



**YOUNG SOMERSET**

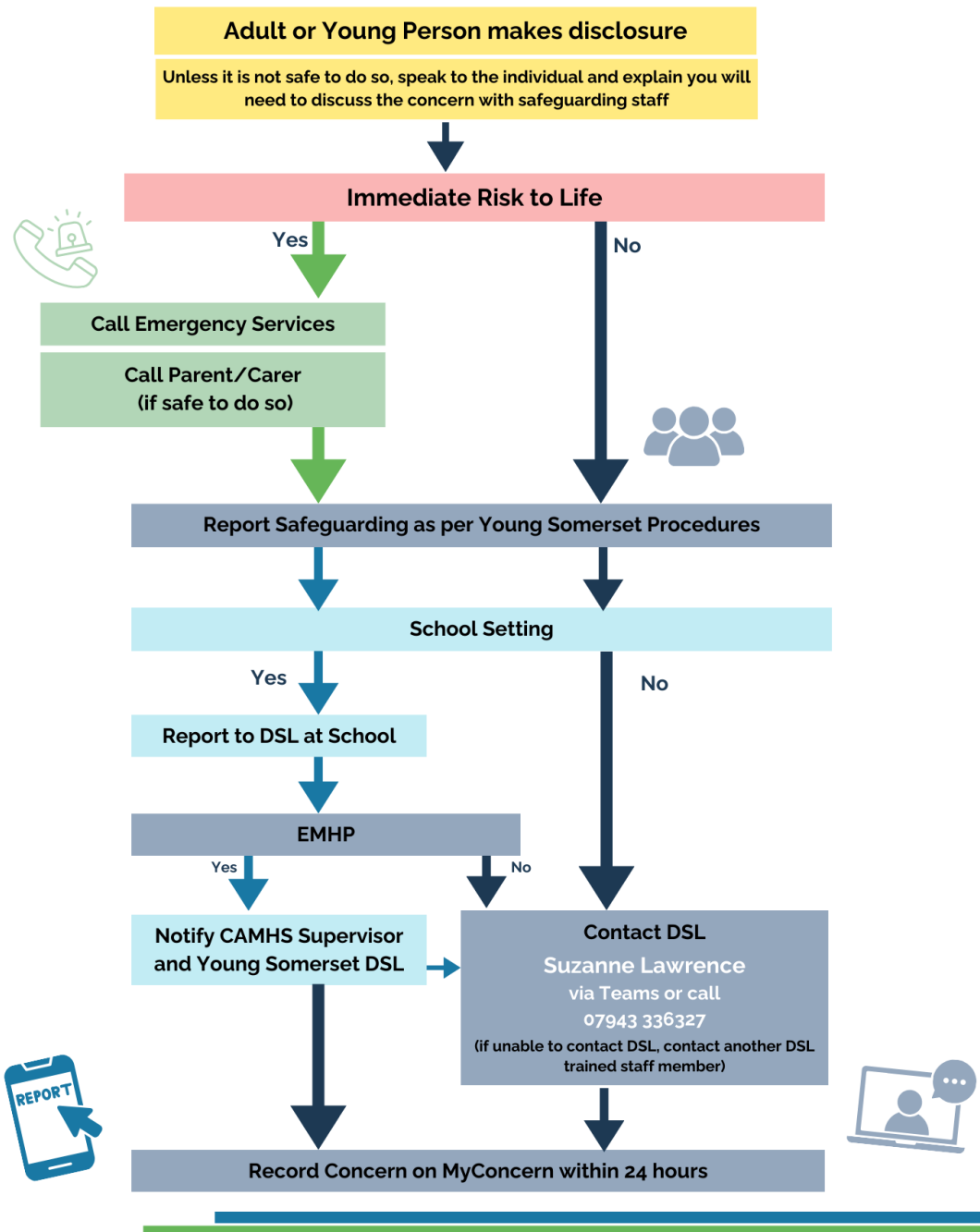
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**SAFEGUARDING POLICY**

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# Safeguarding

## Reporting a Concern



For detail of full Safeguarding Team please visit Young Somerset Intranet – Safeguarding Page – How to Report.

