team has received a satisfactory enhanced DBS disclosure in line with this policy. The employee must not start work until they and the line manager have received confirmation in writing from the management team that their DBS disclosure is satisfactory.

6 The Project/Programme Manager must ensure that a completed DBS application form is sent to managers as soon as possible

7 Where possible, line managers must ensure that a volunteer does not work with the project until the volunteer has received confirmation in writing that their DBS disclosure is satisfactory. This may not always be possible so please seek advice.

Assessing the content of DBS disclosures – authorisation process

8 When the Disclosure is returned from the DBS Disclosure Service or appropriate agency, senior managers will notify the relevant co-ordinator if there are convictions on the DBS disclosure.

9 The relevant co-ordinator should consult with their own line manager and make a recommendation (supported by a short explanation) as to whether or not the appointment should be confirmed.

10 If both managers agree, the relevant manager should speak to the Director about the recommendation.

Criminal Offences while employed by or working for Positive Youth Foundation

11 Being charged with or arrested for a criminal offence while employed by or working for the Positive Youth Foundation will not necessarily prevent an employee or volunteer from working with Positive Youth Foundation.

12 However, any employee or volunteer, who is charged with or arrested for a criminal offence while they are employed by, or work as a volunteer with, Positive Youth Foundation must tell their line manager within 24 hours of the charge or arrest. This will enable Positive Youth Foundation to consider any necessary changes to management arrangements and to safeguard the interests of both the employee/volunteer and the users of the project.

Independent contractors

13 Independent contractors, who are engaged to work at the project, do not have to have an enhanced Disclosure, although it is obviously preferable that they do. Such contractors must never be given access to personal information about young people and must never be left unsupervised with a young person or group of young people. As this is not always straight forward, please seek advice.

Additional Policies

Missing Child/Young Persons Policy

Positive Youth Foundation operate an 'open access' programme, meaning we cannot be held responsible if a young person decides to leave a session, however, to maintain good practice, the following guidelines below should be followed if possible.

- All young people attending activities must be registered when they arrive and when they leave if appropriate. Make sure all young people have consent forms completed as fully as possible. The minimum we must have is a name and an emergency contact number.
- Staff must be aware of the exits/boundaries of the setting and be observant of these to ensure no child leaves unnoticed.
- Staff must periodically check number of children present with the numbered register.
- Should a young person decide to leave, efforts will be made to negotiate with the child that they agree to stay.
- In the event of a child leaving, staff will not follow them. Staff will immediately contact a PYF Manager, who will take a decision on contacting the child's parents, the police (if appropriate) and record the incident.
- Should a member of staff become aware that a child has left the activity without their knowledge that staff member should contact a senior member of the Positive Youth Foundation team.

Legitimate Contact with Young People Policy

Legitimate contact with young people outside of sessions: Legitimate contact with young people outside of sessions: PYF take every measure to protect and safeguard both its employees and young people. It is inappropriate for any staff member or volunteer to initiate contact with a young person, outside of sessions, unless previously authorised by line managers/project leads. However, it may be within your job role to contact and/or be contactable by participants from PYF programmes. This will only ever be through business social media accounts or work allocated mobile phones & email addresses.

PYF take every measure to protect and safeguard both its employees and clients. It is inappropriate for any staff member or volunteer to initiate contact with a young person, outside of sessions, unless previously authorised by line managers/project leads. However, it may be within your job role to contact and/or be contactable by participants from PYF programmes. We ask all employees to adhere to the following guidelines:

- Contact must only be made using a work phone/number
- Calls and messages cannot be made from a personal number
- Contact made through social media can only be made through PYF channels, not through personal accounts
- It is encouraged that all contact, where possible, is made between working hours Monday-Friday
- Contact must only be made with those YP enrolled at PYF (i.e they feature on a register or application, or we have a consent form from them)
- - You must only contact YP you have direct responsibility for. It is important that there is legitimate evidence which sanctions necessary contact between a young person and yourself/your work programme
- Following GDPR guidelines, you must only contact young people who have offered or requested to be contacted by PYF. Details cannot be obtained through third parties
- Contact must only be made on platforms which allow you to retain evidence of contact. Contact should never be made on sites where there is no option to save the thread of contact
- Content of discussion between employee and participant must always remain to the point, and professional. In all cases, contact should remain at a minimum
- If you feel uncomfortable regarding the level of access participants have to you, please discuss this with your line manager. Collectively you can look at ways to reduce or fully mitigate the need for you to be contactable.
- If a young person initiates any unwarranted contact with you, you must immediately inform a staff member.
- If in doubt contact line manager
- In the case that you yourself were once a participant on the programme, and now an employee – we require you to take extra care regarding professional boundaries. Whilst it is not expected for you to sever all contact with previous associates, you must declare if any ongoing relationships pose a threat to your capacity to carry out your role.

