

YOUNG MINDERS – THE HOME EDUCATION HUB

SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES

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PART A – SAFEGUARDING POLICY

1. POLICY STATEMENT AND COMMITMENT

Young Minds – The Home Education Hub is committed to safeguarding and promoting the welfare of every child and young person who comes into contact with the organisation.

Young Minds works with children, young people and families through home education support, educational activities, sports, creative activities, wellbeing programmes, community projects, workshops, trips, online sessions and other community-based activities.

We recognise that safeguarding is everyone's responsibility.

Young Minds is committed to creating an environment in which children and young people:

- feel safe, respected and listened to;
- are protected from abuse, neglect, exploitation and avoidable harm;
- can raise concerns and know that they will be taken seriously;
- are treated fairly and without discrimination;
- are supported according to their individual needs;
- are encouraged to participate in decisions affecting them where appropriate.

Young Minders will act promptly when concerns arise and will never knowingly ignore, minimise or dismiss a safeguarding concern.

Our safeguarding arrangements are designed to be proportionate to the size and nature of Young Minders while meeting our legal, regulatory and moral responsibilities.

2. PURPOSE

The purpose of this policy and procedures document is to:

1. Set out Young Minders' commitment to safeguarding children and young people.
2. Explain the responsibilities of trustees, staff, volunteers and others working on behalf of Young Minders.
3. Establish clear safeguarding standards across all Young Minders activities.
4. Ensure concerns are recognised, reported, recorded and acted upon appropriately.
5. Establish clear expectations for safe professional behaviour.
6. Support safe working with parents, carers, partners and external organisations.
7. Provide clear procedures for responding to safeguarding concerns.
8. Explain what staff and volunteers should do if a child makes a disclosure.
9. Establish procedures for allegations against adults working with children.
10. Ensure Young Minders can respond appropriately across different local authority areas.

This document should be read alongside Young Minders' other relevant policies and procedures.

3. SCOPE

This policy applies to everyone working for, volunteering with or representing Young Minders, including:

- trustees;
- employees;
- sessional workers;
- volunteers;
- placement students;
- freelance workers;
- external facilitators;
- sports coaches;
- activity leaders;
- contractors;
- partner organisations where agreed;
- anyone else who has contact with children through Young Minders.

Everyone covered by this policy has a responsibility to understand and follow Young Minders' safeguarding arrangements.

Where Young Minders works alongside another organisation, safeguarding responsibilities should be agreed before the activity takes place.

4. SAFEGUARDING PRINCIPLES

Young Minders will follow the following principles.

Child-centred practice

The welfare and safety of the child will remain central to safeguarding decisions.

Everyone has a responsibility

Safeguarding is not solely the responsibility of the DSL. Every person working with Young Minders must act on concerns.

Listen to children

Children should be listened to and taken seriously. Their views and experiences should inform safeguarding decisions where appropriate.

Act promptly

Concerns will be responded to without unnecessary delay.

Do not investigate

Staff and volunteers must not investigate allegations themselves. Their role is to recognise concerns, respond appropriately, record what they have been told or observed and report the concern through the correct safeguarding route.

Appropriate information sharing

Information will be shared appropriately and on a need-to-know basis where necessary to protect a child.

Prevention

Young Minders will seek to reduce safeguarding risks through safer recruitment, supervision, training, risk assessments, clear boundaries and safe working practices.

Equality and inclusion

Young Minders recognises that discrimination, racism, exclusion and prejudice can contribute to harm and can affect children's experiences of safeguarding.

5. WHAT SAFEGUARDING MEANS

For Young Minders, safeguarding includes:

- protecting children from abuse and neglect;

- preventing impairment of children's physical or emotional health or development;
- promoting safe and effective care;
- taking action when a child may be at risk of harm;
- creating safe environments for activities and learning;
- preventing bullying, harassment and discriminatory behaviour;
- protecting children from exploitation;
- recognising online and digital risks;
- responding to concerns involving staff, volunteers or other adults;
- supporting children with additional vulnerabilities;
- working appropriately with parents, carers and statutory agencies.

Safeguarding applies to children and young people under the age of 18.

