

# PZN YOUTH CIC

Company No 144961

## SAFEGUARDING POLICY 2024

*(Last revised & updated Nov 2024)*

### Quick Reference for Staff & Volunteers

- **Immediate Risk of harm or abuse** – call 999
- **Building Address**  
**PZN Youth**  
Alverton St  
Penzance  
TR182QP  
What3words ///between.attracts.pavillions
- **Safeguarding Concerns or Incidents-** to be reported as soon as possible to either the

Designated Safeguarding Lead Bek Breslaw Tel: 07788 769482

Deputy Lead Izzy Bianchini Tel: 07396 710481

## Contents

### **1.Introduction to Safeguarding**

- a) Children b) Adults c) Risk to Children and Adults d) Recognising Abuse

### **2. Policy statement**

### **3. Purpose of Policy**

### **4. Legislation & Guidance**

### **5. Guidelines for Safeguarding**

### **6. Safeguarding Children & Young Adults at Events & Activities**

- a) Responsibilities for Safeguarding offsite youth provision
- b) Responsibilities for Safeguarding youth provision at Venues
- c) First Aid
- d) Consent forms and attendance forms
- e) Photography
- f) Supervision of children
- g) Supervision of staff

### **7. Managing Behaviour**

- a) Guidelines for General Behaviour Management
- b) Guidelines for Managing Risks Posed by Other Children or Adults

### **8.Protocol for Safeguarding Concerns & Disclosures**

- a) Immediate Risk
- b) Responding To a Child or Young Adult
- c) Reporting Concerns About a Child or Adult
- d) **PZN Youth CIC Designated Safeguard Leads**
- e) Relevant Local Authority Contacts
- f) Reporting Concerns About Staff or Volunteers

### **9. Confidentiality and Data protection**

### **10. Disclosure and Barring service (DBS) Checks and reporting**

### **11. Other Relevant PZN Youth CIC Policies**

### **12. Safeguarding Policy Commitment and Signatures by Staff And Volunteers**

# PZN YOUTH CIC SAFEGUARDING POLICY 2024

## 1.Introduction

PZN Youth CIC provides community services for children and young people aged 11 to 19. We provide a regular open-door youth club service and 1:1 mentoring as well as providing an occasional offsite youth work provision with excursions and activities.

The Youth Project is delivered several afternoons/evenings per week, operating from our building on Alverton Street, Penzance. Additional provision takes place during the daytime occasionally to meet the needs of young people out of mainstream education and during the school holidays.

PZN Youth CIC is committed to safeguarding the rights and welfare of any child, young person and adult who accesses our community services.

This safeguarding policy has been written by PZN Youth CIC and expects every adult working and volunteering at the Youth club and working with children or adults in other parts of the organisation to support and comply with it. Consequently, this policy shall apply to all staff, directors, volunteers or anyone working on behalf of the company.

**Definition Of Safeguarding:** “to protect from harm or damage with an appropriate measure.”

### **a) Children**

Under this policy, we follow the **United Nations Convention on the Rights of the Child (UNCRC)** definition of a child meaning anyone who is under the age of 18.

**Child Protection Guidance** is a legal safeguarding framework which applies to anyone under the age of 18. (see section 4. Legislation and Guidance below). This guidance points out that even if a child has reached 16 years of age and is: living independently /in further education / a member of the armed forces /in hospital; or / in custody in the secure estate, - they are still legally children and should be given the same protection and entitlements as any other child (*Department for Education, 2018*)

### **a) Adults**

An **adult at risk** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited

For example, this may refer to persons who have had adverse childhood and/or adulthood experiences; has a learning disability; has a severe physical illness; has a mental illness; has a physical or sensory disability; who has addictions; who are experiencing homelessness; who are elderly and frail. (*Care Act 2014*)

Safeguarding duties apply to an adult who: has needs for care and support whether or not the Local Authority is meeting any of those needs, and is experiencing, or is at risk of, abuse or neglect and as a result of those care and support needs they are unable to protect themselves from either the risk of or the experience of abuse or neglect. (*Care Act 2014*)

### **c) Risks to Children and Adults**

Children and young adults can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. Children and young adults may have experienced abuse in the past or may be presently experiencing abuse or be at risk of abuse or harm.

