



**POSITIVE YOUTH
FOUNDATION**

Safeguarding Policy

July 2026



Guidelines on Safeguarding Young People and Children:

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

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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.

To ensure a consistent and robust approach, we have updated our definition of safeguarding to reflect current statutory guidance. In line with Working Together to Safeguard Children 2026 and Keeping Children Safe in Education (KCSIE) current edition, safeguarding is defined as:

"Protecting children from maltreatment; preventing impairment of health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

This definition underpins our commitment to proactively protect the safety, wellbeing, and development of all young people we engage with. Positive Youth Foundation supports the Families First Partnership reforms, recognising the importance of prevention, early intervention and coordinated multi-agency support to improve outcomes for children, young people and families.

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.



Contextual Safeguarding

Positive Youth Foundation recognises that safeguarding concerns can extend beyond the home environment. In line with Working Together to Safeguard Children (2023), we adopt a contextual safeguarding approach that takes into account the risks young people may face in their wider community, such as peer-on-peer abuse, gang involvement, county lines exploitation, and other forms of extra-familial harm. Staff must be alert to signs that a child or young person may be at risk from individuals or influences outside their family. Where such concerns are identified, PYF are expected to work collaboratively with local safeguarding partners, including the police, local authorities, youth justice team, and community organisations. This multi-agency approach helps to assess and address risks in the environments where young people live, socialise, and learn, ensuring a holistic and proactive safeguarding response.

Staff should also recognise that safeguarding risks increasingly occur online, including sexually coerced extortion (sextortion), online grooming, image-based abuse, and AI-enabled exploitation (Coventry Online Safety Update). Staff should exercise professional curiosity where emerging concerns, repeated low-level concerns or changes in behaviour suggest a child may be experiencing harm.

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

Confidentiality is a core principle of Positive Youth Foundation's work with young people. We acknowledge the legal and ethical importance of maintaining confidentiality in trusted relationships, such as those formed through counselling, advisory, or support services. In general, information shared with Positive Youth Foundation will be treated in confidence and only shared internally when there is a clear professional need to know, never in casual conversation or with family or friends. Personal information about staff, volunteers, or clients will be stored securely, and only factual, relevant information will be recorded.

However, confidentiality is not absolute. The welfare of the child or young person is paramount. In line with the Data Protection Act 2018, UK GDPR, and guidance from the Information Commissioner's Office (ICO), staff must understand that they are permitted, and in many cases required, to share personal information when it is necessary to safeguard a child or prevent harm. Consent is not required to share information if doing so is in the best interests of the child's safety or wellbeing. In such situations, staff should act promptly and in accordance with safeguarding procedures.

Information will be shared with external agencies such as social care or the police where there are concerns about risk or harm. While we aim to work in a transparent way and involve the individual wherever possible, written consent will not be sought if it might delay or prevent necessary safeguarding action.

Information sharing should follow the principles set out in *Working Together to Safeguard Children 2026*, ensuring information is shared lawfully, proportionately, accurately and without unnecessary delay.

For further guidance, staff should consult with the DSL when in doubt.

4.0 The Law & Good Practice

This policy should be understood and implemented in the context of current UK safeguarding legislation and statutory guidance. The key legal framework includes the *Children Act 1989* and *Children Act 2004*, which together establish the duty of care to safeguard and promote the welfare of all children.

Positive Youth Foundation operates in alignment with the most current safeguarding guidance, including:

- Working Together to Safeguard Children (2026); which sets out the responsibilities of all organisations and agencies to work together to promote children's welfare and protect them from harm.
- *Keeping Children Safe in Education* (KCSIE, 2024), which provides statutory guidance for schools and colleges but offers relevant principles for all organisations working with children and young people.
- Children's Social Care National Framework
- Families First Partnership Programme
- *The Prevent Duty* (2015), which requires specified authorities, including charities and youth organisations, to have due regard to the need to prevent people from being drawn into terrorism. Concerns relating to radicalisation should be referred through local Prevent referral processes where appropriate (Coventry Prevent update 2026).

