



Wolvercote Young People's Club & Hub

Safeguarding Policy



Approved by a meeting of Trustees

Date: 19 June 2026

Date of next review: June 2027

Signed (on behalf of the Trustees): Valerie E.Tate

Amendments/updates:

Table of Contents

1. Wolvercote Hub Safeguarding Statement
2. Purpose of the Policy
3. Scope of the Policy
4. Legal and Policy Framework
5. Roles and Responsibilities
6. Procedures for Dealing with a Concern and Record Keeping
7. Organisational Policies and Procedures
8. Safer Recruitment and Training
9. Concerns and Allegations relating to Staff and Volunteers
10. Protecting Staff and Volunteers
11. Information Sharing
12. Training
13. Whistleblowing in a Safeguarding Context
14. Site Security
15. Safeguarding Online
16. Compliance, Quality Assurance and Policy Review

Appendices

Appendix A: Key Staff and Contacts

Appendix B: Roles and Responsibilities

Appendix C: Safeguarding Definitions

Appendix D: Other Types of Safeguarding Concern

Appendix E: Procedures for the internal recording of safeguarding allegations



Wolvercote Young People's Club & Hub

Safeguarding Policy



1. Safeguarding Statement

Wolvercote Young People's Club Ltd (trading as Wolvercote Hub and hereafter referred to as Wolvercote Hub or the Hub) places the safety and welfare of all children, young people and vulnerable adults at the heart of its work. Safeguarding is everyone's responsibility and takes priority over all other organisational considerations. The Trustees and staff acknowledge the Hub's responsibility to promote the welfare of all children, young people and vulnerable adults, keeping them safe from harm. The Trustees and staff are aware of their responsibility to work with other agencies to ensure the safety of children and young people.

Wolvercote Hub encourages a culture of listening where young people and vulnerable adults can speak with any staff member/adult volunteer to share their concerns or fears in the knowledge these will be acted upon appropriately. The Hub has a fundamental belief that the views and wishes of children, young people and vulnerable adults are sought in ways that are appropriate to their age, culture and understanding.

2. Purpose of the policy

This policy aims to:

- Protect children, young people and vulnerable adults who engage in activities run by the Hub;
- Provide clear guidance to staff, volunteers, Trustees and committee members on their safeguarding responsibilities;
- Ensure concerns are identified, responded to, recorded, reported and acted upon appropriately;
- Clarify safeguarding responsibilities, including where the Hub premises are hired by external organisations.

3. Scope of the policy

This policy applies to:

- All paid staff, sessional workers, volunteers and young leaders;
- All Trustees;
- Anyone acting on behalf of the Hub in any capacity.

Any person, agency or organisation hiring or running any Hub or event within the Hub premises is responsible for their own safeguarding arrangements. Where the Hirer's activities involve children, young people or vulnerable adults, the Hirer shall either:



Wolvercote Young People's Club & Hub

Safeguarding Policy



- (a) provide and comply with its own safeguarding policy and procedures; or
- (b) where the Hirer is a private individual and therefore no such policy exists, comply with the Hub's Safeguarding Policy and related procedures, a copy of which will be provided upon request.

The Hirer shall ensure that its staff, volunteers and participants are made aware of and comply with the applicable safeguarding requirements. Hirers representing any organisation must provide a safeguarding policy - which is published and available to those involved in their work in any way - a DSL contact and confirm DBS checks to the Hub. Those with a responsibility for safeguarding in such organisations should be aware of the contents of the Hub's own policy. The Hub reserves the right to refuse or terminate hire where safeguarding is inadequate.

4. Legal and Policy Framework

This policy is informed by and complies with relevant legislation and guidance, including:

Children Act 1989 and 2004

Working Together to Safeguard Children 2023

Safeguarding Vulnerable Groups Act 2006

Equality Act 2010

Data Protection Act 2018 and UK GDPR

Counter-Terrorism and Security Act 2015 and Prevent Duty Guidance 2023

Oxfordshire Safeguarding Children Partnership guidance

5. Roles and Responsibilities **(Also see Appendix B)**

The Trustees have overall collective responsibility for governance of safeguarding. There is a named Trustee for safeguarding, referred to as the Lead Trustee for Safeguarding. For the current LTS, see appendix A.