[How to Report \(sharepoint.com\)](#)

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## 1. Statement of Intent/Policy Statement

Young Somerset (YS) are dedicated to protecting any person engaged with our services. Our commitment is to all children (including unborn babies), young people and adults at risk, (definition of adult at risk being, they are unable to safeguard their own well-being, property, rights, or other interests. They are at risk of harm. They have needs for care and support and are unable to protect themselves against abuse or neglect) our safeguarding commitment is built on the following principles:

- Safeguarding is everyone’s responsibility. We recognise that working in partnership with organisations, statutory and other services from Voluntary, Community, Faith and Social Enterprise Sector (VCFSE) will be essential to this.
- The welfare of service users and their families must always be the paramount consideration.
- All service users and their families, regardless of their background, have the right to be protected from abuse, exploitation, or harm
- That all safeguarding concerns and allegations of abuse must be taken seriously, reported, and responded to appropriately

YS can work directly with children, young people up to the age of 25. Practitioners also work directly with parents and carers where appropriate.

Staff and volunteers work directly with service users in varying settings. Support can be 1:1, group work, in person and virtual.

It is essential that everybody working within and/or volunteering for YS understands their safeguarding responsibilities.

This policy relates to all children and young people up to the age of 25. It is also applicable to any adult you may feel is at risk including parents and carers of young people we are working with.

YS adheres to the processes set out by Somerset Safeguarding Children's Panel.

We focus on providing a safe and welcoming environment for all service users whether that be a child, young person, parent or carer regardless of age, ability, culture, race, language, religion, gender identity or sexual identity. All service users engaged with YS have equal rights to support and protection. We also recognise that some people are at risk because of previous experiences, their level of dependency, communication needs or other issues.

One of the cornerstones of our safeguarding culture is this policy and the procedures contained within it. This policy applies to all staff, volunteers, and trustees, all of whom are trained in its contents and on their safeguarding duties.

We update this policy at least annually to reflect changes to law and guidance and best practice.

This policy needs to be read in conjunction with each individual Team Handbook

## 2. Aim/Purpose of the Policy

The aim of this policy is to ensure YS safeguards and promotes the welfare of all service users. In addition, it is vital that all staff and volunteers can be confident in knowing the procedures of the organisation and that YS acknowledge the need to safeguard staff in their roles, when working directly with service users.

With regard specifically to children, a child is defined as anyone under the age of 18.

For the purpose of this policy, safeguarding is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children and any service user from maltreatment
- Preventing the impairment of children and any service users health or development
- Ensuring that children and all service users live in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children and service users to achieve the best outcomes.

An awareness and understanding of safeguarding is fundamental to promoting the welfare of every service user. There are a range of threats, including: sexual, physical, and emotional abuse; neglect; child criminal exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation.

The importance of staff practising a professional curiosity with their employment and interaction with service users is vital to ensuring that concerns can be identified and reported at an early stage.

This policy also seeks to embed 'Early Help' as part of YS's duty to protect young people. It recognises that parents and carers have the prime responsibility for ensuring the welfare and wellbeing of children, young people. If a concern is regarding an adult risk YS will liaise with Somerset Safeguarding Adults Board.

YS has specific duties to safeguard and promote the welfare of all children, young people referred to the service. Where YS staff intervene to fulfil these duties, this should be done with the consent of the parent/carer unless seeking consent would:

- Place a person (the individual, family member, worker or a third party) at increased risk of significant harm (if a child) or serious harm (if an adult).
- Prejudice the prevention, detection, or prosecution of a serious crime.
- Lead to an unjustified delay in making enquiries about allegations of significant harm (to a child) or serious harm (to an adult).

Young people who engage with YS's services may also be supported by a wide range of other universal and targeted services. No single practitioner can have a full picture of a child, young person's needs. YS will work together with parents, carers and other professionals to ensure that children, young people receive the right support at the right time.

With regard to any adult at risk YS will work with any other agency involved or ensure referral is made to Somerset Adult Safeguarding Board.

### 3. Scope

This policy applies to anyone working on behalf of YS, including Senior Managers and the Board of Trustees, paid staff, freelance staff, volunteers, sessional workers, agency staff and students. Staff will also be aware of their responsibilities in line with the Somerset Integrated Care Board in relation to safeguarding children and adults.

### 4. Legal Content

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and young people in England.