Young Minds will also consider safeguarding responsibilities towards adults who may be at risk of abuse or neglect and will maintain appropriate procedures for responding to such concerns.

6. RECOGNISING ABUSE AND NEGLECT

Young Minds recognises the main categories of child abuse as:

- physical abuse;
- emotional or psychological abuse;
- sexual abuse;
- neglect.

Safeguarding concerns may also involve:

- domestic abuse;
- child sexual exploitation;
- criminal exploitation;
- county lines and other forms of exploitation;
- bullying and cyberbullying;
- online abuse and grooming;
- trafficking and modern slavery;
- radicalisation and extremism;
- honour-based abuse;
- female genital mutilation;
- forced marriage;
- harmful sexual behaviour;
- abuse by peers;
- abuse within teenage relationships;
- discrimination and hate-related harm;
- self-harm or other serious welfare concerns;
- risks associated with missing children;
- abuse or neglect within the home or other care arrangements.

Young Minds recognises that children may experience more than one form of harm at the same time.

A safeguarding concern does not need to involve obvious physical signs. Changes in behaviour, presentation, communication, attendance, relationships or emotional wellbeing may also indicate that a child requires support or protection.

7. CHILDREN WITH ADDITIONAL VULNERABILITIES

Young Minds recognises that some children may face additional safeguarding risks.

This may include children who:

- have SEND or additional needs;
- are autistic or have communication difficulties;
- are socially isolated;
- are experiencing difficulties at home;
- are care-experienced;
- are experiencing poverty or housing instability;
- are affected by domestic abuse;
- have limited access to transport or support;
- are experiencing bullying or discrimination;
- are vulnerable to exploitation;
- communicate differently or require additional support to express concerns.

A child's additional needs must never automatically be assumed to explain a change in behaviour or presentation.

Young Minds will make reasonable adjustments where necessary to enable children to participate safely and communicate concerns.

8. SAFEGUARDING AND HOME EDUCATION

Young Minds supports home-educating families and recognises that children outside mainstream education may have different patterns of contact with services and professionals.

Home education itself is not a safeguarding concern.

However, Young Minds will remain alert to safeguarding concerns affecting any child, regardless of their educational circumstances.

Where a safeguarding concern arises, Young Minds will follow the same safeguarding principles and referral arrangements that apply to all children.

Young Minds will not attempt to determine whether a family is providing an appropriate education where this falls outside the organisation's role.

Safeguarding concerns will be considered separately and referred where necessary.

9. SAFEGUARDING IN DIFFERENT SETTINGS

Young Minders may deliver activities:

- in community centres;
- sports facilities;
- halls and hired venues;
- outdoor spaces;
- partner organisations' premises;
- schools or educational settings;
- public and community locations;
- during trips and visits;
- online.

Safeguarding arrangements will be considered before activities take place.

This may include:

- venue suitability;
- staffing and supervision;
- first aid;
- emergency arrangements;
- attendance and registration;
- collection arrangements;
- accessibility;
- communication needs;
- transport arrangements;
- online safety;
- photography and recording;
- individual risk factors;
- emergency contacts.

Where Young Minders works alongside another organisation, responsibilities for safeguarding will be agreed in advance.

10. SAFER RECRUITMENT AND DBS

Young Minders is committed to safer recruitment.

Recruitment decisions will consider whether an individual is suitable to work with children and young people.

Depending on the role, Young Minders may undertake:

- application and interview processes;

- identity checks;
- references;
- employment history checks;
- consideration of gaps in employment;
- right-to-work checks where applicable;
- DBS checks where legally eligible and appropriate;
- role-specific suitability checks;
- safeguarding induction.

DBS requirements will be determined according to the duties and level of contact involved in a particular role.

A DBS check will not be treated as the only safeguarding measure.

Young Minders will not knowingly allow a person who is unsuitable to work with children to undertake activities involving children.

11. SAFEGUARDING TRAINING

Trustees, staff and volunteers who work with children will receive safeguarding information and training appropriate to their role.

Training and induction should ensure that individuals understand:

- what safeguarding means;
- how to recognise concerns;
- what to do if a child discloses something;
- how to report concerns;
- the role of the DSL;
- professional boundaries;
- confidentiality and information sharing;
- online safeguarding;
- recording concerns.