All staff and volunteers must be familiar with and follow this guidance to ensure that they are acting in accordance with current legal and professional expectations. This includes understanding the rights of children and young people, recognising signs of abuse or neglect, and knowing how to report concerns appropriately.

Further guidance for voluntary organisations, including expectations around safeguarding practice, can be found at: <https://www.gov.uk/guidance/charities-how-to-protect-vulnerable-groups-including-children>.

5.0 Multi Agency Child Protection Procedures

Positive Youth Foundation will actively contribute to strategy discussions, child protection conferences, Early Help assessments and multi-agency safeguarding meetings where appropriate 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, trustees & visitors in 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.
- Learn from Child Safeguarding Practice Reviews and local safeguarding reviews to continuously improve organisational safeguarding practice.
- Staff should recognise early warning signs (e.g. escalating unmet needs, family stresses), support early help interventions, and contribute to coordinated family support through local safeguarding partnerships.

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 Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL), and Senior Leadership Team are fully familiar with statutory processes for reporting disclosures and/or concerns to the Coventry Safeguarding Children Partnership. This includes making referrals to the Multi-Agency Safeguarding Hub (MASH) and raising concerns with the Local Authority Designated Officer (LADO) where appropriate.

In line with *Keeping Children Safe in Education* (KCSIE 2024), the DSL and DDSL have a clearly defined responsibility to lead safeguarding across the organisation. This includes maintaining up-to-date knowledge of safeguarding practices through annual training, ensuring staff are appropriately trained and supported, and reviewing the organisation's safeguarding policies and procedures at least annually to reflect current legislation and best practice.

The DSL will ensure safeguarding arrangements remain aligned with Working Together 2026 and local Coventry Safeguarding Children Partnership procedures. The DSL may contribute to Strategy Discussions, Child Protection Conferences and professional escalation procedures.

KEY CONTACTS



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7.3 Supervision

Regular opportunities should be made for workers, trustees 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 DBS

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

All DBS checks will be renewed every 3 years.

Positive Youth Foundation follows current Disclosure and Barring Service guidance, including the management of allegations and low-level concerns.

Recruitment decisions should promote a positive safeguarding culture.

7.5 Records

It is essential that accurate and detailed records are maintained for any accidents, changes in behaviour, or injuries involving children. Proper record keeping provides critical evidence if a case of child abuse is suspected or if a legal claim for damages arises.

While the police may, in some circumstances, seek access to confidential information, this is a complex legal area, and professional legal advice should always be sought. Confidential information shared with voluntary organisations or individuals in a counselling or advisory role is generally exempt from routine police powers to search for "relevant evidence" in the course of criminal investigations. In such cases, the police must apply to a judge for access, and permission is not automatically granted. Courts do have the authority to order the disclosure of confidential information during proceedings involving children. However, certain types of information may be legally protected under "privilege"—for example, communications between a client and their legal representative. Legal advisers can provide guidance on whether such privilege applies in specific situations. Courts typically handle requests for confidential information with appropriate sensitivity.

Safeguarding records should contribute to multi-agency decision making where appropriate.

Can children and young people gain access to confidential information held about them?

Yes. Under the Data Protection Act, children and young people have the right to access personal information held by Positive Youth Foundation. However, third-party information held by the organisation remains the property of the original provider and cannot be disclosed without their consent.

Access to information may be restricted if disclosure would seriously harm the physical, mental, or emotional health of the child or young person. Children may also request access to certain digital or computerised records by applying through the appropriate channels, such as the Information Commissioner's Office (ICO).

In line with Keeping Children Safe in Education (KCSIE) 2024 and the Department for Education's data protection guidance, Positive Youth Foundation is committed to maintaining strong data protection compliance. The *Data Protection Act 2018* and UK GDPR do not prevent the lawful sharing of personal information where it is necessary to safeguard a child. Relevant information should be

shared with appropriate agencies when doing so is in the best interests of a child's safety and wellbeing. All safeguarding records must be stored securely, with clear protocols in place for access, retention, and disposal, in accordance with GDPR and best practice standards.

