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# SAFEGUARDING POLICY

## 1. Introduction

AFK (formerly Action For Kids Charitable Trust) is a national charity, working with disabled children, young people and adults at risk ('beneficiaries') who have a disability. AFK has a mission to give as many disabled young people as possible the opportunity to work or volunteer in their community.

AFK acknowledges that beneficiaries can be particularly vulnerable to abuse due to:

- The need for practical assistance in daily living, including personal care from what may be several carers.
- An inability to communicate concerns.
- Being socially isolated.
- Bullying and harassment due to disability.
- Low self-esteem/negative views of themselves.
- Being targeted by some sex offenders in the belief that they are less likely to be detected.

## 2. Policy Statement

AFK acknowledges the duty of care to safeguard and promote the welfare of its beneficiaries and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of our beneficiaries is paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation, or socioeconomic background, all beneficiaries:

- have a positive and enjoyable experience at AFK sessions and are in a safe environment.
- are protected from abuse whilst participating in AFK sessions.

As part of our safeguarding policy AFK will:

- promote and prioritise the safety and wellbeing of all beneficiaries.
- ensure everyone understands their roles and responsibilities with respect to safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support the individual/s who raise or disclose the concern.
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the employment/deployment of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.
- The policy and procedures will be widely promoted and are included within mandatory training for everyone working for and on behalf of AFK.
- Failure to comply with the policy and procedures will be addressed without delay and can result in disciplinary proceedings / dismissal. AFK will also report any safeguarding concerns regarding staff members and volunteers to the relevant statutory body.

### **3. Policy Aim**

The aim of AFK's Safeguarding Policy is:

- To ensure all beneficiaries when in contact with AFK are protected from harm by implementing appropriate training and procedures for all staff and volunteers.
- To equip all staff and volunteers with the support needed to respond appropriately to specific safeguarding issues or situations.
- To serve as a policy document to inform third party organisations of our principles and procedures regarding safeguarding.

### **4. Related Policies/Documents**

- AFK Safer recruitment policy and procedures
- AFK Recruitment of Ex-Offenders Policy
- AFK Code of Behaviour for staff and volunteers
- AFK Non-Harassment and Bullying Policy (in Employee Handbook)
- AFK Complaints Policy
- AFK Online safety policy and procedures
- AFK Child protection records retention and storage policy
- AFK Confidential Reporting Policy (in Employee handbook)
- AFK Absconding Procedure

## **5. Promoting Good Practice**

Safeguarding concerns can be emotive and sensitive for anyone who encounters them in any form. It is important for staff and volunteers to recognise these feelings and to not allow them to impede their judgement regarding any action required. All suspicions of poor practice should be reported following the procedures set out within this document.

## **6. Recruitment, Selection and Training of Staff and Volunteers**

AFK will safeguard against possible harm through a rigorous selection process, suitable training and the provision of a safe environment for its beneficiaries.

### **a. Recruitment**

For all posts at AFK the following vetting checks are carried out:

- Identity documents including photographic identity.
- Proof of right to work in the UK.
- References including a professional reference using a pro-forma template.
- Qualification certificates if required for the role.
- Disclosure and Barring Service (DBS) Check.

All appointments to posts involving direct contact with or relating to children and/or adults at risk will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years. Volunteers pose the same level of risk to beneficiaries as paid staff. Vetting checks include:

- References including a professional reference.
- DBS check if eligible. All volunteers and freelance consultants working directly with children and/or adults at risk will be subject to an Enhanced Disclosure from the DBS, and agreement to re-check every 3 years.
- Self-declaration form to disclose previous spent/unspent convictions if a DBS check is not required.

Visitors to AFK sessions will:

- be adequately "chaperoned" at all times whilst on site
- Complete and sign AFK Safeguarding Self-Declaration Form as and where required.

In line with AFK Policy on the Recruitment of Ex-Offenders, a criminal record does

not prevent employment at AFK. If convictions are revealed on the declaration form or criminal record check, a DBS Review Meeting will be called with the Executive Director of Services, and other relevant managers. This will be conducted prior to confirming or withdrawing an appointment.

If a DBS Review Meeting is called, information discussed will only be shared on a 'need-to-know' basis, usually with HR manager and Director of Services. AFK will make every effort to maintain the individual's privacy throughout.

