


# Tomorrow's Leaders CIC (Future Leaders UK)

## Safeguarding Policy

*(Aligned with Keeping Children Safe in Education)*

Annual Review Dates	
Date of Policy Review	01/04/26
Date of Next Policy Review	31/03/27
DSL Signature	  Mr Faheem Khan CEO & Founder

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## INTRODUCTION

Tomorrow's Leaders CIC (Future Leaders UK) is a youth-led CIC that empowers young people through leadership programmes, real-world experiences, and opportunities to influence change.

We are committed to safeguarding children and young people in line with national legislation and relevant national and local guidelines.

We will safeguard children and young people by ensuring that our activities are delivered in a way which keeps all children and young people safe.

Future Leaders UK is committed to creating a culture of zero-tolerance of harm to children and young people.

Safeguarding is everyone's responsibility. The purpose of this document is to specify Future Leaders UK's safeguarding policy and procedures for the protection of children and young people. A child is defined as anyone up to the age of 18.

This policy and procedures apply to all Future Leaders UK staff, volunteers, directors, freelancers, and anyone working with Future Leaders UK. It covers all of Future Leaders UK's activities.

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare.

Safeguarding and promoting the welfare of children and young people is defined for the purposes of this policy as:

- Protecting children and young people from maltreatment.
- Preventing impairment of children's and young people's health or development.
  - Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best life chances.

Child protection refers to the activity that is undertaken to protect specific children and young people who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so. The 'Working Together to Safeguard Children 2023' guidance sets out the statutory responsibilities of organisations, including charities, in creating a culture of safeguarding.

## POLICY STATEMENT

Future Leaders UK seeks to provide an environment where everyone can work safely, and children and young people can engage with our activities and enjoy programmes provided through the work of Future Leaders UK or in partnership with other organisations and/or the community and voluntary sector.

It is the policy of Future Leaders UK to safeguard the welfare of children and young people in the work we do by protecting them from neglect, physical, sexual, or emotional abuse. It is also Future Leaders UK's policy to provide those working for or with the Charity with a framework to operate within to keep everyone who is engaged in the Charity's activities safe.

It is therefore Future Leaders UK's policy to:

- Establish a safeguarding structure with roles and responsibilities including the appointment of a Designated Safeguarding Officer.
- Ensure that all staff, volunteers, directors and consultants or any otherwise legally responsible adults working with children and young people are carefully selected, checked by the Disclosure and Barring Service (DBS), have appropriate references and understand and accept their responsibility for the safety of children and young people in their care.
- Raise awareness of child protection issues amongst any networks that we are part of.
- Ensure that children and young people's welfare is of paramount importance, regardless of their age, gender, sexual orientation, religion, ability, or race when planning, organising, advising on and delivering programmes.
- Ensure accurate and confidential recording of safeguarding concerns, incidents, and actions taken, in line with organisational procedures.
- Equip all staff with induction, refresher and escalation training and support needed to confidently and competently follow our safeguarding policy, procedures, and code of conduct.
- Respond swiftly and appropriately to all suspicions or allegations of abuse and to ensure confidential information is restricted to those on a 'need-to-know' basis.
  - Monitor and review the effectiveness of this policy on a regular basis (no longer than two years in between each review) to ensure best practice is maintained including any learning or feedback from safeguarding concerns and changes in legislation or guidance.
- Ensure that the principles of this policy are adopted by all organisations or individuals with whom Future Leaders UK works.

The Child Protection elements of this policy and associated procedures also seek to manage effectively the risks associated with activities and events involving children and

young people by:

- Completing risk assessments to identify risks and means of reducing or eliminating these.
- Implementing the required action identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.
- Ensuring that appropriate DBS checks are conducted depending on eligibility.
- Requiring new employees and individuals working with children and young people to familiarise themselves with the content of this policy and receive appropriate training.

**ROLES AND RESPONSIBILITIES**

<p><b>All Staff and Volunteers</b></p> <p>All individuals associated with Future Leaders UK must be aware of and adhere to this policy and report any safeguarding concerns</p>	<p><b>Deputy Designated Safeguarding Officer</b></p> <p>The Deputy DSO supports the Designated Safeguarding Officer in ensuring that effective safeguarding arrangements are in place across Future Leaders UK. They help promote the safety and welfare of children and young people, assist with implementing safeguarding policies and procedures, and act as a point of contact when the DSO is unavailable.</p>
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**Designated Safeguarding Officer (DSO)**

The DSO leads on safeguarding at Future Leaders UK, ensuring that effective arrangements are in place to protect children and young people. They are responsible for promoting a safe culture across all activities and ensuring that safeguarding policies and practices reflect current legislation and best practice.

**Board of Directors**

Directors have a duty to safeguard anyone who comes into contact with their organisation - this includes beneficiaries, staff, and volunteers. They are responsible for oversight and ensuring Future Leaders UK's compliance with safeguarding policies and procedures and should receive and consider a safeguarding report annually. While directors can delegate tasks, they retain ultimate accountability and responsibility for safeguarding in Future Leaders UK.

**Named personnel with designated responsibility for safeguarding and child protection**

<b>Designated safeguarding lead</b>	<b>Faheem Khan</b> <a href="mailto:admin@futureleaders.uk">admin@futureleaders.uk</a>
<b>Deputy designated safeguarding lead</b>	<b>Halima Shakoor</b> <a href="mailto:contact@futureleaders.uk">contact@futureleaders.uk</a>

## RECRUITMENT OF EMPLOYEES, VOLUNTEERS, DIRECTORS AND CONSULTANTS

The aim of our recruitment and selection processes for employees, volunteers, directors, freelancers, and consultants is to appoint individuals who are both suitable for the role and committed to safeguarding, through practices that prioritise child safety and minimise risk.