#### **- Definitions of abuse**

1. A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. (*Working Together to Safeguard Children 2018*)

2. Abuse is a violation of an individual's human and civil rights by another person or persons. This could be a single act or repeated over time and may be deliberate or happen by mistake. The individual may not fully understand the consequences of what is happening to them. (*No Secrets, 2020*)

**- Four major types of abuse:** Physical Abuse/ Emotional Abuse/ Sexual Abuse/ Neglect

There are other types of abuse that fit into these categories and are key areas for children and young people in the UK. These include but are not restricted to Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Extremism, contextual safeguarding, mental health, domestic abuse and homelessness (*Working Together to Safeguard Children 2018*)

**- Examples of abuse include** -Grooming and exploitation; Trafficking and modern slavery; Exposure to or infliction of domestic violence; Radicalisation; Bullying or cyber bullying; Self-harm; Exposure to other inappropriate behaviour such as violent or criminal behaviour; Suicide; Physical harm when activities are not suitably supervised

### **d) Recognising Abuse**

“It is not a member of staffs’ responsibility to decide if it is abuse, but it is their responsibility to act on such concerns and report it accordingly.” (*Safeguarding for youth work NYA*)

PZN Youth CIC is committed to ensure staff and volunteers are able to effectively recognise signs of abuse and to correctly and confidently comply to safeguarding protocol- (see Protocol section 8 below).

**- Signs which may indicate abuse include:**

- Unexplained bruising and injuries
- Sexually explicit languages and actions
- Sudden changes in behaviour, such as absences, withdrawal or having unexplained material goods
- Something a child has said

“Abuse may be indicated by change observed over a long period of time e.g. losing weight or becoming increasingly dirty/unkept. ....The signs of abuse are not always obvious, and a young person may not tell anyone what is happening to them. Individuals are often scared that the abuser will find out, and worried that the abuse will get worse. Quite often they think that there is no-one they can tell or that they will not be believed. Occasionally, individuals do not even realise what is happening to them is abuse”  
(*Safeguarding for youth work NYA*)

## **2. Policy Statement**

PZN Youth CIC is committed to safeguarding the rights and welfare of any child or adult accessing our community services. PZN Youth CIC considers all aspects of safeguarding including; working in line with current legislation and guidance; delivering safe working practices and risk assessing situations; ensuring all staff and volunteers are diligent and report any concerns, and ensuring all staff and volunteers are recruited following safer recruitment policy and all people in contact with our service users are DBS checked and monitored.

It is key for our staff and volunteers to be able to recognise signs of risk, harm or abuse and correctly comply to protocol for safeguarding. Staff and volunteers will fulfil regular safeguard training certification, as well as attend in-house trainings, safeguarding reviews at regular meetings and supervisions.

Directors of PZN Youth CIC and the Designated Safeguard Leads commit to review this policy every 6 months to review and evaluate safeguarding within the organisation in order to further develop good practice and to incorporate any changes in legislations.

## **3. Purpose of the Policy**

This policy is intended to protect any children or young persons or adults who receive any service from us, including those who are the children of adults who may receive services from us. The company believes no child or adult should experience abuse or harm and is committed to the protection of children and adults. This policy is intended to provide guidance and overarching principles to those who represent us as staff or volunteers, to guide our approach for child protection and safeguarding.