Online Working & Digital Safeguarding Policy

PYF's Online Working Policy can be found [here](#).

Lone Working Policy

Positive Youth Foundation recognises that we have responsibilities for the health, safety and welfare at work of our staff, volunteers and the health and safety of those affected by our work, e.g. young people, visitors, contractors and self-employed people.

We recognise that working alone may increase the likelihood of an accident, fire, abuse or violent incident.

In some circumstances, it may also increase the likelihood of such an incident causing serious harm.

Lone working also increases the potential for unfounded allegations of misconduct.

In addition, incidents, if poorly managed, could impact on the reputation of the organisation as a whole.

Who does this affect?

Lone workers are those who work by themselves without close or direct supervision. They include:

- Staff & volunteers with groups or individual children, young people or adults
- Freelance Contractors/Activity Providers
- Staff & volunteers alone in cars and buildings

When & where does lone working take place?

These situations may arise in a variety of times and places for example:

- Overnight (e.g. residential events)
- During the day or evening (e.g. 1:1 sessions, support work, home visits)
- In offices & cars
- In children & young people's homes
- In public places Minimising risk 1:1 Wherever possible don't work alone.

PYF Lone Working Guidance:

1.2 Create a culture of safety and an awareness of the issues

1.3 Take responsibility for yourself and others

1.4 Assess risks each time 1.5 Follow recruitment and supervision procedures

1.6 Provide and attend training

1.7 Whistle-blow your concerns

1.8 Do not work whilst under the influence of alcohol or drugs

1.9 When working alone do not operate machinery

1.10 Take into account the impact additional risk factors (for example):

Age, Understanding, Isolated location, Being asleep, Attention, Sensory Disabilities, In others' homes, Physical disabilities, Drugs or alcohol, Poor Communication, Lack of experience, Driving, Gender, Raising challenging issues, Unsafe buildings, Different attitude to risks, Mental health, How well you know the person, Learning difficulties, Long hours, Volatility, Unexpected things happening.

Safety Management Risk assessments must be carried out for all lone working activities but generally -

If you are working alone make sure that someone knows:

- Where you are
- What you are doing
- Who you are with
- How you can be contacted
- The level of risk you perceive
- When to expect you to contact them

Who should I leave my contact details with?

During office hours: Managers will ensure that a suitable system is in place so that each person working alone has access to a contact person.

Out of office hours: Someone is on duty and these people will provide a contact point for routine contact.

How should I keep in touch?

1. Tell the contact person what you are doing
2. Prearrange a routine call at the end of your shift or session. If your phone-call is overdue then the person expecting the call will react according to prearranged procedures. Or You may need to prearrange further safety measures identified through risk assessment.

What do I do if I am concerned?

Ask for advice.

During the day this will usually be from your manager or from a colleague.

Out of hours this will be from the person on call

What do I do in an emergency?

Follow the PYF Safeguarding Reporting Procedure Guidance and call a senior member of Positive Youth Foundation staff to discuss the matter immediately

Whistleblowing Policy

Our Whistleblowing Policy can be found within our PYF Employee handbook [here](#).

Photography & Videography

PYF's mission – to ensure the positive and safe outcomes designed for event beneficiaries are not in any way jeopardised by the photography/videography of internal and external media teams. Any imagery captured should be wholly to benefit the participants involved in the event or the organisations who support/work directly with these groups. Clear communication will be outlined between the PYF events team and all external stakeholders regarding expectations.

The reason and purpose for seeking photography/videography consent:

Any images taken on the day will be used for one of the following purposes:

- To support the promotion of PYF services for the benefit of young people
- To promote the depiction of young people engaged in positive outlets
- Young people feel happy with their achievements and have visual aids to reinforce their special moments

PYF will endeavour to ensure that all identified at risk young people be exempt from any photography. Organisations will have the opportunity either before the day or at the point of sign-in to opt-out of photographs.

Photographs and video images constitute "personal data" and the processing of such data is subject to the requirements of the Data Protection Act 2018. Therefore, using such images for publicity purposes will require the consent of either the individuals concerned or from those with Parental Responsibility.