The DSL will maintain oversight of safeguarding training requirements.

Additional training may be provided where Young Minders' activities or identified risks require it.

12. PROFESSIONAL BOUNDARIES AND CODE OF CONDUCT

Everyone working with Young Minders must maintain appropriate professional boundaries with children and young people.

Adults must:

- treat children with dignity and respect;
- communicate appropriately;
- maintain professional boundaries;
- avoid unnecessary physical contact;
- avoid favouritism;
- avoid inappropriate personal relationships;
- avoid private or secretive communication with children;
- use organisational communication channels wherever possible;
- never engage in sexualised or inappropriate conversations with children;
- never use threatening, humiliating or degrading behaviour;
- never use physical punishment;
- report concerns about their own behaviour or the behaviour of others.

Adults must not:

- meet children privately outside agreed organisational arrangements;
- exchange personal gifts or money with children unless authorised;
- communicate with children through inappropriate personal social media accounts;
- take or share inappropriate photographs or recordings;
- engage in behaviour that could reasonably be interpreted as grooming.

13. ONLINE SAFEGUARDING

Young Minders may provide online support, workshops, meetings or educational sessions.

The same safeguarding expectations apply online as they do in person.

Young Minders will take reasonable steps to ensure:

- online sessions are appropriately supervised;
- children understand how to raise concerns;
- staff and volunteers use appropriate accounts and communication channels;
- personal communication with children is avoided wherever possible;
- inappropriate content or behaviour is addressed;
- online safeguarding concerns are reported;
- recordings and images are managed appropriately;
- privacy and data protection are considered.

Staff and volunteers must not use online communication to develop inappropriate personal relationships with children.

14. PHOTOGRAPHY, VIDEO AND SOCIAL MEDIA

Young Minders may use photographs or video recordings to promote its work, document activities or demonstrate impact.

Images of children will only be used in accordance with Young Minders' consent, photography and data protection arrangements.

Children should not be identified in a way that creates unnecessary risk.

Staff, volunteers and facilitators must not take or share photographs of children for personal use.

Young Minders will take particular care when sharing information about children or families on social media.

15. WORKING WITH PARENTS AND CARERS

Young Minders values parents and carers as partners in supporting children's wellbeing and safety.

Where appropriate, parents and carers will be:

- informed about safeguarding arrangements;
- provided with relevant information about activities;
- given appropriate opportunities to raise concerns;
- treated respectfully and fairly.

However, there may be circumstances where sharing information with a parent or carer could increase risk to a child.

Where this may be the case, the DSL will seek appropriate safeguarding advice before information is shared.

The child's safety remains the priority.

16. EXTERNAL PARTNERS AND FACILITATORS

Young Minders may work with external organisations, coaches, facilitators, venues and other partners.

Where their work involves children, Young Minders will take reasonable steps to establish that appropriate safeguarding arrangements are in place.

Depending on the nature of the relationship, this may include checking:

- safeguarding policies;
- safeguarding responsibilities;
- DBS arrangements where applicable;
- qualifications and experience;
- insurance;
- risk assessments;
- reporting arrangements;
- safeguarding contacts.

Clear responsibilities will be agreed where more than one organisation is involved.

17. SAFEGUARDING AND RISK ASSESSMENT

Safeguarding risks will be considered as part of Young Minders' wider risk management arrangements.

Risk assessments may consider:

- the activity;
- the venue;
- staffing;
- age and needs of participants;
- supervision;
- travel and transport;
- online activity;
- individual vulnerabilities;
- emergency arrangements;
- behaviour;
- environmental risks;
- potential safeguarding concerns.

Risk assessments will be reviewed when activities, venues or circumstances change.

18. ROLES AND RESPONSIBILITIES

18.1 Board of Trustees

The Board of Trustees retains overall responsibility for safeguarding within Young Minders.

Trustees will:

- ensure appropriate safeguarding policies are in place;
- ensure safeguarding is treated as a governance priority;
- provide appropriate oversight and challenge;
- ensure safeguarding risks are identified and managed;
- ensure suitable safeguarding training is available;
- ensure appropriate safer recruitment arrangements;
- review safeguarding performance and incidents;
- ensure serious safeguarding matters are escalated appropriately;
- review this policy at least annually and following significant changes or serious incidents.