## **4. Legislation and Guidance**

We refer staff and volunteers to <https://www.legislation.gov.uk>. to review detailed legislation. PZN Youth CIC follows government legislation and other guidance summarised below:

### **Legislation**

**The Children Act 1989** -as amended- **The Children’s Act (2004)**, reinforcing that all people and organisations working with children have a responsibility to help safeguard **children** and promote the welfare of children

**The Children and Social Work Act 2017**, provides legislative framework for child protection in England. Key principles established by the Act outline the importance of the welfare of a child, and the expectations and requirement for the duty of care to children  
**Care Act (2014)** Statutory guidance on Care and Support.

**Female Genital Mutilation Act (FGM) 2003** provides a framework and protocol for organisations in the UK. Under this policy failing to protect a girl from FGM is an offence.

**Safeguarding Vulnerable Groups Act (2006)**, ensures persons with a criminal record of abuse and exploitation are placed on a list and unable to work with children or vulnerable adults

**The Care Standards Act (2000)**, was introduced to regulate, and ensure that agencies/ providers are competent in their duty of care. The standards are built on five principles; dignity and respect, compassion, be included, responsive care and support and wellbeing.

**The Equality Act (2010)** defines - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex, sexual orientation as "protected characteristics". When staff and volunteers are assessing if a child or adult is at risk, all choices, assessments, and decisions must be consistent without discrimination against protected characteristics.

**Sexual Offences Act (2003)**, This act redefined definitions of many sexual offenses. It defines "consent" and "sexual". The act makes it an offense for those engaged in providing care, assistance or services to someone with a learning disability or mental disorder to engage in sexual activity with that person whether or not that person has the capacity to consent.

**Mental Capacity Act (2005)** applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to make all or some decisions for themselves. The act is designed to protect and restore power to those people at risk who lack capacity.

**The Police Act (1997)** provides a legislative framework for safeguarding adults at risk and children at risk. The vetting and barring scheme DBS will help employers to check on an individual's suitability to work with people at risk.

**Public Interest Disclosure Act (1998)** provides protection to "workers" making disclosures in the public interest and allows such individuals to claim compensation for victimisation following such disclosures.

**NHS and Community Care Act (1990)** requires local authorities to carry out assessments of people who 'appear to be in need' of community care services and to arrange packages of care.

## **Other Guidance**

### **Working Together to Safeguard Children (2018)**

A guide to inter-agency working to safeguard and promote the welfare of children focusing on- protecting children from maltreatment • preventing impairment of children's mental and physical health or development • ensuring that children grow up in circumstances consistent with the provision of safe and effective care • taking action to enable all children to have the best outcomes.

**Setting up your Safeguarding Culture -National Youth Agency UK** This guidance is designed to facilitate good thinking in relation to developing a robust and effective safeguarding culture.

**What To Do If You Are Worried a Child Is Being Abused (2015)**, is non-statutory guidance, and has been produced to help practitioners identify child abuse and neglect and take appropriate action in response.

**No Secrets (2020)** provides guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse.

**Information Sharing (2018)** is non-statutory guidance and has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being.

## **5.Guidelines for Safeguarding**

Safeguarding children and adults from harm and abuse is an essential responsibility for our organisation. We are committed to ensuring that any child or adult that uses our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that all children and adults are properly safeguarded.

Every person under this policy holds responsibility for:

- **Up to date Safeguarding training/certificate** which must be refreshed no less than 2 yearly.
- **Remaining alert** and aware of every possible safeguarding risk to children or adults and recognise signs of abuse
- **Guarding children** against harmful environments with appropriate actions (for example adequate supervision or ensuring safe environments)
- **Taking positive steps** to maintain the safety and wellbeing of children or adults engaging with us
- **Reporting concerns** expeditiously and appropriately in line with child protection procedures and adult safeguarding guidelines
- **Understanding the duty to report** specific concerns (and understanding how these interplay with confidentiality)
- **Challenging any inappropriate or harmful behaviour** of any other adult or child and reporting this accordingly
- **Acting appropriately** in the presence of children and not taking any inappropriate risks. Not smoking, drinking or taking any form of illicit substances in the presence of children
- **Being a trusted and positive adult** in the presence of the children and adults and mirroring healthy behaviours and relationships

## **6. Safeguarding Children and Adults at PZN Youth CIC**

### **a) Responsibilities for Safeguarding offsite youth provision**

As well as our regular youth club sessions, we provide occasional offsite activities and excursions for young people. These could be trips out with the youth club, either in groups or 1:1 or well-being workshops for children and young adults engaging with our Youth club service or for those who have not previously used our services.