All staff, freelancers and regular volunteers are recruited through a safer recruitment process that includes role-specific safeguarding training, two appropriate references, a valid enhanced DBS check and a clear understanding of the organisation's safeguarding expectations and Future Leaders UK's code of conduct.

## GUIDANCE FOR SAFER WORKING

The word 'session' is used below to cover all delivery of our work and 'staff' includes all legally responsible adults hired or commissioned by Future Leaders UK including freelance workers.

Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments. Due regard should be given to the potential influences and associated risks that different groups will have on each other.

Staff working with children and young people should:

- Be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
- Should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
- Staffing ratio guidelines must be followed. In practice, the ratio of responsible adults to children and young people tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. In line with best practice, it is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times.
- Wherever possible, staff should avoid being alone with children and young people, and staff shouldn't take them to their own home.
- Staff shouldn't offer a lift to a child or young person unless they have written parental

consent, or a second adult is present. This applies to private, unscheduled transport offered by staff in personal vehicles. Group transport arranged by Future Leaders UK (such as minibuses, coaches, or pre-booked taxis) is permitted where this has been risk assessed and covered by programme-level parental consent. Where taxis are used, they must be pre-booked by Future Leaders UK, shared wherever possible, and staff must not travel alone with a child or young person unless explicitly authorised and recorded.

- Staff should only train children and young people in a non-intrusive manner. Staff will be expected to keep an attendance register for all organised sessions.
- Parental consent and medical information about the child or young person must be obtained in advance when Future Leaders UK is working directly with, and has responsibility for, them.
- Staff should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Staff should ensure that programmes follow agreed timings and locations.
- Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice.
- Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- Residential and events for young people should be alcohol free, unless there is an agreement by the CEO, a senior member of staff, that alcohol can be consumed and that a risk assessment supporting the residential or event has mitigated any risks.
- All accidents/incidents involving staff or participants should be recorded using the accident forms immediately or as soon as practicably possible. Parents/carers should normally be informed of accidents or incidents involving their child as part of health and safety procedures. Where an incident raises safeguarding concerns, or where informing a parent/carer may increase risk to the child, advice must be sought from the Designated Safeguarding Officer before contact is made.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected cases of child abuse to the appropriate people.

## BEHAVIOUR AND CONDUCT

Future Leaders UK implements a Behaviour Code of Conduct which sets out the standards of behaviour expected when working with children, young people - both in person and online.

It applies to all staff and outlines key principles to help create a safe, respectful, and inclusive environment. While not exhaustive, it provides a minimum framework for good practice that supports the welfare of those we work with and protects the professional integrity of staff and the reputation of Future Leaders UK.

Any breaches of this Code must be reported to the Designated Safeguarding Officer (DSO) and recorded appropriately.

The Code of Conduct can be on Future Leaders UK's Shared Drive.

## RESPONDING AND REPORTING PROCEDURES- SUSPICIONS/REPORTS OF ABUSE

A concern about the safety of a child/young person might arise as a result of:

- A child says that they are being abused or tells you about an experience or event that has happened to them that you think would be harmful (this is sometimes referred to as a 'disclosure')
- Directly witnessing someone being harmed by another person
- Somebody tells you that a child is being harmed or is at risk of harm
- You may observe signs or indicators that suggest a child is being harmed or at risk of harm.
- The behaviour or attitude towards a child by someone associated with Future Leaders UK gives cause for concern.
- A child tells you about an experience of abuse in the past which is often referred to as 'historical or non-recent abuse'.

**It is not the responsibility of staff or volunteers to deal with suspected abuse, but it is their responsibility to report concerns in line with guidance on reporting child abuse.**

You may find that these concerns back up other recorded incidents. Remember, do not investigate – do report.

## DO'S AND DON'T'S

The following are some key Do's and Don'ts if a child or young person reports abuse:

**Always:**

- Stay calm – ensure the child or young person is safe and feels safe.
- Make notes and, as soon as possible after the event, write up a detailed account of what you and the child or young person discussed.
- Allow the child or young person to speak without interruption, accepting what you have been told (This should not be seen as believing or disbelieving what you have been told).
- Reassure the child or young person and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child or young person that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgement.

**Never:**

- Rush into details that may be inappropriate.
- Make promises that you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child or young person and gain support for yourself.

## SCENARIOS

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

**01. If a child or young person gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below MUST be followed:**

- a. Immediately inform your Manager or the Designated/Deputy Designated Safeguarding Officer.
- b. Use the incident record form to make a record of your actions. Include anything the child or young person said, anything you asked the child and your observations. This may be used as evidence later. Record only the facts as you know them.
- c. Ensure the child has access to an independent adult (another member of staff, teacher etc).
- d. If abuse is suspected, you should report concerns directly to the Designated/Deputy Designated Safeguarding Officer immediately or in their absence, the Chair of directors. It is the responsibility of the safeguarding

officer to inform the authorities.