8.0 Types of Abuse

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Specific Safeguarding Concerns

- Peer-on-peer abuse
- Child-on-child sexual abuse
- Child Sexual Exploitation (CSE)
- Criminal Exploitation
- County Lines
- Online Exploitation
- Technology-facilitated abuse
- AI-enabled abuse
- Image-based abuse
- Sexually Coerced Extortion (Sextortion)
- Harmful Sexual Behaviour*
- Domestic Abuse Exposure
- Forced Marriage
- FGM (Female Genital Mutilation)
- Honour-based abuse
- Contextual Safeguarding
- Children Missing Education
- Mental health problems

*Harmful Sexual Behaviour should be understood within a safeguarding context. Responses should be child-centred, proportionate and trauma-informed whilst ensuring appropriate risk management.

Possible Signs and Indicators of Abuse

- Allegations made by the child or young person
- Unexplained injuries
- Hidden injuries
- Injuries that have received no medical attention
- Signs of neglect (e.g. looking uncared for)
- Severe sleep disturbances, fears or phobias
- Nervousness
- Sudden under-achievement
- Attention-seeking behaviour
- Running away
- Stealing or lying
- Inappropriate relationships with peers or adults
- Preoccupation with sexual matters
- Inappropriate sexual activity through words, play or drawings
- Suicidal ideation
- Self-harm

Children with disabilities or complex needs may experience increased vulnerability to abuse and barriers to disclosure.

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.

Staff should avoid asking leading questions and should reassure children that they have done the right thing in sharing concerns.

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's0 Main Office and in the office of our Delivery Centre. For the full guide, please see the Appendix of this0 document



10.0 Reporting to a Third Party

In cases of suspected abuse or serious safeguarding concerns, it is the clear moral and statutory duty of Positive Youth Foundation staff and volunteers to act to protect young people.

All safeguarding concerns, disclosures or incidents must be reported without delay to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) in their absence. Staff must not investigate, delay, or make decisions alone.

In an emergency — where there is an immediate risk to life or serious harm — staff or volunteers should first call 999 and then notify the DSL/DDSL as soon as it is safe to do so.

It is the responsibility of the DSL/DDSL to:

- Assess concerns,
- Make decisions about involving statutory agencies (e.g. Social Services, Police, Health Services),
- Determine whether and how parents/carers are informed, based on the best interests of the young person and in line with advice from statutory agencies.

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Staff and volunteers must not contact external agencies directly or inform parents about concerns without express direction from the DSL/DDSL.

Safeguarding concerns that must be escalated immediately to the DSL/DDSL include (but are not limited to):

- Past or present disclosures of abuse requiring intervention,
- Situations where a young person or third party is at immediate risk of serious harm,
- Incidents involving grave risk to a young person's safety (e.g. substance misuse, self-harm),
- Threats of violence,
- Evidence or disclosure of significant emotional or mental health distress.

The DSL/DDSL will decide on the appropriate course of action, including whether to make a referral to statutory services. They will liaise with Coventry Children's Safeguarding Partnership (through MASH) and the Local Authority Designated Officer (LADO) where appropriate.

In certain situations, the DSL/DDSL may invite a staff member involved in a safeguarding case to attend a Case Conference or other multi-agency meeting. If so, it will be made clear in what capacity the staff member is attending and how they should present their role to the young person and their family.

The Safeguarding Internal Process provides a full step-by-step outline of required actions, which must be followed at all times. PYF supports the use of local escalation procedures where professional disagreement remains unresolved.

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.
- Staff should consider whether repeated missing episodes, persistent absence or disengagement from education may indicate exploitation, neglect or other safeguarding concerns.
- Children Missing Education should be referred through appropriate safeguarding pathways where concerns exist.

