



Policy Title: Safeguarding Children Policy

Approval: Board of Trustees

Summary:

This policy outlines Didcot TRAIN’s (“TRAIN”) safeguarding children policy and procedures for the protection of children and young people (“the Safeguarding Children Policy” or “Policy”). The Policy establishes the roles and responsibilities of staff, volunteers, and trustees in relation to the protection of young people who come into contact with the organisation.

The welfare of young people that we work with is of primary consideration in all circumstances. Therefore, TRAIN’s approach is based on the principles outlined in the Children Act 2004 and other relevant legislation and guidance.

Implementation:

This Policy will be disseminated to employees and volunteers via the electronic filing system and stored within a centrally managed, shared drive.

The Board of Trustees recognises its responsibility for safeguarding young people. This Policy applies to everyone working for or on behalf of TRAIN. This includes, but is not limited to, the Board of trustees, paid staff, volunteers, sessional workers, agency staff, students, and contractors (collectively referred to as “TRAIN members”).

All trustees, staff and volunteers must read and adhere to this Policy prior to delivering work on behalf of TRAIN.

<u>Version</u>	<u>Date</u>	<u>Status</u>	<u>Comment/Changes</u>	<u>Review</u>
1	April 2016	Approved		
2	October 2020	Approved	Condensed policy and updated to reflect relevant government guidance.	
3	July 2023	Approved Sep 23	Updated to incorporate safeguarding reporting procedures and best practices.	July 2025 or earlier if triggered by legislative change and to reflect best practices.

Biannual review: to ensure it continues to reflect legislative changes and best practices.

1. POLICY STATEMENT

1.1 TRAIN believes:

- (a) TRAIN believes that a young person should never experience harm or abuse of any kind.
- (b) TRAIN has a responsibility to promote the welfare of all young people and to keep them safe.
- (c) TRAIN is committed to operating in a way that protects young people and will not tolerate abuse and exploitation by staff, contractors, volunteers, or anybody working for TRAIN.

1.2 TRAIN recognises that:

- (a) The welfare of the child is paramount, as stated in the Children Act 2004. This Policy is based on the legal and statutory definitions of a child (defined as being up to 18 years old). Therefore, “a child or young person” means anyone under the age of 18 years.
- (b) All young people, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, belief, sex, and sexual orientation, have a right to equal protection from any type of harm or abuse.
- (c) Safeguarding children and young people is the responsibility of every individual working for TRAIN, irrespective of their role.
- (d) Working in partnership with young people, their parents, carers, and other agencies is essential in promoting children and young people’s welfare and preventing abuse.
- (e) It is essential that everyone is clear on how to report a concern about the safety of young people. A timely and appropriate response will be given to all suspicions, allegations of abuse, or poor practice.

2. ORGANISATION AND RESPONSIBILITIES

2.1 The Board of Trustees shall:

- (a) Ensure all staff and volunteers have access to, are familiar with, and know their responsibilities as set out by this Policy.
- (b) Ensure all members of staff and volunteers read and adhere to this Policy and know whom to contact if a safeguarding disclosure is made. Furthermore, the Board shall ensure all staff and volunteers undertake the appropriate safeguarding training to keep young people safe from harm.
- (c) All trustees are responsible for working with the Designated Safeguarding Lead (DSL) to maintain this Policy at the board level, including follow-up on reports of safeguarding concerns promptly.
- (d) Implement a procedure and guideline for working alone with a young person.

2.2 Staff and Volunteers shall:

- (a) Not subject a child or young person to any harm or abuse, including physical, emotional, or sexual abuse or neglect.
- (b) Ensure the safety of every young person they work with.
- (c) Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Children Policy.
- (d) Immediately report any concerns or suspicions regarding safeguarding violations by any TRAIN staff or member to the DSL set out in paragraph 4 of this Policy.
- (e) Keep accurate written records of concerns for a child/young person in line with the Data Protection Policy, even in cases where a referral is not appropriate immediately.
- (f) All staff and volunteers must refer any allegations against a member of staff/volunteer to TRAIN’s DSL, who will then report to internal and external parties appropriately.
- (g) Staff/volunteers who have contact with young people or are in the know of information relating to young people must complete a Generalist Safeguarding course every 3 years from OSCB and send the certificate to the Youth Work Delivery Manager.