## **b.Training**

Prior to commencement of work all staff will read, and sign to confirm understanding relevant documents, these will include:

- Safeguarding Policy
- Equal Opportunities and Diversity Policy
- Code of conduct for staff and volunteers
- Social Media Guidelines.

All staff will complete AFK online safeguarding training in the first two weeks of their contract.

All staff will attend AFK Safeguarding Training during their probation period.

All staff will undertake regular Safeguarding training updates as stipulated within the Charity's Mandatory training procedures.

All volunteers will complete AFK online safeguarding training.

All new volunteers will attend AFK training days.

All staff and volunteers should demonstrate exemplary behaviour to protect themselves from false accusations.

## **7. Safeguarding Children and Adults at Risk**

All staff and volunteers should avoid wherever possible spending time alone with a beneficiary. This may not always be possible, as beneficiaries may need support to attend appointments.

AFK recognises every individual's right to consent. Wherever possible, the charity will gain the consent of the beneficiary first and foremost, with supplementary consent from the parent/guardian (for those under 16 years old or for those beneficiaries without the capacity to make the respective decision). In some instances, the charity will be required to act without consent, in line with its duty of care.

AFK will risk assess all activities /events that beneficiaries participate in taking particular attention to any safeguarding risks.

AFK is committed to ensuring that all personal information for staff, volunteers and beneficiaries is stored and used appropriately in compliance with relevant legislation, as per the Data Protection Act 2018

All staff should follow the **How to Raise Concerns Framework (Appendix I)**

Any allegation made by a young person at any AFK session or event is taken seriously and acted upon immediately. The process outlined below is followed and any necessary measures are put in place to keep the young person free from harm. This may involve making a referral to an outside agency such as Social Services.

## **8. Roles and Responsibilities**

Designated Safeguarding Lead (DSL)	Rachel Akehurst, Executive Director of Services Rachel.akehurst@afkcharity.org 07910567654
Deputy Safeguarding Officers	1. Kate Jackson, Impact & Innovation Manager <a href="mailto:Kate.jackson@afkcharity.org">Kate.jackson@afkcharity.org</a> 07392 086300 2. Daniel Sycamore, Employment Broker <a href="mailto:Daniel.sycamore@afkcharity.org">Daniel.sycamore@afkcharity.org</a> 07436 035619
Trustee with responsibility for Safeguarding	Miriam Deakin

## **a. Designated Safeguarding Lead**

The Designated Safeguarding Lead (DSL) takes lead responsibility for managing child protection referrals, safeguarding training, and raising awareness of all safeguarding policies and procedures. They ensure that everyone, including temporary staff, volunteers, and contractors, is aware of these procedures and that they are always followed. They act as a source of advice and support for other staff on safeguarding matters and ensure that timely referrals to the relevant Children's or Adults Social Care Team are made in accordance with London Child Protection Procedures. They work with statutory, targeted, and universal agencies as required.

The DSL takes lead responsibility for keeping full written chronological records of all concerns about a child or adult at risk even if there is no need to make an immediate referral. These records are kept confidentially and securely.

The DSL or deputy should always be available to discuss safeguarding concerns. If for any reason the DSL is unavailable, either of the named deputy DSLs will act in their absence.

## **b. All staff and volunteers**

Individual managers are responsible for ensuring that this policy is applied within their own area. All employees and volunteers must be familiar with this policy and act in accordance with it.

If anyone associated with AFK commit criminal acts, in or outside the context of their work, infringes the rights of young people, or acts against the principles and standards contained in this document, the charity will take immediate disciplinary action. This may mean:

- a. Staff - disciplinary action/dismissal
- b. Volunteers - ending the volunteering relationship
- c. Partners - withdrawal of funding/support
- d. Contractors - termination of contract.

## **c. Senior Managers and Trustees**

The Chief Executive Officer (CEO) and the Board of Trustees have the responsibility for ensuring the maintenance, regular review and updating of this policy. Changes to the policy can only be implemented following consideration and approval by the CEO and the Board.