**02. If you receive an allegation from an adult about another adult or yourself, the procedure that MUST be followed is:**

- a. Immediately inform the Designated/Deputy Designated Safeguarding Officer.
- b. Record the facts as you know them and give a copy to your manager.
- c. If an allegation is suspected, concerns should be reported directly to the Designated/Deputy Designated Safeguarding Officer or in their absence, the Chair of directors. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

**03. If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child or young person, the procedure that MUST be followed is:**

- a. advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child or young person, what was discussed.
- b. advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes.
- c. immediately inform your Manager or Director or Safeguarding Officer.
- d. record the facts as you know them and give a copy of the record to the Manager or Director.
- e. If abuse is suspected you or the Manager or Director should report concerns directly to the Designated/Deputy Designated Safeguarding Officer or in their absence the Chair of directors. It is the responsibility of the safeguarding officer to inform the appropriate authorities.

**04. If you are concerned that a child or young person is or may be subject to abuse or harm:**

- a. Make a written, dated note of observations.
- b. immediately inform your Manager or Director or the Designated/Deputy Designated Safeguarding Officer or in their absence the Chair of directors, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for referral procedure.

**05. The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child or young person.**

According to statutory guidance, Working Together to Safeguard Children 2023, an

allegation against a staff member or other personnel is when the person has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards one or more young people in a way that indicates they may
- pose a risk of harm to a child
- behaved in a way that indicates they may not be suitable to work with a child

a. If you are concerned that a member of staff is harming or abusing a child or young person, you must report your concerns immediately to your line manager, Director or Safeguarding Officer. Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.

b. If you suspect any other person is harming or abusing a child or young person, you should contact your line manager, Director or Safeguarding Officer. However, you can contact Children's Services, Adult Services, or the Police.

This includes concerns about harm caused by another child or young person, including peer-on-peer abuse or abusive intimate relationships. Such concerns must be reported and managed through safeguarding procedures, not treated solely as behaviour or conduct issues.

If you have urgent concerns about the safety of a child or young person and are unable to contact your line manager, Director or Safeguarding Officer, do not hesitate to contact Children's service, adult services, or the police. These external agencies will be in a position to determine an appropriate course of action.

**Scenario: A child or young person discloses abuse but does not name the person responsible.**

Staff should not ask leading or probing questions to identify the perpetrator. If the child or young person is unwilling or unable to name the person, this should be respected. The disclosure must still be recorded and reported to the Designated Safeguarding Officer, noting exactly what was said and any immediate safety concerns.

**Scenario: It may not be safe for the child or young person to leave the session.**

If there are concerns that it may not be safe for a child or young person to leave a session, staff must prioritise the immediate safety of the individual. This may include delaying departure, increasing supervision, and contacting the Designated Safeguarding Officer or emergency services for advice. A child or young person must not be sent into a situation where there is a known or suspected immediate risk.

DUTY TO REFER TO DBS

The Disclosure and Barring Service (DBS) duty to refer applies specifically to individuals who are involved in regulated activity with children .

Future Leaders UK has a legal duty to refer individuals to DBS who has either:

- left the organisation
- or moved to a role which does not involve regulated activity because they harmed or might have been at risk of harming a young person.

Failure to refer to the DBS is a criminal offence.

With the information provided, the DBS will decide if the person should be added to their barred list to prevent them from working in a regulated activity or work with children again in the future.

Referrals to the DBS can be submitted online, by email, or by post.

Where a staff Member is registered with a professional body, the issue of referral of the employee to the professional regulatory body must be considered by the Designated Safeguarding Officer.

## MAKING A REFERRAL

If you are concerned that a child or young person may be at risk or has disclosed that they are being harmed, you should contact your line manager, Director or Safeguarding Officer. Your line manager, Director or Safeguarding Officer will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Charity's internal procedures.

Where a referral is to be made externally, the Designated Safeguarding Officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

## WHEN TO SPEAK TO PARENTS/CARERS

When you have a safeguarding concern about a child, you should generally discuss the concern with the parent/carer and seek their agreement to make a referral. However, this should only be done if it does not place the child at increased risk of harm. Specifically, if the parent is the subject of the safeguarding concern, discussing the issue with them could potentially endanger the child further.

The decision to involve the parent should be based on the seriousness of the reported incident(s) and the wishes of the child, where appropriate.

## RECORDING, STORING AND RETENTION

All information relating to a safeguarding concern about a child and subsequent actions taken must be recorded using the Incident Record Form (Appendix 1).

Future Leaders UK must keep clear and detailed records of any safeguarding concerns or allegations, including how each case was followed up, resolved, and the decisions and actions taken. These records should be stored securely in a password-protected folder on a shared drive, with access restricted to the Designated Safeguarding Officer and authorised personnel.

To maintain confidentiality and clarity, records of child or adult protection concerns and referrals must be filed individually for each child and kept separate from any safeguarding allegations against staff. This approach avoids combining all concerns into a single log and ensures sensitive information is only accessible to those who need to know.

Records of safeguarding allegations should generally be retained for 15 years to allow for historical concerns to be addressed if needed. If a complaint or legal proceedings arise, records may need to be kept longer, and any extended retention must be documented in line with the Data Protection Act.

For serious safeguarding allegations against staff, records should be kept until the individual reaches age 65, or for 10 years if that is longer. Allegations found to be malicious must be removed from personnel records.

## CONFIDENTIALITY AND INFORMATION

Any information disclosed by a child or young person must be treated confidentially and only shared with the people responsible for safeguarding in Future Leaders UK and any appropriate agencies such as child protection services.