PYF will never post images with identifying information such as name, address, or family members' names. Particular care should always be taken when photographing children in vulnerable circumstances, e.g. Looked After children or children under the care of Local Authority. Risk in each individual case will be assessed and managed appropriately, with due regard to the young person's wishes and feelings. Whoever is responsible for taking photos on the day will be made aware of any requirements or restrictions. Consent is essential for all Looked After Children including those accommodated under Section 20. All requests for images to be taken or recorded of Looked After Children should be referred to the Social Worker responsible for the child in question.

Useful reminder; UK Law

On the whole, UK law does not prevent photography in public places. The UK has relatively liberal laws regarding photography compared with many countries. Although there are some exceptions, the key principle is that you can photograph people and buildings without needing permission, providing you are in a public place.

You do not need permission from someone to take their picture if they are in public view. This includes taking photos that include other people's children or taking photos of children directly. An offence will, however, have been committed if the photographs taken are indecent. However, if they in an area where they have a reasonable expectation of privacy, you are not allowed to invade that privacy by photographing them.

Photographing Children

The majority of occasions when people take photographs of children and young people are valid and do not provide any cause for concern. Unfortunately, however, there are occasions when this is not the case and these are some of the risks associated with photographing children:

- *The collection and passing on of images which may be misused;*
- *The identification of individual children to facilitate abuse;*
- *The identification of children in vulnerable circumstances.*

Social Media Policy

Our PYF Social Media Policy can be found within our PYF Employee Handbook [here](#).

Vulnerable Adult Protection Policy

Positive Youth Foundation has a professional duty to provide vulnerable adults with appropriate safety and protection. As the welfare of the vulnerable adult is paramount, we are committed to providing safe equipment and facilities so that vulnerable adults may participate in courses/programmes in a secure environment. Additionally, we promote ethical behaviour, providing vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, to establish the suitability of personnel to work with vulnerable adults.

It is ultimately the responsibility of our Designated Safeguarding lead, to ensure that this policy is published and accessible to all personnel, vulnerable adults and any relevant third parties. However, the staff that specifically lead on programmes are responsible for ensuring this information is fully understood by their team and by the vulnerable adults who take part in our programmes.

In order to provide safety, protection and security to vulnerable adults throughout our operations, we will adhere to our vulnerable adult protection policy/statement and aim to:

- protect all vulnerable adults from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality
- raise awareness of vulnerable adult protection issues and promote good practice
- conduct risk assessments to minimise potential hazards to vulnerable adults' welfare
- provide support to vulnerable adults who have been abused and act proactively by preventing any similar incidents through risk assessment
- ensure all personnel fully understand their responsibilities and are provided with the appropriate training/regular updates of the legislation.

In achieving our policy aims and being proactive, we have developed procedures related to the recruitment of personnel and how allegations of vulnerable adult abuse should be dealt with. In light of this, we implement safe recruitment practices, in checking the suitability of personnel to work with children and vulnerable adults.

Frequency of Review: Annually

Date of Next Review:

17.5.2024

Designated Safeguarding Lead: Katie Davis

Deputy Designated Safeguarding Lead: Obayed

Hussain Director of Operations: Krishan Singh

Positive Youth Foundation: 02476

158 550
Named Trustee for Safeguarding & Child Protection:

Amy Foster

Local Authority Designated Officer (LADO): Mark

Goddard

Email: LADO@coventry.gov.uk Tel: 024 76975483

PYF Welcome Guide

WELCOME GUIDE

SAFEGUARDING AND HEALTH & SAFETY

at Positive Youth Foundation




At Positive Youth Foundation we work with young people and organisations to raise aspirations and outcomes. We recognise the high importance of ensuring the welfare and safety of all young people, staff, volunteers and visitors to our organisation.

We expect all staff, volunteers and visitors to share this commitment and follow our Safeguarding and Health & Safety policies and procedures at all times.

All staff or volunteers working with young people "unsupervised" or on a regular basis **must** have an Enhanced Disclosure and Barring Service Check logged and/or completed by PYF. A copy of our Lone Working Policy is available upon request.

ID badges must be worn visibly and we promote wearing **logo'd** uniform which makes you identifiable and differentiates you from service users.




Reporting Concerns

If you are concerned about a young person, staff member or volunteer when attending our sessions or venues you should:

Approach or contact the staff member supporting you on the session or if this is not appropriate, contact the **Designated Safeguarding Lead (DSL)** as soon as possible.

What to do when receiving & reporting a disclosure*
(something a young person, staff member or volunteer has told you directly*)

- React Calmly
- Listen Carefully
- Do Not Promise Confidentiality
ensure the young person is aware that anything they tell you will be shared if it puts them/anyone else at risk.
- Reassure
- Record
take detailed notes including names, actions, locations, dates & times.

