

## Safeguarding Children and Young People Policy Template

*A guide to protecting children and young people in VCSE sector.*

### 1. Overview

[Organisation Name] believes that all children and young people have the right to be safe, valued, and protected from harm. We are committed to safeguarding their welfare in all aspects of our work.

For the purposes of this policy, a child or young person is anyone under the age of 18.

We recognise that safeguarding is everyone's responsibility. The welfare of the child is always paramount, and effective safeguarding depends on listening to children, working with families, and cooperating with relevant agencies when needed.

### 2. Purpose

This policy explains how we safeguard children and young people who come into contact with our services, including the children of adult service users.

It provides clear expectations for staff, volunteers, trustees, and anyone working on behalf of the organisation to ensure safe practice at all times.

### 3. Our Commitment

[Organisation Name] is committed to safeguarding children and young people by creating a safe environment where they are respected, listened to, and supported.

We do this by putting clear safeguarding procedures in place, ensuring safer recruitment practices, sharing information appropriately, and responding promptly to any concerns. We also ensure that staff and volunteers receive appropriate training, supervision, and support to carry out their roles safely.

### 4. Legal and Policy Framework

This policy is informed by current UK legislation and national guidance, including the Children Act 1989, the Children Act 2004, and the Children and Social Work Act 2017.

It also takes account of wider legal and practice frameworks, including the Human Rights Act 1998, the Data Protection Act 2018, and national safeguarding guidance such as *Working Together to Safeguard Children*.

We work in line with local safeguarding arrangements through the Slough Safeguarding Partnership and the Windsor and Maidenhead Safeguarding Partnership.

## 5. Roles and Responsibilities

Everyone within the organisation has a role in safeguarding children and young people. Staff and volunteers are expected to be alert to signs of harm, follow safeguarding procedures, and report any concerns without delay. They must also maintain appropriate professional boundaries at all times.

The Designated Safeguarding Lead (DSL) holds overall responsibility for safeguarding within the organisation. This includes managing concerns, making referrals to statutory services where necessary, keeping secure records, and liaising with external agencies. The DSL receives appropriate safeguarding training and ongoing support to carry out this role effectively.

Trustees or committee members retain oversight responsibility, ensuring that safeguarding arrangements are effective and properly resourced.

## 6. Recognising Abuse and Neglect

Abuse can take many forms, including physical, emotional, sexual, and neglect. It may also include exploitation, domestic abuse, or online harm.

Staff and volunteers should be aware that abuse is not always obvious. Children and young people may not disclose concerns directly, and signs of abuse may be subtle or gradual. Any changes in behaviour, appearance, or emotional wellbeing should be taken seriously and reported.

## 7. Responding to Concerns

If a child or young person is in immediate danger, emergency services should be contacted without delay.

All other concerns should be reported to the Designated Safeguarding Lead as soon as possible. The DSL will assess the information and decide on the appropriate next steps, which may include referral to children's social care or other relevant agencies.

Where appropriate, concerns may be shared with local authority safeguarding teams, NSPCC, or other specialist services to ensure the child's safety and wellbeing. Please note for the most up to date contact details check LA website details:

- ◆ **Slough Borough Council (Slough Children First)**
  - **Children's Services (Referrals / Safeguarding):** 01753 875362
  - **Email (MARF referrals):** [sloughchildren.referrals@scstrust.co.uk](mailto:sloughchildren.referrals@scstrust.co.uk)
  - **Out of hours (Emergency Duty Team):** 01344 351999
  - **General enquiries (Children First):** 01753 477321
- ◆ **Royal Borough of Windsor & Maidenhead (RBWM / Achieving for Children)**
  - **Single Point of Access (MASH / safeguarding concerns):** 01628 683150
  - **Email (MASH):** [mash@achievingforchildren.org.uk](mailto:mash@achievingforchildren.org.uk)

- **Out of hours Emergency Duty Team:** 01344 786543

◆ **National Contacts (include these as standard)**

- **Emergency:** 999
- **Police (non-emergency):** 101
- **NSPCC Helpline:** 0808 800 5000

## **8. Allegations Against Staff or Volunteers**

Any concern or allegation about a member of staff or volunteer must be reported immediately to the Designated Safeguarding Lead.

The organisation will follow appropriate safeguarding procedures, including referral to the Local Authority Designated Officer (LADO) where required. Where necessary, referrals may also be made to the Disclosure and Barring Service.

The organisation will cooperate fully with statutory agencies and follow all relevant safeguarding and employment procedures.

## **9. Information Sharing**

We recognise that sharing information appropriately is essential to keeping children safe. Any information shared will be necessary, proportionate, and relevant to safeguarding concerns.

Decisions about sharing information will be made in line with the Data Protection Act 2018 and the Human Rights Act 1998, and in accordance with national information-sharing guidance.

Where there is concern about a child's safety, the need to protect them will always take priority.

## **10. Online Safety**

Where digital tools or online platforms are used as part of organisational activities, appropriate safeguards will be in place to protect children and young people.

Staff and volunteers will promote safe and responsible online behaviour and ensure that children are supervised appropriately when using digital systems.

## **11. Record Keeping**

We will keep clear, accurate, and confidential records of all safeguarding concerns and actions taken. Records will be stored securely and only shared with those who need to know in order to protect a child or young person.

## **12. Safer Recruitment**

We are committed to safer recruitment practices to help prevent unsuitable individuals from working with children or young people. This includes appropriate

checks, references, clear role descriptions, and ensuring safeguarding responsibilities are understood before appointment.

### **13. Training and Support**

All staff and volunteers will receive safeguarding training appropriate to their role. This will form part of the induction process and will be refreshed regularly.

The Designated Safeguarding Lead will receive enhanced safeguarding training and ongoing development to support their responsibilities.

### **14. Code of Conduct**

All staff and volunteers are expected to act in a way that protects and promotes the welfare of children and young people. This includes treating them with respect, maintaining appropriate boundaries, and acting as positive role models.

Staff and volunteers must not engage in inappropriate behaviour, share personal contact details, promise confidentiality, or ignore safeguarding concerns. Any concerns or inappropriate behaviour must be reported immediately.

### **15. Related Policies**

This policy should be read alongside other organisational policies, including safeguarding adults, whistleblowing, data protection, equality and diversity, and recruitment policies.

### **16. Review**

This policy will be reviewed annually, or sooner if there are changes in legislation, national guidance, or local safeguarding arrangements, or following a safeguarding incident.

### **17. Approval**

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Role: \_\_\_\_\_  
Date: \_\_\_\_\_  
Next Review Date: \_\_\_\_\_