Future Leaders UK recognises that being involved in a child protection issue is potentially traumatic and wishes to look after the welfare of its staff and volunteers. Should you require further support to deal with any issues raised by the incident/report, please speak to the Designated Safeguarding Officer or call the NSPCC helpline on 0808 800 5000.

## RECOGNISING RISK

Some young people are at increased risk of abuse. Some young people face additional barriers with respect to recognising or disclosing abuse. Future Leaders is committed to recognising diversity and ensures anti-discriminatory practices. We ensure that all young people have the same protection.

Future Leaders give special consideration to young people who:

- Have special educational needs (SEN) or disabilities).
- Are young carers.
- May experience discrimination due to their race, ethnicity, religion, gender identification, or sexuality.
- Are at risk of criminal or sexual exploitation, forced marriage, or radicalisation.
- Are asylum seekers.
- Are known to be living in difficult situations e.g., where there are issues at home, such as: substance abuse/misuse, mental health, or domestic violence or where a family member has mental health needs.
- Are at risk due to their own mental health needs.
- Are within the care system and are looked after or previously looked after.

## ABUSE AND NEGLECT

**Abuse:** 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. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or young people.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing young people frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact

activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young people. The sexual abuse of young people by other young people is a specific safeguarding issue in education.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Adverse Childhood Experiences**

The ACEs acronym is used to describe a broad range of adverse childhood experiences that can be stressful or traumatic events that young people and young people can be exposed to. ACEs range from experiences that directly harm a child, such as physical, verbal, or sexual abuse, and physical or emotional neglect, to those that affect the environments in which young people grow up, such as parental separation, domestic violence, mental illness, alcohol abuse, drug use or imprisonment. Where young people have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these young people's experiences, can impact on their mental health, behaviour, and education.

### **Parental Mental Health Problems**

One in four people are estimated to experience a mental health problem. Many young people will grow up with a main carer or close family member who has mental health difficulty. 'parental mental health problems' to mean that a parent or carer has a diagnosable mental health condition. This can include depression, anxiety disorders, schizophrenia, bipolar disorder, personality disorders. More information can be found at <https://learning.nspcc.org.uk/young-people-and-families-at-risk/parental-mental-health-problems>

### **Domestic Abuse**

The Domestic Abuse Act 2021 introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on young people, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Domestic abuse can impact on young people when they witness it at home and/or suffer it in an intimate personal relationship. More information can be found using the below links.

[Operation Encompass](#)

[National Domestic Abuse Helpline](#)

[NSPCC](#), [Refuge](#) and [SafeLives](#)

### **Parental Substance Misuse**

Parents' dependent alcohol and drug use can negatively impact on young people's physical and emotional wellbeing, their development and their safety. The impacts on young people include:

- physical maltreatment and neglect, poor physical and mental health, development of health harming behaviours in later life, for example using alcohol and drugs and at an early age, which predicts more entrenched future use, poor organisation attendance due to inappropriate caring responsibilities, low educational attainment
- involvement in anti-social or criminal behaviour

For Public Health information on parental substance misuse [click here](#)

**Honour-based abuse** - So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. FGM: Whilst all staff should speak to the designated safeguarding lead or deputy regarding any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#)

### **Mental Health**

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff are well placed to observe young people regularly and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, and speaking to the designated safeguarding lead or a deputy. More information can be found using the below links.

[YoungMinds](#)

[Department for Education \(DfE\) \(2018\) Mental health and behaviour in organisations](#)

### **Self-Harm and Suicide**

Over the past two decades, rates of non-suicidal self-harm have increased across the population. Self-harm is more common among young people than other age groups, particularly young women.

Self-harm has a strong relationship to suicide. While most young people who self-harm will not go on to take their own life, reducing rates of self-harm is important for suicide prevention. More information can be found using the below link.

<https://youngminds.org.uk/find-help/feelings-and-symptoms/self-harm/>

Thoughts of suicide can affect anyone at any time. Often, people thinking about suicide will have experienced a stressful event associated with a feeling of loss. Events and experiences have different meanings and a different significance to each person – some people may feel able to cope whilst others may feel suicidal.

More information can be found using the below link.

<https://www.papyrus-uk.org/>

**All** staff should have an awareness of safeguarding issues that can put young people at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nudes and semi-nudes images and/or videos can be signs that young people are at risk.

A child going missing and/or patterns of unauthorised absence, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risks and to help prevent the risk of them going missing in future.

### **Contextual Safeguarding**

Safeguarding incidents and/or behaviours can be associated with factors outside the organisation. All staff should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of young people should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

## **EXPLOITATION**

### **Child Criminal Exploitation (CCE)**

Some specific forms of CCE can include young people being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Young people can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As young people involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older young people), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

### **Child Sexual Exploitation (CSE)**

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving young people in the production of sexual images, forcing young people to look at sexual images or watch sexual activities, encouraging young people to

behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge e.g., through others sharing videos or images of them on social media.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some young people may not realise they are being exploited e.g., they believe they are in a genuine romantic relationship.

All staff should be aware of the indicators, which may signal young people are at risk from, or are involved with serious violent crime. These may include increased absence from organisation, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that young people have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation. More information [here](#).

### **Serious violence**

All staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from organisation, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Advice for organisations is provided in the [Home Office's Preventing youth violence and gang involvement](#) and its [Criminal exploitation of young people and vulnerable adults: county lines guidance](#).