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

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- 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](#).

Online safeguarding includes risks associated with live streaming, gaming platforms, social media, AI-generated imagery, online coercion and sexually coerced extortion.

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](#).

Adults at Risk (formally Vulnerable Adult) Protection Policy

Positive Youth Foundation has a professional duty to provide adults at risk 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 adults at risk may participate in courses/programmes in a secure environment. Additionally, we promote ethical behaviour, providing adults at risk 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 adults at risk.

It is ultimately the responsibility of our Designated Safeguarding lead, to ensure that this policy is published and accessible to all personnel, adults at risk 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 adults at risk who take part in our programmes.

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

- protect all adults at risk from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality

- raise awareness of adults at risk protection issues and promote good practice

- conduct risk assessments to minimise potential hazards to adults' at risk welfare

- provide support to adults at risk 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 adults at risk.

Frequency of Review: Annually

Date of Next Review:

01.07.2027

Designated Safeguarding Lead: Nikki Miles

Deputy Designated Safeguarding Lead: Abu Miah

Director of Operations: Krishan Singh

krishan@positiveyouthfoundation.org

Positive Youth Foundation: 02476 158550

Trustee for Safeguarding & Child Protection: Carl Binns

Carl@positiveyouthfoundation.org

Local Authority Designated Officer (LADO): Nina Farrimond

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

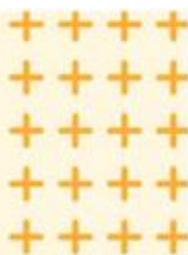
Signed: Rashid Bhayat – Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Rashid Bhayat', is positioned above a faint, light blue circular stamp.

Date: 14/07/2026

SAFEGUARDING AND HEALTH & SAFETY

at Positive Youth Foundation



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

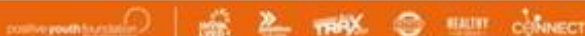
If you are concerned about a young person, staff member or volunteer when attending our sessions or venues you should:

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*)

- **Beast 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.
- **Be Secure**
- **Record**
take detailed notes including names, actions, locations, dates & times.

Pass on this information to a staff member or the DSI 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 PTF'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

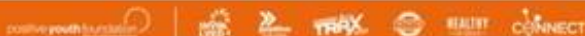
Confidential information regarding a young person & their family must not be discussed outside of PYF and only shared on a need to know basis.



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, videos 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 PVF 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



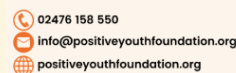
Nikki Miles
Designated Safeguarding Lead (DSL)
Programmes Manager
nikki@positiveyouthfoundation.org



Abu Miah
Deputy DSL,
Programmes Manager
Abu@positiveyouthfoundation.org



Krishan Singh
DSL, Health & Safety Lead
Director of Operations
krishan@positiveyouthfoundation.org



Reporting Procedure Graphic & Key Contacts

Safeguarding Internal Process



Level of Risk & Actions to Take

LOW	MODERATE	HIGH
An isolated incident, where no further harm is expected to happen	Multiple actions are required to return the situation to low risk. Most of our incidents are moderate	Life may be in danger, or risk of serious harm for physical or mental health
- Complete report	- Contact your line manager ASAP	- Phone emergency services if required

Safeguarding Internal Process



Level of Risk & Actions to Take

LOW	MODERATE	HIGH
An isolated incident, where no further harm is expected to happen	Multiple actions are required to return the situation to low risk. Most of our incidents are moderate	Life may be in danger, or risk of serious harm for physical or mental health
- Complete report form ASAP - Then report to your line manager & DSL	- Contact your line manager ASAP - Complete report form - Phone for actions before the end of day - Email for actions over the next 48 hours	- Phone emergency services if required - Phone DSL / H&S ASAP - Complete report form ASAP

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

KEY CONTACTS



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



Nikki Miles
Deputy DSL
Programmes Manager
nikki@positiveyouthfoundation.org

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