The Hub will appoint a Designated Safeguarding Lead and at least one Deputy Designated Safeguarding Lead. For a full list of current staff and volunteers with DSL training, see appendix A.

All staff, Trustees, volunteers and anyone working with the Hub in any capacity must follow this policy. They should understand their responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected in a timely and appropriate manner. This includes reporting any concern they may have regarding another staff member or volunteer's behaviour towards a child or children.

The Wolvercote Hub acknowledges the need to treat everyone equally, with fairness, dignity and respect. Any discriminatory behaviours are challenged and children and young people are supported to understand how to treat others with respect. The Hub acknowledges its statutory duty to record and report any incidents which do not align with this.

The staff of the Wolvercote Hub are aware of the need to work with other relevant agencies where issues arise and contribute to any safeguarding reviews or assessments if required. Concerns about confidentiality should not prevent staff from sharing information where there is a genuine concern about the safety and/or well-being of a child, young person or vulnerable adult.

All adults have responsibility for safeguarding. They should never assume that others are monitoring a child or young person. Others may have doubts but you could be the only person taking action.

6. Procedures for Dealing with a Concern and Record Keeping

If a member of staff, volunteer, Trustee or adult working with the Hub (referred to in this section collectively as "staff") has a concern about a child or if a child tells them they are being, or at risk of being, abused, exploited or neglected, staff will appropriately respond by listening and offering reassurance.

Staff should make an accurate factual record as soon as possible including details of:

- Dates and times of their observations/incident
- Dates and times of any discussions in which they were involved
- Any injuries
- Explanations given by the child/adult
- What action was taken
- Any actual words or phrases used by the child.

Staff should listen to the wishes and feelings of the child/young people but they must not make any promises, especially promises of confidentiality. They should inform the child/young person in an age-appropriate way of the action that will be taken.



Wolvercote Young People's Club & Hub

Safeguarding Policy



The record should be signed and dated by the member of staff, who should also print their name for clarity if doing this on paper.

All information and concerns must be reported to the DSL/DDSL as soon as possible and the report emailed to safeguarding@wolvercotehub.uk to ensure it is dated and time stamped by the member of staff who is reporting the concern. Any paper record should be scanned and attached.

All concerns must be uploaded by the DSL/DDSL to the secure safeguarding Share Point folder.

The DSL will consider if there is a requirement for immediate intervention. If urgent, medical attention should not be delayed if the DSL is not immediately available. Call 999 or seek a trained first aider immediately

In the absence of the DSL/DDSL, staff will refer directly to MASH (if applicable) and the police (if appropriate) if there is a significant concern. The DSL will ensure any decisions and justifications for those decisions will be recorded in writing with clear outcomes documented following any action taken.

The DSL will discuss any concerns with the child's parents. There may be occasions when this is not appropriate, and if so, they would consult with other agencies prior to involving parents. We will record any decision not to discuss with parents and why.

Safeguarding records are kept for individual children and are maintained separately from all other Hub records relating to the child.

Safeguarding records are kept in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), which place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure. See ICO guidance 'For Organisations' which includes information about your obligations and how to comply, including protecting personal information and providing access to official information.

The Lead Trustee for Safeguarding will be kept informed of any significant concerns by the DSL. The precise information shared will be relevant and proportionate to the situation. All other staff and Trustees are informed on a need-to-know basis.

Procedures relating to safeguarding and the recording of incidents are included in this policy document under Appendix E.



Wolvercote Young People's Club & Hub

Safeguarding Policy



Organisational Policies and Procedures

This policy should be read alongside the following organisational policies and guidance:

- Allegations of Abuse Policy
 - Complaints Policy
 - Confidentiality Policy
 - Code of Conduct
 - Anti-bullying Policy
 - Social Media Policy
 - Online Safety Policy
 - Data Protection Policy
 - Photograph and Filming Policy
 - Whistleblowing Policy
 - Lone Working Policy
 - Safer Recruitment Policy
 - Walking Home Policy

7. Safer Recruitment and Training

The Wolvercote Hub will ensure that it follows safer recruitment guidance when employing staff and volunteers.

The Hub will also ensure that all appropriate checks including DBS checks are carried out. Details of checks and safeguarding training will be recorded on the Hub's Single Central Record (SCR). This will include contractors and those working on the site on a temporary basis when children and young people are present.