These Events and workshops will be planned with this safeguarding policy in mind. The safeguarding lead will have ultimate responsibility for the safety and appropriateness of the event or workshop. They may, however, appoint a delegate for some responsibilities for the purpose of a specific event.

Although the safeguarding lead and directors have ultimate responsibility for overseeing the safety for all activities and events, all staff and volunteers under this policy must always also play an active role in ensuring the safety of children and young adults.

Appropriate DBS checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see relevant section 10 below ).

For certain types of events and activities we may issue an additional code of conduct, policy or some other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, volunteers, parents, guardians etc.) in advance. They should be read carefully and adhered to.

## **b). Responsibility for Safeguarding youth provision at Venues**

**Risk assessments** Activities will normally take place at our venue on Alverton Street, Penzance TR18 2QP. Please see risk assessment document. Where any other events or workshops are held at additional venues, we shall also carry out additional risk assessments.

**Fire safety** the fire safety procedure and evacuation plan will be stored onsite and staff required to read it.

A lead worker will be named as responsible for fire safety at each session and will be responsible for leading the evacuation of the building if a fire alarm goes off. All staff will be familiar with fire exits and what to do in the event of a fire. Staff will ensure all young people are accounted for in the event of an evacuation.

## **c)First Aid**

There will always be a trained first aider available at every session with the young people. We will work towards all staff and volunteers becoming first aid at work trained.

PZN Youth CIC will have its own fully stocked first aid kit which will be available at every youth club session. It will be the responsibility of Bek Breslaw as first aid lead to check and restock first aid kit.

Any accident or incident involving a child should be brought to the attention of the nearest first aider and all incidents and accidents should be recorded on an accident form and/or on incident forms located in the Youth worker folders. All incidents and accidents will be formally reported to the safeguarding Lead.

## **d)Consent Forms & Attendance Forms**

Children attending the youth club are always asked for a parent/carer's phone number and whether they have any allergies/food intolerances. They can try out the youth club once before parents/carers are contacted and asked for a second emergency contact, medical info and whether they give photo consent.

Consent forms are always sent to parent /guardians when any activities are offered such as trips or an activity which may be deemed risky. We use microsoft forms for this so that consent can be provided easily with a smartphone.

All consent forms are kept secure and stored in accordance with our data protection privacy policy. Consent forms are available to Youth Workers when relevant.

### **e)Photography**

On some occasions we may take photographs featuring the children. We recognise that photography of children carries some risks such as:

- The potential for images to be reused, shared or adapted in an inappropriate and possibly damaging manner
- The general risk of sharing images and the impact this could have on a child's public image as they grow older.
- In view of these risks we will:
- Always ask for permission from a child and their parent/guardian before taking and sharing an image of them
- Always ensure that a child and a parent/guardian are properly informed how an image will be used and shared
- Always ensure that a child's image will be properly protected as far as possible within any published material
- Ask that parents, guardians, children and any other persons connected to them who may wish to share any of our published materials featuring images of other children will refrain from doing so unless they have the permission of the other children and their parent/guardian.
- Always store photographs in accordance of our data protection privacy policy
- We ask that members of the public attending our events and workshops do not take photographs.