## **Legal and Regulatory Framework**

This policy has been drawn up based on legislation, policy and guidance that seeks to protect young people in England, including:

- Keeping Children Safe in Education (DfE, 2021)
- Working Together to Safeguard Children (HMG, 2018)
- Education Act (2002)
- Children Act (2004)
- Children and Social Work Act (2017)
- The Care Act (2014)
- Data Protection Act (2018)
- Information sharing advice for safeguarding practitioners (HMG, 2015)
- What to do if you're worried a child is being abused (HMG, 2015)
- Mandatory reporting of female genital mutilation (FGM) (Home Office, 2015)
- Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Bill
- Mental Capacity Act (2005)
- Safeguarding and Protecting People for Charities and Trustees (The Charity Commission, 2017)
- United Nations Convention on the Rights of the Child

A summary of the key legislation and guidance for children and young people is available from [nspcc.org.uk](http://nspcc.org.uk), and for adults at [www.scie.org.uk](http://www.scie.org.uk)

## **Definitions**

AFK works with children, young people, and adults at risk.

**Children and Young People:** Anyone aged 17 years or under is considered a child or young person. Safeguarding children is defined in *Working Together to Safeguard Children (HMG, 2017)* as:

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

**Adults at Risk:** An adult is a person aged 18 or over, who needs care and support, and because of those needs, is unable to protect themselves against abuse or neglect. Safeguarding adults is defined under *the Care Act (2014)* as:

- Protecting the rights of adults to live in safety, free from abuse and neglect
- People and organisations making sure that the adult's wellbeing is promoted, taking into account their views, wishes, feelings and beliefs, in deciding on any action

- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent or unclear about their personal circumstances, and therefore any personal risks to their safety or wellbeing.

### **Reporting a Concern**

A safeguarding concern is any incident or situation whereby a beneficiary or anyone involved with AFK, including staff members, volunteers, and parents, is deemed to be at risk of harm.

It is the responsibility of any member of staff or volunteer who has reason to believe someone involved with AFK is at risk of harm to act upon those concerns by reporting them to the Designated Safeguarding Lead. This can be done by completing and submitting the *Report Form (Appendix IV)*.

It is not necessary to have proof of such concerns if staff or volunteers can explain the reason for concern. The Executive Director of Services will fully investigate the incident immediately. In the absence of the Executive, one of the Deputy DSLs will take responsibility for the investigation.

These responsibilities apply regardless of whether the harm is believed to be being caused by another staff member or volunteer. In such cases, staff should refer to *AFK's Confidential Reporting Policy* for further guidance.

If the safeguarding concern related to the Designated Safeguarding Lead, AFK's Chief Executive Officer is the point of contact. Concerns can also be escalated to the Trustee with safeguarding responsibilities.

To raise a Public Interest Disclosure regarding a wrongdoing committed by AFK, readers are directed to the charity's *Confidential Reporting (Whistleblowing) Policy*.

Therein is the process for raising such a complaint with the Camden LADO (Local Authority Designated Officer).

## **Investigating a Concern**

AFK takes any reported incident very seriously and all reported incidents will be appropriately investigated.

The Designated Safeguarding Lead will be responsible for:

- a. Investigating all safeguarding incidents involving beneficiaries
- b. Liaising with the Chief Executive Officer and the Trustee Safeguarding Lead to determine if a concern meets the threshold for reporting of serious incidents to the Charity Commission, and making the report if this is determined to be the case
- c. Determining actions/training required at the conclusion of the investigation to prevent /reduce the risk of the incident reoccurring
- d. Ensuring implementation of new procedures and training if appropriate
- e. Feeding back the outcome of the investigation where appropriate to the beneficiary and to the individual responsible for reporting the incident.

## **Missing Children and Sexual Exploitation**

Working with external agencies Police are the lead agency for the investigation of missing children. Local Authority Child Protection Teams are the lead agency for concerns around sexual exploitation although the police will investigate criminal activities. AFK will provide sufficient information to the Police and Local Authorities to enable all the risk factors to be considered. Until such time as a beneficiary is no longer missing or no longer at risk of sexual exploitation, regular liaison and communication should take place between the Police, Local Authority and AFK, including the Social Worker and management of the placing Authority, for a Looked After Child.

## Abuse of Children and Young People

### a. What is abuse?

Abuse happens when a person harms a child, young person, or adult at risk. It can be physical, sexual, or emotional, but can also involve a lack of love, care, and attention. Abuse is normally categorised into four main forms: physical, sexual, and emotional abuse, and neglect. Neglect can be just as damaging as physical or sexual abuse.