Delegating day-to-day safeguarding responsibilities does not remove the Board's overall responsibility.

18.2 Designated Safeguarding Lead

The DSL will:

- provide day-to-day safeguarding leadership;
- receive and assess safeguarding concerns;
- ensure concerns are recorded;
- make or support appropriate referrals;
- seek advice from statutory agencies where required;
- support staff and volunteers;
- maintain safeguarding records;
- monitor safeguarding training;
- support safer recruitment arrangements;
- advise trustees on safeguarding risks;
- promote a safeguarding culture across Young Minds.

18.3 Staff and Volunteers

All staff and volunteers must:

- understand and follow this policy;
- complete required safeguarding training;
- maintain professional boundaries;
- remain alert to safeguarding concerns;
- report concerns promptly;
- record information accurately;
- cooperate with safeguarding procedures;
- never promise a child complete confidentiality.

18.4 Everyone Working with Young Minds

Everyone has a responsibility to challenge unsafe practice and report concerns rather than assuming someone else will act.

PART B – SAFEGUARDING PROCEDURES

19. WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

If you are worried about a child:

STEP 1 – LISTEN

If a child speaks to you:

- remain calm;

- listen carefully;
- allow the child to speak;
- take them seriously;
- use simple, open questions only where necessary to clarify what they mean;
- do not interrupt unnecessarily.

STEP 2 – REASSURE

Tell the child that:

- they have done the right thing by telling someone;
- you are taking what they have said seriously;
- you will get help where necessary.

Do not promise to keep the information secret.

You can say:

"I may need to tell someone who can help keep you safe, but I will only share it with people who need to know."

STEP 3 – DO NOT INVESTIGATE

Do not:

- interrogate the child;
- ask leading questions;
- repeatedly question the child;
- suggest answers;
- confront an alleged abuser;
- investigate the allegation yourself;
- ask the child to repeat the disclosure unnecessarily.

STEP 4 – REPORT

Tell the DSL as soon as possible.

If the concern relates to the DSL, follow Section 30.

STEP 5 – RECORD

Make a factual written record as soon as possible.

Use the child's own words wherever possible.

20. RESPONDING TO A DISCLOSURE

A disclosure may be:

- direct;
- indirect;
- through a drawing or written communication;
- through an online message;
- through changes in behaviour;
- through something said during an activity.

Do:

- stay calm;
- listen;
- take the concern seriously;
- reassure the child;
- explain what you will do next;
- report the concern;
- record the information accurately.

Do not:

- promise secrecy;
 - investigate;
 - confront the alleged perpetrator;
 - express shock or disbelief;
 - ask unnecessary questions;
 - make promises you cannot keep;
 - delay reporting.
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21. IMMEDIATE DANGER AND EMERGENCY SITUATIONS

If a child is in immediate danger or requires urgent medical assistance:

CALL 999.

Do not wait for the DSL before contacting emergency services where immediate action is required.

After emergency action:

1. Inform the DSL as soon as possible.
2. Record what happened.
3. Record actions taken.
4. Follow instructions provided by the police, ambulance service or Children's Services.

Emergency action takes priority over internal reporting procedures.

22. REPORTING A CONCERN TO THE DSL

All safeguarding concerns should be reported to the DSL as soon as possible and preferably on the same day.

The person reporting should provide, where known:

- child's name;
- child's age/date of birth;
- parent's/carer's details where appropriate;
- what happened;
- when and where it happened;
- what the child said;
- what was observed;
- who else was present;
- immediate action already taken;
- known risks;
- whether the concern is urgent.

The person reporting the concern should not decide whether the concern is serious enough to report.

If you are concerned, report it.

23. RECORDING A SAFEGUARDING CONCERN

The safeguarding concern form should be completed as soon as reasonably possible.

Records should be:

- factual;
- clear;
- dated;
- timed;
- attributable to the person making the record;
- written in plain language.

Where a child has spoken directly, use their words wherever possible.

