



YMCA
BURTON UPON TRENT
& DISTRICT

POLICY AND PROCEDURE FOR SAFEGUARDING CHILDREN YOUNG PEOPLE AND UNBORN CHILDREN

Document Control

Version number	Policy Owner	Prepared By	Date approved by Board	Date of next review
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Original copy of this policy was signed and dated by the CEO on 4th Sept 2024.

Safeguarding Children, Young People and Unborn Children Policy

1. Policy Statement

YMCA Burton is committed to safeguarding and promoting the welfare of children, young people and unborn children. We aim to ensure that all children and young people are welcomed into a safe, caring environment with a friendly and supportive atmosphere. We take a zero-tolerance approach to abuse, neglect, exploitation and harm.

Safeguarding means:

- Protecting children from maltreatment
- Preventing impairment of health or development
- Ensuring safe and effective care
- Taking action to enable all children to have the best outcomes
- Providing early, coordinated support to prevent needs escalating

YMCA Burton recognises the importance of early identification, prevention and multi-agency intervention. We support the principles of the **Family Help approach** introduced through *Working Together to Safeguard Children 2026*, ensuring children, young people and families receive coordinated support at the earliest opportunity.

Safeguarding responsibilities extend to **unborn children** where concerns are identified regarding future safety or welfare. We work with partner agencies to ensure appropriate assessment, information sharing and intervention during pregnancy.

All children and young people have the right to be protected from abuse regardless of age, gender, disability, culture, language, racial origin, religious beliefs, sexual identity or background.

2. Purpose of This Policy

This policy sets out YMCA Burton's approach to safeguarding children, young people and unborn children. It aims to:

- Provide clear principles and expectations
- Support staff and volunteers to identify, respond and report safeguarding concerns
- Define types of abuse and safeguarding risks
- Outline procedures for responding to concerns, disclosures and allegations
- Provide a framework for training, supervision and safer recruitment
- Ensure compliance with statutory guidance and local safeguarding arrangements

3. Principles of Safeguarding

3.1 Statutory Duties

Under the **Children Act** and **Working Together to Safeguard Children 2026**, all agencies must work together to safeguard and promote the welfare of children, young people and unborn children.

3.2 Early Intervention

We support the **Family Help** model and the **Right Help, Right Time** framework. Staff and volunteers should consider whether concerns require:

- Universal Support
- Family Help
- Child in Need intervention
- Child Protection intervention
- Specialist safeguarding responses

3.3 Professional Curiosity

Staff must remain professionally curious, challenge assumptions and explore concerns thoroughly.

3.4 Information Sharing

Information should be shared where it is **necessary, lawful and proportionate** to protect a child or unborn child from harm. Confidentiality must never prevent safeguarding action.

3.5 Multi-Agency Working

We work collaboratively with Children's Social Care, Police, Health, Education and other partners.

3.6 Accountability

Everyone at YMCA Burton is responsible for safeguarding. Roles and responsibilities must be clearly understood and followed.

4. Definitions and Safeguarding Risks

Working Together 2026 recognises that abuse may occur:

- In person
- Online
- Within families
- In institutions
- In communities
- Between peers

YMCA Burton recognises the following safeguarding risks:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Child Sexual Abuse (CSA)
- Child Sexual Exploitation (CSE)

- Child Criminal Exploitation (CCE)
- County Lines activity
- Neglect
- Online harm and online abuse
- Sextortion
- Peer-on-peer abuse
- Domestic abuse
- Coercive and controlling behaviour
- Honour-based abuse
- Forced marriage
- Female Genital Mutilation (FGM)
- Radicalisation and extremism
- Modern slavery and trafficking
- Abuse affecting unborn children
- Additional vulnerabilities (SEND, mental health, substance misuse, homelessness, etc.)

5. Safer Recruitment, Induction and Training

5.1 Safer Recruitment

YMCA Burton follows safer recruitment practices including:

- Enhanced DBS checks
- Barred list checks
- Verified references
- Criminal record declarations
- Ongoing suitability monitoring

5.2 Induction and Training

Safeguarding training will be delivered and refreshed in accordance with YMCA Burton's **Training Matrix** and role requirements.

- DSLs and DDSLs will undertake specialist safeguarding training.
- Additional training will be provided following changes in legislation, guidance, safeguarding reviews or emerging risks.
- Training compliance is monitored and reported to the Board.

5.3 Professional Boundaries

Staff and volunteers must maintain clear professional boundaries at all times.

They must remain alert to:

- Dependency
- Over-involvement
- Conflicts of interest
- Inappropriate communication
- Favouritism
- Blurred boundaries

Concerns must be raised through supervision, line management or safeguarding processes.

6. Roles, Responsibilities and Governance

6.1 Board of Trustees

The Board is responsible for ensuring YMCA Burton maintains effective safeguarding arrangements, policies, procedures and governance systems.