Children, young people, and adults at risk may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
  - people they know
- or, much less commonly, by strangers.

People suffering abuse often experience more than one type of abuse. The abuse usually happens over a period time, rather than being a single, isolated incident. Increasingly, abuse can happen online.

### b. Types of Abuse:

- **Physical abuse:** the actual or likely physical injury to a young person/ adult at risk, or a failure to prevent physical injury or suffering to a young person/adult at risk.
- **Neglect:** neglect includes the failure to protect a young person/adult at risk from exposure to any kind of danger, or extreme failure to carry out important aspects of care. Neglect can result in a significant impairment of the young person's health or development, including failure to thrive.
- **Sexual abuse:** sexual abuse is the actual or likely sexual exploitation of a young person or adult. This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting
- **Emotional abuse:** emotional abuse is the negative effect on the emotional and behavioural development of a young person/adult at risk caused by persistent or severe emotional ill-treatment or rejection

- **Bullying and cyber bullying:** Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. Cyberbullying is bullying that takes place online.
- **Child Sexual Exploitation:** Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things like gifts, drugs, money, status, and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.
- **Child Trafficking and Modern Slavery:** Child trafficking is child abuse. It's defined as recruiting, moving, receiving, and harbouring children for the purpose of exploitation. Child trafficking is a form of modern slavery (HM Government, 2014).
- **Domestic Abuse:** Domestic abuse is any type of controlling, coercive, threatening behaviour, violence, or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional, or financial abuse. It also includes so-called "honour" based violence.
- **Female Genital mutilation:** Female genital mutilation (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.
- **Grooming:** Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and abuse them. Children and young people who are groomed can be sexually abused, exploited, or trafficked.
- **Online abuse:** Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming.
- **Sexting:** Sexting is when someone shares sexual, naked, or semi-naked images or videos of themselves or others or sends sexual messages. It's online abuse if a child or young person is pressured or coerced into creating or sending these types of images.

- **Radicalisation:** Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so young people who are affected may not realise what's happening.

If you think a child or the people around them are involved in radicalisation and there is an immediate risk of harm, inform the Safeguarding Lead or Deputy. They will call 999 straight away. If it isn't an emergency, the police anti-terrorism hotline on 0800 789 321 can be called.

For fuller information, see *Definitions and Signs of Child Abuse (NSPCC Learning)*, and *Adult Safeguarding Types and Indicators (SCIE)*.

### c. Abuse of Adults at Risk

In addition to the above, we recognise that the abuse of adults at risk, may include one or more of the following:

- **Discriminatory abuse:** Discrimination is abuse based on difference or perceived difference with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.
- **Financial or material abuse:** This includes theft, fraud, internet scamming, and coercion in relation to someone's financial affairs including wills, property, inheritance, or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.
- **Organisational or Institutional abuse:** This includes neglect and poor care practice within an institution or care setting such as a hospital or care home, or care provided in one's own home. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.
- **Disability Hate Crime, including Mate crime:** A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (*Safety Network Project, ARC*). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private.
- **Modern slavery:** This encompasses slavery, human trafficking, forced labour, and domestic servitude. Modern slavery should be reported using the online reporting form <https://www.modernslaveryhelpline.org/report>.

- **Neglect or acts of omission:** This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of basic needs such as medication, food, and heating.
- **Self-Neglect:** This covers a wide range of behaviour, but it can be broadly defined as not looking after your own personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

#### d. Criminal Offence

Some instances of abuse constitute a criminal offence. Examples of this are assault, physical or psychological, sexual assault and rape, theft, fraud or other forms of financial exploitation, and certain forms of discrimination, based on race or gender.

Crimes committed against someone because of their disability, transgender identity, race, religion or belief, or sexual orientation are 'Hate Crimes'. Hate Crime should be reported to the police, it can also be reported online at <https://www.stophateuk.org>

Female Genital mutilation should be reported to the police as it is illegal in the UK. If you're concerned that someone may be at risk and you cannot follow the usual safeguarding procedure, call the police or, for advice, contact the NSPCC helpline on 0800 028 3550 or [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

Upskirting is a criminal offence. It is defined as "taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm" (DfE, 2019). All instances of abuse that are a criminal offence will be reported to the police.