Avoid:

- assumptions;
- speculation;
- personal opinions;
- diagnostic statements;
- statements about whether someone is guilty;

- unnecessary detail;
- emotionally loaded language.

Example

Appropriate:

"At approximately 2:15pm, Sarah said, 'I don't want to go home because Dad gets angry and hits me.'"

Not appropriate:

"Sarah's father is clearly abusive."

The first records what was said. The second makes a conclusion that the staff member is not responsible for establishing.

24. WHAT HAPPENS AFTER A CONCERN IS REPORTED

The DSL will:

1. Review the information.
2. Consider the immediate safety of the child.
3. Check whether relevant information is already held by Young Minds.
4. Consider whether emergency action is required.
5. Consider whether advice or referral to Children's Services, the police or another agency is required.
6. Record the decision and action taken.
7. Consider whether the parent/carer should be informed.
8. Consider whether other children may also be affected.
9. Ensure appropriate follow-up.

The DSL should seek advice from relevant safeguarding professionals where necessary.

Uncertainty about the correct threshold must not cause unnecessary delay where a child may be at risk.

25. INFORMING PARENTS AND CARERS

Young Minds will normally work openly with parents and carers.

However, parents/carers should not automatically be informed where doing so could:

- place the child at greater risk;
- compromise a police investigation;
- compromise a Children's Services assessment;

- place another person at risk;
- result in evidence being destroyed;
- otherwise interfere with safeguarding action.

The DSL should seek appropriate safeguarding advice before withholding information where necessary.

The welfare and safety of the child remains the priority.

26. REFERRALS TO CHILDREN'S SERVICES

The DSL may need to contact the relevant Children's Services/MASH where there are concerns that a child:

- is suffering significant harm;
- may be at risk of significant harm;
- requires statutory safeguarding intervention;
- may be experiencing abuse or neglect;
- requires assessment or support beyond Young Minders' role.

Young Minders does not need to prove that abuse has occurred before making a safeguarding referral.

Where appropriate, the DSL will provide:

- child's details;
 - family information known to Young Minders;
 - nature of concern;
 - what the child has said;
 - observations;
 - relevant background;
 - actions already taken;
 - information about immediate risks.
-

27. POLICE REFERRALS

The police should be contacted where:

- a crime may have been committed;
- there is immediate danger;
- there is a serious threat to a child's safety;
- police intervention is necessary;
- Children's Services or the police advise that a referral should be made.

999 must be used for emergencies.

For non-emergency matters, the appropriate police contact route should be used.

The DSL should record the police reference number where one is provided.

28. ALLEGATIONS AGAINST STAFF, VOLUNTEERS, TRUSTEES OR OTHER ADULTS

Young Minders takes allegations against adults working with children extremely seriously.

This includes:

- employees;
- volunteers;
- trustees;
- contractors;
- facilitators;
- coaches;
- placement workers;
- other adults working with children on behalf of Young Minders.

An allegation may meet the LADO threshold where an adult has:

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

If an allegation is made

The person receiving the allegation must:

1. Listen calmly.
2. Record what has been said.
3. Report it immediately to the DSL or appropriate senior person.
4. Not investigate.
5. Not confront the person accused.
6. Not discuss the allegation unnecessarily.
7. Ensure immediate safety arrangements are considered.

The DSL/senior person will seek advice from the relevant LADO and other agencies where appropriate.

Where the LADO threshold is met, the matter should be brought to the LADO within the required timeframe.

29. LOCAL AUTHORITY DESIGNATED OFFICER (LADO) PROCEDURE

The LADO process applies where an allegation or concern relates to an adult who works or volunteers with children.

The relevant LADO should be contacted where an allegation may indicate that an adult:

- has harmed a child;
- may have committed a criminal offence against or related to a child;
- may pose a risk of harm to children;
- may be unsuitable to work with children.

The DSL should seek advice from the relevant LADO as soon as possible and within one working day where the matter meets the LADO threshold.

Young Minders will not undertake its own investigation where the matter requires statutory or LADO involvement.

29.1 Croydon LADO

Email: LADO@croydon.gov.uk

Telephone: 020 8726 6000

Young Minders will use the current Croydon safeguarding and LADO arrangements for concerns relating to children or adults working with children in Croydon.