Ensuring the SCR is maintained and up-to-date is the responsibility of the Senior Administrator. Also see Safer Recruitment policy (hyperlink [here.](#))

8. Concerns and Allegations relating to Staff and Volunteers

All staff understand the processes and procedures to manage any safeguarding concern or allegation about staff members (including supply staff, volunteers and contractors).

If staff have a safeguarding concern or an allegation of harming or posing a risk of harm to children is made about another member of staff (including volunteers and contractors), then this should be referred to the Chair of Trustees, or if the Chair is



Wolvercote Young People's Club & Hub

Safeguarding Policy



unavailable, the Vice-Chair. The LADO should be contacted within 24 hours of the concern being raised.

If staff have a safeguarding concern or an allegation about another member of staff (including volunteers or contractors) that does not meet the harm threshold, then this should be shared in accordance with the Hub's Allegations of Abuse policy.

9. Protecting Staff and Volunteers

The Wolvercote Hub recognises the importance of protecting its staff and volunteers from possible allegations of abuse. Therefore staff members and volunteers should not:

- Transport children in a car/minibus or other vehicle without another adult present, unless agreed in advance safety measures are put in place;
- Take children to their homes;
- Make inappropriate contact with children, i.e. develop relationships outside the Hub/organisation setting, including via personal social media websites such as Facebook;
- Leave children below the age of 13 unattended;
- Leave children in the presence of adults who are not suitably trained;
- Leave children in the presence of adults not known to leaders;
- Leave children in the presence of adults who have not had relevant DBS checks;
- Show favouritism to children within the Hub/group.

It is recommended that staff and volunteers are not alone with children. However circumstances may arise where this is necessary/unavoidable, for example if a child wishes to speak to a staff member about a concern. If staff or volunteers are alone with a child or children they should be in a room with a window so that they can be seen by others at all times. They should if possible alert a colleague beforehand that they going to speak with a child alone.

10. Information Sharing

The Wolvercote Hub recognises that all matters relating to safeguarding are confidential.

All staff have a professional responsibility to share information with other agencies to safeguard children. Concerns about confidentiality should not prevent staff from

sharing information with other professionals when necessary for the prevention of harm to a child, young person or vulnerable adult.

All staff who come into contact with children will be given appropriate training to understand the purpose of information sharing to safeguard and promote children's welfare.

We will ensure that staff members are confident about what they can and should do according to the law, including how to obtain consent to share information and when information can be shared without consent.

Staff should never assume a colleague or another professional will act to share information that might be critical in keeping children safe.

Wolvercote Hub staff will participate in multi-agency processes for the protection of children and young people when appropriate and when they are asked to do so.

11. Training

All staff receive appropriate safeguarding training at induction, which is updated at least annually, and all staff are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately.

The DSL undergoes training to provide them with the knowledge and skills required to carry out their role.

The DSL/DDSL and any members of our safeguarding team refresh their DSL training every 2 years in line with Oxfordshire Child Safeguarding Panel guidance.

Training provided to all staff on appointment as part of their induction process includes online safety which, amongst other things, includes an understanding of the expectations and applicable roles and responsibilities in relation to filtering and monitoring. This information will be regularly updated.

The Lead Safeguarding Trustee will ensure that all Trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust approach to safeguarding. The training should be regularly updated, and Trustees are individually responsible for ensuring their training is up-to-date.

The DSL will be responsible for ensuring that Trustees, staff and volunteers receive updates and training on any changes to safeguarding legislation and procedures and



Wolvercote Young People's Club & Hub

Safeguarding Policy



relevant learning from Child Safeguarding Practice Reviews (CSPRs) in line with Working Together with Children 2023. These updates will occur annually or more frequently when necessary and will include safeguarding and child protection updates such as online safety (for example, via emails, e-bulletins and staff meetings), to provide them with the skills and knowledge to continue to safeguard children effectively.

The Senior Administrator will be responsible for maintaining accurate and up-to-date records of staff induction and training and ensuring that staff attend courses before their certification expires.

12. Whistleblowing in a Safeguarding Context

While the Hub has a separate Whistleblowing Policy, this is a summary that outlines the process when there is a concern about poor or unsafe practice and potential failures in the Hub's safeguarding provision. This does not replace the Whistleblowing Policy and should be read in conjunction with the Hub policy.