### **Recognition and Reporting of Abuse**

#### a. Recognition:

It is not the responsibility of employees or others in scope for this policy to decide if someone has been abused. However, we have a responsibility to act on any concerns through contact with the appropriate authorities.

The following may be signs of abuse:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.

- any injury for which the explanation is inconsistent.
- the child or adult at risk describing what appears to be an abusive act.
- someone else expressing concerns about the welfare of the child or young adult.
- unexplained changes in behaviour.
- sexual awareness inappropriate for age.
- engaging in sexually explicit behaviour in games.
- being mistrustful of adults, particularly those with whom a close relationship would normally be expected.
- being prevented from socialising with their peers.
- variations in eating patterns including overeating or loss of appetite.
- loss of weight for no apparent reason.
- becoming increasingly dirty or unkempt
- never having any personal money.
- talking about being sent abroad to get married.
- appearing fearful of personal assistant or care worker.
- talking about not being allowed to.....

Anyone concerned about the welfare of a young person/adult at risk must act and must not assume that someone else will.

**b. What to do if you suspect abuse:**

The process is shown as a flowchart in **Appendix I**.

Any suspicion that a young person has been abused should be reported without delay (i.e., normally the same day) to the Designated Safeguarding Lead, the Deputy, or another member of the Senior Management Team. This can be done by completing and submitting the Report Form in **Appendix IV**. They will take steps to ensure the safety of the person in question and anyone else at risk.

The Designated Lead may refer the allegation to Social Services, who may involve the Police. (See **Appendix II** for information that, if appropriate, should be given to Social Services and the Police. If appropriate, the parents/carers of the young person will be contacted as soon as possible.

Any concerns, allegations or disclosures must be written down at the time or as soon as possible after the concern is raised, and ideally no longer than 24 hours afterwards. All records should be signed and dated.

**c. Allegations against a child or young person:**

In some cases, a child or young person may be abused by another young person. Where an allegation is made against another child or young person, please follow the procedures outlined in Managing Allegations Made Against

a Child (NSPCC Online). The Designated Lead or Deputies will still need to be informed as per the process in **Appendix I**.

**d. Allegations against staff:**

An allegation may be made against a member of staff or volunteer who has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Any allegation against people who work with children should be reported immediately to the DSL or deputy. The DSL should be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police.

They will make an immediate decision about whether an individual accused of abuse should be suspended pending further internal investigation and/or Social Service and police inquiries.

The Local Authority Designated Officer (LADO) in Children and Young People's Services should be alerted to all allegations against staff or volunteers. This applies to allegations both in and outside the workplace.

If a decision is taken to remove a paid worker or unpaid volunteer from work with young people, because the individual poses a risk of harm to children, even if they leave before this is possible, a referral must be made to the Disclosure and Barring Service.

If the Designated Lead or a member of the Safeguarding team is the subject of the suspicion/allegation, the report must be made to the CEO who will report to the Trustee responsible for Safeguarding or the Chair of Governors. If an allegation is made regarding the CEO the Chair of the Board of Trustees must be notified.

Members of staff who feel unable to raise these concerns internally, should follow the confidential reporting policy or they can call the NSPCC whistleblowing helpline on 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk). If the Trustees consider any allegation to be a serious incident they have a responsibility to report it to the Charity Commission.

### **7393 Multi-agency Working**

AFK commits to working with the safeguarding partners to keep young people safe, this may include attending reviews, child in need or child

protection meetings, sharing concerns with local authority teams and sharing information.

### **7394 Records and information Sharing**

Sharing clear information about a child or adult at risk's wellbeing in a timely manner helps other professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing. General principles of best practice for information sharing are outlined below.

a. When to share information:

We may need to share information about the children and families they are involved with for several reasons. These include:

- making a referral to arrange additional support for someone in the family
- someone from another agency has asked for information about a child or family
- someone in the family has asked to be referred for further help
- a statutory duty or court order requires information to be shared
- you are concerned that a child or a member of their family may be at risk of significant harm
- you think a serious crime may have been committed or is about to be committed which involves someone in the family.