29.2 West Northamptonshire LADO

LADO consultation/referral email:
LADOConsultations@NCTrust.co.uk

Young Minders will use the current Northamptonshire Children's Trust and West Northamptonshire safeguarding arrangements.

The DSL should check the current referral process before making a referral, as local arrangements may change.

29.3 North Northamptonshire LADO

LADO can be contacted via LADOConsultations@NCTrust.co.uk

Where Young Minders delivers activities or has safeguarding concerns relating to a child or adult working with children in North Northamptonshire, the DSL will use the current North Northamptonshire safeguarding and LADO arrangements.

The DSL must check the current published contact information before making a referral.

29.4 Choosing the Correct LADO

The location of the:

- child;
- activity;
- organisation;
- adult involved;

should be considered when determining which local safeguarding authority should be contacted.

Where there is uncertainty, the DSL should seek advice rather than delay action.

30. ALLEGATIONS AGAINST THE DSL

If the concern relates to the DSL:

- do not report the concern to the DSL;
- report it directly to the Chair of Trustees or another appropriate senior trustee;
- seek advice from the relevant LADO;
- consider whether Children's Services or the police need to be contacted.

If the DSL is the subject of an allegation, the DSL must have no role in managing that allegation.

31. ALLEGATIONS AGAINST THE CHAIR OR A TRUSTEE

If the concern relates to the Chair of Trustees:

- report the concern to another appropriate trustee;
- seek advice from the relevant LADO;
- consider whether Children's Services or the police need to be contacted;
- consider whether the Charity Commission or another regulator needs to be notified.

If the concern involves trustees collectively, external safeguarding advice should be sought immediately.

32. LOW-LEVEL CONCERNS

Not every concern about an adult will meet the LADO threshold.

Young Minds will nevertheless take concerns about behaviour seriously.

Examples may include:

- inappropriate language;
- unnecessary physical contact;
- excessive personal communication;
- inappropriate social media interaction;
- favouritism;
- boundary issues;
- behaviour that makes colleagues uncomfortable;
- repeated failure to follow safeguarding procedures.

A low-level concern should be reported to the DSL/senior manager and recorded.

The DSL will consider whether:

- the matter can be addressed through supervision or management;
- additional training is required;
- the behaviour needs monitoring;
- the matter should be escalated;
- a pattern of behaviour exists;
- the matter meets the LADO threshold.

A low-level concern should never be dismissed simply because it does not initially meet the LADO threshold.

33. WHISTLEBLOWING

Anyone who believes safeguarding procedures are not being followed should raise the concern.

If the concern cannot safely be raised with the DSL, it should be raised with:

- the Chair of Trustees;
- another appropriate trustee;
- the relevant LADO;
- Children's Services;
- the police, where appropriate.

Young Minds will not tolerate retaliation against a person who raises a genuine safeguarding concern in good faith.

34. ONLINE SAFEGUARDING CONCERNS

Online concerns should be treated in the same way as concerns arising in person.

Examples include:

- inappropriate messages;

- sexualised communication;
- grooming;
- bullying;
- threats;
- sharing inappropriate images;
- exploitation;
- inappropriate contact between an adult and child;
- harmful content;
- concerns arising during an online session.

Where possible:

- preserve relevant evidence;
- do not delete messages or records;
- take appropriate screenshots where lawful;
- report the concern to the DSL;
- consider whether police or Children's Services need to be contacted.

Do not forward inappropriate images or content unnecessarily.

35. SAFEGUARDING DURING ACTIVITIES

Before an activity begins, staff should ensure:

- attendance is recorded;
- emergency contact information is available where required;
- appropriate staffing is in place;
- children are supervised appropriately;
- the venue is suitable;
- known individual safeguarding needs are considered;
- first aid arrangements are known;
- collection arrangements are clear;
- safeguarding concerns can be reported.

Any safeguarding concern arising during an activity must be reported through this procedure.