### **f)Supervision of children**

For most activities and events our procedure for supervision of children is 1 adult to every 10 children. This includes volunteers, activity leaders as well as Youth workers. We may hold activities and events where parents will be able to attend alongside their children where they will be responsible for ensuring their child is properly supervised

### **g)Supervision of staff**

To ensure the safeguarding of the children using our services we will put in place continual supervision and training for both our members of staff and our volunteers. We will offer all staff the opportunity to meet in groups and when required have one-to-one supervision. As well as training, supervision will be an opportunity to continue to review and look at keeping the children who use our service safe. (See training and supervision policy)

## **7.Managing Behaviours**

## a) General Behaviour Management

Whenever any staff or volunteers engaged by us, is faced with challenging or inappropriate behaviour from a child or with conflict between children they adhere to the following guidelines:

- **Equitable Treatment** :Treat each child fairly and equally
- **Equanimous Approach**: Approach the situation in a calm, composed and neutral manner, checking their own response to the situation.
- **Use of Physical Intervention**: Only ever use of physical intervention to protect the immediate safety of a person, for example to prevent injury or harm to the child or to others
- **Use of Physical restraint**: Wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed.
- **Children Under the Influence**; Children entering the premises believed to be under the influence of alcohol or drugs will be assessed immediately by Youth workers for their risk to self and others and monitored closely. Assessing the risks in both the youth work setting and their personal risk if asked to leave the premises (see risk assessments on drugs and alcohol)
- **No** alcohol, smoking, vaping or drugs will be allowed on the premises.
- **Energy drinks and sweets**, when identified to be stowed away by staff and returned to child or young adult at end of session
- **Record and Report**: Make a written record of any incident or concerns and ensure this is reported appropriately to the Safeguarding lead.

## b) Managing Risks Posed by Other Children

It is important for all adults working with children to recognise that they can experience harm and abuse from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour that:

Is repeated and has the intention of hurting someone physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, sexuality etc. Bullying can often include:

- Physical harm perpetrated by another child
- Name calling and threats
- Cyberbullying (name calling, cruel behaviour and threats via technology).

Any instance of bullying or concern related to possible bullying between children at any event or activity arranged by us PZN Youth CIC will be dealt by us in the following way:

- All children will be spoken to by us individually to ascertain the facts and then staff will make decisions about actions needed to be taken to protect children and support those children demonstrating harmful behaviours towards others.
- We recognise that perpetrating harmful behaviours towards others can come from a lack of control in their lives and inconsistent positive modeling from adults. It is often the result of the child experiencing trauma.
- PZN Youth is committed to helping children work through difficult feelings in a safe and positive way whilst at the same time keeping all children safe.
- Persistent bullying will be taken very seriously and children demonstrating harmful behaviours will not be allowed to be in contact with other children until those behaviours have stopped.

- All steps in relation to the prevention or management of bullying should be undertaken in consultation with the Safeguarding lead.

## **8. Protocol for Safeguarding Concerns & Disclosures**

**a) Immediate Risk Where** a child or adult is at immediate risk from serious harm, any staff or volunteer present should phone 999. Thereafter the safeguarding lead should be contacted as soon as is reasonably practical.

**b) Responding to a Child or Young Adult** Where any child or young adult makes a disclosure about harm or abuse to staff or volunteers it is important for staff and volunteers to:

- Listen calmly and clearly, showing the child that their views are taken seriously whilst keeping in check their own feelings about what the child is saying. This is particularly important where an adult may have personal experience of the harm being disclosed.
- Provide an appropriate and honest level of reassurance.
- Avoid interrogating children and asking probing or intrusive/leading questions.
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern or abuse or harm must be shared with the safeguarding lead and any subsequent safeguarding referral).
- Make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making a disclosure should be avoided.
- Refer all relevant information to the safeguarding lead as soon as practicably possible afterwards and by no later than the end of that same session.

### **c) Reporting Concerns about a Child or Adult**

Where there is a safeguarding concern but no immediate risk of serious harm to a child or adult the staff member or volunteer who has heard or witnessed this concern should consult with the safeguarding lead as soon as practically possible and by no means later than the end of that working session.