- (h) Ensure that the young people know they can approach any of the members of TRAIN if they are worried about something, or have any concerns, and they will receive a consistent, supportive response set out in paragraph 4 of this Policy.
- (i) Report any unusual or inappropriate behaviour to the DSL.
- (j) Report any concerns about the behaviour of any staff, volunteer, or contractor towards young people to the DSL.
- (k) Staff will not, under any circumstances, use their own personal devices such as a mobile phone, tablet or computer to contact a young person, on their personal number, social media, email address or other personal means or hold any personal information of young people or their parents on their personal devices.
- (l) Staff, volunteers, etc. will not share personal contact details with young people unless strictly agreed to with permission from the Chairperson or Operational Lead Trustee with a reasonable explanation.
- (m) Co-operate with the Safeguarding Lead in following the safeguarding arrangements set out in this Policy.

2.3 The Designated Safeguarding Lead (“DSL”) shall:

- (a) Respond in a timely manner to any safeguarding concerns or allegations against staff and volunteers set out in paragraph 4 of this Policy.
- (b) Keep an accurate record of safeguarding concerns and allegations reported against staff, volunteers, or any member of TRAIN.
- (c) Record, store, and use information confidentially and securely, in line with data protection legislation and guidance.
- (d) Refer allegations to Social Services or to an appropriate agency quickly and effectively where necessary, and certainly within 24 hours. These agencies could include the Multiagency Safeguarding Hub, Locality Community Support Service or Local Authority Designated Officer (LADO) for advice or guidance.

3. RECRUITMENT AND SELECTION

As part of TRAIN Safeguarding Children Policy, all staff/volunteers should complete an application form supplying the following information:

- a. Personal details.
- b. Names of two independent referees.
- c. Previous experience.
- d. Any criminal convictions.
- e. Competencies and areas of interest.
- f. Signature and date.

Anyone working with young people, including but not limited to trustees, paid staff, volunteers, sessional workers, agency staff and students, must provide proof of identification and complete a DBS check before working unsupervised with or in close proximity to young people. In addition, all eligible staff/volunteers/trustees will have a repeat DBS check every 3 years.

During interviews for any role at TRAIN, the interviewer will ask all candidates about their understanding of safeguarding. In addition, how it might be a consideration in their prospective role.

4. REPORTING SAFEGUARDING CONCERNS AND ALLEGATIONS AGAINST A MEMBER OF STAFF / VOLUNTEER/TRUSTEE

4.1 Raising concerns

- (a) All allegations, suspicions, and safeguarding concerns should be reported to the Designated Safeguarding Lead (“DSL”), who will contact the Local Authority Designated Officer (LADO) at Oxfordshire County Council if necessary. If the complaints/allegations relate to the DSL, then concerns should be reported to the Chair of the board of trustees (Chairperson).
- (b) In emergencies, or cases of immediate danger, safeguarding concerns must be reported to the police (via 999) or other relevant authorities immediately. Individuals must also notify the DSL of the incident as soon as possible and prepare a factual record of events to the best of their knowledge.
- (c) All complaints/allegations should be made in writing and must contain a factual account of the events (to the best of the individual’s knowledge) leading to the complaint/ allegation.