Staff or volunteers must always have a clear and legitimate purpose for sharing someone's personal information. We will keep a record of the reasons why we are sharing or requesting information about a child or their family. We should also make sure we are not putting a child's safety and wellbeing at risk by sharing information about them.

### **7395 Confidentiality and Consent**

Young people should be given the opportunity to decide whether they agree to their personal information being shared. If they do not have the capacity to make their own decisions, it is OK to ask their parent or carer (unless doing so would put them at risk of harm). If you can't get consent, you can still share information with relevant professionals if this is in the public interest. This includes protecting people from significant harm and promoting the welfare of young people. When deciding whether to share information without consent, you should consider each case individually.

Every effort will be made to ensure confidentiality is maintained. Information is stored in a secured place with access to designated people, in line with data protection laws.

## 7396 Training

The DSL and Deputy undertake Designated Lead Safeguarding training every 2 years and regularly update their safeguarding and child protection knowledge and skills through attending DSL briefings and reading safeguarding newsletters, for example NSPCC Caspar Weekly Update.

All staff and volunteers take part in an online safeguarding course when they start and complete a safeguarding induction with the DSL or Deputy.

All staff read the Safeguarding Policy and sign the Code of Conduct: Working with Young People.

All staff recruitment includes someone who is trained in Safer Recruitment on the interview panel. We aim for young people to be involved in staff interviews for service delivery roles.

In addition, AFK runs regular face-to-face training for all staff.

## 19. Further Help and Confidential Reporting

In some cases, employees and others may not know who it is best to turn to for advice or may be worried about sharing concerns with a senior colleague.

In this case, (subject to the conditions within the *Confidential Reporting Policy*) it is recommended that Social Services be contacted directly, or alternatively the NSPCC can be telephoned on 0808 800 5000, or Childline can be contacted on 0800 1111.

If you have serious concerns about the charity, then this can be reported to the Charity Commission through their online reporting tool:

<https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>

*AFK is committed to regularly reviewing all of its Policies and Procedures  
This policy was approved by: AFK's Board of Trustees on the following date: 24<sup>th</sup> March 2026  
Miriam Deakin – Trustee with responsibility for Safeguarding*

*M. Deakin*

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## APPENDIX I

### HOW TO RAISE CONCERNS - A FRAMEWORK FOR ACTION

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If you are concerned about the safety of a young person:

You see or suspect abuse

An allegation of abuse is made

A young person discloses abuse

If responding to a disclosure:  
Reassure the person and clarify concerns if necessary e.g. ambiguous words and phrases  
Use child's own words and indicate any marks, sign and date all records

**Discuss your concerns with the Designated Lead, the Deputy Leads or another Director**

**Discussions should focus on:**

Nature of concerns  
Risks to young person/adult at risk  
Action/Next steps

Concerns should normally be reported in the same working day. Ensure detailed written records are made of all events and what the young person/adult at risk has said (where this applies)

The Designated Officer/Director will then decide on an appropriate course of action

If appropriate, the parents/carers of the young person will be contacted as soon as possible

**If you are unhappy with the response**

**Staff:** Follow Confidential Reporting Procedures available in the Staff Handbook or Follow the complaints procedures <https://www.my-afk.org/about-us/reports-policies>

At all stages the child's circumstances will be kept under review.  
The DSL/staff will re-refer if required to ensure the **child/young person's ongoing safeguarding and welfare needs are addressed.**

**Where serious concerns exist and there is immediate risk to the young person act!**

It is essential to avoid delay, as inaction may place the young person/adult at further risk

**In an emergency call 999**

## APPENDIX II

### INFORMATION THAT, IF APPROPRIATE, SHOULD BE GIVEN TO SOCIAL SERVICES/ THE POLICE

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- Name of young person/adult at risk.
- Age of young person/adult at risk and date of birth.
- Home address and telephone number.
- Is the person making the report/allegation expressing their own concerns or those of someone else?
- What is the nature of the allegation? (Include dates, times, any special factors and other relevant information.)
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries.
- Details of witnesses to the incidents.
- The young person's/adult at risk's account, if it can be given, of what has happened and how any bruising or injuries occurred.
- Have the parents/carers been contacted? (if appropriate)
- If so, what has been said?
- Has anyone else been consulted? (If so record details.)
- If it is not the young person/adult at risk making the report, has the young person/adult at risk concerned been spoken to? (If so, what was said?)
- Has anyone been alleged to be the abuser? (If so, record details.)