Pass on this information to a staff member or the DSL immediately.




Conduct

If you are concerned about the conduct of staff member, volunteer or young person, you must report this as soon as possible to PYF's Senior Leadership Team. Your own conduct is also expected to promote inclusivity and equality.

Child Protection

Any concerns regarding young people must be reported to the DSL and/or Senior Leadership Team. A copy of our Safeguarding Policy & Procedures available upon request.

Confidentiality

Confidential information regarding a young person & their family must not be discussed outside of PYF and only shared on a need to know basis.

Social Media & Personal Information

There should be no sharing of personal contact information including phone numbers, social media handles or any other contact details between young people, visitors, volunteers and other professionals other than legitimate business signposting.

Recording Media

Unless there has been consent collected prior to the session, you **must not** record any media including photos, video's or audio. This includes any live social media streaming and tagging in posts.




Accidents & Illness

If you have an accident whilst on site with us or feel unwell in any way, please notify a member of PYF staff and follow the advice & support given.

Fire Safety

In the event of a fire, please follow the evacuation guidance given by staff and leave through the highlighted Fire Exits. Please do not leave site without notifying a PYF staff member and only return into the building once told it is safe to do so.

We hope you enjoy your time spent with Positive Youth Foundation and that you feel welcome, comfortable & supported.




KEY CONTACTS

Krishan Singh
Director of Operations
krishan@positiveyouthfoundation.org

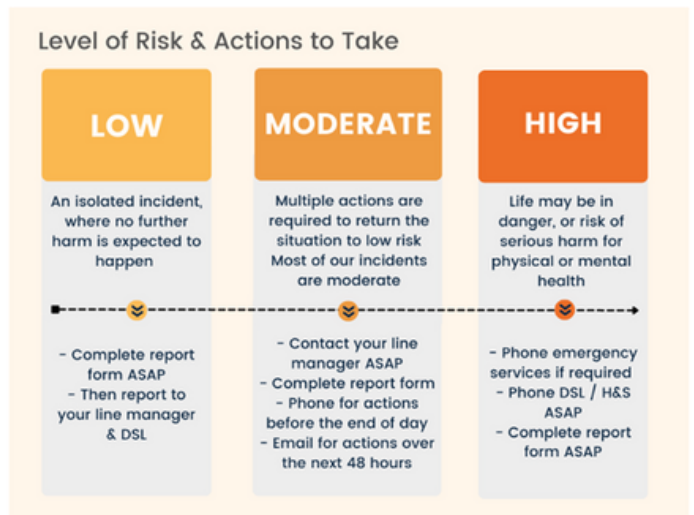
Katie Davis
Designated Safeguarding Lead + Programmes Manager
katie@positiveyouthfoundation.org

Obayed Hussain
Deputy DSL, Health & Safety Lead + Programmes Manager
obayed@positiveyouthfoundation.org

02476 158 550
info@positiveyouthfoundation.org
positiveyouthfoundation.org




Reporting Procedure Graphic & Key Contacts



Recording a Disclosure/Concern

What to do if a young person discloses something to you...

Make sure you have made a **Confidentiality Statement** clear to the young person - letting them know you might have to pass this information on if they/anyone else is at risk.

What to include when writing it up:

- Name
- Age/DOB
- Address + Postcode
- Emergency Contact Information
- Staff Present
- Associated people to the young person/incident
- Time, Date & Location of the incident
- Include direct quotes and phrases used by the young person

positive youth foundation | INVO LIVED | Positive Futures | TRAX | RCP | HEALTHY | CONNECT

Key Contacts

Designated Safeguarding Lead (DSL)	Katie Davis E: katie@positiveyouthfoundation.org T: 07487 793 668 Working Days - Mon-Thurs
Deputy Safeguarding Lead (DDSL)	Obayed Hussain E: obayed@positiveyouthfoundation.org T: 07903 001 890 Working Days - Mon-Fri
Health and Safety Lead	Obayed Hussain E: obayed@positiveyouthfoundation.org T: 07903 001 890 Working Days - Mon-Fri
Director of Operations	Krishan Singh E: krishan@positiveyouthfoundation.org T: 07946 766 183 Working Days - Mon-Fri
Emergency Calls	999
Non Emergency Calls	101

positive youth foundation | INVO LIVED | Positive Futures | TRAX | RCP | HEALTHY | CONNECT