This policy takes account of:

Legal Content	Link checked
<a href="#"><u>South West Child Protection Procedures</u></a>	03/09/25
<a href="#"><u>Somerset Safeguarding Adults</u></a>	03/09/25
<a href="#"><u>Working Together to Safeguard Children 2023</u></a>	03/09/25
<a href="#"><u>Prevent Guidance for England &amp; Wales</u></a>	03/09/25
<a href="#"><u>Domestic Abuse Guidance</u></a>	03/09/25
<a href="#"><u>Serious Violence Duty</u></a>	03/09/25

<u>Modern Slavery Guidance</u>	03/09/25
<u>The Children Act</u> Annex 1 for note	03/09/25
<u>Updates on Keeping Children Safe in Education - awaiting Gov publication</u>	03/09/25
<u>Rehabilitation of Offenders Act</u>	03/09/25
<u>Adoption and Children Act 2002</u>	03/09/25
<u>Data Protection Act</u>	03/09/25
<u>Sexual Offences Act</u>	03/09/25
<u>Protection of Children Act</u>	03/09/25
<u>SEND Code of Practice</u>	03/09/25
<i><u>Information Sharing - A guide for Practitioners</u></i>	03/09/25
<i><u>The UN Convention for the Rights of the Child</u></i>	03/09/25
<i><u>Mental Health Bill 2025</u></i>	03/09/25
<i><u>Early Years Framework</u></i>	03/09/25
<i><u>Out Of School Settings - Call for Evidence re: Safeguarding</u></i>	03/09/25
<i><u>After Schools Clubs, Activity Groups - Guide for Parents</u></i>	03/09/25
<u>The Care Act</u>	03/09/25

## 5. Roles and Responsibilities

- **The Designated Safeguarding Lead (DSL):** Suzanne Lawrence 079743336327
- **Other YS staff who are trained to DSL level are:**  
Ruth Gavenlock, Barney Simmons, Siobhan Gallagher, Liz Foster, Tracey Robinson, Gemma Fitzjohn, Fiona Lewis, Verity Jones, Alex Murphy, Steve Baker, Charlotte Joyner and Heather McDougall.

- **The CEO is** Nik Harwood 07974087586
- **Chair of the Trustees and Safeguarding Trustee is** David Elstone 07976388294

Trustees: hold overall accountability for safeguarding governance.

Chief Executive Officer (CEO): responsible for policy implementation.

Designated Safeguarding Lead (DSL): manages safeguarding concerns, referrals, and staff training.

Deputy DSLs: support the DSL and act in their absence.

All staff and volunteers: must complete safeguarding training, follow this policy, and report concerns immediately.

### 5.1 The Designated Safeguarding Lead (DSL):

The DSL takes responsibility for safeguarding, child protection (including online safety) in YS. The DSL duties include:

- Caldicott Guardian
- Ensuring safeguarding policy is up to date and known, understood, and used appropriately by staff.
- Keeping up to date with local and national policy changes.
- Working with the Board of Trustees to ensure that YS policies are reviewed annually and that the procedures are reviewed quarterly.
- Acting as a source of support, advice, and expertise for all staff on all safeguarding matters.
- Acting as a point of contact with safeguarding partners.
- Making and managing referrals to Somerset Children’s Social Care, the police, or other agencies.
- Taking part in Strategy Discussions and inter-agency meetings where appropriate. If other YS staff attending, then DSL will ensure staff member comfortable in that role.
- On direction from CEO liaising with the Local Authority Designated Officer (LADO) and Chair of Trustees if allegations are made against staff and need referring to LADO.
- Making staff aware of training courses and the latest local safeguarding arrangements available through the local safeguarding partner arrangements.
- Having an overview of TES training and allocating “study plans” commensurate to role.
- Transferring relevant safeguarding information to appropriate agencies.
- Ensuring all staff are using My Concerns in a timely and professional manner.
- DSL has responsibility for ensuring strong links with Somerset Adult Safeguarding Board and that key staff in all teams attend additional training to ensure an understanding of Mental Capacity Act and Deprivation of Liberty in line with our work with over 16s. This will ensure YS can identify issues, raise concerns, make referrals and assist in assessments where appropriate.

### 5.2 The Deputy Designated Safeguarding Lead(s):

All Safeguarding Team members are trained to the same level as the DSL and support the DSL with safeguarding matters on a day-to-day basis. The ultimate lead responsibility for safeguarding remains with the DSL.