### **ONLINE SAFETY**

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation; technology often provides the platform that facilitates harm. An effective approach to online safety empowers an organisation to protect the whole organisation community in their use of technology and establishes mechanisms to identify, intervene in and escalate any incident where appropriate.

The breadth of incidents classified within online safety is considerable, but can be categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material: for example, pornography, fake news, racist or radical and extremist views.
- **Contact:** being subjected to harmful online interaction with other users: for example, commercial advertising as well as adults posing as young people or young adults; and
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images, or online bullying.
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, young people or staff are at risk, please report it to the [Anti-Phishing Working Group](#)

As organisations increasingly work online, it is essential that young people are safeguarded from potentially harmful and inappropriate online material.

UKCIS provides detailed advice about sharing of nudes and semi-nude images and videos.

IWF provides up to date information on web safety

### **Peer-on-peer abuse (child on child)**

All staff should be aware that young people can abuse other young people. And that it can happen both inside and outside of organisation and online. All staff should understand, that even if there are no reports in their organisations it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer-on-peer abuse, they should speak to their designated safeguarding lead (or deputy).

All staff must understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for young people and in worst case scenarios a culture that normalises abuse leading to young people accepting it as normal and not coming forward to report it.

Peer on peer abuse is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- Abuse in intimate personal relationships between peers.
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse) [Department for Education \(DfE\) \(2017\) Preventing bullying.](#)

### **Peer on Peer Abuse - Sexual Violence, Sexual Harassment and Harmful Sexual Behaviour**

Sexual violence and sexual harassment can occur between two young people of any age and sex. It can also occur through a group of young people sexually assaulting or sexually harassing a single child or group of young people. Young people who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This is likely to adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Young people with Special Educational Needs and Disabilities (SEND) are three times more likely to be abused than their peers.

Future Leaders are aware of the importance of:

- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;

- Not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”;
- Challenging behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia and flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them; and
- Understanding that all the above can be driven by wider societal factors beyond the organisation, such as everyday sexist stereotypes and everyday sexist language
- Sexual violence
- Future Leaders UK are aware of sexual violence and the fact young people can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual violence offences under the [Sexual Offences Act 2003](#)

### **Sexual Harassment**

Sexual harassment ‘unwanted conduct of a sexual nature’ that can occur online and offline and can include:

- Sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- Sexual “jokes” or taunting; physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (organisations should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
  - Non-consensual sharing of sexual images and videos.
  - Sexualised online bullying;
  - Unwanted sexual comments and messages, including, on social media; and
  - Sexual exploitation; coercion and threats.

[NSPCC helpline](#)

### **Harmful sexual behaviour (HSB):**

is an umbrella term that describes a range of sexual behaviours. Hackett et al. (2016) define HSB as “sexual behaviours expressed by young people under the age of 18 years old that are developmentally inappropriate, that may be harmful towards self or others, or be abusive towards another child, young person or adult”.

This definition captures a range of behaviours, both offline and online, such as sexualised, gendered or sexist name calling, sexual image sharing without consent, unwanted sexual touching, sexual assault and rape. Sexual behaviours are seen across a continuum ranging from normal and appropriate sexual behaviours that are expected from people of a certain developmental age through to sexual behaviours that are inappropriate, problematic, abusive or violent.

<https://www.lucyfaithfull.org.uk/>

STATUTORY FRAMEWORK & GUIDANCE

In order to safeguard and promote the welfare of young people, this policy and our safeguarding and child protection procedures have been developed in accordance with the following legislation and guidance:

[The Young people Act 1989](#)

[The Young people Act 2004](#) (section 10 and section 14B)

[London Child Protection Procedures](#)

[Working together to safeguard young people \(July 2018\)](#)

[Keeping Young people Safe in Education \(DfE September 2021\)](#)

[Mandatory reporting of female genital mutilation procedural information.](#)

[General Data Protection Legislation \(2018\)](#)

[Protecting Young people from Radicalisation: The Prevent Duty, 2015](#)

[Safeguarding Vulnerable Groups Act](#)

[Sharing nudes and semi-nudes: advice for education settings working with young people and young people](#)

[Voyeurism Offences Act 2019](#)

[The Sexual Offences Act 2003](#)

[Teaching Online Safety in Organisations](#)

[Preventing and Tackling Bullying](#)

## **Procedures**

RESPONSIBILITIES: ALL STAFF

Organisation staff are particularly important as they can identify concerns early, provide help for young people and prevent concerns from escalating. Staff should be aware “it could happen here” and create a safe environment where young people can disclose abuse.

It is the responsibility of every member of staff to know and understand Safeguarding policies and procedures. Every organisation should have a designated safeguarding lead who is the first point of contact for safeguarding and child protection concerns. The designated safeguarding lead and deputy should always be available to discuss safeguarding concerns.

## **What staff should do if they have concerns about a child**

The Designated Safeguarding Lead is: Faheem Khan [admin@futureleaders.uk](mailto:admin@futureleaders.uk)

The Deputy DSL is: Halima Shakoor [contact@futureleaders.uk](mailto:contact@futureleaders.uk)

The organisation's approach ensures the DSL or a deputy is always present while the organisation is running activities.

If staff have any concerns about a child's welfare or a child makes a disclosure to you, it should be acted on immediately, in line with our organisation's policy and procedures and you must **always** seek advice from the designated safeguarding lead.

All concerns, discussion and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead or deputy.