36. MISSING CHILD PROCEDURE

If a child is unexpectedly missing from a Young Minders activity:

1. Inform the activity lead immediately.
2. Check the immediate area.
3. Follow the venue's missing child/emergency procedures where applicable.
4. Contact the parent/carer where appropriate.
5. Consider the child's age, vulnerability and circumstances.
6. Contact the police if the child cannot be located or there is reason to believe they are at risk.
7. Inform the DSL.
8. Record the incident and actions taken.

A missing child who may be vulnerable should be treated as a safeguarding concern.

37. TRANSPORT AND TRIPS

Where Young Minders arranges or facilitates transport or trips involving children:

- appropriate risk assessments must be completed;
- drivers must meet organisational requirements;
- appropriate insurance must be in place;
- children must be supervised appropriately;
- collection/drop-off arrangements must be clear;
- emergency contact information should be available;
- individual needs should be considered.

Any transport-related safeguarding concern must be reported to the DSL.

38. CONFIDENTIALITY AND INFORMATION SHARING

Safeguarding information must be treated sensitively.

Staff and volunteers must not:

- discuss concerns casually;
- share information with friends or family;
- post information online;
- discuss a child in public;
- share information with people who do not need to know.

However, safeguarding information should be shared with appropriate professionals where necessary to protect a child.

Confidentiality must never be used as a reason to keep a child at risk.

Young Minders will share information where necessary, proportionate and lawful for safeguarding purposes.

The DSL should consider:

- what information is necessary;
 - who needs the information;
 - why it needs to be shared;
 - whether sharing is urgent;
 - whether the child or another person may be at risk if information is not shared.
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39. SAFEGUARDING RECORDS

Safeguarding records should be:

- stored securely;
- accessible only to authorised people;
- dated and timed;
- factual;
- retained in accordance with Young Minders' data protection and retention arrangements.

The DSL should maintain an appropriate safeguarding record of:

- concerns;
- actions;
- referrals;
- advice received;
- outcomes where known;
- follow-up actions.

Records should distinguish between:

- facts;
- observations;
- information provided by another person;
- professional opinions;
- actions taken.

40. SAFEGUARDING ESCALATION FLOWCHARTS

40.1 Concern About a Child

CONCERN IDENTIFIED

↓

Is the child in immediate danger?

↓

YES

CALL 999

↓

Ensure immediate safety

↓

Inform DSL/senior safeguarding contact

↓

Record concern

↓

Follow instructions from emergency/safeguarding professionals

NO

↓

Report to DSL

↓

Record concern

↓

DSL assesses concern

↓

Does the child require statutory safeguarding intervention?

↓

YES

Contact appropriate Children's Services/MASH and/or police

↓

Record decision and actions

↓

Follow up

NO

Consider:

- early help;

- support;
- monitoring;
- signposting;
- other appropriate action.

↓

Record decision

↓

Review where appropriate.

40.2 Concern About an Adult Working With Children

CONCERN/ALLEGATION RECEIVED

↓

Ensure immediate safety

↓

Report immediately to DSL/senior person

↓

Do not investigate

↓

Record allegation

↓

Could the concern meet the LADO threshold?

Examples:

- harm or possible harm to a child;
- possible criminal offence;
- behaviour indicating risk of harm;
- behaviour indicating possible unsuitability to work with children.

↓

YES

Contact relevant LADO promptly and within the required timeframe



Follow LADO/statutory advice



Consider police/Children's Services referral



Consider employment/volunteer safeguarding measures



Record decisions and actions

NO

Consider whether it is a low-level concern



Record and manage appropriately



Monitor/review as necessary

PART C – CONTACTS, RECORDING AND REVIEW

41. KEY SAFEGUARDING CONTACTS

Emergency

Police, Fire and Ambulance: 999

Young Minds Designated Safeguarding Lead

Name: *Lydia Wanini*

Telephone: 07488237619

Email: admin@youngminders.org

Deputy/Alternative Safeguarding Contact

Name: *Shernette May*

Telephone: 07961854913

Email: admin@youngminders.org

Chair of Trustees

Name: *Elizabeth Njenga*

Telephone: 07508800009

Email: admin@youngminders.org

Croydon LADO

Email: LADO@croydon.gov.uk

Telephone: 020 8726 6000

West Northamptonshire LADO

Email: LADOConsultations@NCTrust.co.uk

The DSL should check the current Northamptonshire Children's Trust referral arrangements before making a referral.