Whistleblowing is a term that is used where a staff member or volunteer feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed. All staff and volunteers should feel able to raise concerns and know they will be taken seriously by the Trustees.

Concerns should be raised with the Lead Trustee for Safeguarding in the first instance.

If staff or volunteers who would prefer to raise concerns outside of the Hub can contact the NSPCC whistleblowing line on 0800 028 0285 or email help@nspcc.org.uk.

13. Site Security

All staff and volunteers have a responsibility to ensure the Hub building is a safe environment; this includes ensuring the safety of any visitors to the Hub.

The Hub will not accept the behaviour of any individual, parent or anyone else, that threatens the security of the Hub or leads others, child or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse the person access to the Hub site.



Wolvercote Young People's Club & Hub

Safeguarding Policy



The external areas of the Hub are currently open for public use by community at all times. The responsibility for children and young people playing on the site while not attending an official Hub activity therefore lies with the person or body organising that activity or with their parents/carers if they are not attending an organised activity.

The Hub has a strict locked door policy and young people attending events organised by the Hub will be required to remain inside the building unless supervised.

The Hub's duty of care for children and young people applies only during the times in which they are engaged in officially supervised Hub activities. Responsibility for participants ceases once they have been formally dismissed from a session and have left the designated activity area. Parents, carers, or guardians are responsible for ensuring safe collection or onward travel arrangements. This statement should be read in conjunction with the Hub's Walking Home Policy, which outlines expectations and guidance for children leaving activities independently.

14. Online safety

The Hub recognises that safeguarding responsibilities extend to children's use of digital technology and online environments. Online risks, including bullying, exploitation and the sharing of harmful or inappropriate content, are treated as safeguarding concerns.

These risks are managed in line with the Hub's Online Safety Policy ([hyperlink here](#)), which sets out procedures for the safe use of personal devices, monitoring and responding to concerns and a Photography and Filming Policy ([hyperlink here](#)), which cover the use of mobile phones, cameras and other digital recording devices e.g. I-Pads.

The Hub recognises that many children have access to the internet via mobile data on personal devices while participating in activities. This means that, even within the Hub environment, children may be exposed to online risks, including bullying, harassment, controlling behaviour, the sharing of indecent images (both consensual and non-consensual), and access to pornography or other harmful content. These risks are addressed within the Hub's Online Safety Policy, which outlines the management of personal devices, as well as approaches to filtering, monitoring, and access to smart technology. The policy also emphasises the importance of online safety education and ensures that parents and carers are informed about how children may be using the internet during Hub activities, including which platforms they may access and who they may interact with online.



Wolvercote Young People's Club & Hub

Safeguarding Policy



Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment, staff and Trustees also consider the age range of children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.

15. Compliance, Quality Assurance and Policy Review

The Hub will ensure that systems are in place to monitor the implementation of, and compliance with, this policy and accompanying procedures.

The Trustees and the safeguarding team will ensure that action is taken to remedy any deficiencies and weaknesses identified in child protection arrangements without delay.

This policy will be reviewed at the start of every academic year. All other linked policies will be reviewed in line with the policy review cycle.

The DSL will ensure that Trustees and staff, including volunteers and anyone else working within the Hub, are made aware of any amendments to policies and procedures.

The DSL will report to the Lead Trustee for Safeguarding termly to support strategic oversight and quality assurance of day-to-day safeguarding practices.

Additional updates to the safeguarding policy and appendices will take place when needed.

APPENDICES

Appendix A

Key staff and contacts

Designated Safeguarding Lead (DSL)	Cheryl West	Cheryl@wolvercotehub.uk ; safeguarding@wolvercotehub.uk - 07942383277
Deputy Designated Safeguarding Leads (DDSLs)	Clare O'Leary	Clare@wolvercotehub.uk ; safeguarding@wolvercotehub.uk - 07942383277
Lead Trustee for Safeguarding	Katherine Radcliffe	katherine@wolvercotehub.uk
Chair of Trustees	Val Tate	Val@wolvercotehub.uk
Vice-chair of Trustees	Andrew Fenton	andrew@wolvercotehub.uk
Person responsible for day-to-date site security	Office workers	Admin@wolvercotehub.uk or 01865 559374. Hub Hirers will have their own safeguarding policy.
Local Authority Designated Officer (LADO)	Jo Lloyd Sandra Barratt Amie Pilcher	01865 810603 Lado.safeguardingchildren@oxfordshire.gov.uk
MASH (for urgent safeguarding concerns)		MASH - 0345 0507666 Outside of office hours call the Emergency Duty Team (EDT) - 0800 833 408

Appendix B: Roles and Responsibilities

The role of the WYPC Designated Safeguarding Lead

The DSL is responsible for the co-ordination and oversight of day-to-day safeguarding practice

Managing referrals:

Refer cases to MASH and the Police, where appropriate, in a timely manner avoiding any delay that could place the child at increased risk.