## Hearing disclosures

All staff should know what to do if a child tells them s/he is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality while never promising a child that they will not tell anyone about what they have disclosed.

All staff should be able to reassure victims of abuse that they are being taken seriously and will be supported. Young people should never be made to feel ashamed or that they are creating a problem by reporting abuse, sexual violence or sexual harassment.

If a child discloses that he or she has been abused in some way, the member of staff or volunteer should:

- Listen carefully to what they're saying - Be patient and focus on what you're being told. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.
- Give them the tools to talk - If they're struggling to talk to you, use open ended questions and simple prompts to help them share what's happening and how they're feeling.
- Let them know they've done the right thing by telling you - Reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.
- Tell them it's not their fault - Abuse is never a child's fault. It's important they hear, and know, this.
- Say you'll take them seriously - They may have kept the abuse secret because they were scared, they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.
- Don't confront the alleged abuser - Confronting the alleged abuser could make the situation worse for the child.
- Explain what you'll do next - explain you'll need to report the abuse to someone who can help.
- Report what the child has told you as soon as possible- Report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after you've spoken to the child. Try to keep these as accurate as possible.

[NSPCC Hearing Disclosures](#)

## **Additional Contacts**

### **Local Authority Safeguarding Leads (Registered Address)**

Westminster

Please call 020 7641 7668 and ask to speak to the Duty Child Protection Adviser

Email [lado@westminster.gov.uk](mailto:lado@westminster.gov.uk)

[LADO referral form](#). Instructions to fill in the form can be found [here](#).

For further information on the LADO and making a referral please visit the [Local Safeguarding Children Partnership LADO page](#).

Named LADO:

Aqualma Daniel

Safer Organisations Manager & Local Authority Designated Officer (LADO) Kensington and Chelsea and Westminster

Tel : 07870 481712

Email [Aqualma.Daniel@rbkc.gov.uk](mailto:Aqualma.Daniel@rbkc.gov.uk)

### **Multi Agency Safeguarding Hub (MASH)**

email: [accesstochildreancesservices@westminster.gov.uk](mailto:accesstochildreancesservices@westminster.gov.uk)

phone: 0207 641 4000

You have a right to complain if you think we have not complied with our obligation for handling your personal information. Please email: [DPO@westminster.gov.uk](mailto:DPO@westminster.gov.uk)

If you are not satisfied with the council's response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by [visiting the ICO website](#)

### **Health**

**Ambulance Service Emergency: 999**

**Health Services non-emergency / Crisis Line: 111 option 2**

### **Police**

**Police non-emergency: 101**

**In an emergency: 999**

### **NSPCC**

**Reporting a concern: 08088005000**

### **Allegations or concerns about staff**

This procedure must be used in any case in which it is alleged that a member of staff, visiting professional or volunteer has:

- Behaved in a way that has harmed a child/young person or may have harmed a child/young person
- Possibly committed a criminal offence against or related to a child/young person; or
- Behaved in a way that indicates s/he may not be suitable to work with young people.
- Behaved towards a child or young people in a way that indicated s/he may pose a risk of harm to young people.

Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in organisation to abuse young people. In our organisation we also recognise that concerns may be apparent before an allegation is made. All staff working within our organisation must report any potential safeguarding concerns about an individual's behaviour towards young people immediately.

Allegations or concerns about staff, colleagues and visitors (recognising that organisations hold the responsibility to fully explore concerns about supply staff) must be reported directly to the Managing Director who will liaise with the Local Area Designated Officer (LADO) Team who will decide on any action required.

We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the DSL or Headteacher.

### **The Use of Reasonable Force in Organisations**

There are circumstances when it is appropriate for staff in organisation to use reasonable force to safeguard young people. The term 'reasonable force' covers the broad range of actions used by staff that involves a degree of physical contact to control or restrain young people. This can range from guiding a young person to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury.

'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

Government advice for 'Use of Reasonable Force in Organisations' is available here. The governing body and organisation leaders have a separate policy which has taken account of advice for organisations in [Use of Reasonable Force in Organisations](#).

For more information or to report a safeguarding concern, please email [contact@futureleaders.uk](mailto:contact@futureleaders.uk)

## **APPENDIX**

### **SAFEGUARDING INCIDENT REPORT FORM**

Your Name:	Job title:  Contact Email:  Contact Mobile:
Child/ Young person at-risk name:	Child/ young person address:
Child's age, date of birth (if known):	Parents/carers names and addresses:
Date of incident:	Time of incident:

Are you reporting your own concerns or responding to concerns raised by someone else?

If responding to concerns raised by someone else, please provide their name, role and contact details (if known):

Provide details of the concern (describe any injuries, state whether fact, opinion or hearsay):

Record of exactly what the child or young person said and what you said (do not lead the child or young person – record actual details and continue on a separate sheet if necessary)

Please provide details of the person alleged to have caused the incident/injury if known:

**Does this indicate the person subject of the concern or allegation has:**

- Behaved in a way that has harmed a child or young person, or may have harmed a child or young person.
- Possibly committed a criminal offence against or related to a child or young person.
- Behaved towards a child or young person in a way that indicated they may pose a risk of harm to children or young people.
- Behaved in a way that may compromise the Future Leaders UK's reputation to safeguarding the young and the vulnerable

**Subject of concern/allegation**

Name

Position

D.O.B.