The Board receives regular safeguarding assurance reports covering:

- Safeguarding activity
- Emerging themes and trends
- Organisational risks
- Training compliance
- Policy reviews
- Serious incidents
- Organisational learning

6.2 Staff, Volunteers and Trustees

All staff, volunteers and trustees must:

- Read and understand this policy
- Report concerns immediately
- Record concerns accurately
- Use **My Concern** for all safeguarding recording
- Follow whistleblowing procedures where required

6.3 Multi-Agency Participation

YMCA Burton will participate in:

- Family Help meetings
- Child in Need meetings
- Child Protection Conferences
- Core Groups
- Strategy Meetings
- Multi-agency safeguarding reviews

7. Safeguarding Recording – My Concern

My Concern is YMCA Burton's designated safeguarding recording system.

All safeguarding concerns, disclosures, decisions, actions and outcomes **must** be recorded on My Concern as soon as possible and normally before the end of the working day.

My Concern is governed jointly by:

- This Safeguarding Policy
- YMCA Burton's GDPR/Data Protection Policy

8. Roles and Contact Details

Designated Safeguarding Lead (DSL)

Catherine Miles – Senior Development Manager Tel: 07880 964591 Email: Catherine.Miles@burtonymca.org

Deputy Designated Safeguarding Lead (DDSL)

Louise Di-Rito – Deputy Housing Manager Tel: 07756 254397 Email: Louise.Di-Rito@burtonymca.org

Safeguarding Trustee

Amie Blockley Email: Amie.blockley@burtonymca.org

External Contacts

Staffordshire SCAS: 0300 111 8007 Emergency Duty Team: 0845 6042886 Derby City Council: 01332 641172 Careline: 01332 786968 Police: 999 or 101 NSPCC: 0808 800 5000 LADO (Staffordshire): via SCAS 0300 111 8007

Appendix 1 – Safeguarding Risks and Indicators

Physical Abuse

Deliberate physical harm. Indicators: unexplained injuries, bruising, burns, bite marks, flinching, fear of physical contact.

Emotional Abuse

Persistent emotional maltreatment. Indicators: withdrawal, anxiety, low self-esteem, developmental delay, self-harm.

Sexual Abuse

Forcing or enticing a child to take part in sexual activities. Indicators: sexualised behaviour, fear of individuals, genital injuries, regression.

Child Sexual Abuse (CSA)

Sexual abuse occurring within families, peer groups, institutions or online. Indicators: secrecy, distress, sexualised language.

Child Sexual Exploitation (CSE)

Sexual abuse involving exchange of something (affection, money, status). Indicators: unexplained gifts, older partners, missing episodes.

Child Criminal Exploitation (CCE)

Exploitation for criminal activity. Indicators: unexplained money, association with gangs, fear, injuries.

County Lines

Organised criminal networks exploiting children to move drugs. Indicators: multiple phones, travel to other areas, coercion.

Neglect

Persistent failure to meet basic needs. Indicators: hunger, poor hygiene, untreated medical issues.

Online Harm and Online Abuse

Abuse occurring through digital platforms. Indicators: secrecy online, distress after using devices.

Sextortion

Threats to share sexual images. Indicators: sudden anxiety, withdrawal, fear of devices.

Peer-on-Peer Abuse

Abuse between children. Indicators: aggression, controlling behaviour, injuries.

Domestic Abuse

Abuse between adults in intimate/family relationships. Indicators: fear, behavioural changes, witnessing violence.

Coercive Control

Patterns of intimidation, isolation, control. Indicators: restricted freedom, monitoring, withdrawal.

Honour-Based Abuse

Violence to protect perceived family honour. Indicators: isolation, threats, fear of family.

Forced Marriage

Marriage without free consent. Indicators: sudden travel abroad, fear of family pressure.

Female Genital Mutilation (FGM)

Illegal procedure involving injury to female genitalia. Indicators: difficulty walking, pain, absence from school.

Radicalisation and Extremism

Being drawn into extremist ideologies. Indicators: isolation, extremist language, sudden change.

Modern Slavery and Trafficking

Exploitation through forced labour or servitude. Indicators: lack of freedom, fear, poor living conditions.

Safeguarding Unborn Children

Concerns during pregnancy. Indicators: parental substance misuse, domestic abuse.

Additional Vulnerabilities

SEND, mental health, homelessness, exploitation, trauma.

Appendix 2 – Guidance for Dealing with a Disclosure

When a child or young person discloses abuse:

- Listen carefully and remain calm
- Reassure them
- Do not investigate
- Do not ask leading questions
- Do not promise confidentiality
- Explain what will happen next
- Record the disclosure factually
- Report immediately to the DSL/DDSL
- Record on **My Concern** before the end of the working day

Helpful responses: “Thank you for telling me.” “I believe you.” “You’ve done the right thing.” “I will help you.”

Do not:

- Express shock
- Ask “why?”
- Make assumptions
- Promise secrecy
- Investigate or interview

After the disclosure:

- Make a factual record
- Include dates, times, exact words
- Report to DSL/DDSL
- Seek support if needed

Appendix 3 – Referral Process

Referral Steps

1. **Recognise**
2. **Respond**
3. **Record**
4. **Report**
5. **Record on My Concern**
6. **Refer**
7. **Review**

Appendix 4 – Use of Cameras, Recording Equipment and Mobile Phones (Updated 2026 Version)

YMCA Burton is committed to ensuring that the use of cameras, recording equipment and mobile phones does not compromise the safety, dignity or privacy of children, young people or unborn children.