4.2 Responding to concerns

- (a) Upon receipt of the reported incident or allegation, the DSL should contact the person raising the concern within 5 working days to acknowledge receipt of their report.
- (b) The DSL shall set up a meeting to discuss the complaint/ allegation within a reasonable period. The DSL, Chairperson, the complainant, and any other trustee contacted by the DSL will be present at the meeting. The complainant will have the opportunity to detail the reasons for their complaint/ allegation and share any written statement as supporting facts at the meeting. All written statements and reports provided by the complainant must be dated and signed. The DSL will also make a formal note of the meeting.
- (c) Following the meeting, the DSL, Chairperson, and any other trustee involved in the process shall investigate the concerns or allegations, including contacting any staff, volunteers, or members against whom allegations were made. The investigation should be conducted within a reasonable period but not more than 14 working days.
- (d) Upon conclusion of the investigation, the DSL, Chairperson, and any other trustees involved in the process will decide whether there is a breach of this safeguarding Policy and the appropriate actions to be taken. External advisers or consultants may also be contacted for support or expert advice.
- (e) The DSL shall keep a record of the complaint/ allegation, actions taken to investigate the matter and the final decision reached from the investigation.

4.5 Decisions

- 4.5.1 If the complaints/allegations raise no safeguarding concerns or where there is insufficient information to follow up on the allegation, no further action would be required. However, the record of the complaint should be filed and may be used in future cases. TRAIN will also consider any wider lessons that could be learned from the incident.
- 4.5.2 Where the allegation is found to be malicious and unsubstantiated, no action shall be taken against the person alleged to have breached the safeguarding policy. Maliciously making a false allegation is a disciplinary offence that may result in disciplinary action against the person who made the false accusations.
- 4.5.3 If the complaints/allegations breach this Policy or raise serious safeguarding concerns, depending on the nature and consequences of the incident, TRAIN shall consider the following actions:
 - (a) Apply appropriate disciplinary measures to any staff, volunteers or members found in breach of this Policy. This may include suspending the individual, taking into account the risks to other young people

and the staff/volunteer concerned, until the matter is formally resolved. This could lead to dismissal and/or further action being taken against the staff member/volunteer.

- (b) Provide appropriate support to young persons and victims of safeguarding incidents. If the allegation involves a young person/young volunteer, TRAIN will contact their parent/guardian/carer to advise them of the process and support available to them.
 - (c) Make a referral to the relevant authorities, including a referral to the LADO and the Police.
- 4.5.4 The DSL will inform the complainant of the outcome of the investigations and any actions taken as a result of the investigation. This will be done within 7 working days of the conclusion of the investigation. However, where this impacts TRAIN’s duty to protect the confidentiality and safety of others, the DSL may limit the information that will be provided to the complainant.

5. CONFIDENTIALITY

TRAIN operates under a policy of confidentiality, and it is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. However, information that raises concerns about the safety and welfare of a young person must be disclosed.

Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and kept secure at all times. All information must be treated confidentially and in accordance with the relevant data protection law.

5. ASSOCIATED POLICIES

This Policy should be read in conjunction with the other associated policies, such as the Whistleblowing Policy, Code of Conduct, Adult Safeguarding Policy, and Safe Recruitment Policy.

6. CONTACT DETAILS

- For safeguarding, suspicions, concerns or disclosure, contact TRAIN’s Designated Safeguarding Lead:

S/N	Position	Phone/ Email
1.	Youth Work Delivery Manager	Alex@didcottrain.org.uk
2.	Senior Youth Worker	Lisa@didcottrain.org.uk

- If the complaints/allegations relate to the DSL, or actions taken in response to a safeguarding concern being raised, contact the Chairperson or Operational Lead Trustee.

Position	Phone/ Email
Chairperson	Nicole@didcottrain.org.uk
Operational Lead Trustee	Maria@didcottrain.org.uk

In the event that Designated Safeguarding Lead or Chairperson cannot be contacted staff should contact: **Children's social care Multiagency Safeguarding Hub (MASH) at: 0345050766** or for any safeguarding incidents concerning children and young people.

OR

Locality and Community Support Service (LCSS) at: 0345 050 7666 for a no-names consultation service which enables professionals to talk through concerns they have for children when there is not an immediate safeguarding concern and where there is no consent from the family. Monday - Thursday 8.30am - 5pm and Friday 8.30am – 4pm.

OR



Thames Valley Police at: 999 for support from the police, in cases where a child is at immediate risk of harm.