Upon any receipt of any safeguarding concern, the safeguarding lead should consult with any other relevant persons and make any other appropriate referrals to the relevant authorities listed below.

### **d) Safeguarding- Designated Leads**

Any question, report or concern in relation to the safeguarding of children should be shared with our designated safeguarding lead or in her absence the deputy safeguarding lead.

#### **Safeguarding Lead**

**Bek Breslaw**

Email [bek@pznyouth.org](mailto:bek@pznyouth.org)

Tel 07788 769482

#### **Deputy Safeguarding Lead**

## **Izzy Bianchini**

Email [hello@pznyouth.org](mailto:hello@pznyouth.org)

Tel 07396 710481

### **e). Relevant Authority Contacts**

**Cornwall Council MARU** (multi agency referral unit) provides a response to concerns about the welfare or safety of a child or young person under the age of 18.

Tel :**0300 123 1116** Out of Hours call **01208 251 300**

**Cornwall Council Adult Social Care** provides a response to concerns about the welfare or safety of an adult or young person over the age of 18.

Tel: **0300 1234 131** – same number for out of hours services

### **f)Reporting Concerns About Staff or Volunteers Working with Children**

Where any person has a concern regarding the conduct of an adult connected to PZN Youth CIC which poses or may pose a safeguarding risk to a child such as:

- Harming a child either physically or emotionally
- Exposing a child to behaviour that may cause physical or emotional harm
- Engaging in criminal activity concerning a child

This must be raised in the first instance with the safeguarding lead, or deputy, so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the organisation. Usually any appropriate steps following a safeguarding referral in respect to an individual connected to the organisation will include either:

- Further initial enquiries
- Escalation to **Cornwall LADO** (Local Authority Designated Officer) who provide a response to concerns about a professional or volunteer working with a child **01872 326536**.
- Instigation of any appropriate disciplinary, formal investigation processes and suspension of any person employed by PZN Youth CIC.
- A referral to the disclosure and Barring service, or any other relevant regulatory body and/or police investigation

Any person in the company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps to be taken. Such a meeting should ordinarily be held by the safeguarding lead. On certain occasions, such a meeting may not be convened until this has been approved by the authorities involved such as the Police or the social worker involved.

Any person working or volunteering for PZN Youth CIC who has had allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of the child concerned at the heart of the process.

Any person from within the company who makes an allegation against another person from within the company shall be listened to and taken seriously and treated fairly and justly throughout the process of enquiries, investigations and decision making.

**9. Confidentiality and Data protection** All personal information we may process relating to children and adults, shall be processed and stored in accordance with our data protection privacy policy which can be read at our Youth work sessions and will be in future uploaded to our website.

### **10. Disclosure and Barring service (DBS) Checks and reporting**

DBS checks under the appropriate legislation should be undertaken whenever requested. The groups of people we will usually undertake DBS checks in relation to are:

-All employees and volunteers working with the young people using our service.

Whenever we deem it is necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall be obliged to make a referral to the Disclosure and Barring service.

All DBS checks will be repeated every 2 years. If the staff member or volunteer uses the update service when they join the organisation, this will be checked yearly.

### **11. PZN Youth CICs Other Relevant Policies**

We have referred to other policies in this document which need to be read in conjunction with this policy. These can be found in the Youth workers file kept on site.

These are:

- Health and safety policy including risk assessments of all our activities
- Data protection privacy policy
- First aid policy
- Fire safety and evacuation policy and procedure

### **12. Safeguarding Policy Commitment and Signatures by Staff And Volunteers**

This policy is approved and robustly endorsed by PZN Youth CIC and will be due for a sixth month review in May 2025

PZN Youth CIC safeguarding policy has been read and agreed to by:

**Signed**    *Bek Breslaw*                      **Date** 26/11/24                      Bek Breslaw

**Designated Safeguarding Lead**

**Signed**                                      **Date**                                      Izzy Bianchini

**Deputy safeguarding Lead**