Refer to the Oxfordshire Threshold of needs to assist with decision making:
<https://www.oscp.org.uk/wp-content/uploads/2024/04/Threshold-of-needs.pdf>

Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding, including contextual safeguarding.

Keep detailed, accurate, secure records of all safeguarding and welfare concerns, discussions and decisions made, including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as children's social care or the Prevent program etc.

Maintain a chronology of significant incidents for each child with safeguarding concerns, including a record of decisions made and the reasons for those decisions.

Ensure such records are kept confidentially and securely and separate from the child's educational record.

Multi-agency working and information sharing:

The DSL recognises and is committed to their responsibility to work with other professionals and agencies in line with statutory guidance.

The Hub is not the investigating agency when there are child protection concerns. The Hub will, however, contribute to the investigation and assessment processes as required by the OCSP. The Hub recognises the importance of multi-agency working and will support attendance at relevant safeguarding meetings, including Child Protection Conferences and Strategy Meetings if asked to do so. The Hub will cover employee expenses for this.

Raising awareness

The Designated Safeguarding Lead should:

Ensure each member of staff has access to, and understands, the Hub's safeguarding policy and procedures.



Wolvercote Young People's Club & Hub

Safeguarding Policy



Ensure the Hub's Safeguarding Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Lead Trustee for Safeguarding and the Board to ensure this.

Link with the safeguarding partnership arrangements to make sure staff are aware of the latest local policies on local safeguarding arrangements.

Encourage a culture of listening to children, young people and vulnerable adults and of taking account of their wishes and feelings in any action the Hub takes to protect them.

Policies and procedures

Along with the Senior Administrator, ensure that Appendix E, detailing the Hub procedures around the recording of allegations and safeguarding concerns, is regularly reviewed and kept up-to-date.

The role of the Senior Administrator

The Hub's Senior Administrator will be a DDSL and will have up-to-date DSL training.

The Senior Administrator will:

Ensure that each member of staff has access to the Hub's safeguarding policy and procedures, and that training is regularly updated and at least annually.

Maintain the Hub's Single Central Record and ensure that all DBS and other statutory checks are up-to-date.

Ensure that Induction training is carried out for each member of staff which includes relevant training in safeguarding and related policies and procedures.

Ensure that staff undergo all relevant training, including safeguarding training, before their current certification expires.

Ensure the Safeguarding Policy and related policies are available publicly and parents know that referrals about suspected abuse or neglect may be made and the role of the Hub in this.

Link with the safeguarding partnership arrangements to make sure staff are aware of any relevant training opportunities on local safeguarding arrangements.

Ensure that safeguarding records are stored securely, with access limited only to authorised people, and that the records are kept separately from all other information about children and young people.



Wolvercote Young People's Club & Hub

Safeguarding Policy



Ensure there are at least two emergency contacts for every child registered in Hub activities.

Policies and procedures

Along with the DSL, ensure that Appendix E, detailing the Hub procedures around the recording of allegations and safeguarding concerns, is regularly reviewed and kept up-to-date.

The role of the Lead Trustee for Safeguarding

Strategic

The LTS will:

Review the Hub's strategic plans to consider whether they reflect safeguarding legislation, regulations specific to its activities, statutory guidance and the safeguarding expectations of the Charities Commission and raise any concerns with the board.

Work with the Board of Trustees and Designated Safeguarding Lead regularly to review whether the plans and procedures the Hub has put in place are creating a safer culture and keeping people safe.

Check the Hub's safeguarding policy reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for Trustees liability.

Make sure there is space on the agenda for safeguarding reports from the DSL and help Trustees understand and challenge those reports.

Effective policy and practice

Make sure there is an annual review of safeguarding policies and procedures and that this is reported to Trustees.

Understand the monitoring the Hub does to see whether policies and procedures are effective.