4.1 Core Principles

- Only authorised staff may capture or publish images.
- Written consent must be obtained using YMCA Burton's standard consent form.
- Consent must specify purpose, storage duration and usage.
- Images must be stored securely and processed in line with GDPR.
- Images must never be sexualised, exploitative or open to misinterpretation.
- Online images must not include identifying details.

4.2 Digital Safety and Online Risks

Includes AI manipulation, deepfakes, geolocation metadata, tagging and unauthorised sharing.

4.3 External Photographers

Must be briefed, supervised and compliant with safeguarding policies.

4.4 Parents and Spectators

Expectations must be communicated; concerns treated as safeguarding issues.

4.5 Mobile Phones

- Staff must not use personal phones during work with children.
- Phones must be stored away and used only on breaks in child-free areas.
- Children must never use staff personal phones.

- YMCA devices must be supervised.

4.6 Safeguarding Concerns

- Concerns must be reported to DSL/DDSL.
- DSL/DDSL may request to view device contents if safeguarding concerns exist.
- Inappropriate material triggers LADO consultation.
- All concerns recorded on **My Concern**.

Appendix 5 – Behaviour Management (Children) Guidelines (Updated 2026 Version)

YMCA Burton promotes positive, consistent and trauma-informed behaviour management.

5.1 Core Principles

- Positive reinforcement
- Calm, respectful responses
- No shouting
- Early involvement of parents/carers
- Consider trauma, SEND and contextual factors

5.2 Understanding Behaviour

- **Disengaged** – boredom, anxiety, unmet needs
- **Disruptive** – impacts others
- **Unacceptable** – violence, bullying, discrimination

5.3 Responding to Negative Behaviour

- Listen and understand perspective
- Explain impact
- Support restorative approaches
- Persistent issues may lead to suspension/exclusion

5.4 Trauma-Informed Practice

- Recognise trauma
- Use de-escalation
- Avoid punitive responses

5.5 Physical Intervention

Only as a last resort to prevent injury or serious damage.

- Minimum force
- Maintain dialogue
- Stop when safe
- Seek help if needed

5.6 Recording and Reporting

- Report immediately
- Complete Incident Report
- Inform DSL/DDSL
- Record on **My Concern**
- LADO consultation for serious incidents

5.7 Staff Conduct

- Never hit, smack or verbally abuse
- Breaches lead to disciplinary action and possible LADO involvement

Appendix 6 – Legislation and Guidance

- Working Together to Safeguard Children 2026
- Children Act 1989 & 2004
- Staffordshire Right Help, Right Time Framework 2026
- Family Help statutory guidance
- Keeping Children Safe in Education
- Operation Encompass
- Domestic Abuse Act
- Violence Against Women and Girls Strategy
- Modern Slavery Act
- Prevent Duty Guidance
- GDPR / Data Protection Act 2018
- Local Safeguarding Partnership procedures

Appendix 7 – Safeguarding Response Flowchart

Recognise ↓ Respond ↓ Record
↓ Report ↓ My Concern Entry ↓
Refer ↓ Review

DEALING WITH A SAFEGUARDING CONCERN

IF SOMEONE
IS IN
IMMEDIATE
DANGER
CALL 999

A Person discloses that they or someone else have been or might be harmed / abused:

- Listen!
- Affirm that it is good that they have talked.
- Check that you understand their problem.

OR

You see or hear something that causes you concern that someone has been abused or may come to harm.

Can you speak with your supervisor / manager?

YES

EITHER:
Bring the person to your supervisor / manager.

OR

Report to your concern to your supervisor / manager.

Your supervisor / manager will contact Peter O'Reilly.
07735 299336

NO

Can you contact Catherine Miles?
07880 964591

NO

Can you contact Paul Laffey?
07753 701367

NO

YES

Peter O'Reilly and you or your supervisor / manager will decide the next steps.

Paul Laffey and you or your supervisor / manager will decide the next steps.

YES

For children call SCASS:
0300 111 8007

For adults call:
0345 604 2719

Make a factual note of what you heard / saw, what actions you took and who you spoke with. Sign, date it and keep it for yourself.

Appendix 8 – Training Requirements

Role	Training Required	Refresh Frequency
All Staff	Basic Safeguarding	Every 2 years
Volunteers	Basic Safeguarding	Every 2 years
Managers	Enhanced Safeguarding	Every 2 years
DSL	Specialist DSL Training	Every 2 years + updates
DDSL	Specialist DSL Training	Every 2 years + updates
Trustees	Governance Safeguarding	Every 3 years
New Starters	Induction Safeguarding	On appointment
CYP/Housing Staff	Role-specific modules	As per Training Matrix
Senior Leaders	Strategic Safeguarding	Every 3 years

Policy Review Frequency

Reviewed annually, or sooner if required following:

- Legislative changes
- Statutory guidance updates
- Local safeguarding arrangements
- Inspections
- Serious incidents
- Organisational learning