The DSL and supporting DSLs are notified of safeguarding concerns from staff and or volunteers by staff making direct contact if they are seeking immediate advice. The DSL would be the first point of contact for any serious safeguarding concern, however, should they be unavailable staff can contact any DSL trained staff member of staff.

In the absence of the named DSL, as above, supporting DSL trained staff will respond to these concerns in the same way. There will always be a DSL available.

There is a rota that is shared with all staff that shows cover for DSL in planned absence.

### 5.3 The Safeguarding Trustee

The role of the Safeguarding Trustee is to provide support and challenge to the DSL and the leadership of YS on how they manage safeguarding so that the safety and wellbeing of children and young people can continuously improve.

The DSL and the safeguarding trustee meet at least quarterly to discuss safeguarding issues and to agree steps to continuously improve safeguarding practices in YS.

## 6. Systems and Procedures

### 6.1 Recruitment and Staffing Procedures

- YS Safer Recruitment and Selection Policy outline procedures for safer recruitment which will be adhered to.
- Applications for staff and volunteer positions are exempt from the 1974 Rehabilitation of Offenders Act (above), and therefore applicants must declare previous convictions.
- All applicants are checked by the Disclosure and Barring Service. Applicants are informed of the need to carry out checks before posts can be confirmed. If an applicant is rejected because of information which has been disclosed in the checks, they have a right to know and to challenge incorrect information.
- References will be thoroughly checked and verified and gaps in employment history are explored.
- The 1999 Protection of Children Act is adhered to regarding any person who is dismissed from employment or resigns in circumstances that would otherwise have led to dismissal, for reasons of child protection concerns.
- At induction, new staff are taken through all the procedures concerning safeguarding, so that if an incident arises, all staff know how to react and who to contact.
- As part of induction process all staff will have an overview of My Concerns, the data base used for recording all safeguarding concerns relating to children and young people
- The Somerset Safeguarding Child Protection Procedures at are available for staff, volunteers and families to access [Policies and Procedures - Somerset Safeguarding Children Partnership](#)
- YS would expect any member of staff and/or volunteer, who became the subject of a police and/or children's social care investigation outside of their employment to notify their Head Service immediately. This is also addressed in Line Management. Failure to disclose would lead to investigation and possible suspension.

- Within YS the DSL, as part of the wider management team will liaise and work closely with members of the Senior Leadership Team.

## 6.2 Staff Training

As part of the induction process all staff must read and ensure they understand the Employee Handbook, Lone Working Policy, Social Media Policy, amongst other documents pertinent to their employment.

The DSL ensures that all staff members understand the procedures for recording and reporting their concerns around safeguarding. Training is provided for all staff and volunteers to help them recognise children, young people or any adult at risk who may be suffering, or be at risk of suffering, significant harm and to understand their own role, and the roles of colleagues.

YS subscribes to TES safeguarding training package. The courses are quality assured. Staff at YS also have opportunity to attend courses with the SSCP. YS staff working directly with young people are expected to access the SSCP website to keep up to date with local themes.

Any member of staff and/or volunteer who feels unsure about any safeguarding procedures is expected to contact the DSL to discuss.

The DSL and supporting DSL staff will receive enhanced training matched to experience and reviewed annually.

Induction will include:

- YS's own safeguarding procedures recording and reporting concerns
- Training for all staff - TES Child Protection Course



This course has been reviewed as giving enough information relating to safeguarding, types of abuse, including Prevent, Domestic Abuse and Female Genital Mutilation for all staff regardless of role.


- Training for all staff working directly with service users/families

Prevent Level 1  
Domestic Abuse

- Detail of staff's responsibility to contribute, as necessary, to multi-agency assessments, planning and provision for vulnerable children and families
- The correct way to record details on all YS systems, including My Concerns with support of Line Manager
- Key staff will also attend additional training to ensure an understanding of Mental Capacity Act and Deprivation of Liberty in line with our work with over 16s.
- relationship problems with family, friends, and partners.

## Safeguarding Policy Procedures

<b>Signed by CEO: Nik Harwood</b>	
<b>Signature</b>	
<b>Date</b>	24/10/2025
<b>Review Date</b>	01/11/2026

<b>Signed by Board: David Elstone, Chair</b>	
<b>Signature</b>	
<b>Date</b>	25/10/25
<b>Review Date</b>	01/11/26