Call for audits of qualitative and quantitative data (either internal or external) when they are needed.

With the DSL, learn from case reviews locally and nationally, to improve the organisation's policies, procedures and practices.

Oversee safeguarding allegations against staff or volunteers, together with the Chair of Trustees.



Wolvercote Young People's Club & Hub

Safeguarding Policy



Be a point of contact for staff or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

Creating the right culture

Champion safeguarding throughout the organisation.

Attend relevant safeguarding training events and conferences.

Support the Trustees in developing their individual and collective understanding of safeguarding.

Attend meetings, activities and projects to engage with staff, volunteers and Hub users to understand safeguarding on the ground.

Work with the Chair of Trustees and DSL in order to manage all serious safeguarding cases.

Support regular safeguarding updates for staff and volunteers.

Gather the views of staff and volunteers in relation to safeguarding and sharing these with the board.

The role of the Chair of Trustees

The Chair should make sure that the Lead Trustee for Safeguarding either has the required knowledge, skills and experience or is supported to develop these.

This can include:

setting up regular meetings together with the LTS and DSL.

making sure the LTS is allocated enough time at meetings to provide full and detailed reports on safeguarding.

encouraging the LTS to take part in local and national partnerships that can help them keep up to date with safeguarding messages, trends and priorities.

Allegations against staff

The chair of Trustees will be responsible for investigations and all related actions regarding allegations against staff.

Appendix C- Safeguarding Definitions

- 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.
- Children are any people who have not yet reached their 18th birthday; a 16-year-old, whether living independently, in further education, in the armed forces or in hospital, is a child and is entitled to the same protection and services as anyone younger.
- Early Help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. Providing early help is more effective in promoting the welfare of children rather than reacting later. In Oxford support and advice on Early Help is provided by LCSS
<https://www.oscp.org.uk/practitioners/locality-and-community-support-service-early-help>
- Safeguarding and promoting the welfare of children is defined as:
 - Providing help and support to meet the needs of children as soon as problems emerge.
 - Protecting children from maltreatment, whether that is within or outside the home, including online.
 - Preventing impairment of children's mental and physical health or development.
 - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
 - Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the child.
 - Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.
- Significant harm is the threshold that justifies compulsory intervention in the family in the best interests of the child. Section 47 of the Children Act 1989 states 'where the question of whether harm suffered by a child is significant turns on the child's health or development; his health or development shall be compared with that which could reasonably be expected of a similar child.'

- A vulnerable child is a child who:
 - is disabled or has certain health conditions and has specific additional needs
 - has a statutory Education, Health and Care plan
 - has a mental health need
 - is a young carer
 - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
 - is frequently absent from education, missing/goes missing from home, or care
 - has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit.
 - is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
 - is at risk of being radicalised or exploited
 - has a parent or carer in custody or is affected by parental offending
 - is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
 - is misusing alcohol and other drugs themselves
 - is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
 - is a privately fostered child.

Categories of Abuse

(Also see <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse>)

- Emotional abuse is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development and conveying 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 children
- interactions that are beyond a child's developmental capability

Wolvercote Young People's Club & Hub

Safeguarding Policy

- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying)
- causing children frequently to feel frightened or in danger or the exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

- Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, it may involve a parent 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 care givers
- ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Educational neglect is also considered:

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning, 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.

- 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 or not 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 children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children 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 children.

Appendix D- Other Types of Safeguarding Concern

Appendix D contains important additional information about specific forms of abuse and safeguarding issues that you may need to be aware of.

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members, by people known but not related to the victim (such as neighbours, friends and acquaintances) and by strangers.

Child Sexual Exploitation & Child Criminal Exploitation Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females and children or adults.

The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual, and it should be treated as exploitation. As well as being physical, it can be facilitated and/or take place online.

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual.

CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year-olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g., through others copying videos or images they have created and posted on social media).

CCE indicators can also be indicators of CSE, as can children who have older boyfriends or girlfriends and children who suffer from sexually transmitted infections or become pregnant.

County Lines Is a term used to describe gangs, groups or drug networks that supply drugs from urban to suburban areas across the country, including market and coastal towns, using dedicated mobile phone lines or 'deal lines.' They exploit children and vulnerable adults to move the drugs and money to and from the urban area, and to store the drugs in local markets. They will often use intimidation, violence and weapons, including knives, corrosives and firearms.