## APPENDIX III

### Child Protection and Safeguarding Contact details for Children, Young people and Adults at risk

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For Children and young People: NSPCC helpline is on 0808 800 5000 or Childline on 0800 1111.

Adults at risk should contact their local authority adult referral and advice line.

**For advice and information about allegations against staff and volunteers please contact 020 7974 4556 or email [LADO@camden.gov.uk](mailto:LADO@camden.gov.uk)**

- Camden** **Children:** 0207 974 3317 (9am to 5pm) or 0207 974 4444 (option 1) – outside office hours, weekends or bank holidays) or email [LBCMASHadmin@camden.gov.uk](mailto:LBCMASHadmin@camden.gov.uk)
- Adults:** 020 7974 4000 (option 1), or email [adultsocialcare@camden.gov.uk](mailto:adultsocialcare@camden.gov.uk)
- Barnet** **Children:** 020 8359 4066 (Monday to Thursday 9am to 5.15pm and Friday 9am to 5pm) Outside these hours call emergency duty team on 020 8359 2000.
- Adults:** 020 8359 5000 (9am- 5pm, Mon to Fri), or 020 8359 2000 (out of hours) or email: [socialcaredirect@barnet.gov.uk](mailto:socialcaredirect@barnet.gov.uk) [External link](#)
- Enfield** **Children:** 020 8379 5555, Monday to Thursday from 9am to 5pm, Friday 9am to 4:45pm. Out of office hours on 020 8379 1000 (select option 2 and you will be transferred to an advisor). You can also email [childrensmash@enfield.gov.uk](mailto:childrensmash@enfield.gov.uk)
- Adults:** 020 8379 3196, Monday to Friday from 9am to 5pm. Alternatively, call the Adult Abuse line on 020 8379 5212
- Islington** **Children:** All child safeguarding or protection concerns should be referred to Children's Social Care, 0207 527 7400 (all hours).
- Adults:** If you are worried about someone who may be at risk of abuse or harm, please call the Adult Social Care First Point of Contact Team on **020 7527 2299**
- Haringey** **Children:** Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm  
020 8489 4470, Out of office hours, including weekends 020 8489 0000 or email [mashreferral@haringey.gov.uk](mailto:mashreferral@haringey.gov.uk)
- Adults:** 020 8489 1400 First Response Team (adult social services) or email [firstresponseteam@haringey.gov.uk](mailto:firstresponseteam@haringey.gov.uk)
- Hackney** **Children:** 020 8356 5500. This phone line is open 9am-5pm Monday to Friday, excluding bank holidays. Outside of these hours, please contact the Emergency Duty Team on 020 8356 2710
- Adults:** 020 8356 5782 or 020 8356 2300 (out of hours) or email [adultprotection@hackney.gov.uk](mailto:adultprotection@hackney.gov.uk)



APPENDIX IV

**AFK Report Log Safeguarding Incident for Child or Young Adult**

Name of Child/Young Adult:		
Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional Needs:
Name(s) of parent(s)/carer(s):		
Address of child/parent/carer/ or young adult		

**Your details**

Your name:	Your position:	Date and time of incident (if applicable)
Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)		
Reporting Own Concerns Responding to Concerns Raised by Someone Else		
If you are responding to concerns raised by someone else, please provide their name and position within the club/organisation/group:		

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first-hand or the account of others, including any other relevant details:

The child's or young adults' account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Please note concerns should be discussed with the family unless:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation
- The person is 18 or over and has expressed family not to be notified

If any of these circumstances apply, consult with the local authority children's social care department to decide whether discussions should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with supervisor/line manager:

Has the situation been discussed with the designated safeguarding officer (DSO) for children?

Yes/No (delete as appropriate)

If so, please summarise the discussion:

After discussion with the supervisor/line manager and DSO do you still have safeguarding concerns?

Yes/No (delete as appropriate)

Have you informed the statutory child protection authorities?

Police: Yes/No Date  
and Time:

Name and phone number of person spoken to:

Local Authority Children's Social Care: Yes/No Date and  
Time:

Name and phone number of person spoken to: Action

agreed with child protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved:

Signed	Date and time	Name and position