Tel No:

Address

Postcode

Other

Any previous concern(s):

**Action taken so far:**

External agencies contacted (contact Future Leaders UK's Designated/Deputy Safeguarding Officer for advice)			
	<b>Name</b>	<b>Date</b>	<b>Time</b>
<b>Police</b>			
<b>Local Authority</b>			
<b>Social Services</b>			
<b>Health Services</b>			
<b>Probation Services</b>			
<b>Education</b>			
Details of advice given:			
Future Leaders UK senior management contacted (names, contact numbers and details of advice received)			
Safeguarding officer informed – date and time			
<b>Have parents been informed that contact is going to be made with Children's Services?</b>			
Yes/No			

NB: parents should be informed of safeguarding disclosure unless doing so could place the child at risk of further harm. Please seek advice from the Designated/Deputy Safeguarding Officer if you are uncertain	
<b>Signature</b>	<b>Date/Time</b>

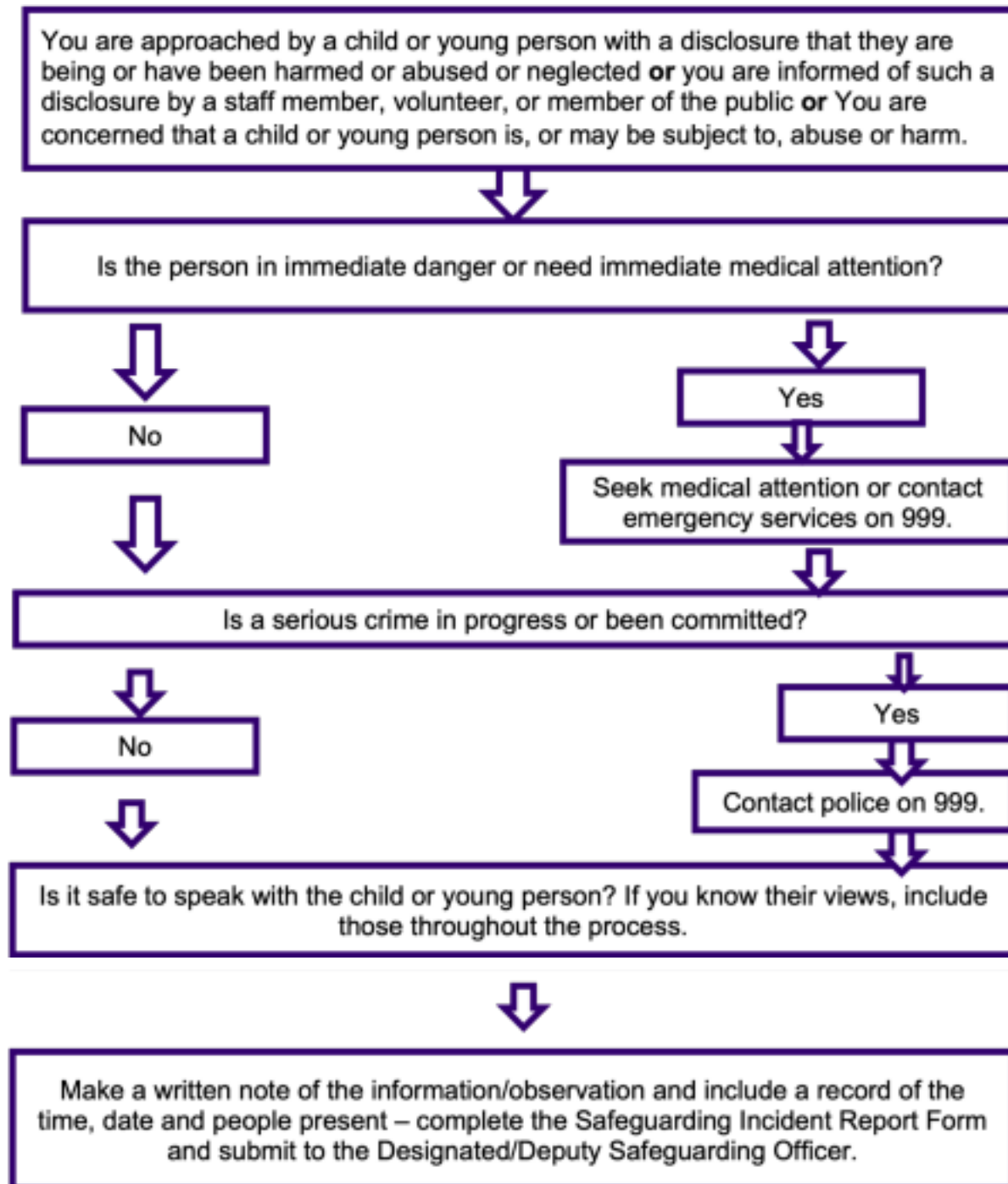
A copy of this report should be sent confidentially to the Designated/Deputy Safeguarding Officer and your line manager. In addition, it may be appropriate to keep details of any actions, meetings, or decisions in the incident log for future reference.

Please remember to maintain confidentiality on a need-to-know basis – do not discuss this incident with anyone other than your manager or those who need to know.