County lines is a major, cross-cutting issue involving drugs, violence, gangs, safeguarding, criminal and sexual exploitation, modern slavery and missing persons and the response to tackle it involves the police, the National Crime Agency, a wide range of Government departments, local government agencies and voluntary and community sector organisations. County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people, vulnerable adults and local communities.

Children with family members in prison Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health.

Online Safety, Remote Learning, Cybercrime and Filtering & Monitoring It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective organisational approach to online safety is required to protect and educate children, young people and staff in their use of technology and establishes mechanisms to identify, intervene in and escalate any concerns where appropriate.

Domestic abuse Domestic Abuse covers a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected". Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child to parent abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Experiencing domestic abuse can have a serious, long lasting, emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Mental Health:

All staff should also 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. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, may raise concerns regarding children whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, it can have a lasting impact throughout childhood, adolescence and into adulthood. It is important that staff are aware of how these children's experiences can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or a deputy.

<https://www.gov.uk/government/publications/promoting-children-and-young-peoples-emotional-health-and-wellbeing>

Modern Slavery and Human Trafficking

Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery. Victims can include adults and children and come from all walks of life and backgrounds. A quarter of all victims are children. The Modern Slavery Act 2015 places a duty on specified public authorities to report details of suspected cases of modern slavery to the National Crime Agency.

Indicators of Modern Slavery can include:

- lack of access to legal documents (e.g. passports)
- appearance (malnourished, unkempt, etc.)
- untreated or unexplained injuries
- attitude (withdrawn, frightened, unable to speak for themselves)
- indebtedness or in a situation of dependence

- frequent changes of location or restrictions on movement

Prevent: Extremism

From 1 July 2015 all schools, registered early years' childcare providers and registered later years' childcare providers are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas:

- Assessing the risk of children being drawn into terrorism.
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism and to challenge extremist ideas which can be used to legitimise terrorism.
- Ensure children are safe from terrorist and extremist material when accessing the internet in the setting.

Preventing vulnerable adults and children from being drawn into extremism is a safeguarding concern.

It is essential that frontline staff are able to spot the signs and make a safeguarding referral.

Indicators may include:

- Withdrawing from usual activities
- Accessing extremist literature/websites
- Expressing 'us and them' thinking
- Expressing feelings of anger, grievance or injustice

To report concerns about child radicalisation:

- Make safe – If emergency services are required – call 999. Take reasonable steps to ensure that there is no immediate danger.
- Refer concern identified by member of the public or professional.
- Call MASH on 0345 050 7666.

Female Genital Mutilation

Female genital mutilation (FGM), sometimes referred to as female circumcision, refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

There are no health benefits to FGM. It is carried out for cultural and social reasons within families and communities. The procedure is traditionally carried out by an older woman with no medical training. Anaesthetics and antiseptic treatment are not generally used and the practice is usually carried out using basic tools such as knives, scissors, scalpels, pieces of glass and razor blades.

The Oxford Rose Clinic is a specialised clinic run at the John Radcliffe Hospital to address the health and safeguarding issues associated with FGM.
oxfordrose.clinic@nhs.net

Sexual Harassment, Violence, Harmful Sexual Behaviours

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Sexual violence is rape, assault by penetration, sexual assault, causing someone to engage in sexual activity without consent (when referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003).

Sexual Harassment is 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school or college. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment.

Sexual harassment is likely to violate a child's dignity and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Harmful Sexual Behaviours exist on a wide continuum, ranging from normal and developmentally expected to inappropriate, problematic, abusive and violent. Problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage.

Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable.

Organisations working with children and young people should be aware of the importance of:

Wolvercote Young People's Club & Hub

Safeguarding Policy

- making clear that there is a zero-tolerance approach to sexual violence and sexual harassment, that it is never acceptable and it will not be tolerated. It should never be passed off as “banter”, “just having a laugh”, “a part of growing up” or “boys being boys”. Failure to do so can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse, leading to children accepting it as normal and not coming forward to report it.
- recognising, acknowledging and understanding the scale of harassment and abuse and that even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported.
- challenging physical behaviour (potentially criminal in nature) such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting skirts.
- Dismissing or tolerating such behaviours risks normalising them.

So-called ‘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 (see below) and practices such as breast ironing.