North Northamptonshire

Safeguarding/LADO contact:

To be confirmed and maintained in the Young Minders Safeguarding Contacts Sheet.

The DSL must check the current published local safeguarding arrangements before making a referral.

Important Contact Information

Safeguarding contact details must be reviewed regularly.

Where a local authority changes its safeguarding arrangements, Young Minds will update its contacts without waiting for the annual policy review.

The latest version of the safeguarding contacts sheet should be available to staff and volunteers.

42. SAFEGUARDING CONCERN CHECKLIST

When a concern arises:

- ☐ Stay calm.
 - ☐ Listen.
 - ☐ Take the concern seriously.
 - ☐ Do not promise secrecy.
 - ☐ Do not investigate.
 - ☐ Do not confront the alleged perpetrator.
 - ☐ Report to the DSL/senior safeguarding contact.
 - ☐ Record what was said or observed.
 - ☐ Use the child's own words where possible.
 - ☐ Record the date, time and location.
 - ☐ Take immediate action if the child is at risk.
 - ☐ Contact emergency services if necessary.
 - ☐ Do not discuss the matter unnecessarily.
-

43. DSL DECISION-MAKING RECORD

Safeguarding Concern

Child's Name:

Date Concern Received:

Concern Raised By:

Date/Time of Incident or Disclosure:

Location:

Nature of Concern

What Did the Child Say or What Was Observed?

Immediate Risk Identified?

Yes / No

If yes, describe action taken:

Parent/Carer Informed?

Yes / No / Not appropriate at this stage

Reason:

Referral Made?

Children's Services/MASH: Yes / No

Police: Yes / No

LADO: Yes / No

Other Agency: _____

Advice Received

Outcome/Action Required

Follow-Up Date

DSL Name: _____

Signature: _____

Date: _____

44. SAFEGUARDING INCIDENT REVIEW

Following a significant safeguarding concern or incident, the DSL and trustees should consider:

What happened?

Was the child kept safe?

Were procedures followed?

Was the concern reported promptly?

Were the correct agencies contacted?

Was information shared appropriately?

Were staff and volunteers adequately trained?

Are changes to procedures required?

Are there wider organisational lessons?

Does the risk assessment need updating?

Does this policy require amendment?

Actions to be Taken

Review completed by: _____

Date: _____

45. RELATED POLICIES AND DOCUMENTS

This policy should be read alongside Young Minders' other relevant policies and documents, including:

- Safeguarding Concern/Incident Form;
 - Code of Conduct;
 - Safer Recruitment Policy;
 - DBS/Recruitment Procedures;
 - Health and Safety Policy;
 - Online Safety/Digital Safeguarding Policy;
 - Data Protection and Privacy Policy;
 - Photography and Image Consent arrangements;
 - Complaints Policy;
 - Whistleblowing Policy;
 - Equality, Diversity and Inclusion Policy;
 - Risk Assessment Procedures;
 - Lone Working Policy;
 - Transport and Trips Procedures;
 - Volunteer Policy;
 - Staff and Volunteer Induction Procedures.
-

46. POLICY APPROVAL AND REVIEW

Policy Details

Organisation:

Young Minders – The Home Education Hub

Document:

Safeguarding & Child Protection Policy and Procedures

Version:

1.0

Effective Date:

August 2026

Policy Owner:

Designated Safeguarding Lead

Approved By:

Board of Trustees

Date Approved:

Next Review Date:

August 2027

Trustee Approval

Chair of Trustees Name:

Signature:

Date:

DSL Confirmation

Designated Safeguarding Lead Name:

Signature:

Date:

FINAL SAFEGUARDING STATEMENT

Young Minds – The Home Education Hub is committed to creating an organisation in which children and young people are safe, respected, listened to and protected.

Safeguarding is everyone's responsibility.

No member of staff, volunteer, trustee, facilitator or partner should ignore a concern because they are unsure whether it is serious enough.

If something does not feel right:

LISTEN → REPORT → RECORD → ESCALATE → FOLLOW UP

Young Minds will always prioritise the safety and welfare of children and young people.

End of Policy