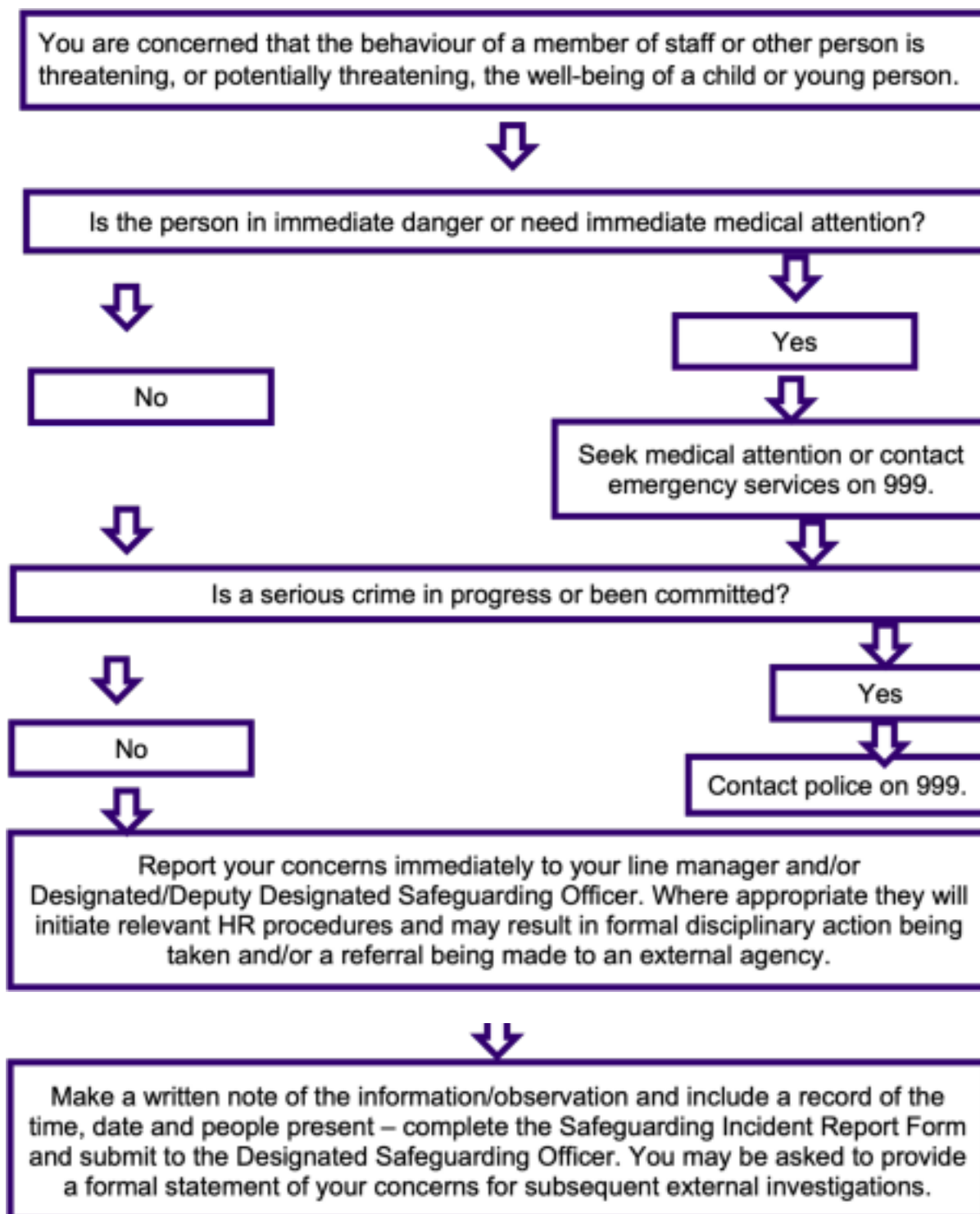
The personal information record above is governed by the provisions of Data Protection legislation and must be processed only in a manner compatible with this legislation.

**IN STRICTEST CONFIDENCE WHEN COMPLETED.**

## **GUIDANCE FLOWCHAT - CONCERNS ABOUT YOUNG PERSON**



## GUIDANCE FLOWCHAT - ALLEGATIONS ABOUT ADULTS



## GUIDANCE FLOWCHAT - BEHAVIOUR OF STAFF

**Behaviour of a staff member, Director, volunteer, freelancer, or consultant (e.g., allegation about behaviour towards a child or young person)**

Concerns arise about the behaviour of a member of staff, Trustee, freelancer or volunteer toward a child/children or young person(s). e.g., suspicious or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to line manager/DSO completes incident report form and DSO(s) takes appropriate follow up action.

DSO (if appropriate on consultation with external agencies) determines the route for further action to be taken (e.g., does the matter appear to be poor practice or possible abuse, and records the action taken and agreed)

Poor practice/breach of staff code

Possible abuse /Criminal offence



OR



Concern dealt with as misconduct issue using complaints/disciplinary procedures as appropriate (in consultation with LADO)

In consultation with agencies and LADO – DSO refers to HR re disciplinary procedures (immediate temp suspension w/out prejudice) & notify other orgs.

DSO consults/refers to LADO/Police and follows up in writing with 24 hours.

Disciplinary investigation undertaken and hearing held.

Disciplinary process initiated – investigation may be delayed pending stat agencies processes. Support from LADO

Local authority/police hold strategy meeting and agree investigation process.

Outcome of disciplinary process (e.g., no case to answer, advice or warning given, training/support required, other sanctions or exclusion). Consider referring to DBS.

Full disciplinary investigation undertaken, and hearing held. Outcomes and possible appeal

Outcome of local authority/police investigation (e.g., criminal prosecution, no further action etc)

Disciplinary appeals process