Abuse committed in the context of preserving ‘honour’ often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA,

Forced marriage

A forced marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced marriage is now a specific offence under section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014. FM is very different to an arranged marriage where both parties give consent.

Self-Harm

Self-harm refers to an intentional act of self-poisoning or self-injury, irrespective of the motivation or apparent purpose of the act and is an expression of emotional distress (cks.nice.org.uk).

Self-harm can involve:



Wolvercote Young People's Club & Hub

Safeguarding Policy

- Cutting, burning, biting
- Head banging and hitting
- Picking and scratching
- Pulling out hair
- Overdosing and self-poisoning

Indicators of self-harm may include:

- changes in eating/sleeping habits
- increased social isolation
- unexplained cuts, bruises or cigarette burns, usually on wrists, arms, thighs and chest
- keeping fully covered at all times, even in hot weather
- signs of depression, such as low mood, tearfulness or a lack of motivation or interest in anything
- self-loathing and expressing a wish to punish themselves
- not wanting to go on and wishing to end it all
- becoming very withdrawn and not speaking to others
- signs of low self-esteem, such as blaming themselves for any problems or thinking they're not good enough for something
- signs they have been pulling out their hair

People who self-harm can seriously hurt themselves so it is important that they speak to a GP about the underlying issue and request treatment or therapy that could help them.

Appendix E- Safeguarding Reporting and Recording Procedure

This procedure sets out the required process for all staff and volunteers to report, record and escalate safeguarding concerns in a timely, secure and legally compliant manner.

1. Immediate Action and Verbal Reporting

Any member of staff or volunteer who has a safeguarding concern must report it immediately to the Designated Safeguarding Lead (DSL), or in their absence, the Deputy Designated Safeguarding Lead (DDSL).

Where there is a risk of immediate harm, staff must contact emergency services without delay and inform the DSL as soon as possible thereafter.

Written reporting must not delay or replace immediate verbal reporting to the DSL/DDSL.

2. Written Reporting

As soon as possible following the verbal report (and ideally within the same working day), the concern must be recorded in writing.

The report must be submitted via email to safeguarding@wolvercotehub.uk.

The written report must include:

- Date, time and location of the concern
- Full name(s) of the child/young person(s) involved
- Factual, objective account of what was observed, disclosed, or reported (using the individual's own words where possible)
- Details of any witnesses
- Actions taken at the time
- Name and role of the person making the report

Reports must be factual and must not include personal opinions or assumptions.

3. Secure Handling of Safeguarding Information

The safeguarding email inbox is secure and access is strictly limited to:

- Designated Safeguarding Lead (DSL)



Wolvercote Young People's Club & Hub Safeguarding Policy



- Deputy Designated Safeguarding Lead (DDSL)
- Senior Administrator (DSL trained)
- Lead Trustee for Safeguarding (DSL trained)

Upon receipt, the Senior Administrator will ensure that a digital copy of the report is securely stored in the designated safeguarding folder.

Access to the safeguarding folder is restricted to the individuals listed above.

All safeguarding records must be handled in accordance with data protection legislation, including the UK GDPR and Data Protection Act 2018.

4. Management of Paper Records

Where handwritten notes are made, they must:

- Be signed and dated by the author
- Be clear, legible, and contemporaneous

Paper records must be:

- Photographed or scanned promptly
- Uploaded to the secure safeguarding folder

Once securely uploaded, paper copies must be disposed of using confidential waste procedures.

5. DSL Responsibilities and Next Steps

The DSL (or DDSL acting in their absence) is responsible for:

- Assessing the concern
- Determining appropriate action in line with statutory safeguarding guidance (e.g. *Working Together to Safeguard Children*)
- Making referrals to external agencies where required
- Recording all decisions and actions taken

All actions taken by the DSL must be clearly documented and stored securely.

6. Confidentiality and Information Sharing

Safeguarding information must be shared on a need-to-know basis only.

Staff must not discuss safeguarding concerns outside of appropriate reporting channels.



Wolvercote Young People's Club & Hub

Safeguarding Policy



Information may be shared without consent where there is a lawful basis to safeguard a child or young person.

7. Compliance

Failure to follow this procedure may result in disciplinary action and could place children or young people at risk.

Key Principle:

At no point should administrative or recording processes delay the immediate reporting of safeguarding concerns to the DSL or appropriate authorities.